BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

REGULAR MEETING
AGENDA

Monday, September 15, 2025
3:00 p.m.

Judge Augustus D. Aikens, Jr. 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. 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
Monday, September 15, 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 Pastor Michael Bell, New Mt. Zion AME Church

Pledge of Allegiance by Commissioner Proctor

AWARDS AND PRESENTATIONS

- Proclamation Recognizing Mrs. Sandra Horne for her Advocacy Against Gun Violence
  (Commissioner Maddox)
- Proclamation Recognizing Ms. Sue Dick, President and CEO of the Greater Tallahassee Chamber of Commerce, for 30 Years of Service
  (Commissioner Maddox)
- Proclamation Recognizing the 70th Anniversary of WCTV
  (Commissioner Cummings)
- Presentation of Masterplan for Springfield Apartments
  (Tallahassee Housing Authority)
- Presentation Recognizing Leon County's Continued Support of Honor Flight Tallahassee
  (Tom Napier, Vice Chair of the Honor Flight Tallahassee Board of Trustees)
- Neighborhood of the Year Awards
  (County Administrator / Community and Media Relations)

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: May 27, 2025 Special Meeting, June 10, 2025 Regular Meeting, and June 17, 2025 Budget Workshop
   (Clerk of Court)

2. Payment of Bills and Vouchers
   (County Administrator / Office of Management & Budget)

3. Commissioner Appointments to the Housing Finance Authority of Leon County and the Tallahassee-Leon County Commission on the Status of Women & Girls
   (County Administrator / Administration)

4. Proposed Public Notice 2026 Tentative Board Meeting Schedule, Proposed 2026 Travel Schedule, and Proposed Revisions to Board Policy No. 03-16, "Holidays" and 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners"
   (County Administrator / Administration)

5. Acceptance of Florida Department of Law Enforcement and United States Department of Agriculture Forest Service Grants for the Leon County Sheriff's Office and Approval of the Sheriff's Request for Utilization of Law Enforcement Trust Fund Assets
   (County Administrator / Office of Management & Budget)

6. Acceptance of a Florida Department of Health Emergency Medical Services Matching Grant
   (County Administrator / Emergency Medical Services)

7. Approval of Ground Ambulance Services Certificates of Public Convenience and Necessity
   (County Administrator / Emergency Medical Services)

8. Department of Health in Leon County Fiscal Year 2026 Public Health Agreement
   (County Administrator / Human Services and Community Partnerships)

9. Local Funding Match for the Low-Income Pool for Bond Community Health Center, Inc., Neighborhood Medical Center, Inc., and Apalachee Center, Inc.
   (County Administrator / Human Services and Community Partnerships)

10. Driver Education Program Agreement with Leon County School Board
    (County Administrator / Office of Intervention and Detention Alternatives)

11. Public Library Construction Grant Opportunity
    (County Administrator / Library Services)

12. Fiscal Year 2026 State Aid to Libraries Grant and Annual Plan for Service
    (County Administrator / Library Services)

13. One-Year Extension and Amendment of the Council on Culture & Arts (COCA) Funding Agreement through Fiscal Year 2026
    (County Administrator / Tourism)

14. Memorandum of Agreement with the Florida Department of Transportation for the Maintenance of Landscaping Along Sections of Apalachee Parkway, Mahan Drive, Capital Circle Southeast & Southwest, and Thomasville Road Corridors
    (County Administrator / Public Works)

15. Proposed Resolution Authorizing Conveyance of One Sanitary Sewer Utility Easement to the City of Tallahassee for the Continued Operation and Maintenance of Improvements Associated with the Woodville Sewer System Project
(County Administrator / Real Estate)

Procurements:

16. Proposed Contract for State and Federal Lobbyist Services
(County Administrator / Administration)

17. Approval of Three-Year Renewal Agreement for Banner Support and Maintenance
(County Administrator / Office of Information Technology)

18. Bid Award for Leon County Detention Center Exterior Stair Renovations Phase II
(County Administrator / Public Works)

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

Status Reports:

20. Status Report on Efforts to Address Poverty and Inequities in 32304
(County Administrator / Human Services and Community Partnerships)

21. Status Report on Efforts to Address Food Insecurity
(County Administrator / Human Services and Community Partnerships)

22. August 2025 Quarterly Economic Dashboard Report
(County Administrator / Office of Economic Vitality)

23. Approval of a Three-Year Agreement with Choose Tallahassee for Relocation Marketing and Lead Generation
(County Administrator / Tourism)

CONSENT ITEMS PULLED FOR DISCUSSION

GENERAL BUSINESS

24. Leon County 2025 Annual Report
(County Administrator / Community and Media Relations)

25. Status Report on the City of Ocala Fire Service Fee Lawsuit, *Discount Sleep of Ocala, LLC v. City of Ocala*, 300 So. 3d 316 (Fla. 5th DCA 2020)
(County Administrator / County Attorney)

26. Appointments to the Leon County Citizen Charter Review Committee, Preliminary Committee Bylaws, and Analysis on Potential Charter Amendment Topics
(County Administrator / Administration / County Attorney)

27. Status Update on the County's Traffic Calming Program
(County Administrator / Public Works)

28. Acceptance of a Florida Department of Environmental Protection Springs Restoration Grant and Approval of an Amendment to the Woodville Sewer System Project Grant Agreement
(County Administrator / Public Works)

29. Full Board Appointments to the Council on Culture and Arts Board, Investment Oversight Committee, and the Tallahassee-Leon County Commission on the Status of Women & Girls
(County Administrator / Administration)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

30. First and Only Public Hearing to Consider an Ordinance Amending Chapter 7, Section 7-44 of the Code of Laws of Leon County, Florida; Entitled Collection; Revising the Methods for Collecting Fire Rescue Charges and Fees
(County Administration / County Attorney)

31. First and Only Public Hearing to Approve the Resolution Adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll and Certification of the Entire Roll to the Tax Collector
(County Administration / Office of Management & Budget)

32. First Public Hearing for Adoption of the Fiscal Year 2025 – 2026 Tentative Millage Rates and Tentative Budgets
(County Administration / Office of Management & Budget)

33. First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Zoning Classification for 18.51 Acres Located at 4767 Capital Circle SE from the Single Family Detached, Attached and Two-Family Residential (R-3) Zoning District to the Light Industrial (M-1) Zoning District
(County Administrator / Planning)

34. First and Only Public Hearing to Adopt an Ordinance Amending Section 10-4.207 of the Environmental Management Act Pertaining to Land Management Activities
(County Administration / Development Support & Environmental Management)

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

COMMENTS/DISCUSSION ITEMS

Items from the County Attorney

Items from the County Administrator

Discussion Items by Commissioners

RECEIPT AND FILE

- Capital Region Community Development District Meeting Minutes – May 5, 2025, May 22, 2025, June 12, 2025
- Children's Services Council of Leon County Quarterly Financial Report – April 1 – June 30, 2025

ADJOURN

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

Tuesday, October 14, 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.

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.	Budget Workshop
June 10	Tuesday	3:00 p.m.	Regular Board Meeting
June 17	Tuesday	9:00 a.m.	Budget Workshop
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
August 12	Tuesday	3:00 p.m.	Special Meeting
September 15	Monday	3:00 p.m.	Regular Board Meeting
September 15	Monday	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 Judge Augustus D. Aikens, Jr. Leon 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.	Budget Workshop 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	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	Tuesday 12	3:00 p.m.	Special Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Thursday 14 – Sunday 17		*Chamber of Commerce Annual Conference Fernandina Beach, FL*
September 2025	Monday 1	Offices Closed	LABOR DAY
	Thursday 11	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
		5:00 p.m.	Blueprint Intergovernmental Agency Budget Public Hearing City Commission Chambers
	Monday 15	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.)	**Tuesday 16**	1:30 p.m.	Capital Region Transportation Planning Agency Mtg. City Commission Chambers
	Wednesday 17 – Thursday 18		*FAC Innovation & Policy Conference* *Gainesville, Alachua County, FL*
	Tuesday 23	6:00 p.m.*	Second Public Hearing on Final Millage Rates 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
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

Animal Shelter Advisory Board
City Commission (1 appointment)

Architectural Review Board
City Commission (1 appointment)

Board of Adjustments & Appeals
City Commission (2 appointments)

Career Source Capital Region Board
Board of County Commissioners (1 appointment)

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

Investment Oversight Committee
Board of County Commissioners (1 appointment)

Joint City/County Bicycling Workgroup
City Commission (3 appointments)

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

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

Public Safety Coordinating Council
Board of County Commissioners Chairman: Brian Welch (1 appointment)

Tallahassee-Leon County Commission on the Status of Women & Girls
Commissioner – District 5: David T. O'Keefe (1 appointment)
Commissioner – At-Large I: Carolyn Cummings (1 appointment)

Trusted People Neighborhood Engagement Steering Committee
City of Tallahassee Manager: Reese Goad (1 appointment)

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

FUTURE VACANCIES

September 30, 2025

Community Development Block Grant Citizens Advisory Task Force
Board of County Commissioners (3 appointments)

Council on Culture & Arts Board
Board of County Commissioners (2 appointments)
Board of County Commissioners (4 City recommended appointments)

September 30, 2025 cont.

Housing Finance Authority of Leon County
Commissioner – District 1: Bill Proctor (1 appointment)
Commissioner – District 3: Rick Minor (1 appointment)
Commissioner – At-Large II: Nick Maddox (1 appointment)

Science Advisory Committee
City Commission (2 appointments)

Tallahassee-Leon County Commission on the Status of Women & Girls
Board of County Commissioners (3 CSWG recommended appointments)
Commissioner – District 2: Christian Caban (1 appointment)
Commissioner – District 4: Brian Welch (1 appointment)
Commissioner – At-Large II: Nick Maddox (1 appointment)
City Commission (1 appointment)
City Commissioner – Jacqueline Porter (1 appointment)
City Commissioner – Jeremy Matlow (1 appointment)

October 31, 2025

Canopy Road Citizens Committee
Board of County Commissioners (2 appointments)
City Commission (3 appointments)

Tourist Development Council
Board of County Commissioners (1 appointment)

Leon County
Board of County Commissioners

Notes for Agenda Item #1

Leon County Board of County Commissioners

Agenda Item #1

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Minutes: May 27, 2025 Special Meeting, June 10, 2025 Regular Meeting, and June 17, 2025 Budget Workshop

Review and Approval:	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
Department / Division Review:	Ken Morris, Assistant County Administrator Kimberly Wilder, Finance Director, Clerk of the Circuit Court and 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: May 27, 2025 Special Meeting, June 10, 2025 Regular Meeting, and June 17, 2025 Budget Workshop.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes of May 27, 2025 Special Meeting, June 10, 2025 Regular Meeting, and June 17, 2025 Budget Workshop

Attachments:

1. May 27, 2025 Special Meeting Minutes
2. June 10, 2025 Regular Meeting Minutes
3. June 17, 2025 Budget Workshop Minutes

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
SPECIAL MEETING
May 27, 2025

The Leon County Board of County Commissioners met for a Special Meeting on Tuesday, May 27, 2025, at 3:00 p.m. in Chambers with Chairman Brian Welch presiding. Present were Vice-Chairman Christian Caban and Commissioners David T. O'Keefe, Bill Proctor, Rick Minor, and Nick Maddox. 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.

The Pledge of Allegiance was provided by Chairman Welch.

AWARDS AND PRESENTATIONS

- None

Citizens to be Heard on CONSENT and Non-Agendaed Items

- None

CONSENT

- None

General Business

1. **Consideration of Rate Adjustments to the Five-Year Fire Rescue Assessments and Fees**
   (County Administrator / Office of Management & Budget)

   County Administrator Long introduced this item that sought Board consideration of rate adjustments to the five-year fire rescue assessments and fees to provide sufficient funding, based on expenditure increases identified by the City of Tallahassee (the "City") and reviewed by a professional third-party consultant, for fire rescue services in the unincorporated area of Leon County for the remainder of the five-year study period (FY 2028). He provided a brief presentation of this special meeting. He mentioned the June 17, 2025, Budget Workshop would provide a more complete fiscal overview as the Legislative Session should have concluded by that time. He began by listing the Federal outlook that has an impact on the County budget. He discussed the Legislative session and the impacts on Leon County, such as unfunded mandates. He mentioned Leon County is one of the most reliant counties on Property Taxes. He provided a brief overview of the fire assessment fees. He noted that the City has required that they raise the fire services fee to cover increased costs. He detailed the purposes of the funding method and the purpose of such fees. He mentioned the fee rates are for 5 years, expiring in 2028. He stated the fee rates were determined by the City's estimated expenditures for a 5-year period and the current fee levels are not enough to cover the remaining 3 years based on their identified additional costs. He stated the fee would need to increase by 22% for all properties for the remaining 3 years to meet demand and increased costs. He stated that if the Board doesn't approve the increase, there are mechanisms available to come to a resolution. He provided the following options:

1. *Direct the County Administrator to prepare an updated Rate Resolution to adopt the fire rescue assessments and fire rescue services fees at the July 8, 2025 meeting, based on all of the expenditure increases identified by the City and the assessable rates provided in the consultant study.*
2. *As required by Section 197.3632(4)(a) and (b), Florida Statutes, authorize mailing of first-class notices to property owners regarding proposed changes to the fire rescue assessments and authorize scheduling a Public Hearing on July 8, 2025, to impose the updated assessments and to place the assessments on the tax bill if applicable.*
3. *Direct the County Administrator to amend the Fire Rescue Services Interlocal Agreement with the City of Tallahassee to reflect the fire rescue assessments and fire rescue services fees approved by the Board and authorize the Chairman to execute the updated agreement, subject to legal review by the County Attorney.*

Or

4. *Direct the County Administrator, in consultation with the County Attorney, to initiate the formal conflict resolution process to address inflationary cost increases for expenditures contemplated in the 2023 Fire Assessment Study and other new costs identified by the City that were not included in the five-year study as follows:*
    - *The County agrees to the City's use of Fire Services Reserve Funds to support increased personnel costs resulting from the latest collective bargaining agreement, at the current staffing levels.*
    - *The County does not agree to additional personnel cost increases due to any future labor renegotiations within the current five-year study period.*
    - *The County disputes the new expenditures associated with enhancing TFD's ISO rating, which were not contemplated in the five-year study.*
    - *The County disputes the 2023 debt refinancing payments, which were not contemplated in the five-year study.*
    - *The County requests the City to explore all options to reduce the increased costs of construction and staffing for Fire Station #17 and Fire Station #15, which are both contemplated in the five-year study period.*
5. *Board direction.*

Public Speakers:

- John Gibby, 4887 Gum Road, Tallahassee, FL 32304. Discussed that pollution has been found at Fire Station #4 on Appleyard. He provided them with a letter from DEP regarding pollution.
- Chief Brian Caroll, Miccosukee Volunteer Fire Rescue, 13800 Moccasin Gap Road, Tallahassee, FL 32309. Stated his biggest concern was County ISO. He inquired how this fee increase will improve effectiveness and if they will reduce the county score, which is currently a 3x.

Commissioner Maddox moved, seconded by Commissioner Minor, to waive the rules in order to have discussions prior to making a motion.

The motion carried 7-0.

- Commissioner Maddox shared he would like to offer a compromise motion to see if they can work out the differences with the City prior to initiating a formal conflict resolution process. He believed that they would avoid unnecessary additional conflict and anguish, not only with their colleagues in the City, but in the community. He stated that he believed the Board is unanimous in the position not to raise fees on residents in the middle of the five-year fee. He reiterated that what has been heard today from staff, every five years, the City, County, and an outside consultant engage in a highly thorough process to develop a five-year fee to cover the City's anticipated costs for the next five years and based on this process, the County Commission adopted the rate that they currently have. He noted that none of the fees are retained by the County and that it all goes to the City.

  Commissioner Maddox moved, seconded by Commissioner Minor, to approve Options #1, #2, and #3 <u>as amended</u>: to impose and collect the fire services assessment rate increase based on the additional costs identified by the City, excluding all costs related to ISO ratings and that there will be no more increases in the remaining 3 years of the current five-year term. This motion also authorizes the use of the fire services reserves fund to pay for increased costs in FY 2025.

- Commissioner Proctor stated that what brings them here is option #4. He suggested not acquiescing to the City. He inquired about the fire service fee imposed in the unincorporated area.
  - Roshaunda Bradley, Director of the Office of Management and Budget (OMB), stated roughly $11.5 million in the unincorporated area.
  - Commissioner Proctor asked the amount that the City is transferring from its total collection of fire services to its general fund.
  - Mrs. Bradley stated about $11 million.

- Commissioner Proctor stated that money is being taken from people living in the unincorporated areas and goes to the City's general fund.

- Mrs. Bradley stated that approximately $450,000 goes to the Volunteer Fire Department.

- Commissioner Proctor remarked that the volunteer firefighters get only roughly $450,000 out of the $11 million. He noted Station 17 has been all talk and no walk for about 9 years. He stated he will not support anything because there is still no fire station on the Southside. He stated the fee should be tied in part to the services needed. He stated they need a better overview of the $11 million. He stated it is their responsibility to save people's money. He shared that he is disappointed with the consultant's report.

  Commission Proctor moved, seconded by Vice-Chairman Caban, for a substitute motion for approval of Option #4.

- Commissioner Minor inquired how the $8.5 million would improve the Counties' ISO ratings.

- County Administrator Long stated they're using an estimate of what they believe it would take in terms of improved personnel and equipment to get them from a three to a two; the $8.5 million represents an estimate.

- Ken Morris, Assistant County Administrator, stated they didn't have any data from the City or the County on that issue.

- Commissioner Minor stated there is a partnership with the City to better the community and save money for residents in the unincorporated area. He noted that some unexpected increases are understandable, but some were not required for the operation of the Fire Department during the five-year period. He mentioned the City increased the ISO rating investment and decided to spend $8.5 million. He mentioned the ISO request for $8.5 million was initiated after the five-year agreement was made and adopted by both the City and the County, and now they're asking them to pay for it. He stated he does not know if the benefit is going to help unincorporated residents and that there's no guarantee of getting an ISO rating of 2. He stated that he supports the original motion on the table. He remarked that they need to stand up for the unincorporated residents of Leon County.

- Chairman Welch sought clarification on the current motion on the table.

- Commissioner Maddox stated they want to remove the ISO rating investment of $8.5 million, and if the City does not agree to their terms they send over, they will go to dispute resolution.

- Commissioner Cummings asked for the annual amount if they removed the ISO rating investment part.

- Mrs. Bradley stated that for zone 2, it will be $38.

- Commissioner Cummings asked County Attorney O'Steen if they chose to go with the conflict resolution route, what would be the course of action.

- County Attorney O'Steen stated this is a contractual dispute resolution process because they are both parties to the agreement, and they have a dispute. The City wants to increase the rates by a certain amount, if the County Commission does not agree, then no increase can occur. The increase cannot be unilateral. Both parties must agree. So that would initiate the dispute resolution process, which includes, but is not necessarily limited to, mediation. It's staff level, then County Administrator and City Manager level, then mediation. And if you reach an impasse in mediation, it goes to binding arbitration.

- Commissioner Cummings asked for the standard of proof from the County's standpoint so that the arbitrator and mediator can decide.

- County Attorney O'Steen stated there's no breach at this point, there's just a disagreement about what is the appropriate amount, if any, to increase the rates, that would be the scope of any negotiations and non-binding mediation to try to get the parties to agree. If that doesn't happen, the City lays out its case for the arbitrator, the County lays out its case for the arbitrator, and the arbitrator issues a determination and an award.

- Commissioner Cummings asked again for the standard of proof because it looks like all the cards would be on the table for the City going into arbitration, and the County will be the losing party.

- County Attorney O'Steen stated these are policy determinations, the consultant only determines what's assessable, she doesn't make determinations about policy, whether it's appropriate that they did this mid-cycle, whether it's necessary for the operation of the fire stations or anything like that. All the consultant does is plug in the numbers given to her by the City and come up with a rate. That's according to the methodology; that's all that the report does. So, they would be arguing, as staff have articulated here, and it is in the agenda items that these were, in part, not anticipated, and they're not appropriate for a mid-cycle rate change. That's what they would argue and put before the arbitrator. Will they prevail over that? There's no guarantee, but that's what they are looking at.

- Commissioner Cummings stated she is just evaluating the strengths and weaknesses of the County's position.

- Commissioner O'Keefe inquired if initiating the dispute resolution process would prevent them from continuing to cooperate and trying to negotiate with the City or is it just a structure and timeline to resolve the disagreements.

- County Attorney O'Steen stated that the process is all about negotiating and trying to reach a mutually acceptable resolution.

- County Administrator Long added that, if they trigger the conflict resolution process today, which has a very specific timeline and steps in the process, then they will follow at that point.

- Commissioner O'Keefe asked if they do not enter the process and try to negotiate outside of it, is there a time limit?

- County Attorney O'Steen replied no, but they have the issue of using the uniform method of collecting assessments, so they are required to have a public hearing no later than September 15th to adopt a rate to put on everyone's tax bill for the upcoming fiscal year.

- Commissioner O'Keefe asked if that is a legal obligation on their part.

- County Attorney O'Steen stated no.

- Commissioner O'Keefe shared his concern about not starting the agreed-upon process that they signed on to in the agreement. He asked if Commissioner Maddox's motion was to go, where they advised to work with the City, but don't trigger the dispute resolution process now, and if negotiation fails, would they already have the approval to go to dispute resolution, or would they have to come back for a vote?

- County Attorney O'Steen stated it's her understanding that they would present the proposal to the City for them to consider at the June meeting. If they agree to that, then they would codify that in an amendment to the existing agreement, but if they do not agree to that in all substantive respects, it would trigger the dispute resolution process.

- Commissioner O'Keefe asked if they entered the dispute today, could they still accept what they are proposing at their meeting.

- County Attorney O'Steen stated yes, it would come back to the Board for consideration, and if it was timely at the June meeting.

- County Administrator Long added that it wouldn't be formally presented to them for their consideration because they will be engaged in the process.

- Commissioner O'Keefe asked if they were to vote to send notices of an increase today, would they actually be adopting the increase.

- County Attorney O'Steen stated no, the Board must hold a public hearing and would have to include the proposed amount to charge, and they could not exceed that amount at the public hearing. They can always lower the amount, but it can't be increased over what's put in the notice.

- Commissioner O'Keefe asked what made the costs unforeseeable two years ago.

- County Administrator Long stated they acknowledge that the City had not completed their collective bargaining agreement during the development of the five-year phase. Other things that were not known would include the construction costs, at the time they utilized an estimate from 2023, and the City has identified increased cost estimates based on construction documents with respect to Station 17, which they now have, and they do not have on 15 yet; that's still an unknown number. He also mentioned new costs were not contemplated in the agreement, which include the ISO and the debt refinancing. They were not known to the County or to the consultant in the development of the current five-year fee.

- Commissioner O'Keefe asked if construction costs have doubled.

- Mr. Morris stated that the 2023 estimate was what the City previously had. However, they didn't have the final construction documents, so they had a $17 million estimate for Fire Station 17. Now that they have the construction documents finalized, they're about to update it, and the cost estimate has doubled for that station.

- Commissioner O'Keefe asked if they had any input on the bid.

- Mr. Morris stated they discussed opportunities for delays, but the City is ready to move forward, at least with Fire Station 17. Fire Station 15 appears to be about a year away, if not more.

- Commissioner O'Keefe inquired what would prevent this from happening again.

- County Attorney O'Steen stated that under the original motion, it would be codified in the agreement. They could come back and ask, no matter what they put into an agreement, there is no guarantee that they will not come back again.

- Commissioner O'Keefe inquired if they could include a letter or wording to citizens as to why there may be a potential fee increase.

- County Attorney O'Steen stated yes, they can include it in the first-class notices to provide context for why there is a potential proposed rate increase.

- Commissioner O'Keefe shared his discontent with the five-year agreement. He stated they shouldn't absorb new costs without clear input or control. He mentioned that he understands the desire to avoid unnecessary conflict and supports working fully with the City, but did not want to give up a process of mediation and arbitration, as is outlined in the agreement. He stated he supports Commissioner Proctor's substitute amendment and inquired about adding a friendly amendment to notify County residents of the proposed increase, explaining that it is due to a request from the City.

- Commissioner Proctor rejected Commissioner O'Keefe's friendly amendment. He stated they should not notify County residents about a tax increase that the City is forcing them to do. He stated that he would go to arbitration, then send a letter to the public, noting that they got punished for standing up for County residents. He asked County Attorney O'Steen for clarification on arbitration.

- County Attorney O'Steen stated that if they concede that the cost associated with the renegotiated or new union agreements is permissible, the reserve fund doesn't get them through the entire five-year period, it will get them through this year, because they already have a deficit for those costs. It will get them through FY 2026. They would still have to have an increase in the rates in the years 2027 and 2028 just to cover that portion of the cost.

- Commissioner Proctor stated they should not trigger County citizens with a letter of increase. He inquired why the consultant is not bonded or insured, and why it has to fall on the County. He stated they should have more pride and dignity.

- Commissioner O'Keefe clarified to Commissioner Proctor that Option #4 states that they accept and fund the increase in personnel costs, but it does not say they are not approving any increase in costs. He shared he is uncomfortable getting behind and not giving themselves the opportunity to do a minimum of protection for a smaller modified amount of fee increase. He asked for the deadline to send a notice for a fee increase.

- County Attorney O'Steen stated they will have to hold a public hearing by September 15th; the notices will have to go out at least 20 days before that.

- Commissioner O'Keefe asked for the possibility of a resolution through the process in time to know what increase would be needed for August 15th.

- County Attorney O'Steen stated they could try to accelerate it and get through mediation prior to August 22nd, which is the last drop-dead date they could send that 20-day mailed notice before they would have to hold a public hearing on the very last day, which is September 15th.

- Commissioner Maddox asked why they are talking about sending out notices now.

- County Attorney O'Steen stated that if they are going to move to increase the rate for FY 2026 above what is currently being charged, they will have to provide the first-class mail notice to everybody.

- Mrs. Bradley stated that Options #1 through #3 accept all of the costs, excluding ISO, which means they are accepting the costs also for fire stations 17 and 15. The reserves are not sufficient to cover those increases; they would still have to increase the rates.

- County Administrator Long stated the cost, excluding the ISO, would take the increase down approximately $10 a month, which would be the minimum they would do because there are other components like exploring additional alternatives on construction, which could drive that cost lower. He clarified Option #4; the interlocal agreement requires the aggrieved party, which is the County, to put forward a good-faith resolution to the issue. Part of the good-faith resolution in 4A through B would be to accept certain things and dispute certain things even though they increase.

- Vice-Chairman Caban shared his discontent with the current situation. He stated this is essentially a tax increase for the residents in the unincorporated areas who cannot vote for City elected officials. He inquired who would own the new fire stations that are being built.

- Mr. Morris stated the City of Tallahassee.

- Vice-Chairman Caban inquired about taking the two proposed fire stations and paying for them through the BluePrint Intergovernmental Agency. He asked for the breakdown of the fire stations.

- Mrs. Bradley stated that according to the City's latest documents, there's an additional $17 million for fire station number 17, which is bringing the total to $34 million to fully construct. For fire station number 15, they don't believe those costs are final yet. Right now, there's a $10 million estimate for that expansion. The total cost of that amount will be $44 million.

- Vice-Chairman Caban mentioned they should not be increasing the fire services fee while they have a billion dollars in BluePrint money.

- Commissioner Proctor inquired if they could add to the list of voted upon projects to include fire stations.

- County Attorney O'Steen stated she cannot give any advice about BluePrint because the IA Board has Susan Dawson as their attorney, and because she does not have the answer to that.

- Commissioner Maddox stated this is not a good idea because there is no guarantee that when it gets to BluePrint, they will have the outcome they want.

- County Administrator Long clarified that any amendment to the interlocal agreement would have to be approved by both the City and the County.

- Vice-Chairman Caban stated this would be in line with other BluePrint projects and would at least be worth the conversation.

- Chairman Welch stated he agrees with everyone about this situation being frustrating and wants everyone to understand that they don't run the City of Tallahassee Fire Department. They do not set their priorities or their budget. He added that the County Commission simply passes the fee for service along to residents in the unincorporated area and does not have control over what they charge or how they want to charge it. He acknowledged Commissioner Proctor's comment about having a duty to protect their constituents and fight for them. He asked for clarification on Commissioner Maddox's motion.

- County Attorney O'Steen explained that Commissioner Maddox's motion is different because the Board will agree to increase all costs except for the ISO. Option #4 is only agreeing to use the fire service's reserve funds to support the increased personnel based on the latest collective bargaining agreement. Under his motion, they would not dispute the 2023 debt refinancing payments, and they would agree to the increased cost of construction and staffing of Fire Station 17 and Fire Station 15.

- County Administrator Long stated that there would be no additional increases within the existing term, including a potential renegotiation of labor in 2027, and it is important to note that, even with Commissioner Maddox's motion, the City may very well not agree, and they may end up going to a conflict resolution process.

- Chairman Welch stated that Commissioner Maddox's idea is valiant, and he is inclined to support his motion, even though the City might reject it. He also acknowledged Vice-Chairman Caban's idea, but that is something that should have been considered in the past when the City was projecting these costs. He stated the timing for moving the costs to BluePrint is not appropriate at this time. He reiterated that he is frustrated with this situation and wants people to know that this is the City's Fire Department they are running, and they are asking the Board to pass this fee to their constituents.

- Commissioner Cummings suggested that they raise this issue at their next BluePrint meeting. She inquired about citizens in the unincorporated areas and the costs they would bear.

- County Administrator Long stated in Option #4, which would lead to the initiation of the conflict resolution process, that they would agree to use the fire reserve to support the increased costs from the latest collective bargaining agreement at the current staffing level, and they do not agree to any additional labor renegotiation during this period. If they are successful, they would avoid $8.5 million over the next three years. Under that scenario, they would dispute the debt refinancing, and then they would request the consideration to reduce the cost associated with the fire stations. It would depend on how this is arbitrated to determine what cost savings would be, they would have to make assumptions based on which of these would be successful. He believes Commissioner Maddox's motion is definitive.

- Commissioner Cummings inquired about the additional proposed FTEs for the new fire station.

- Mr. Morris stated under Option #4, they would seek to look for a delay in the staffing and the construction of those fire stations, which has been done in the past with Fire Station 16.

- Commissioner Maddox asked the consultant how she came up with the estimate and the methodology she used.

- The consultant stated it was based on what the City predicted the numbers to look like. She used what the City provided to her, and she did not determine if they are reasonable or not. Regarding the methodology, she stated they didn't use the entire fire department budget; they only used the assessable portion. She took their budget to determine what is assessable and then what portion gets funded by the government, what portion gets funded by zone one and zone two, then broke down the rates within zone one and zone two to each category, residential, and then with the tiers and the non-residential.

- Commissioner Maddox inquired about the construction piece on Option #4.

- Mr. Morris stated their efforts will be to delay under 4E.

- Commissioner Maddox stated there will be some kind of increase regardless of whether it is going to arbitration or not. He inquired when the City is scheduled to go back and negotiate with the Firefighters Association, and the end of the five-year period.

- County Administrator Long stated negotiations are scheduled for the year 2027, and the five-year agreement ends in the year 2028.

- Commissioner Maddox stated he wanted everyone to think logically and send something reasonable back to the City. He commented that by waiting on Stations 15 and 17 for a few years, the odds are that the costs will increase even more. He stated he will vote against the substitute motion and support his original motion. He asked County Attorney O'Steen for clarification about lowering the amount but not exceeding the proposed amount.

- County Attorney O'Steen explained that if they go through the entire dispute resolution process, and they will end up with an arbitration award that exceeds the amount the Board approved in the public hearing, the County would have to tack the additional amount on next year and go back and assess it after the fact to collect the balance.

- Commissioner Maddox asked how they would be affected when talking about construction.

- County Attorney O'Steen stated that staff would have to run the numbers with the consultant to back out those costs associated with just the construction and come back with a revised rate number.

- Commissioner Maddox asked County Attorney O'Steen to describe the difference between a fee and a tax.

- County Attorney O'Steen replied that for non-governmental entities this is an assessment, there is a special test that they can only charge a property commensurate with the benefit received by that particular property, which is why there are different categories. A tax is entirely different legally.

- Commissioner Maddox stated his desire is to negotiate with the City before going to mediation. If they go to mediation and arbitration, everything is in the arbitrator's hands, and it's uncertain what that arbitrator may come back with.

- Commissioner Minor asked if they would send out another notice for FY 2027 letting citizens know about increased fees if Commissioner Maddox's motion prevailed.

- The consultant stated that because it is too expensive to send out letters every year, she suggested adding in the letter that they anticipate having a certain amount of increased fees, and in future years, they can go up to another rate without further notice, then they would be back on track, only noticing newly affected properties.

- Commissioner Minor confirmed that only one first-class notice will be sent out projecting for the next three years. He stated he supports Commissioner Maddox's motion. He

believed it is the wise thing to do, and they should always try to compromise before they start getting into conflict resolution. He believed the City would accept the motion because it is better than going into conflict resolution.

- Vice-Chairman Caban stated he is not concerned about being collegial when it comes to forcefully imposing fees on their residents. He suggested including the friendly amendment to the City, voting in June, calling for a special meeting, and concluding it by July 1st. He withdrew his second from Commissioner Proctor's substitute motion. He stated he will vote no on the original motion because he cannot vote on a fee without exhausting all options.

  Commissioner Proctor's motion died for lack of a second.

- Commissioner Proctor stated the City has been hostile towards the fire department. He commented that the fire department endorsed the wrong candidate for mayor because he does not care about them. He noted that he cannot support Commissioner Maddox's motion because he's looking out for citizens' pockets. He inquired about why they can't add language to increase pay for firefighters.

- County Administrator Long stated he will advise the board immediately upon the City's action on June 11th.

  Commissioner Maddox moved, seconded by Commissioner Minor, for approval of Options #1, #2, and #3, as amended:

  Option #1: Direct the County Administrator to prepare an updated Rate Resolution to adopt the fire rescue assessments and fire rescue services fees at the July 8, 2025 meeting, based on all of the expenditure increases identified by the City and the assessable rates provided in the consultant study.

  Option #2: As required by Section 197.3632(4)(a) and (b), Florida Statutes, authorize mailing of first-class notices to property owners regarding proposed changes to the fire rescue assessments and authorize scheduling a Public Hearing on July 8, 2025, to impose the updated assessments and to place the assessments on the tax bill if applicable.

  Option #3: Direct the County Administrator to amend the Fire Rescue Services Interlocal Agreement with the City of Tallahassee to reflect the fire rescue assessments and fire rescue services fees approved by the Board, including language explicitly restricting any additional increases to the fire services assessment and fees within the current five-year study period, and authorize the Chairman to execute the updated agreement, subject to legal review by the County Attorney.

  The motion carried 4-3 (Commissioner Proctor, Commissioner O'Keefe, and Vice-Chairman Caban opposed).

2. **Consideration of Solid Waste Assessment Rate Study**
   (County Administrator / Office of Management & Budget)

   County Administrator Long induced this item. He stated that consistent with the County's fiscal policies and multiyear fiscal planning to reduce and eliminate general revenue subsidies for County enterprise programs, this item sought Board acceptance of the Solid Waste Assessment Rate Study Report and approval to implement a phased increase of the solid waste assessment over the next five years in unincorporated Leon County to support solid waste disposal services. Additionally, this item sought Board approval of the updated

Solid Waste Tipping Fee Resolution to establish tipping fee disposal rates at Solid Waste facilities for Fiscal Year (FY) 2026.

Public Speakers:

- John Gibby, 4887 Gum Road, Tallahassee, FL 32304, commented on the lack of time afforded to the public to allow for meaningful discussion on this rate study. He inquired if decisions are being made out of the public eye. He added that before raising the rates in Leon County, the Board should consider whether the public has the overall view.

Commissioner Minor moved, seconded by Chairman Welch, for approval of Option #5: Approve the updated Transfer Station Tipping Fee resolution, subject to legal review by the County Attorney; and

Option #6: Maintain the general revenue subsidy to the solid waste enterprise fund.

- Commissioner Minor stated that the State legislature could have a huge impact on local government revenues this year or next, which is why it is clever to take this measure so they will have more room to be able to fund essential services. He inquired how severe the implications would be if they passed option #6.
    - County Administrative Long stated the Board must consider that every decision they make on the budget has an impact on the available options.

- Commissioner Minor stated he wanted to show residents in the unincorporated areas that they have their backs and that they are doing everything they can to make it easier for them.

- Commissioner O'Keefe remarked that he believed this is the right thing to do considering what they voted on in the previous agenda item. He believed that this is not the year to impose additional fees.

- Commissioner Cummings stated they are all sensitive to raising fees and that she supports the motion not to raise fees this year. She praised staff for their report and how sensitive they were towards unincorporated residents.

- Commissioner Proctor remarked that it feels like they didn't support residents when they bowed down to the City and agreed to their fees. He inquired how long this agreement has been in place.
    - County Administrator Long replied since 1994.

- Commissioner Proctor sought clarification on whether they had workshops on Gum Road.
    - County Administrator Long stated that a lot of things have happened over the last 30 years, including the closure of the landfill, except for the amount of the fee increasing.
- Commissioner Proctor stated that they have denied themselves for 31 years, and for all those years, they have tried to offset the difference. He noted they are not allowing the City to feel any discomfort, but when the County is suffering, they suffer alone.

- Commissioner Maddox noted that Leon County is the lowest of 10 counties in terms of fees. He stated they are approximately $100 or less than what they should be recommending.

Commissioner Maddox moved, seconded by Commissioner Cummings, for a substitute motion for staff recommendation Options #3, #4, and #5.

Option #3: Direct staff to prepare an updated Rate Resolution to adopt the Solid Waste non-ad valorem assessment, as presented in Scenario #3, at the July 8, 2025 Public Hearing;

Option #4: Accept the Solid Waste Assessment Rate Study Report (Attachment #1) and, as required by Section 197.3632(4)(a) and (b), Florida Statutes, authorize the mailing of first-class notices to property owners regarding proposed changes to the Solid Waste non-ad valorem assessment and authorize scheduling a Public Hearing on July 8, 2025, to impose the updated assessment; and

Option #5: Approve the updated Transfer Station Tipping Fee Resolution (Attachment #2), subject to legal review by the County Attorney.

- Commissioner Proctor stated they have balanced their budget for many years, knowing they are running a deficit in the area. He shared that it's difficult to support someone else and not support themselves. He mentioned he is willing to support Commissioner Maddox's motion.

- Vice-Chairman Caban shared his frustration with this meeting and having to vote to increase the cost of living for residents in Leon County. He stated he did not support the substitute motion.

- Chairman Welch commented that Commissioner Minor and Commissioner Maddox are both right. He mentioned that this will need to be addressed at some point. He commented that this will be the first increase in 31 years, and that is something to be proud of. He commented that the fire services fee has put them in a tough spot and that they should hold until next year.

- Commissioner Maddox withdrew his motion. He stated that someday they will have to deal with this issue, and it will happen soon.

- Commissioner Minor praised all the points of his colleagues, and he agrees that this is not the best financial management practice. He commented that they have been paying the subsidy since the early 2000s. He agreed that they will need to deal with the issue someday, but not this year, until they find out how much the fire service increase will be.

- Commissioner Proctor asked for the cost of giving a 5% increase to County employees.

- Mrs. Bradley stated last year's increase was 5%, which is approximately $2.5 million. She confirmed to Commissioner Proctor that they are paying $3.8 million for the subsidy.

- Commissioner Proctor asked for a 5% increase for their employees.

- County Administrator Long stated that the amount will be considered for the Board's balancing at the June 17th Workshop meeting.

The original motion carried 7-0.

Commissioner O'Keefe moved, seconded by Commissioner Minor, to approve a proclamation recognizing June 2025 as Pride Month.

The motion carried 7-0.

Commissioner Proctor moved, seconded by Commissioner Cummings, for an agenda item to create a citizen councils board in each district.

The motion carried 7-0.

Vice-Chair Caban moved, seconded by Commissioner O'Keefe, to adjourn the meeting.

The motion carried 7-0.

RECEIPT AND FILE

- None

ADJOURN

There being no further business to come before the Board, the meeting was adjourned at 6:10 p.m.

ATTEST:

BY: _____
Brian Welch, Chairman
Board of County Commissioners

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

DRAFT

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
June 10, 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 Clerk's 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 Zach Meredith from City Church.

The Pledge of Allegiance was provided by Chairman Brian Welch.

AWARDS AND PRESENTATIONS

- Proclamation Recognizing June 2025 as Pride Month
  - Commissioner O'Keefe presented a proclamation in honor of June 2025 as Pride Month.
  - Lauren Kelly-Manders, Grants Manager for Equality Florida, introduced the dedicated team advocating for LGBTQ rights in Florida and expressed her gratitude to the Commissioners and the Tallahassee/Leon County community for their ongoing support.
  - Commissioner Minor acknowledged that Leon County has a long history of supporting the LGBTQ community and reaffirmed support in continuing that tradition.

- ADDED – Chairman Proclamation Recognizing Big Bend Cares 40th Anniversary
  - Chairman Welch presented a proclamation for Big Bend Cares 40th Anniversary.
  - Rob Renzi, CEO of Big Bend Cares, shared that it has been his honor to serve as CEO for the past 20 years. He praised the staff, emphasizing that none of the success would have been possible without their dedication and support.
  - Commissioner O'Keefe expressed his appreciation to Mr. Renzi, and the entire staff for their impactful work, and fondly reflected on his first interaction with the Big Bend Cares team.

- Proclamation Recognizing Attorney Sean Pittman and the Success of his Book titled "Disaffected"
  - Commissioner Maddox presented the proclamation to Attorney Sean Pittman and congratulated him on the success of his book.
  - Attorney Sean Pittman expressed his gratitude to the Board for honoring him with the proclamation. He shared that his daughters were the inspiration behind writing his book, and he acknowledged his wife for her unwavering support throughout the process. He highlighted key themes from *Disaffected*, emphasizing the importance of understanding why many people choose not to vote. He stressed that truly listening to

these perspectives is essential for meaningful civic engagement. In closing, he encouraged everyone to pick up a copy of his book, *Disaffected*.

- Commissioner Minor expressed his enthusiasm about reading *Disaffected* and congratulated Attorney Pittman on the success of his book.
- Commissioner Cummings congratulated Attorney Pittman on the success of his book and took a moment to acknowledge his family. She thanked him for his willingness to speak out on important civic issues and for contributing to meaningful public discourse.
- Commissioner Proctor extended his congratulations to the Pittman family, recognizing the achievement as a true joint effort and a testament to their shared dedication and support.
- Vice-Chairman Caban reflected on his past collaborations with Attorney Pittman, expressing gratitude for his dedication and hard work. He described Pittman as a true inspiration and commended his continued commitment to making a difference.
- Chairman Welch echoed the sentiments shared by his colleagues and spoke to the important themes presented in Attorney Pittman's book. As a high school teacher, he noted the deep importance of civic engagement. He thanked Attorney Pittman for his dedication to this critical work and offered his heartfelt congratulations on the success of his book.

CITIZENS TO BE HEARD ON CONSENT AND NON-AGENDAED ITEMS

Public Comment:

- John Gibby, 4887 Gum Rd, spoke on Agenda Item #5 (Removed), shared that he owns property within the Lake Munson watershed, adjacent to the Capital Circle maintenance area and across from the County's solid waste transfer station. He expressed concern that parts of this area have been neglected for years, and that litter from the County's solid waste facility is polluting both his property and Munson Slough. He urged the Board to ensure these issues are addressed before moving forward with reauthorizing the agreement with the City.

CONSENT

Commissioner Minor moved, seconded by Commissioner Cummings, to approve the Consent Agenda, except for Item #5, which was removed, and Item #11, which was pulled for discussion.

The motion carried 7-0.

1. Minutes: April 8, 2025, Regular Meeting

The Board approved Option #1: Approve the minutes of the April 8, 2025, Regular Meeting.

2. Payment of Bills and Vouchers

The Board approved 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.

3. Public Safety Coordinating Council Fiscal Year 2025 Funding Recommendation

The Board approved 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 and authorize the County Administrator to execute all associated documents, and any amendments thereto, subject to legal review by the County Attorney.

4. Community Development Block Grant for Housing Rehabilitation Activities

The Board approved 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.

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

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

5. REMOVED - Interlocal Agreement for the Maintenance of Landscaping on Portions of Capital Circle Southwest and Capital Circle Southeast

The Board approved 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, and authorize the County Administrator to execute the Agreement, subject to legal review by the County Attorney.

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

The Board approved 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.

7. Approval of the 2025 Update to the Local Mitigation Strategy and Approval of Amended Bylaws

The Board approved Option #1: Adopt by Resolution the 2025 Update to the Tallahassee-Leon County Local Mitigation Strategy and approve the amended LMS Steering Committee bylaws.

8. Authorization to Submit a U.S. Department of Transportation Safe Streets and Roads for All Grant Application for North Monroe Street Safety Improvements

The Board approved 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.

Procurements:

9. Authorization to Replace the Public Safety Complex Data Center In-Row Cooling Units

The Board approved 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.

Status Reports:

10. 2024 Concurrency Management Annual Report

The Board approved Option #1: Accept the 2024 Concurrency Management Annual Report.

11. PULLED - Status Report on the Woodville Aquaculture Facility

The Board approved Option #1: Accept the Status Report on the Woodville Aquaculture Facility.

12. May 2025 Quarterly Economic Dashboard Report

The Board approved Option #1: Accept the May 2025 Quarterly Economic Dashboard Report.

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

The Board approved 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.

CONSENT ITEMS PULLED FOR DISCUSSION

Item #11. Status Report on the Woodville Aquaculture Facility

County Administrator Long introduced this item. As requested by the Board, this item provided 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.

Vice-Chairman Caban moved, seconded by Commissioner Cummings for approval of Option #1: as amended: Accept the Status Report on the Woodville Aquaculture Facility and bring back an agenda item to determine the feasibility of potential public uses for the subject property and the owner's interest in the potential sale of the property.

Public Speaker:

- Verna Brock, 866 Woodville Highway, addressed concerns about the Woodville Aquaculture facility, noting that the site has become an eyesore for the community. She urged the Board to act promptly to address and resolve the issue.

- Vice-Chairman Caban began his remarks by expressing strong support for agriculture's role in the community, as well as the importance of protecting private property rights. However, he stressed that with those rights comes the responsibility to properly maintain and care for one's property. He pointed out that construction on the Woodville Aquaculture project has been inactive since 2022, and noted that portions of the property have lost their agricultural protection designation. He cited serious safety concerns about the site's close proximity to J. Lewis Hall Sr. Park, a popular gathering place for children and families. In response, he asked the County Administrator to inquire whether the property owner would be interested in selling and to explore any potential public uses for the site. If the owner is not interested in selling, he requested that the issue be brought back to the Board as an agenda item, including a range of alternative options for consideration.

- Commissioner O'Keefe echoed Vice-Chairman Caban's comments, referring to the site as a nuisance. He sought clarification on the standard code compliance process and how it would apply to a property of this nature.
  - County Administrator Long affirmed that Vice-Chairman Caban's description of the property was accurate and acknowledged its complex history. He noted that while some portions of the property fall under an agricultural exemption, others are regulated through a certificate with the Department of Agriculture. He added that enforcement actions could begin in certain areas of the property in the near future, once a complaint is received, given that the County's code compliance process is complaint driven.
  - County Attorney O'Steen confirmed that Leon County operates under a complaint-driven code enforcement system. She noted that the certificate for the aquaculture operation on the property is set to expire at the end of June, meaning the statutory protections it provides—covering approximately six acres—will no longer apply. She stated that beginning July 1, if a complaint is received, the County will have full code enforcement authority over those areas, and the matter will proceed through the standard enforcement process outlined in the Board's code.

- Vice-Chairman Caban stated that his office intends to file a formal complaint, which will initiate the code enforcement process.

- Commissioner O'Keefe requested clarification on the code enforcement process and how it might impact the property. He stated that he could not support the motion in its current form until the code enforcement route had been pursued. However, he noted that if that process fails to address the public safety concerns, he would then be supportive of bringing the item back to the Board with potential actions for consideration.

- Commissioner Proctor expressed his enthusiasm that progress is being made on the property. He inquired about the method being pursued—whether the property will be acquired through eminent domain or via a purchase agreement with the owner.
  - County Attorney O'Steen responded by clarifying the motion on the floor, which directs County Administration to explore potential public uses for the property and to initiate outreach to the owner regarding a possible sale. She noted that the intent of the

motion appears to be an assessment of whether there are viable public uses for the property. She then turned to Vice-Chairman Caban to confirm whether that interpretation of his motion was accurate.

- Vice-Chairman Caban stated that his motion was exploratory in nature, intended to grant the County Administrator broad discretion to engage with the property owner. If the owner is not interested in selling, the matter would return to the Board as an agenda item outlining potential courses of action. He emphasized that the purpose of the motion is primarily to gather information.

- Commissioner Proctor commented on the property's classification by the State as aquaculture, noting that this designation significantly limits the County's ability to intervene or make changes to the property. He questioned the appropriateness of the County involving itself in matters under State jurisdiction and challenged the County's authority to interfere with or second-guess the State's classification.
    - County Attorney O'Steen explained that the property had previously applied for and received a certificate from the Department of Agriculture for an aquaculture operation, which was later renewed. However, she noted that the certificate is set to expire at the end of June, at which point the aquaculture certification will lapse. Additionally, the agricultural land classification for the approximately six acres in question has not been in effect since 2022. As a result, the property no longer falls under the protections of the Florida Right to Farm Act.

- Commissioner Proctor stated that he would like to explore the potential purchase of the property by the County as a means of securing it. He questioned what, if anything would prevent the County from taking similar action with regard to the Washington Square property, which he also characterized as an eyesore. Furthermore, he inquired whether commissioners are allowed to file citizen complaints themselves, referencing an earlier remark by Vice-Chairman Caban indicating that his office plans to file a complaint concerning this Woodville property.
    - County Attorney O'Steen responded that anyone, including County Commissioners acting in their individual capacity, is permitted to file a complaint. She clarified that the statute prohibits anonymous complaints—meaning the complainant must provide their name and information when submitting a complaint.

- Vice-Chairman Caban reiterated his concern that the issue extends beyond a mere nuisance and poses a genuine safety risk, once again highlighting the property's proximity to J. Lewis Hall Sr. Park.

- Commissioner Minor expressed his support for the motion as presented. However, he shared concerns about the possibility of Leon County purchasing the property, noting that such action could potentially open the floodgates for similar property acquisition throughout the county. He added that, because the motion is exploratory and focused on gathering information, he is comfortable supporting it and looks forward to the matter returning for further discussion.

- Commissioner Cummings remarked that the exploratory nature of the motion has the potential to yield valuable insights. She noted that the County's jurisdiction could potentially begin as early as June 30, once the certificate expires. She acknowledged that, until the agenda item returns, any discussion about potential County actions will remain

speculative. She concluded by expressing that she looked forward to the agenda item returning with all the relevant information needed for prudent decision-making.

- Chairman Welch stated that he intended to support the motion, describing it as both well-received and well-timed.

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

GENERAL BUSINESS

14. Status Update on the 2026 World Athletics Cross Country Championships at Apalachee Regional Park

County Administrator Long introduced this item. He noted they are seven months away. This item sought 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.

- Kerri Post, Director of Tourism Development, provided an update on the ongoing preparations for the 2026 World Athletics Cross Country Championships, scheduled to take place at Apalachee Regional Park on January 10, 2026. She shared that the event is expected to attract over 550 elite athletes from more than 60 countries, along with an estimated 10,000 spectators, generating a projected $4.5 million in direct economic impact for the community. She highlighted Leon County's bold and inspiring vision for the event: *"Welcoming the World to Florida!"* She introduced the event's co-chairs, Taylor Wheaton and Amanda Heidecker, along with other members of County staff who are playing vital roles in the planning process. She outlined the critical groundwork that has been laid to ensure the event's success, including the formation of 10 core planning teams that serve as the foundation of the organizing committee. The course design, she explained, will reflect Florida's unique natural character through six immersive, themed events: Capitol Start, Theme-Park Rollercoaster, Coastline Sand, Beach Water, Wildlife Log, and Forest Mud. She also highlighted the event schedule, which will feature five official championship races broadcast globally by NBC to more than 70 countries. She noted marketing efforts are well underway, with a strong focus on sponsorships and volunteer engagement—already drawing over 500 volunteers. She emphasized that sustainability is a core value of the event, with planning guided by the Athletics for a Better World (ABW) Standard, aimed at reducing carbon emissions and promoting environmentally responsible practices. In conclusion, she affirmed that all facets of the event remain on schedule, with every key operational milestone met as the team works toward delivering a world-class championship experience.

- Commissioner Minor commended Ms. Post and her team for the tremendous effort that has gone into organizing the Cross Country Championship event. He inquired about the fun run, asking whether families would be allowed to participate together. He also asked about the number of volunteers involved and whether the current count is sufficient to support the event.
    - Ms. Post responded by highlighting several fun run categories, including one specifically for participants of all ages. Regarding volunteers, she mentioned they're in great shape with over 500 signed up — and even have a waiting list.

- Commissioner Proctor expressed his enthusiasm for the upcoming cross country championship event. He joked about possibly participating in the fun run himself. He also

inquired whether any nighttime events are planned downtown for the athletes and mentioned the Tourism Development Council (TDC).

- Vice-Chairman Caban stated that, as a member of the Downtown Improvement Authority (DIA), this event presented valuable opportunities to collaborate with the DIA in showcasing downtown Tallahassee/Leon County. He suggested organizing a kickoff event at Cascades Park as an example.
    - Ms. Post responded that the event already includes a large welcome dinner at the Champions Club, along with several other planned activities. She expressed interest in exploring additional opportunities for events in Downtown Tallahassee. While noting that the Cross Country Championship schedule is fairly structured, she pointed out that there is flexibility for activities before and after the main event.

- Commissioner Cummings congratulated Ms. Post and her team for the outstanding work they are doing in preparing and planning for the Cross Country event. She recalled Ms. Post's exceptional leadership during the Bicentennial celebration. She praised the creativity behind the six-course concept and concluded by reiterating her excitement for January 2026.

- Commissioner Maddox expressed gratitude to Ms. Post and her team for the excellent work they're doing. He highlighted the remarkable talent being developed and recognized within Leon County. He noted that Apalachee Regional Park has been a true gem since its inception, with the community's investments paying off many times over. He also shared his desire to explore opportunities across the county for additional sports facilities.

- Commissioner O'Keefe commented on the mountain bike trails and the exciting potential to host the World Mountain Bike Championships once the trails are completed. He congratulated Ms. Post and her team for their hard work and dedication in planning the Cross Country Championships.
    - Ms. Post responded that while Leon County does host some regional mountain biking events, the primary challenge is the lack of significant elevation needed to support National and International-level competitions. However, she noted that they are actively pursuing opportunities to expand mountain biking in the area.

- Chairman Welch expressed his gratitude to Ms. Post and her team for their dedication to the event. He highlighted the extraordinary running community in Leon County and commended the Commission's ongoing commitment to supporting it through strategic investments. He also praised Commissioner Proctor and Vice-Chairman Caban for their thoughtful suggestions to further showcase downtown Tallahassee. He concluded by commenting he looks forward to attending the event and once again thanked Ms. Post and her team for their outstanding efforts.

Commissioner Maddox moved, seconded by Commissioner Cummings, for approval of Option #1: Accept the status update for the 2026 World Athletics Cross Country Championships being hosted at Apalachee Regional Park on January 10, 2026.

The motion carried 7-0.

15. Status Report Regarding Washington Square and the Restoration of County Rights-of-Way

County Attorney O'Steen introduced this item. As requested at the April 8, 2025, meeting, this item provided 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.

Commissioner O'Keefe moved, seconded by Commissioner Minor, for approval of Options #1 and #2: 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.

- Commissioner O'Keefe thanked County Administrator Long and County Attorney O'Steen for their extensive work on this issue. He then inquired about the expected timeline for removing the barriers and beginning road restoration.
    - County Attorney O'Steen responded that a very short deadline would be imposed and noted that Public Works has indicated the road restoration could be completed within 60 days. She added that if the developer fails to meet their obligation by the deadline, the County will proceed with litigation as directed by the Board.
- A discussion occurred between Commissioner O'Keefe and County Attorney O'Steen.
- Commissioner O'Keefe explained his support for staff recommendation on this item, stating that he believed it represents the most efficient and expedient approach to restoring the rights-of-way thereby ensuring the safety of county streets.
- Chairman Welch shared that he would support the motion and thanked Commissioner O'Keefe for his leadership on this issue.

The motion carried 7-0.

16. Lake Munson Action Plan and Post-Drawdown Status Update

County Administrator Long introduced this item. This item provided 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 the conclusion of the drawdown.

- Ms. Anna Padilla, Stormwater Management Coordinator, provided a one-year status update. She presented the Board with a comprehensive update on Lake Munson, emphasizing progress made under the Lake Munson Action Plan. Her presentation highlighted several key components of the plan, including:
    - Drawdown & Enhanced Monitoring
    - Ongoing and Planned Basin Investments

- Long-Term Lake Management Strategies

She highlighted the notable achievements resulting from the implementation of the plan, including:

- Benefits of the Drawdown
- Control of Invasive Exotic Species
- Re-establishment of Native Aquatic Vegetation
- Increased Abundance of Wildlife
- Ongoing Ecosystem Improvements

Each of these accomplishments was supported by a detailed analysis and observed outcomes, demonstrating tangible progress. She also noted the recent sightings of a pair of snail kites on Lake Munson; this species is typically found in South Florida. Looking ahead, she outlined the Next Steps in the plan, which include:

- Continuation of the Post-Drawdown Water Quality Study
- Ongoing Management of Invasive Vegetation
- Exploration of Innovative Environmental Technologies
- Coordination with State Agency Partners, the Scientific Advisory Committee (SAC), and other stakeholders

She concluded with a set of recommendations:

- Continued Implementation of the Board-approved Action Plan
- Scheduling the Next Status Update for June 2026

Public Comment:

- John Gibby, 4887 Gum Rd, addressed the Board with comments regarding the ongoing efforts at Lake Munson, accompanied by a visual picture to illustrate the long-time problems. He acknowledged the numerous actions the County has already undertaken to restore and improve the lake's condition. However, he emphasized that it may take decades of sustained effort to fully restore the lake's health and ecological balance. He concluded by imploring the Board not to forget about Lake Munson.
- Max Epstein, 1001 San Luis Rd., expressed his desire for the Board to convene a workshop involving all partner agencies working on Lake Munson water quality improvement. He commented that the information received from State agencies often conflicts with what is communicated by the County, creating confusion and inconsistency. He highlighted recent data on nutrient levels in Munson Slough, noting that some concentrations are now higher than they have been in the past six or seven years. He concluded reiterating his request that a workshop be scheduled to address these issues and facilitate more transparent collaboration moving forward.
- Linda Rivers, 5312 Trinidad Drive, emphasized the importance of unified action, stressing that everyone needs to be on the same page when it comes to addressing the longstanding issues affecting Lake Munson. She pointed out that the lake has

suffered from more than 50 years of neglect and described the deteriorating living conditions in the surrounding areas, including persistent foul odors and concerning reports of cancer clusters. Echoing the remarks made by Mr. Epstein, she urged the Board to schedule a workshop that includes citizen involvement so that the community can play an active role in developing solutions.

- Anita Davis, 111 E. Paul Russell Rd, reflected on her long-standing connection to Lake Munson, sharing the meaningful memories she has made there over the years. She expressed deep concern over the lake's current condition, describing the decline as both heartbreaking and unacceptable. She urged the Board to stop delaying action and to confront the issues head-on, commenting that it is time to take meaningful, immediate steps toward restoring the lake.

Commissioner Proctor moved, seconded by Commissioner O'Keefe, for approval of Option #1: as amended: Accept the Lake Munson Action Plan and Post-Drawdown status update and host a workshop.

- Commissioner Proctor referenced the discussions held last year regarding Lake Munson and emphasized the need for follow-through. He stated that citizens deserve the opportunity to meet with County staff and agency partners to voice their concerns directly. He stressed that community voices are vital to the process and should be heard in a transparent setting—specifically through a workshop that allows for citizen participation and engagement.

- Commissioner Maddox acknowledged the longstanding nature of Lake Munson's issues and observed that any workshop will likely center on the question of whether or not to pursue dredging. He stressed that the current action plan was developed based on industry best practices and shaped through input from State agencies, partner organizations, and local stakeholders. He recognized the compromises that were necessary to finalize the 2022 Action Plan, which he described as a long-term strategy intended to unfold over many years. He underscored that the Board is actively working to restore a body of water that has suffered extensive degradation over the past several decades. He inquired whether there have been any updates or changes in the reasoning behind why dredging was not originally recommended. He concluded his remarks by expressing concern about holding a workshop on this topic, noting that for some, the underlying motivation is a push to dredge the lake—despite staff indicating that dredging may not be the most effective approach to improving water quality.
  - Ms. Padilla confirmed that the Action Plan was developed collaboratively with a group of stakeholders and agency partners, guided by industry best practices. She outlined key reasons why dredging was not recommended, citing the potential for significant habitat disruption and the risk of opening a sinkhole. She also emphasized the ongoing discussions with State agency partners and other stakeholders, noting that coordination and communication remain active and frequent.

- Vice-Chairman Caban began by inquiring about the most recent algal bloom occurrence on Lake Munson. He then shifted the discussion to current nutrient levels in the lake, noting that the trend lines are improving and moving in a positive direction. He also inquired about ongoing communications with state agency partners and other stakeholders involved in the lake's restoration. He went on to discuss the financial investments that have been made specifically for Lake Munson, comparing it to funding allocated to other lakes across the county. Based on data and updates provided by staff, he remarked that the efforts to

restore Lake Munson appear to be effective and that the lake is clearly trending in the right direction. He cautioned against dredging, expressing concern that such an action could potentially cause more harm than good. He provided an overview of the various initiatives the county has undertaken to address the lake's condition, including the drawdown project, monthly water chemistry testing, and point-source contaminant monitoring. He also acknowledged the criticisms raised by residents, emphasizing that his office takes these issues very seriously. In conclusion, he stated that he would not support holding a workshop on the matter, as he believes the current course of action is working and that Lake Munson is moving in a positive direction.

  - Ms. Padilla responded by confirming that the last algal bloom on Lake Munson occurred in the summer of 2022. She highlighted the consistent and ongoing communication between the County and its State agency partners, as well as other key stakeholders involved in the lake's restoration efforts. She also addressed the long-term investments the County has made in support of Lake Munson's recovery, emphasizing that these efforts span several years and reflect a sustained commitment to improving the lake's overall health and water quality.

- Commissioner O'Keefe expressed his appreciation to staff and Ms. Padilla for their efforts, acknowledging the significant time and financial resources dedicated to addressing this matter. He highlighted the concerns brought forward by residents, including persistent odors, skin rashes, and reports of pets becoming ill. Emphasizing that public health is a top priority, he stressed the importance of taking residents' health complaints seriously. He inquired whether the Department of Health (DOH) is currently tracking the health issues being reported by community members and if any investigations are underway to examine these claims.

  - County Administrator Long responded by stating that any confirmed evidence of health impacts would be shared openly. He noted that the DOH had previously reviewed residents' concerns and the issues were promptly addressed, but nothing significant resulted from those investigations.

- Commissioner O'Keefe concurred with his colleagues that resolving these issues will require time and continued effort. He emphasized that any workshop he would support should focus on educating the public about the actions being taken, rather than revisiting or altering the current approach. Additionally, he requested clarification on the discrepancies between staff-reported findings and the concerns voiced by residents and environmental groups.

  - County Administrator Long responded by noting the frequency at which the Board received updates in the past and how that can invite similar input from the public. He emphasized the strong coordination and valuable feedback received from various groups throughout the process. In closing, he urged the Board to embrace the commitments and efforts they've made to improve Lake Munson.

- Commissioner O'Keefe concluded by reiterating his appreciation for staff's work on this issue and acknowledged the progress and successes achieved thus far. He stated that his goal for a potential workshop would be to bring all involved parties together in one room, creating an opportunity for open, transparent dialogue. He stressed the importance of allowing the public to witness these discussions and hear a full exchange of concerns, ideas, and perspectives.

- Commissioner Proctor expressed that he does not associate the issue of dredging with discrimination or diversity, equity, and inclusion (DEI), emphasizing that citizens' concerns should be heard openly and without restriction. He raised the issue of raw sewage entering Lake Munson when the gates are left open, questioning why this factor hasn't been given more attention. He also suggested that climate change could be contributing to the lake's ongoing problems. He pointed out that the Southside often feels overlooked when it comes to government services and support. He remarked that he doesn't understand the reluctance around holding a workshop to bring all involved parties together for open conversation. Shifting topics, he thanked County Administrator Long for the memo regarding the installation of lights along Crawfordville Road. He concluded by addressing the residents who spoke during the meeting, acknowledging their feelings of being ignored and affirming the importance of their voices.

- Commissioner Maddox mentioned that, in a traditional workshop setting, citizens do not have the opportunity to speak. Therefore, if the goal is to facilitate a sit-down conversation between residents and State agency representatives, a workshop may not be the appropriate format. He questioned whether there might be a more effective approach—one that allows for direct engagement between citizens and all relevant stakeholders—stating his belief that this type of dialogue is what the community is truly seeking.

- Commissioner Cummings began by thanking staff for their comprehensive analysis of the past year's progress related to the Lake Munson drawdown. She also expressed her appreciation to members of the Lake Munson community for their continued engagement and for repeatedly taking the time to share their perspectives. She recalled that this same group had requested a workshop/meeting last year, but the proposal did not pass. At that time, the Board agreed to allow the action plan to move forward and to evaluate the results of the drawdown before making further decisions. She noted that they now have those results—and they are promising. Phosphorus levels have decreased, and sediment conditions have improved, indicating a positive direction. She went on to say that, in her time on the Board, she does not recall ever having a meeting that included both their State agency partners and staff specifically focused on Lake Munson. She concluded by stating she would welcome a meeting that brings together citizens, the Florida Fish and Wildlife Conservation Commission (FWC), Department of Environmental Protection (DEP), and staff to discuss the current status of Lake Munson and the path forward.
    - Ms. Padilla responded that in 2022, meetings were held involving the DEP, the FWC, County staff, and citizens as part of the development of the Lake Munson Action Plan.

- Commissioner Cummings expressed that if a workshop is held, she wants it to foster open dialogue — including whether dredging is an appropriate course of action. She highlighted the positive outcomes resulting from the recent drawdown, while acknowledging that the cleanup process will take time. She stated she has no objection to a meeting that brings together citizens, FWC, DEP, and staff to ensure all the facts are thoroughly presented. She concluded by affirming her support for Commissioner Proctor's motion.

- Commissioner O'Keefe proposed a friendly amendment to Commissioner Proctor's motion, requesting that a representative from Friends of Lake Munson be included in the workshop to ensure their perspectives are represented.

- Commissioner Proctor inquired whether holding a town hall might be a more suitable format to encourage broader citizen input and engagement.

- Discussion occurred among the Board regarding an appropriate format for a meeting.

Vice-Chairman Caban moved, seconded by Commissioner Minor for a Substitute motion to approve Option #1 as amended: Accept the Lake Munson Action Plan and Post-Drawdown status update and host a townhall meeting at the Woodville Community Center where citizens can submit input and feedback on this subject using speaker cards, similar to the recent townhall meetings held at this location.

The motion failed 3-4 (Commissioner Maddox, Commissioner Cummings, Commissioner O'Keefe, and Commissioner Proctor opposed).

Commissioner Proctor moved, seconded by Commissioner O'Keefe, for approval of Option #1 as amended: Accept the Lake Munson Action Plan and Post-Drawdown status update and host a townhall-style meeting to provide a summary of the Lake Munson Post-Drawdown status update, and invite partner agencies and interested citizens to participate.

The motion carried 6-1 (Chairman Welch opposed).

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 Long introduced this item. This item sought 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.

Commissioner Minor moved, seconded by Commissioner Cummings, for approval of Options #1, #2, #3, #4, and #5: Option #1: Appoint one eligible citizen, Pierce Withers, to the Architectural Review Board for a three-year term ending June 30, 2028.

Option #2: Appoint two eligible citizens, James Pfeiffer and Charles Friedrich, to the Board of Adjustment and Appeals for three-year terms ending June 30, 2028.

Option #3: Appoint two citizens, Martina McDowell and Erin Gillespie, to the CareerSource Capital Region Board for four-year terms ending June 30, 2029.

Option #4: Appoint one citizen, Alan Patrick Amidon, 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, Rebecca O'Hara, to the Planning Commission for a three-year term ending June 30, 2028.

The motion carried 7-0.

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

- **None**

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

- Max Epstein, 1001 San Luis Road, discussed the desire to build more trails and acquire more property in Leon County. He mentioned that funding is available through the Florida Forever Program for land acquisition and urged the Board to pursue these funds annually. He concluded by thanking the Board for their earlier vote in support of holding a town hall-style meeting to discuss Lake Munson.

COMMENTS/DISCUSSION ITEMS

County Attorney O'Steen:

- None

County Administrator Long:

- Reminded the Board of their upcoming Budget Workshop scheduled for Tuesday, June 17, 2025, at 9:00 a.m., and shared relevant details and information regarding the agenda for the workshop. He commented that staff fully understand the Board's direction regarding the Lake Munson item and is actively working to implement their objectives.

COMMISSIONER DISCUSSION ITEMS

Commissioner Proctor:

- Thanked Vice-Chairman Caban and his aide, Allie, for co-hosting the Hurricane Preparedness event, which distributed supplies to Leon County residents.
- Mentioned that the Henry Hill Emancipation Day celebration was well attended and a huge success.
- Inquired about his request for a 5% pay increase for county employees.
- Thanked staff for working with the State of Florida to secure streetlights on Crawfordville Highway all the way to Capital Circle.
- Raised concerns about loitering and requested an agenda item providing options for the County to address commercial and residential loitering.

  Commissioner Proctor moved, seconded by Commissioner Cummings, requesting an agenda item providing options for the County to address commercial and residential loitering.

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

- Followed up on his earlier request regarding the establishment of a Citizens' Council for each Commission district.
- Expressed his sincere appreciation to his fellow Commissioners, highlighting the "family-like dynamic" that defines their working relationship. He also conveyed his heartfelt gratitude and deep affection for the residents of District 1.

Commissioner Minor:

- Thanked Charles Wu and his dedicated team, as well as to his fellow Commissioners, for their collective efforts in completing the application for the Safe Streets for All Program funding.
- Noted the recent demolition of the former Barnacle Bill's building on North Monroe Street. He commented positively on the potential for new development on the site, highlighting that a Coffee shop has already submitted a permit for construction.
- Wished everyone a Happy Father's Day.

Commissioner O'Keefe:

- Requested a proclamation recognizing July 2025 as Disability Pride Month.

  Commissioner O'Keefe moved, seconded by Commissioner Maddox requesting a Proclamation recognizing July as Disability Pride Month to be received by the Family Café Organization.

  The motion carried 7-0.

- Thanked staff for their diligent work on the pedestrian safety improvements outlined in Agenda Item #13.
- Shared his appreciation with staff for providing a thorough explanation of the Florida Forever Program. He noted they are all interested in procuring land.

Commissioner Cummings:

- Requested a proclamation for an upcoming Conference centered on empowering women to learn more about their health and improve their quality of life.

  Commissioner Cummings moved, seconded by Commissioner Maddox, requesting a Proclamation for the Yellow Uterus Conference to empower women to improve their health and quality of life to be presented off-site.

  The motion carried 7-0.

- Expressed her heartfelt appreciation to staff, County Administrator Long, County Attorney O'Steen, and her fellow Commissioners for their continued dedication, professionalism, and genuine concern for the well-being of the citizens they serve.
- Wished Happy Father's Day to all fathers.

Commissioner Maddox:

- Requested a proclamation recognizing Ms. Sue Dick, President and CEO of the Greater Tallahassee Chamber of Commerce for 30 years of service.

  Commissioner Maddox moved, seconded by Vice-Chairman Caban requesting a Proclamation for Ms. Sue Dick, President and CEO of the Greater Tallahassee Chamber of Commerce for 30 years of service to be presented by the Chairman at the upcoming Chamber Conference.

  The motion carried 7-0.

- Requested two proclamations recognizing the 2025 TaxWatch Principal Leadership Award Winners Carmen Conner and Dr. Benny Bolden, Jr.

  Commissioner Maddox moved, seconded by Vice-Chairman Caban requesting two Proclamations recognizing the 2025 TaxWatch Principal Leadership Award Winners Carmen Conner and Dr. Benny Bolden, Jr.

  The motion carried 7-0.

- Requested a proclamation recognizing Maurice Stokes, Principal of John G. Riley Elementary School as one of the recipients of the 2025 Florida Department of Education Principal Achievement Award for Outstanding Leadership

  Commissioner Maddox moved, seconded by Commissioner O'Keefe requesting a Proclamation recognizing Maurice Stokes as one of the recipients of the 2025 Florida Department of Education Principal Achievement Award for Outstanding Leadership.

  The motion carried 7-0.

- Requested a proclamation recognizing Dr. Adrian Peters, Founder of The Achieve Academy, celebrating the first graduating class of students from the school which is a multi-age, multi-grade, skill-based academy for students with learning challenges. All four students in their first graduating class are going to a secondary education facility.

  Commissioner Maddox moved, seconded by Commissioner O'Keefe requesting a Proclamation recognizing Dr. Adriane Peters, Founder of The Achieve Academy, and the first graduating class of students from the school.

  The motion carried 7-0.

- Requested a proclamation recognizing Ashley Scott, Founder of Oxford Learning Academy, celebrating their fifth anniversary.

  Commissioner Maddox moved, seconded by Chairman Welch requesting a Proclamation recognizing Ashley Scott, Founder of Oxford Learning Academy, celebrating the fifth anniversary of the school.

  The motion carried 7-0.

- Expressed his appreciation to all involved in the ongoing discussions regarding Lake Munson. He specifically commended Vice-Chairman Caban for his dedicated efforts and leadership on the issue.

Vice Chairman Caban:

- Applauded Commissioner Proctor and his aid Rayshell for the Hurricane preparedness event held the previous weekend.
- Requested a proclamation recognizing Angelo and Kim Crowell for their efforts in raising $35,000 for a local nonprofit organization, First Tee Tallahassee.

  Vice-Chairman Caban moved, seconded by Commissioner Maddox requesting a Proclamation for Angelo and Kim Crowell, for raising $35,000 for First Tee Tallahassee.

  The motion carried 7-0.

- Requested a proclamation recognizing FSU Police Officer, Cody Poppell, who engaged and took down the shooter on FSU's Campus on April 17, 2025.

  Vice-Chairman Caban moved, seconded by Commissioner Maddox requesting a Proclamation recognizing FSU Police Officer Cody Poppell, for his heroism during the FSU shooting.

  The motion carried 7-0.

- Commented on the efforts by residents along Williams Landing Road, who are actively gathering the required signatures to petition the County for the installation of speed bumps and other traffic calming measures. He requested a status update on the County's Traffic Calming Program Policy, specifically regarding the 75% petition threshold required for the implementation of traffic calming devices on County-maintained roadways.

  Vice-Chairman Caban moved, seconded by Commissioner Maddox requesting a status report on the County's Traffic Calming Policy and 75% petition threshold for the installation of traffic calming devices on County roads.

  The motion carried 7-0.

- Expressed his gratitude to staff, the Commissioners, and the Florida Department of Transportation (FDOT) for their efforts related to Item #13. He emphasized the significance of the project for the Woodville community, noting that it represents a critical step forward in enhancing pedestrian safety.

Chairman Welch:

- Thanked Chief Abrams and the EMS staff for the "Press the Chest" event that was held recently.
- Wished his daughters a Happy Birthday.

RECEIPT AND FILE:

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

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 6:49 p.m.

ATTEST:

BY: _____
Brian Welch, Chairman
Board of County Commissioners

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

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
BUDGET WORKSHOP
June 17, 2025

The Leon County Board of County Commissioners met for a Budget Workshop on Tuesday, June 17, 2025, at 3:00 p.m. in Chambers with Chairman Brian Welch presiding. Present were Vice-Chairman Christian Caban, Commissioners David T. O'Keefe, Bill Proctor, Rick Minor, and Nick Maddox. Also present were County Administrator Vincent S. Long, County Attorney Chasity H. O'Steen, and Clerk's to the Board Beryl H. Wood and Daniel Antonaccio.

Facilitators(s):

- Ken Morris, Assistant County Administrator
- Shington Lamy, Assistant County Administrator
- Nawfal Ezzagaghi, Assistant County Administrator
- Roshaunda Bradley, Director, Office of Management and Budget
- Nicki Hatch, Assistant to the County Administrator for Legislative and Strategic Initiatives

Chairman Welch called the meeting to order at 3:00 p.m. and welcomed everyone to the Budget Workshop.

County Administrator's Overview

County Administrator Long introduced the Budget Workshop. He thanked the Board for their guidance through this budget process. This budget discussion item sought Board guidance on the development of the FY 2026 Preliminary Budget.

He highlighted:

- This is the 14th consecutive year with no change to the millage rate.
- The County remains in a strong financial position due to long-standing fiscal responsibility.
- No two budgets are the same; each presents unique challenges.
- In recent years, the July workshop has not been needed because the Board provides clear direction in June.

FY 2026 Preliminary Budget Highlights:

- Balanced budget totaling $403,967,176 which is a 6.9%, or $26,080,183, increase from FY 2025.
- Nearly half of this increase ($12.7 million) is associated with increases in public safety funding for the Sheriff and Emergency Medical Services (EMS);
- 7.65% increase in taxable property values, resulting in an additional $15.3 million;
- 14th consecutive year with no increase in the Countywide millage rate;
- No increase in stormwater or solid waste special assessments;
- No new County Government positions requiring additional general revenue;

- 10 new planned EMS employees to address increased call volumes within current EMS MSTU funding;
- Maintain high quality provision of essential services to citizens;
- Address inflationary increases to provide the current level of service;
- Fund public safety and statutory obligations of Constitutional and Judicial Officers;
- Fund Medicaid increase;
- Offset $1 million decrease in state shared revenues;
- Support Board strategic initiatives related to homelessness and affordable housing by providing funding for an additional LCSO HOST deputy and establishing a new program to invest in the development of rental units for low-income households;
- Balance the budget with no general revenue fund balance, while maintaining reserves;
- Address capital improvement needs to maintain the County's core infrastructure; and
- Provide adequate funding to support County personnel costs.

Item 1. Fiscal Year 2026 Preliminary Budget Workshop

Assistant County Administrator Ken Morris commented on the preliminary budget. He provided an economic and legislative outlook.

Economic & Legislative Outlook

- Continued economic uncertainty
  - Ongoing inflationary pressures
  - State and local governments have exhausted ARPA funding
  - Shifting tariff policies
  - Federal spending cuts recurring) to agencies, programs and grants
  - Immigration reform, chilling effect on Florida industry sectors
  - Annual growth in property tax revenues slowly returning to normal
  - Whispers of the "R" word, recession

Economic & Legislative Outlook

- Legislative budget negotiations concluded Friday evening
  - Added $750 million to the state's rainy-day fund
  - $23 million increase for Florida State Guard due to FEMA uncertainty
- Leon County appropriations included in the Legislature's budget
  - Crawfordville Rd: $2 million to accelerate road widening project
  - Lake Munson Slough Embankments $800,000
  - Leon Works: $25,000
- 2025 Legislative Impacts
  - Avoided most significant impacts ($100 million)

        - No new property tax reform initiatives adopted in 2025
        - FY 2026 will be the first year the County budget is impacted by the 2024 constitutional amendments approved by voters ($300,000)
    - Relocation of telecommunications equipment ($300,000)
    - State shared revenue decline ($1 million)
    - Mandatory payments for Medicaid, Baker/Marchman, DJJ, etc. ($743,000)
    - New: Repealed business rent tax ($565,000)
- House Select Committee on Property Taxes
    - 37 House members to convene through 2025 and provide a final report to the Speaker of the House
    - The Speaker provided initiatives for the Select Committee to consider:
        - Require every local government to hold a referendum on the elimination of property taxes on homestead properties
        - Constitutional amendment to authorize Legislature to increase to increase the homestead exemption by general law.
        - Constitutional amendment to create new Homestead Exemptions: $500,000 for everyone, $1 million for seniors ($78 million impact on the County)
    - 17 Constitutional Amendments on Property Taxes since 2006 - 9 of the last 10 general election ballots
    - Expect another property tax measure on the ballot in 2026
    - Early meetings have focused on 'revenue diversification' and 'reliance on property taxes'

Roshaunda Bradley, Budget Director, shared that they approach FY 2026 the same as they have in previous years. She discussed the process, including cost avoidance and savings. Her team has discovered over $600,000 in cost savings. She shared the budget would go up by $16,581,860 from last year. In addition, she shared the following:

Cost Avoidance & Savings

- Deliberate approach occurs throughout the year
- Not only during the formal budget process
- Specific & targeted practices: LEAD's Listening Sessions, I² (squared), Leverage Partners
- Employees are continuously empowered to seek and implement cost saving measures
- Occurs prior to seeking any new taxes, fees, and positions
    - Current year savings of $3.4 million
    - Cumulative savings since 2013: $79 million
- General Revenue and Expense Changes
- Comparative County Information
- Support for Strategic Initiatives
- Budget Process Next Steps

Staff Recommendation:

Option #1: Accept the overview of the FY 2026 Preliminary Budget.

Option #2: Approve the advance funding of capital projects in FY 2025 as reflected in the Resolution and Budget Amendment.

Option #3: Authorize the County Administrator to submit an application for the State FY 2025-2026 Florida Department of Environmental Protection Water Quality Improvement.

Grant to construct the second phase of the Woodville Sewer Project.

Option #4: Approve the Emergency Medical Service Fee Resolution.

Option #5: Approve the District Medical Examiner Fees Schedule.

Option #6: Accept the FY 2025 annual status report and recommendations on the Sidewalk Program implementation.

Option #7: Accept the status report on the FY 2022 – FY 2026 Strategic Plan.

Option #8: Authorize the County Administrator to engage a professional consultant to assess the County's revenue structure and available alternative revenue sources consistent with Florida Statutes.

- Chairman Welch expressed his appreciation to the staff and County Administrator Long for their outstanding work on the budget.

Commissioner O'Keefe moved, seconded by Commissioner Cummings, for Options #1 – #8.

Commissioner Maddox rescued himself from voting on Option #1 because of his employment and asked Commissioner O'Keefe if he would amend his motion.

Commissioner O'Keefe amended his motion to Options #2 – #8. It was seconded by Commissioner Cummings.

- Commissioner O'Keefe commended staff for their excellent work on the budget and voiced his support for its adoption.

- Commissioners O'Keefe, Cummings, Proctor, and Minor commended staff's work and fiscal responsibility.

- Commissioner Maddox acknowledged the contributions of previous staff in consistently producing excellent and responsible budgets each year. He expressed his appreciation for Ms. Bradley and her team, noting they were well taught and prepared. He commended the balanced budget and remarked on the difficult decisions ahead due to factors beyond their control at the state level. He also emphasized the importance of sustainability, noting that grants can disappear without self-sufficient funding models such as annual giving programs.

- County Administrator Long commented on the enterprise funds, noting that their stability is a result of conservative financial practices. He added that these funds are supplemented with general revenue support.

- Commissioner Maddox commented on the functions of revenue and emphasized the need to prepare constituents and neighbors for how the County will address the $500,000 shortfall.

He raised questions about how to diversify revenue sources and to what extent the state has impacted enterprise funds.

- County Administrator Long stated that they have extended and deferred expenses as much as possible, but acknowledged that this remains a significant challenge.

- Commissioner Maddox commented on the need to shift costs and explore ways to diversify revenue, including legislative appropriations.

- County Administrator Long noted they remain hopeful and acknowledged Vice-Chairman Caban for bringing on an additional lobbying team, which has proven to be beneficial.

- Chairman Welch provided clarity regarding efforts to streamline the permitting process.

- County Administrator Long commented on the 50/50 governmental review process, explaining that without it, homeowners and business owners would have to bear the full cost of permitting.

- Commissioner Proctor commented on the solid figures provided by the Property Appraiser.

- Ms. Bradley noted that the numbers can vary from year to year, citing a decrease last year.

- Commissioner Proctor highlighted that this marks the 14th consecutive year the millage rate has remained unchanged and emphasized the importance of communicating that to Leon County residents.

- Nicki Hatch, Assistant to the County Administrator for Legislative and Strategic Initiatives, reported a projected 16% increase in Medicaid costs, equating to $600,000 over last year.

- Commissioner Proctor emphasized the importance of ensuring citizens understand the budget process. He discussed the potential need to increase the millage rate to meet community needs.

- Chairman Welch commented that the report would highlight the direct impacts and expressed his support for being transparent with the public about the challenges faced.

- Vice-Chairman Caban praised staff's work, referenced how other counties use sales tax revenue, and emphasized allocating funds to improve residents' quality of life. He identified the need for two additional fire stations, noted economic changes since the 2014 report, and requested that the Board revisit its needs list and explore all funding avenues.

- Commissioner Cummings stressed creative thinking and supported hiring a consultant to review the budget, noting a potential benefit in considering a millage rate increase if warranted.

- Commissioner Proctor suggested the consultant could explore the potential consolidation of City and County governments to streamline operations and reduce costs. He also inquired about the flexibility of the Blueprint fund and commented on the fire service budget over the past three years.

    - County Attorney O'Steen clarified that Blueprint funds are constrained and can only be used for specific, pre-approved projects that are voter-approved.

- Commissioner Proctor also raised the idea of including an escape clause in any agreements related to the consultant or broader budget planning efforts. He emphasized the importance of maintaining flexibility in long-term commitments to ensure the County can adjust course if necessary.

- Vice-Chairman Caban commented on the use of infrastructure dollars for building fire stations.

    - County Administrator Long confirmed that such funding is an allowable use under current guidelines, including fire service fees.

- Vice-Chairman Caban also requested engaging a forensic accountant to review fire service finances for transparency.

- Commissioner Minor clarified that no one is proposing a millage rate increase this year or next year. He stated that they want the professional consultant to present well-developed, viable options for consideration.

- Commissioner Maddox inquired whether staff would bring forward an agenda item outlining the specific objectives for the consultant.

    - County Administrator Long responded that staff already has clear direction based on the discussion.

- Commissioner Maddox discussed the addition of the consultant, requesting that they be mindful of identifying both aggressive and less aggressive fee structures. He further commented on the Blueprint program, cautioning against relying on those funds for needs beyond their intended scope.

- Commissioner O'Keefe emphasized understanding the County's main revenue sources to make informed budget decisions.

- Commissioner Proctor expressed concerns about the fire services fee, stating that the Board did not formally agree to those fees.

Commissioner O'Keefe moved, seconded by Commissioner Cummings, to approve Options #2 – #8.

Option #2: Approve the advance funding of capital projects in FY 2025 as reflected in the Resolution and Budget Amendment.

Option #3: Authorize the County Administrator to submit an application for the State FY 2025-2026 Florida Department of Environmental Protection Water Quality Improvement Grant to construct the second phase of the Woodville Sewer Project.

Option #4: Approve the Emergency Medical Service Fee Resolution.

Option #5: Approve the District Medical Examiner Fees Schedule.

Option #6: Accept the FY 2025 annual status report and recommendations on the Sidewalk Program implementation.

Option #7: Accept the status report on the FY 2022 – FY 2026 Strategic Plan.

Option #8: Authorize the County Administrator to engage a professional consultant to assess the County's revenue structure and available alternative revenue sources consistent with Florida Statutes.

In addition, this item seeks any other direction the Board wishes to provide in the development of the FY 2026 Preliminary Budget.

The motion carried 7- 0.

Commissioner Cummings moved, seconded by Commissioner O'Keefe, for approval of Option #1: Accept the overview of the FY 2026 Preliminary Budget.

The motion carried 6-0 (Commissioner Maddox recused).

Item 2. Leon County Sheriff's Office FY 2026 Budget Request

County Administrator Long stated this budget discussion item seeks Board consideration of the Leon County Sheriff's Office FY 2026 budget. As requested by the Board, this item also provided information on the Sheriff's plan to enhance the services provided through the Homeless Outreach Street Team Unit to address the needs of women and girls experiencing homelessness in partnership with local providers and stakeholders. This item also provided an update on the Board's strategic initiative to reduce graffiti and litter in coordination with the Leon County Sheriff and State Attorney's Office.

Sheriff's Office staff provided an update, and Ken Morris presented the proposed FY 2026 budget via PowerPoint. The key points included:

- Total budget request: $124,651,485.
- Represents 65% of the estimated growth in property tax revenue.
- 42% of the budget is allocated to operating the Detention Facility.
- 79% of the Sheriff's budget is personnel costs.
- Highlighted detention alternative programs.
- Noted the current 94-to-1 deputy-to-inmate ratio, emphasizing the need to reduce it by half.

Commissioner Maddox moved, seconded by Commissioner Cummings to approve Option #1: Approve the Leon County Sheriff's proposed FY 2026 Budget as presented.

- Commissioner Proctor thanked the Sheriff's Office for their work but disagreed with the assertion that the jail facility has 25 years of life remaining. He referenced his recent visit to the jail, raising concerns about staffing levels and the high deputy-to-inmate ratio. He stressed the need to reexamine the county's mental health approach and questioned how $10 million in funding has been invested, particularly regarding officer training following the George Floyd incident and in serving a diverse community.

- Undersheriff Ron Cave noted the strong relationship with the County. He addressed high vacancy rates and recruitment efforts, including part-time hiring and salary increases. He also discussed diversion programs, mental health challenges among detainees, and the low percentage of citizen interactions resulting in arrest.

- Dr. Argatha Gilmore, Chief of Staff, explained that training protocols are data-driven, particularly in de-escalation practices. She stressed the importance of community engagement and cultural sensitivity.

- Commissioner Proctor referenced recent incidents in Los Angeles involving a sheriff's office, asking about inter-agency relationships in Florida.

    - Dr. Gilmore provided background on the incident and emphasized leadership and cultural sensitivity in policing.

- Commissioner Maddox discussed staffing ratio issues.

    - Undersheriff Cave noted the facility was designed for a 1-to-45 ratio, but increased capacity has altered this balance.

- Commissioner Maddox thanked the Sheriff's Office for diversion programs, discussed deputy salaries, and asked about jail capacity, incarceration rates, and mental health data.

    - Undersheriff Cave stated that, with the recent salary increases, the Sheriff's Office is now very competitive with state-level agencies. He also discussed the key differences between county and state correctional facilities.

- Commissioner Maddox inquired about the current capacity of the detention center and how the current incarceration rates compare to previous years. He also asked about the population with mental health issues, specifically seeking data on the percentage of detainees facing mental health challenges.

    - Undersheriff Cave responded that approximately 60% of detainees face mental health challenges. He also discussed the role of Medicaid in addressing those needs.

- Commissioner O'Keefe thanked the Sheriff's Office for maintaining a strong working relationship and upholding a high standard of transparency. He inquired about the proposed 9% budget increase and how it compares to sheriff's office budgets across the state.

    - Undersheriff Cave responded that the increase is in line with budget trends seen in other counties, reflecting similar needs and operational demands statewide.

    - County Administrator Long commented that the County works to carefully manage budget increases, balancing public safety needs with overall fiscal responsibility.

- Commissioner O'Keefe inquired about any additional needs or priorities that were not included in the current budget proposal.

- Commissioner O'Keefe commented that he is happy to support the increase to get more deputies in pods, recalling his recent visit to the jail.

- Commissioner Cummings thanked staff, County Administrator Long, Mr. Morris, and Ms. Bradley for their work in preparing the budget. She emphasized that she would not want to compromise public safety by altering the carefully crafted sheriff's budget. She also inquired about recent citizen interactions and whether they involved recidivism cases.

- Commissioner Cummings expressed support for the proposed pay increase, emphasizing the importance of remaining competitive. She also inquired about measures to ensure the safety of children in schools, in light of recent school shootings.

  - Undersheriff Cave stated that they have one of the oldest relationships with the Leon County Public Schools. He noted that two years ago, they started placing two deputies in schools and highlighted the benefits that have resulted from this initiative.

- Commissioner Cummings commented on the request for four new deputies and asked whether it was driven by increases in crime.
  - Undersheriff Cave responded that it is driven by population growth and the impact that comes with that.

- Commissioner Cummings commented on the request for one new HOST deputy to work specifically with homeless women and girls and address the issues they face. She expressed her desire to hire a HOST deputy for this purpose.
  - Undersheriff Cave responded that they do address the needs of vulnerable populations and noted that this position has a focus on homeless women and children, working in collaboration with their partners.

- Commissioner Cummings stated they would eventually like a report detailing the progress being made in addressing homeless women and girls.
  - Undersheriff Cave stated that it would be possible.

- Commissioner Cumming shared she would be supporting the sheriff's budget.

- Vice-Chairman Caban thanked the Sheriff for the relationship between his office and the County. He commented on their efforts to address illegal gambling in District 2 and stated that increased visibility on Pensacola Street and Highway 20 would be appreciated. He also inquired about the original funding for the Leon County Detention Center.
  - County Administrator Long responded that the project was funded through sales tax revenues.

- Vice-Chairman Caban inquired whether most of the interactions occur within City limits or outside.
  - Undersheriff Cave responded that he would have to get the official numbers, but most arrests happen in City limits.

- Vice-Chairman Caban stated that he appreciated all the work they do and believed they are being fiscally responsible.

- Commissioner Proctor inquired about the status of the re-entry program.
  - Undersheriff Cave stated that the re-entry program is making a positive difference.

- Commissioner Proctor requested an update on the inmate tablets and their removal.
  - Undersheriff Cave clarified that the restriction on electronic tablet access applies only to inmates in administrative custody.

- Commissioner Proctor thanked the Sheriff's Department for all their hard work and commented on the anti-DEI posture of the state of Florida.

- Commissioner Cummings recalled her visits to the detention center over the years in connection with her clients and praised the deputies for their professionalism.

- Chairman Welch noted the extensive budget preparation process and emphasized public understanding of how revenue growth supports Sheriff's Office services. He cautioned that future budgets may face tighter constraints due to potential state legislative action.

The motion carried 7-0.

Item 3. Consideration of Affordable Housing Gap Financing Funding

County Administrator Long shared, as requested by the Board at the January 28, 2025, meeting, this item presented for Board consideration the utilization of general revenue for gap financing of affordable housing projects for very low-income and extremely low-income households. The item also acknowledged the Blueprint Intergovernmental Agency's recent action to provide economic development funding for this purpose and sought Board approval of proposed revisions to the County's State Housing Initiative Partnership Local Housing Assistance Plan to better position the County's existing Rental Development Program to address the affordable housing need of rental housing development projects with gap financing.

Commissioner Maddox moved, seconded by Vice-Chairman Caban, to approve Options #1 and #2. Option #1: Approve the annual allocation of $250,000 in general revenue for gap financing of affordable housing projects for very low- and extremely low-income households.

Option #2: Adopt the Resolution approving revisions to the Leon County State Housing Initiative Partnership Local Housing Assistance Plan for the Rental Development Program.

- Commissioner Maddox recognized those from Capital Area Justice Ministry (CAJM) in the audience and thanked them for working with the Board on this item. He inquired whether SHIP dollars will be available in the future.
  - Assistant County Administrator Shington Lamy responded yes.
- Commissioner O'Keefe thanked staff and CAJM for all their efforts and teamwork.
- Commissioner Minor thanked County staff for their hard work as well as CAJM for their communications over the past few years.
- Vice-Chairman Caban commended staff and Commissioner Maddox for their hard work, noting that Leon County is taking the lead on affordable housing.
- Commissioner Cummings echoed the comments of her colleagues, thanking staff and CAJM. She mentioned this shows the community's commitment to addressing affordable housing.
- Commissioner Maddox reflected on the evolution of the proposal and thanked CAJM for their flexibility throughout the process. He noted that this proposal could serve as a model for other counties to emulate.
- Chairman Welch praised the members of CAJM for their advocacy and their determination. He commended them for being flexible. He also thanked Commissioner O'Keefe for his advocacy.

The motion carried 6- 0 (Commissioner Proctor out of Chambers).

Item 4. Annual Personnel Increases and Disaster Pay Adjustments

County Administrator Long reported that, as requested at the May 27, 2025, Special Meeting, this item provided an analysis of including a 5% cost-of-living adjustment (COLA) for all Leon County and Constitutional employees for FY 2026. Consistent with Board direction at the May 13, 2025, meeting, the item also recommended disaster pay and personnel policy updates to align with FEMA best practices and maximize the County's reimbursement for federally declared disasters.

Commissioner Minor moved, seconded by Commissioner O'Keefe, to approve Options #2 and #3 as amended:

Option #2: Direct staff to bring back the recommended revisions to the Leon County Personnel Policies and Procedures, Section V, Subsection 5.14 – Emergency Guidelines for Compensation, Work Hours, and Work Assignments to match FEMA best practices and maximize the County's reimbursement for federally declared disasters.

Option #3: Approve a 0-5% performance pay increase with an average of 3% for all Leon County Government and Constitutional Officer employees in the FY 2026 Preliminary Budget; and:

To include red lined employees, as along as the County average stays at 3% and include a 5% across-the-board pay increase if the PAO values are greater than anticipated.

Discussion occurred among the Board.

- Commissioner Minor commented on the last three years. Inquired about the standard of personnel increases over the past few years.
    - County Administrator Long responded that Option #3 has been the standard and explained its process

- Commissioner Minor stated it makes sense to return to the policy from four years ago, stressing the importance of performance-based evaluations as a way to reward employees who excel.

- Commissioner O'Keefe noted this would revert to the standard policy, adding that it offers savings while still providing employee increases. He also referenced covering a state-imposed deficit.

- Commissioner Cummings inquired whether Option #3 means some employees might not receive raises. She offered a friendly amendment to include red-lined employees.

- County Administrator Long explained the definition of red-lined employees and noted the flexibility this policy would provide.

- Commissioner Minor stated he would accept Commissioner Cummings's friendly amendment.

- Commissioner Maddox inquired if all employees are paid above standard wage.

- Commissioner Proctor discussed the concept of "merit" and expressed concerns about potential bias in merit-based raises. He pointed to the Sheriff's budget increases and

suggested the County could find $1.4 million for a 5% across-the-board raise. He requested that if PAO values exceed projections, Option #1 be brought back to the Board.

- County Administrator Long responded that he and the County Attorney would be subjected to the same policy.

Commissioner Proctor moved, seconded by Commissioner Cummings, for a substitute motion for Option #1, with the caveat that this option comes back at the July meeting when they get the numbers from the PAO.

- Commissioner Maddox stated the motion could be changed at ratification.
- County Administrator Long stated that this decision is a policy decision of the board. Stating that this is more than just a budget balancing act.
- Commissioner Maddox stated he preferred Options #2 and #3 and began to instruct staff.
- Commissioner Minor and Commissioner O'Keefe both stated they could not support the substitute motion, noting that adjustments could be considered in July if funding becomes available.
- Vice-Chairman Caban expressed conditional support for the substitute motion if staff returned in July with a balanced budget that did not rely on general fund allocations.
- Commissioner Cummings emphasized the value of County employees and asked whether the budget would remain balanced with the raises.
    - County Administrator Long responded that the 5% increase is already included in the preliminary budget, which remains balanced.
- Commissioner Cummings noted that the budget was balanced until the state legislature released its budget, which resulted in an approximately $500,000 shortfall in the county's budget. She stated that the current budget remains balanced, including the 5% raise, and emphasized the meaningful impact this raise would have on county employees.
- Chairman Welch opposed using reserves to balance the budget, calling it poor public policy. He described a 5% across-the-board increase as fiscally irresponsible given current uncertainties and stated he could not support the substitute motion.
- Commissioner Maddox suggested reducing the increase to 2–3% and revisiting the 5% once PAO numbers are known, requesting Commissioner Proctor revert to his original friendly amendment.
- Commissioner Proctor withdrew his substitute motion, and Commissioner Cummings withdrew her second.
- They returned to Commissioner's Minor original motion.

Commissioner Minor moved, seconded by Commissioner O'Keefe, to approve Options #2 and #3 as amended: Option #2: Direct staff to bring back the recommended revisions to the Leon County Personnel Policies and Procedures, Section V, Subsection 5.14 – Emergency Guidelines for Compensation, Work Hours, and Work Assignments to match FEMA best practices and maximize the County's reimbursement for federally declared disasters.

Option #3: Direct the County Administrator to provide an option for 5% raises for County and Constitutional Officer employees for Board consideration at the July 8, 2025, Board of County Commissioners Meeting, contingent upon final property values provided by the Property Appraiser on July 1, 2025, to include, at the supervisor's discretion, employees who are at the top of their respective pay scale.

The motion carried 6-1 (Chairman Welch opposed).

Item 5. Establishing the Maximum Millage Rate for the FY 2026 Tentative Budget

County Administrator Long stated that pursuant to Florida Statutes, the Board is required to establish the maximum millage rates for utilization in the Truth in Millage (TRIM) process.

Commissioner O'Keefe moved, seconded by Commissioner Cummings, to approve Options #1 – 2: Option #1: Establish the maximum countywide millage rate for FY 2026 at 8.3144; and

Option #2: Establish the maximum Emergency Medical Services (EMS) Municipal Services Taxing Unit (MSTU) for FY 2026 at 0.75 mills.

The motion carried 5-1 (Commissioner Maddox out of Chambers and Vice-Chairman Caban opposed).

Adjourn:

There being no further business to come before the Board, the workshop was adjourned at 1:24 p.m.

ATTEST:

BY: _____
Brian Welch, Chairman
Board of County Commissioners

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

Leon County
Board of County Commissioners

Notes for Agenda Item #2

Leon County Board of County Commissioners

Agenda Item #2

September 15, 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 September 15, 2025, and pre-approval of payment of bills and vouchers for the period of September 16, 2025, through October 13, 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 September 15, 2025, and the pre-approval of payment of bills and vouchers for the period of September 16, 2025, through October 13, 2025.

Report and Discussion

Background:

The Office of Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the September 15th meeting, the morning of Friday, September 12, 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 October 14, 2025, it is advisable for the Board to pre-approve payment of the County's bills for September 16, 2025, through October 13, 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 September 15, 2025, and the pre-approval of payment of bills and vouchers for the period of September 16, 2025, through October 13, 2025.
2. Do not approve the payment of bills and vouchers submitted for September 15, 2025, and the pre-approval of payment of bills and vouchers for the period of September 16, 2025, through October 13, 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

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Commissioner Appointments to the Housing Finance Authority of Leon County and the Tallahassee-Leon County Commission on the Status of Women & Girls

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

Statement of Issue:

This item seeks Board approval to ratify Commissioners' appointments of citizens to the Housing Finance Authority of Leon County and the Tallahassee-Leon County Commission on the Status of Women & Girls.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Ratify Commissioner Minor's reappointment of Andrew Gay to the Housing Finance Authority of Leon County for a four-year term ending September 30, 2029.

Option #2: Ratify Commissioner Maddox's reappointment of Jeffrey Sharkey to the Housing Finance Authority of Leon County for a four-year term ending September 30, 2029.

Option #3: Ratify Commissioner Proctor's reappointment of Gail Milon to the Housing Finance Authority of Leon County for a four-year term ending September 30, 2029.

Option #4: Ratify Commissioner Maddox's reappointment of Dr. Michelle Gayle to the Tallahassee-Leon County Commission on the Status of Women & Girls for a two-year term ending on September 30, 2027.

Option #5: Ratify Commissioner Welch's reappointment of Caroline Pryor to the Tallahassee-Leon County Commission on the Status of Women & Girls for a two-year term ending on September 30, 2027.

Option #6: Ratify Commissioner O'Keefe's appointment of Melanie Williams to the Tallahassee-Leon County Commission on the Status of Women & Girls for the remainder of a two-year term ending on September 30, 2026.

Option #7: Ratify Commissioner Cummings' appointment of Dr. Linda Groomes to the Tallahassee-Leon County Commission on the Status of Women & Girls for a two-year term ending on September 30, 2027.

Report and Discussion

Background:

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

Analysis:

Housing Finance Authority of Leon County (HFA)

Purpose: Encourages investment by private enterprise and stimulates construction and rehabilitation of housing through use of public financing. The Authority is authorized to issue and sell bonds, but first must seek approval of the Board of County Commissioners.

Composition: The HFA is comprised of seven citizen members, with each County Commissioner making one appointment. No less than four members should be knowledgeable in one of the following fields: labor, finance, or commerce. Due to the necessity to have some board members knowledgeable in certain fields, board members may serve consecutive terms with no limitation on their number of terms or reappointment per an amendment to the HFA bylaws dated August 19, 2021.

Certificate: Pursuant to Section 159.605(1), Florida Statutes, a certificate of appointment or reappointment of any member of the Housing Finance Authority shall be filed with the Clerk of the Circuit Court, and the certificate shall be conclusive evidence of the due and proper appointment of the member. The County Attorney's Office recommends the Chairman execute a Certificate of Appointment for each appointed member (Attachments #4, #5, and #6).

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
7	0	Male – 5 Female – 2	White – 6 Black – 1

Vacancies: The terms for HFA members Gail Milon, Jeffrey Sharkey, and Andrew Gay are due to expire on September 30, 2025. All three members are eligible for reappointment. The Commissioners have reviewed the eligible applications and have selected the applicants listed in Table #1 for their respective appointments.

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Table #1: Housing Finance Authority of Leon County

Vacancy *Status*	**Term Expiration**	**Eligible Applicant Application Attachment #**	**Gender – Race**	**Recommended Action**
Andrew Gay *served 3 terms* *Seeking Reappointment*	9/30/2025	1. Andrew Gay	Male – White	Ratify Commissioner Minor's reappointment for a four-year term ending September 30, 2029.
Jeffrey Sharkey *served 4 terms* *Seeking Reappointment*	9/30/2025	2. Jeffrey Sharkey	Male – White	Ratify Commissioner Maddox's reappointment for a four-year term ending September 30, 2029.
Gail Milon *served 4 terms* *Seeking Reappointment*	9/30/2025	3. Gail Milon	Female – Black	Ratify Commissioner Proctor's reappointment for a four-year term ending September 30, 2029.

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

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

Composition: The CSWG has 21 members:

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

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

Diversity of Current Membership:

Total Seats	**Vacant Seats**	**Gender**	**Race**
21	2	Female – 19 Male – 0	Black – 11 White – 4 Hispanic – 1 Not Available – 3

Vacancies: The terms of CSWG members Michelle Gayle and Caroline Pryor are set to expire on September 30, 2025, with both members eligible for and seeking reappointment. Applications and attendance records for Michelle Gayle and Caroline Pryor are included as Attachments #7 and #8, respectively.

CSWG member Natasha Sutherland submitted her resignation effective June 30, 2025. She is the District 5 appointee and her term was set to expire on September 30, 2026. CSWG member Ashley Rogers submitted her resignation effective July 31, 2025. She is the At-Large I appointee and her term was set to expire on September 30, 2025. The Commissioners have reviewed the eligible applications and have selected their respective appointees as listed in Table #2.

Table #2. Tallahassee-Leon County Commission on the Status of Women & Girls

Vacancy *Status*	**Term Expiration**	**Eligible Applicants** **Application Attachment #**	**Gender – Race**	**Recommended Action**
Dr. Michelle Gayle *served 2 terms Seeking reappointment*	9/30/2025	7. Dr. Michelle Gayle	Female – Black	Ratify Commissioner Maddox's reappointment for a two-year term expiring on September 30, 2027.
Caroline Pryor *served 1 full and 1 partial term Seeking reappointment*	9/30/2025	8. Caroline Pryor	Female – Black	Ratify Commissioner Welch's reappointment for a two-year term expiring on September 30, 2027.
Natasha Sutherland *served 1 partial term Resigned*	9/30/2026	9. Melanie Williams	Female – Black	Ratify Commissioner O'Keefe's appointment for the remainder of a two-year term expiring on September 30, 2026.
Ashley Rogers *served 1 partial term Resigned*	9/30/2025	10. Dr. Linda Groomes	Female – Black	Ratify Commissioner Cummings' appointment for a two-year term expiring on September 30, 2027.

There are 18 additional applications which were considered by Commissioners and are included as Attachment #11.

Options:

1. Ratify Commissioner Minor's reappointment of Andrew Gay to the Housing Finance Authority of Leon County for a four-year term ending September 30, 2029.
2. Ratify Commissioner Maddox's reappointment of Jeffrey Sharkey to the Housing Finance Authority of Leon County for a four-year term ending September 30, 2029.
3. Ratify Commissioner Proctor's reappointment of Gail Milon to the Housing Finance Authority of Leon County for a four-year term ending September 30, 2029.
4. Ratify Commissioner Maddox's reappointment of Dr. Michelle Gayle to the Tallahassee-Leon County Commission on the Status of Women & Girls for a two-year term ending on September 30, 2027.
5. Ratify Commissioner Welch's reappointment of Caroline Pryor to the Tallahassee-Leon County Commission on the Status of Women & Girls for a two-year term ending on September 30, 2027.
6. Ratify Commissioner O'Keefe's appointment of Melanie Williams to the Tallahassee-Leon County Commission on the Status of Women & Girls for the remainder of a two-year term ending on September 30, 2026.
7. Ratify Commissioner Cummings' appointment of Dr. Linda Groomes to the Tallahassee-Leon County Commission on the Status of Women & Girls for a two-year term ending on September 30, 2027.
8. Board direction.

Recommendation:

Options #1 through #7

Attachments:

1. Andrew Gay application, resume and attendance record
2. Jeffrey Sharkey application, resume and attendance record
3. Gail Milon application, resume and attendance record
4. Certificate of Appointment for Andrew Gay
5. Certificate of Appointment for Jeffrey Sharkey
6. Certificate of Appointment for Gail Milon
7. Dr. Michelle Gayle application, resume and attendance record
8. Caroline Pryor application, resume and attendance record
9. Melanie Williams application and resume
10. Dr. Linda Groomes application and biography
11. Additional eligible applications for the Tallahassee-Leon County Commission on the Status of Women & Girls: Trinette Ballard, Diana Banks, Mandy Bianchi, Jere Clark, Keitia France, Donna Gibson, Felicia Green, Robbya Green-Weir, Kim Grippa, Charlotte Hayes, Dr. Stephanie Kennedy, Audrey Kidwell, Lora Lowe, Jeanne O'Kon, Briana Parlor, Michelle Paul, Genleah Swain, and Kara Holbert.

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
HOUSING FINANCE AUTHORITY OF LEON COUNTY

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 GAY | **Date:** 8/27/2025 9:23:41 AM

Home Address:	2741 MILLSTONE PLANTATION ROAD Tallahassee, FL 32312	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(850) 933-0052	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	andrew@grimsleycpa.com	**How many years have you lived in Leon County?**	20

(EMPLOYMENT INFORMATION)

Employer:	GRIMSLEY AND COMPANY CPAS	**Work Address:**	1427 PIEDMOT DRIVE EAST TALLAHASSEE, FL 32312
Occupation:	CPA		
Work/Other Phone:	(850) 385-1120	**Work Email:**	andrew@grimsleycpa.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:** 38

District: District II **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	JAMES DAVID REVELL	**Name:**	CORBETT PROCTOR
Address:	231 E VIRGINIA STREET TALLAHASSEE, FL	**Address:**	2033 CHATSWORTH WAY TALLAHASSEE, FL 32309
Phone:	(850) 567-9419	**Phone:**	(850) 556-5612

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? *Leon County Housing HFA*

Have you served on any previous Leon County committees?* *Yes*

If Yes, on what Committee(s) have you served? *Leon County HFA*

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 may not be an officer or employee of the County.

Are you an officer or employee of Leon County? *No*

No less than four members shall be knowledgeable in one of the following fields. Please indicate your area of expertise.

- [ ] Labor
- [x] Finance

Please explain: *I am a CPA in public accounting*

- [ ] Commerce

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. JAMES ANDREW GAY

The application was electronically sent: 8/27/2025 9:23:41 AM

James Andrew Gay, CPA
2676 Breton Ridge Drive
Tallahassee, Florida 32312
(850)-933-0052
andrew@grimsleycpa.com

Objective: An opportunity to serve my profession through the Florida Institute of Certified Public Accountants Board of Directors.

Certification: **Certified Public Accountant (CPA) - Florida Board of Accountancy**

- License Number: AC53342

Education: **Valdosta State University, Valdosta, GA**

- Masters Business Administration, August 2011, GPA 3.95

Florida State University, Tallahassee, FL

- BS, Finance, August 2009, GPA 3.00

Experience: **Grimsley & Company CPAs, P.A.**

President, Owner, January 2021- Present

- Business Consulting
- Preparation of Individual and Corporate Tax Returns
- Negotiate Lending Terms on behalf of clients
- Call and pursue new business
- Manage Political Campaign Finance Reporting and Construction Management Divisions
- Certified Public Accountant

Grimsley & Company CPAs, P.A.

Senior Tax Manager, February 2016- Present

- Business Consulting
- Preparation of Individual and Corporate Tax Returns
- Negotiate Lending Terms on behalf of clients
- Call and pursue new business
- Manage Political Campaign Finance Reporting and Construction Management Divisions
- Certified Public Accountant

Interests and Activities:

- Treasurer and Executive Committee, Greater Tallahassee Chamber of Commerce Board of Directors 2016-2021
- Chair of Access Tallahassee, 2016 - 2017
- Treasurer, Leon County Housing Finance Authority 2016-2021
- Elder, City Church Tallahassee 2016 - 2021

Housing Finance Authority Attendance Record

Committee Name: Housing Finance Authority

Member Name: Andrew Gay

3/11/2021	4/8/2021	6/17/2021	8/19/2021	9/9/2021	10/14/2021	12/2/2021
X	EX	EX	X	X	EX	X

1/13/2022	3/23/2022	4/26/2022	6/9/2022	9/15/2022	11/10/2022
EX	X	EX	EX	EX	EX

1/12/2023	2/13/2023	5/11/20263	6/1/2023	8/24/2023	12/8/2023
X	X	EX	X	X	

1/19/2024	3/15/2024	4/18/2024	6/14/2024	9/20/2024	11/15/2024
X	EX	EX	EX	EX	EX

1/17/2025	4/17/2025	5/30/2025	6/20/2025
X	EX	EX	EX

X – Member in attendance
EX – Absence Excused

NOTE: Member Andrew Gay is actively engaged with the HFA outside of regular meetings due to his role of Treasurer, working on monthly financials and preparing reports for auditors.

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
HOUSING FINANCE AUTHORITY OF LEON COUNTY

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: Dr. Jeffrey B Sharkey | **Date:** 6/23/2025 10:58:40 AM

Home Address:	106 E. College Ave, suite 1110 Suite 1110 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) 224-1660	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	jeffreyshark@gmail.com	**How many years have you lived in Leon County?**	35

(EMPLOYMENT INFORMATION)

Employer:	Capitol Alliance Group, inc	**Work Address:**	106 E. College Ave Suite 1110, Tallahassee, FL 32301
Occupation:	Consultant		
Work/Other Phone:	(850) 224-1660	**Work Email:**	jeff@capitolalliancegroup.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:** 72

District: **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Vince Long	**Name:**	Jonathan Wolf
Address:	Stephanie Holloway Senior Executive Assistant Leon County Administration 301 South Monroe Street Tallahassee, FL 32301	**Address:**	Wendover Housing Partners 1105 Kensington Park Drive, Suite 200 Altamonte Springs, Florida 32714
Phone:	(850) 606-5300	**Phone:**	(407) 333-3233 Ext.202

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.

Have served 2 terms on the Housing Finance Agency and believe my experience with workforce and affordable housing will be invaluable for the organization.

(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? *Housing Finance Authority*

Have you served on any previous Leon County committees?* *Yes*

If Yes, on what Committee(s) have you served? *Housing Finance Authority*

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 may not be an officer or employee of the County.

Are you an officer or employee of Leon County? *No*

No less than four members shall be knowledgeable in one of the following fields. Please indicate your area of expertise.

- [ ] Labor
- [x] Finance

Please explain: *financing affordable housing developments*

- [ ] Commerce

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: Dr. Jeffrey B Sharkey

The application was electronically sent: 6/23/2025 10:58:40 AM

Capitol Alliance Group

DR. JEFFREY SHARKEY
AFFORDABLE & WORKFORCE HOUSING CONSULTANT

Dr. Jeffrey Sharkey is **President and CEO** of the **Capitol Alliance Group, Inc**. (CAG), one of Florida's top government relations' firms with extensive experience in strategic issues' management, legislative and state agency policy analysis, and government relations advocacy for a diverse list of private and public-sector clients. He is widely known and respected for his extensive knowledge of the legislative process, in particular the finance and tax and appropriations processes. With over three decades of government relations, public affairs, and business consulting, he has built a network of trusted relationships throughout the highest levels of state government.

The firm has a wide variety of private and public sector clients for whom they consult, but a major focus for 3 decades has been his commitment to affordable and workforce housing policy ang programs.

Dr. Sharkey has decades of experience working with the state legislature, the Florida Housing Finance Corporation (FHFC), local governments, and special districts, as well as private and non-profit developers, to create innovative policies, programs, and strategies for successful development of sustainable workforce affordable housing communities. They work closely with profit and non-profit developers to assist them in securing 9% and 4% low-income housing tax credits as well multifamily revenue bonds and SAIL funding from FHFC.

Dr Sharkey was deeply involved in the creation and passage of every iteration of the Florida Legislature's ***Live Local Act*** since 2022, which helped to provide innovative incentives and dramatically expand multiyear financing for workforce and affordable housing. He is recognized as an expert on this legislation and the other affordable and workforce housing laws in Florida.

The firm has been recognized for its active involvement in creating and interpreting affordable housing policies and program at the state level and advising housing developers and community organizations on the best strategies to acquire multilevel funding to achieve their dreams of building workforce affordable housing. In addition, the firm has worked on the development of sustainable communities and energy efficient homes and neighborhoods, focusing on energy green building practices, energy efficiency audits, and the use of renewable energy technologies in affordable housing.

The firm has an exceptional understanding of major policies and programs, as well as close working relationships with senior leadership, at the Florida Housing Finance Corporation, U.S. Housing and Urban Development Agency, the Department of Economic Opportunity, the Florida Legislature and Governor's office and practical knowledge of

their many funding programs for both rental and ownership affordable and workforce housing. In addition, CAG has been a consultant for dozens of local governments, housing agencies, community redevelopment agencies and others involved in sustainable affordable housing communities. The firm has a proven track record in providing successful financing and development strategies for workforce affordable housing throughout Florida and the Southeastern United States.

Dr. Sharkey has been professionally involved in the development of affordable housing and workforce housing in every area of Florida, from Key West to Pensacola. He has a strong understanding of the unique characteristics of the housing products, resident demographics, building requirements, financing components, and local government regulatory requirements of the housing markets in Florida.

Dr. Sharkey is considered one of Florida's leading consultants for developers of affordable and workforce housing, and has professional experience as an affordable housing developer, project consultant and policy expert on housing issues for the Florida Legislature, League of Cities and Florida Association of Counties. He has represented and consulted with all of the LIHTC housing developers in Florida, has been the lead advocate on state housing policy and housing trust fund issues, and was instrumental in creating the **Live Local Act** as well as other legislation and has been successful in guiding developers and local governments in their successful application for funding of these programs.

CONTACT INFORMATION

DR. JEFFREY SHARKEY
CAPITOL ALLIANCE GROUP, INC.
106 E. COLLEGE AVE., SUITE 1110
TALLAHASSEE, FL 32301
850-224-1660 (O)
850-443-3355 (m)

jeff@capitolalliancegroup.com

WWW.CAPITOLALLIANCEGROUP.COM

Housing Finance Authority Attendance Record

Committee Name: Housing Finance Authority

Member Name: Jeffrey Sharkey

3/11/2021	4/8/2021	6/17/2021	8/19/2021	9/9/2021	10/14/2021	12/2/2021
X	X	X	EX	EX	X	X

1/13/2022	3/23/2022	4/26/2022	6/9/2022	9/15/2022	11/10/2022
EX	X	X	X	X	X

1/12/2023	2/13/2023	5/11/20263	6/1/2023	8/24/2023	12/8/2023
X	X	X	X	EX	

1/19/2024	3/15/2024	4/18/2024	6/14/2024	9/20/2024	11/15/2024
X	X	X	X	X	X

1/17/2025	4/17/2025	5/30/2025	6/20/2025
X	X	X	X

X – Member in attendance
EX – Absence Excused

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
HOUSING FINANCE AUTHORITY OF LEON COUNTY

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. Gail Milon

Date: 6/23/2025 4:21:35 PM

Home Address:	1327 Colorado Street PO Box 7223 Tallahassee, FL 32304	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 591-4010	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	gail.milon@gmail.com	**How many years have you lived in Leon County?**	25

(EMPLOYMENT INFORMATION)

Employer:	My Financial Empowerment, LLC	**Work Address:**	1211 W Tharpe Street Tallahassee, FL 32304
Occupation:	Financial Consultant		
Work/Other Phone:	(850) 591-4010	**Work Email:**	gail.milon@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: Black or African American **Gender:** F **Age:** 65

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Al Smith	**Name:**	Bill Bogan
Address:	1211 W Tharpe Street Tallahassee, FL 32303	**Address:**	2651 S Hannon Hill Drive Tallahassee, FL 32309
Phone:	(850) 222-6953	**Phone:**	(850) 933-4559

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.

My resume is not updated. My Financial Empowerment is a new business I have established to address the financial literacy requirements for Leon County and the surrounding areas high schoool graduation requirements.

(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? *Housing Finance Authority of Leon County*

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 may not be an officer or employee of the County.

Are you an officer or employee of Leon County? *No*

No less than four members shall be knowledgeable in one of the following fields. Please indicate your area of expertise.

- [ ] Labor
- [x] Finance

  Please explain: *I've worked in the area of accounting and finance for over forty years, currently working as a financial consultant.*
- [ ] Commerce

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. Gail Milon

The application was electronically sent: 6/23/2025 4:21:35 PM

GM

GAIL A. MILON

TALLAHASSEE, FL
32314

(850) 591-4010

Gail.milon@gmail.com

SUMMARY

Customer-oriented and strategic-thinking professional with several years of experience in building relationships, cultivating partnerships, retention of major accounts and growing profit channels. Multi-tasking and self-motivated leader with inexperience in expanding network connections, creator of successful business plans and strategic development initiatives.

SKILLS

- Financial Management
- Budgeting and Cost Control
- Create and Delivering Presentations
- Financial Planning
- Consulting
- Leadership Team Building
- Sales and Marketing
- Executive Performance Management

EXPERINCE

PRESIDENT

Sovereignty In Action | Tallahassee, FL | January 2023 - Current

- Established fundraising strategies to increase financial support for programs and services.
- Maintain effective communication channels with all stakeholders involved in the organization's activities.
- Created a market plan to increase awareness of the organization's activities in the community.
- Act as an ambassador of goodwill for the organization by engaging positively with external parties.
- Manage relationships with key stakeholders, including investors, board members, and regulatory agencies.

VICE PRESIDENT

Cambridge Capital Group | Tallahassee, FL | March 2017 - May 2023

- Managed financial operations and ensured compliance with FINRA guidelines to align clients' financial estate planning needs and objectives.
- Served as a key contributor to company-wide initiatives by collaborating with executive team members on major decisions.
- Attended meetings and responded promptly to inquires or request for information, maintaining relationships with key stakeholders.

FINANCIAL ADVISOR

ELE Wealth Advisors, Inc| Tallahassee, FL | March 2017 - November 2017

- *Delivered personalized estate planning solutions to support the unique needs of retired NFL players.*

EDUCATION AND TRAINING

Bachelor of Science
Accounting/Finance
Florida A&M University
Tallahassee, FL
May 1981

GM

TALLAHASSEE, FL
32314

(850) 591-4010

Gail.milon@gmail.com

FINANCIAL ADVISOR
MetLife | Tallahassee, FL | September 2003 - March 2017

- Offered comprehensive financial planning services to clients including employees of the Tallahassee University System, small business owners, and affluent individuals.
- Facilitated client meetings to discuss portfolio performance and suggest modifications as needed.
- Advised high net worth individuals on complex wealth management issues related to trust, estates, asset protection planning, and philanthropy.

FINANCIAL ADVISOR
Merrill Lynch | Tallahassee, FL | May 2000 - October 2002

- Developed customized financial strategies for clients, aligning them with their long-term goals and risk tolerance.
- Increased assets under management by leveraging referrals and pursuing new business opportunities.
- Conducted regular workshops and seminars on financial planning to attract new clients and educate the community.

Investment Broker
JW Genesis | Tampa, FL | January 1999 - May 2000

- Prepared detailed proposals outlining investment recommendations for prospective clients.
- Created customized investment plans for individual investors.
- Maintained client relations by providing timely updates of portfolio performance.

President
Milon Investments | Orlando, FL | January 1998 - January 1999

- Provided financial guidance and advice to high-net-worth clients as well as small business owners.

Vice President
United Daniels Capital Corp | Orlando, FL | July 1994 - January 1998

- Participated in the underwriting of state and local municipal debt..
- Participated in large distribution syndicates formed by other investment banks..

Portfolio Manager
IDS Financial Services | Minneapolis, MN | December 1986 - June 1994

- Managed a diverse portfolio valued at $2 billion in assets for Limited Partnerships.
- Implemented strategies marketing campaigns resulting in increased revenue and brand visibility.
- Collaborated with the AVP on special projects to develop products supporting Financial Planning.

GM

CERTIFICATIONS

- Series 7, 63 and 65 License
- Health, Life and Variable Annuity License
- Chartered Advisor for Senior Living (CASL)
- Certification for Long-Term Care (CLTC)

COMMUNITY AND ORGANIZATIONS

- Board Member Leon County Housing Finance Authority (HFA)
- Alpha Kappa Alpha Sorority, Inc. (AKA)

TALLAHASSEE, FL
32314

(850) 591-4010

Gail.milon@gmail.com

REFRENCES AVAILABLE ON REQUEST

Housing Finance Authority Attendance Record

Committee Name: Housing Finance Authority

Member Name: Gail Milon

3/11/2021	4/8/2021	6/17/2021	8/19/2021	9/9/2021	10/14/2021	12/2/2021
X	EX	X	X	X	X	X

1/13/2022	3/23/2022	4/26/2022	6/9/2022	9/15/2022	11/10/2022
X	X	X	X	X	X

1/12/2023	2/13/2023	5/11/20263	6/1/2023	8/24/2023	12/8/2023
X	X	X	EX	EX	

1/19/2024	3/15/2024	4/18/2024	6/14/2024	9/20/2024	11/15/2024
X	X	X	X	X	X

1/17/2025	4/17/2025	5/30/2025	6/20/2025
X	X	X	X

X – Member in attendance
EX – Absence Excused

HOUSING FINANCE AUTHORITY OF LEON COUNTY

CERTIFICATE OF APPOINTMENT

The Leon County Board of County Commissioners, on the 15th day of September 2025, reappointed Andrew Gay to the Housing Finance Authority of Leon County for a four-year term ending on September 30, 2029.

This Certificate of Appointment shall be filed with the Clerk of the Circuit Court of Leon County pursuant to Florida Statutes, Part IV of Chapter 159, Section 159.605, as amended, and shall be conclusive evidence of the due and proper appointment of the member.

LEON COUNTY, FLORIDA

By:_____

Brian Welch, Chairman
Board of County Commissioners

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

By:_____

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

By:_____

HOUSING FINANCE AUTHORITY OF LEON COUNTY

CERTIFICATE OF APPOINTMENT

The Leon County Board of County Commissioners, on the 15th day of September 2025, reappointed Jeffrey Sharkey to the Housing Finance Authority of Leon County for a four-year term ending on September 30, 2029.

This Certificate of Appointment shall be filed with the Clerk of the Circuit Court of Leon County pursuant to Florida Statutes, Part IV of Chapter 159, Section 159.605, as amended, and shall be conclusive evidence of the due and proper appointment of the member.

LEON COUNTY, FLORIDA

By:_____

Brian Welch, Chairman
Board of County Commissioners

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

By:_____

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

By:_____

HOUSING FINANCE AUTHORITY OF LEON COUNTY

CERTIFICATE OF APPOINTMENT

The Leon County Board of County Commissioners, on the 15th day of September 2025, reappointed Gail Milon to the Housing Finance Authority of Leon County for a four-year term ending on September 30, 2029.

This Certificate of Appointment shall be filed with the Clerk of the Circuit Court of Leon County pursuant to Florida Statutes, Part IV of Chapter 159, Section 159.605, as amended, and shall be conclusive evidence of the due and proper appointment of the member.

LEON COUNTY, FLORIDA

By:_____

Brian Welch, Chairman
Board of County Commissioners

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

By:_____

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

By:_____

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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: Dr. Michelle Gayle | **Date:** 8/1/2025 12:14:43 PM

Home Address:	3994 Magellan Trail Tallahassee, FL 32303	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	No
Home Phone:	(850) 294-3977	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	gaylemichelle0620@gmail.com	**How many years have you lived in Leon County?**	36

(EMPLOYMENT INFORMATION)

Employer:	Leon County Schools	**Work Address:**	2757 West Pensacola Street Tallahassee, FL 32303
Occupation:	Education/Administration		
Work/Other Phone:	(850) 487-7177	**Work Email:**	gaylem@leonschools.net

(OPTIONAL)

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

Race: Black or African American **Gender:** F **Age:** 63

District: District III **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Rocky Hanna	**Name:**	Marcus Nicolas
Address:	2757 West Pensacola Street Tallahassee, Florida 32304	**Address:**	2757 West Pensacola Street Tallahassee, Florida 32304
Phone:	(850) 508-0036	**Phone:**	(850) 694-1690

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? *Commission on the Status of Women and Girls*

Have you served on any previous Leon County committees?* *Yes*

If Yes, on what Committee(s) have you served? *Commission on the Status of Women and Girls*

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

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

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* *Yes*

If yes, please explain *I am employed by the Leon County School Board*

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

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

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

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

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

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

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

Signature: *Dr. Michelle Gayle*

The application was electronically sent: 8/1/2025 12:14:43 PM

Dr. Michelle Yvette Jones-Gayle
3994 Magellan Trail
Tallahassee, FL 32303
850.294.3977
Gaylemichelle0620@gmail.com

Education

Ph.D.- Educational Leadership and Human Resource Development

Florida Agricultural and Mechanical University, 2006

Masters of Science- Educational Leadership, Florida State University, 1993

Bachelor of Science- Elementary Education, Florida State University, 1989

Professional Experience

Deputy Superintendent, Professional, Intervention and Community Services

August 2021- Present **Leon County Schools**

Serves as the Superintendent of the School in the absence of the Superintendent.
Serves as the direct liaison to the Leon County School Board and L.C.S. staff.
Responsible for School Board Agenda Management.
Responsible for L.C.S. Policies and Procedures.
Responsible for the direct communication and support of community groups.
Supervise all intervention services.
Supervise student enrollment services.
Supervise attendance and truancy efforts.
Supervise personnel and functions of L.C.S. Human Resources: Foundation for Leon County Schools.
Policies and Procedures; Communications/Marketing Management; Charter Schools; Home School Education; Student Records; Public Records; Certified District Title IX Decision Maker; Volunteer/Partners/ Mentor; Districtwide Accreditation; District Advisory Council; Student District Advisory Council; and a host of other duties as assigned by the Superintendent.

Dr. Michelle Yvette Jones-Gayle
3994 Magellan Trail
Tallahassee, FL 32303
850.294.3977
Gaylemichelle0620@gmail.com

Assistant Superintendent, Professional, and Community Services

August 2015 – August 2021 **Leon County Schools**

Serves as the direct liaison to the Leon County School Board and L.C.S. Staff.
Responsible for School Board Agenda Management.
Responsible for L.C.S. Policies and Procedures.
Responsible for the direct communication and support of community groups.
Supervise personnel and functions of L.C.S. Human Resources: Foundation for Leon County Schools; Policies and Procedures; Communications Management; Lively Technical College; Adult and Community Education; Volunteer/Partners/Mentor; Districtwide Accreditation; District Advisor Council; Student District Advisory Council; and a host of other duties as assigned by the Superintendent.

Divisional Director, School Improvement and Accountability

July 2012- July 2016 **Leon County Schools**

Responsible for the overall school improvement and accountability processes for all Leon County Schools.
Responsible for the oversight of school-based Assistant Principals for Curriculum.
Oversight of the Level 1 (Assistant Principal) and Level II (Principal) Certification Program.
Duties as assigned by the Assistant Superintendent for Teaching and Learning

Proud Principal, James S. Rickards High School

July 2008- July 2012 **Leon County Schools**

Effectively and efficiently perform all duties of a school-based administrator Under Florida statutes and School District Policies.
Worked cooperatively with all stakeholders to bring James S. Rickards High School from a “D" to an "A” in one year. Further, James S. Rickards High School remained a high-performing high school while I was principal.
Successfully on various school-based, district-based, and state-based committees.

Dr. Michelle Yvette Jones-Gayle
3994 Magellan Trail
Tallahassee, FL 32303
850.294.3977
Gaylemichelle0620@gmail.com

Divisional Director, School Improvement and Accountability

July 2007- June 2008 **Leon County Schools**

Responsible for the overall school improvement and accountability processes for all Leon County Schools.
Responsible for the oversight of school-based Assistant Principals for Curriculum.
Duties assigned by the Assistant Superintendent for Teaching and Learning

Proud Principal, Griffin Middle School

July 2000 – June 2008 **Leon County Schools**

Effectively and efficiently perform duties of a school-based administrator Under Florida and School District Policies.
Worked cooperatively with all stakeholders to bring Griffin Middle School from a "C" to an "A" in one year. Further, Griffin Middle School remained a high-performing high school while I served as Principal.
Successfully implemented academic and sports programs for the Griffin Middle School community of learners.
Serve on various school-based, district-based, and state-based committees.

Community Involvement

Immediate Past President, Sigma Gamma Rho Sorority, Inc. Beta Delta Sigma Graduate Chapter
Immediate Past President, National Associate of University Women, Tallahassee Branch
Immediate President, Rotary Club of Tallahassee Southside
Member, National Hook-Up of Black Women, Tallahassee
Past Board Member, United Way of the Big Bend
Member, Tallahassee Democrats 25 Women to Know 2019
Various roles at Florida State University, Florida Agricultural and Mechanical University, Tallahassee State College, and other Board and Committees

Dr. Michelle Yvette Jones-Gayle
3994 Magellan Trail
Tallahassee, FL 32303
850.294.3977
Gaylemichelle0620@gmail.com

Recent Awards and Achievements

2024 – 2025 Leadership Tallahassee Leader of the Year
2024 – 2025 Bond Community Health Center, Inc. Living the Mission Award Honoree
Tallahassee Women Magazine- February/ March issue- Women's History Month Feature
2020 Gwen Cherry Alexander Black History Month Calendar—November 2020
2019 Tallahassee Democrat's 25 Women that You Need to Know
2018 Florida Agricultural and Mechanical University's College of Education Apple Pinning Ceremony Speaker

Community Service and Leadership Activities- Public Service and Leadership

Deputy Superintendent, Professional, Intervention, and Community Services (2021- present)
Assistant Superintendent, Professional and Community Services (2015-2021)
Divisional Director, Teaching and Learning (2012-2015)
Effective Exemplary School-Based Administrator- Elementary/Middle/Highschool (2000-2021)
Assistant Principal (1996-2000)
Teacher on Special Assignment for Administration (1992-1996)
Classroom Teacher/Elementary School (1989-1992)
Educational Consultant and Trainer (1992-Present)
United Way of the Big Bend Board of Directors (2016-2020)
Children's Home Society Board of Directors (2018-present)
National Association of University Women Executive Board and President (2015-Present)
Commission on the Status of Women and Girls- Tallahassee and Leon County (2020- Present)
Leadership Tallahassee Class 38- Sgt. At Arms (2020-2021)
Council on the Status of Men and Boys- Executive Board Member (2022-Present)
Regional Education Laboratory- South East Region Governing Board Member (2021-Present)
William T. Grant Foundation Grant Recipient – Principal Investigator
National Hookup of Black Women (2016-Present)
Rotary Club- Southside (2019-Present)

Awards and Recognition are available upon request.
An extensive resume is available upon request.

Quarterly Attendance Report for:	Dr. Michelle Gayle	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
Full Commission Meetings	**1 - Unexcused 1 - Pending 3 - Excused**	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full
Date:		10/27/2023	11/17/2023	12/15/2023	1/26/2024	2/23/2024	3/22/2024	4/26/2024	5/17/2024	6/28/2024	7/26/2024	8/23/2024	9/20/2024
Attendance:		**Yes**	**No**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**Yes**	**CANCELED**
Excused or Unexcused:			*Pending Excusal*	Excused		Unexcused		Excused		Excused			Excused
Notes:		Left at 12:55pm		Work emergency	Arrived at 11:40am	Personal obligation	Joined at 11:38am	Work emergency		Work Travel		Left at 12:34pm	*Due to Hurricane Helene meeting was canceled.*
Standing Committee Meetings													
Health & Development	**1 - Unexcused 2 - Pending**												
Meeting:		Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
Date:		10/11/2023	11/2/2023	12/7/2023	1/11/2024	2/1/2024	3/7/2024	4/4/2024	5/2/2024	6/6/2024	7/11/2024	8/1/2024	9/5/24
Attendance:		**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**Yes**	**Yes**	**No**	**No**
Excused or Unexcused:							*Pending Excusal*					Unexcused	*Pending Excusal*
Notes:		Joined at 11:38am	Joined at 11:16am			Joined at 11:06am			Joined at 11:37am			Personal Travel	
Ad hoc Committee Meetings													
Summit Planning Committee (SPC)	**11 - Excused**												
Meeting:		Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular				
Date:		10/4/2023	10/16/2023	10/30/2023	1/8/2024	1/22/2024	2/5/2024	4/1/2024	4/8/2024				
Attendance:		**No**	**Yes**	**No**	**No**	**No**	**Yes**	**No**	**No**				
Excused or Unexcused:		Excused		Excused	Excused	Excused		Excused	Excused				
Notes:													
Meeting:		Regular	Regular	Regular	Regular	Regular	Regular						
Date:		11/13/2023	11/27/2023	12/11/2023	2/19/2024	3/4/2024	3/11/2024						
Attendance:		**No**	**No**	**No**	**Yes**	**Yes**	**Yes**						
Excused or Unexcused:		Excused	Excused	Excused									
Notes:													
Meeting:		Regular			Regular	Regular							
Date:		12/18/2023			3/11/2024	3/25/2024							
Attendance:		**No**			**Yes**	**No**							
Excused or Unexcused:		Excused				Excused							
Notes:													
Commission Events													
Mandatory Events:	**0**	23-24 Retreat						2024 Summit					
Date:		10/1/2023						04/15/2024					
Attendance/Hours:		**Yes**						**Yes**					
Notes:													

Special Events:		United Forces Against DV		Community Conversation	ELC Tour		WIL Conf.	Women Wednesday	TPD Youth Roundtable	Kids. Inc Tour	Women Wednesday		
Date:		10/05/2023		12/13/2023	01/16/2024		03/05/2024	04/24/2024	06/15/2024	06/04/2024	07/17/2024 (V)		
Attendance/Hours:													
Notes:													
Total Absences	**19**												
Total Unexcused FC Absences	**1**												
Total Unexcused HDC Absences	**1**												
Total Unexcused SPC Absences	**0**												
Total Unexcused Mandatory Event Absences	**0**												
Total Unexcused Absences	**2**												

In accordance with CSWG policy, Commissioners may have **3 UNEXCUSED Full Commission** or **3 UNEXCUSED Committee** (per each Committee served on) absences within the Commission year (October 1-September 30).
If a Commissioner has more than 3 UNEXCUSED Full Commission or Committee meeting absences, they will be immediately terminated.

Quarterly Attendance Report for:	Dr. Michelle Gayle	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
Full Commission Meetings	**1 - Unexcused 3 - Excused**	**Full**	**Full**	**Full**	**Full**	**Full**	**Full**	**Full**	**Full**	**Full**	**Full**	**Full**	**Full**
Date:		**10/25/2024**	**11/22/2024**	**12/20/2024**	**1/31/2025**	**2/28/2025**	**3/28/2025**	**4/25/2025**	**5/30/2025**	**6/27/2025**	**July**	**8/29/2025**	**9/26/2025**
Attendance:		**Yes**	**Yes**	**No**	**No**	**No**	**Yes**	**No**	**Yes**	**Yes**			
Excused or Unexcused:				*Unexcused*	*Excused*	*Excused*		*Excused*					
Notes:				*Personal travel.*	*Emergency medical condition.*	*Work - Interviews for FLCS ED position.*		*Work - Presenting at a conference.*		*Arrived at 11:50am.*	***No FC Meeting in July***		
Standing Committee Meetings													
Violence & Safety	**1 - Excused**												
Meeting:		**Regular**	**Regular**	**Regular**	**Regular**	**Regular**	**Regular**	**Regular**	**Regular**	**Regular**	**Regular**	**Regular**	**Regular**
Date:		**10/15/2024**	**11/19/2024**	**12/6/2024**	**1/21/2025**	**2/18/2025**	**3/18/2025**	**4/15/2025**	**5/21/2025**	**6/17/2025**	**July**	**8/19/2025**	**9/16/25**
Attendance:		**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**No**	**Yes**			
Excused or Unexcused:									*Excused*				
Notes:									*Family emergency*		***No Committees Meeting in July***		
Organizational & Bylaws	**1 - Unexcused 2 - Excused**												
Meeting:		**Regular**	**Regular**	**Regular**	**Regular**	**Regular**	**Regular**	**Regular**	**Regular**	**Regular**	**Regular**	**Regular**	**Regular**
Date:		**10/21/2024**	**11/18/2012**	**12/16/2024**	**1/30/2025**	**2/25/2025**	**3/18/2025**	**4/15/2025**	**5/21/2025**	**6/16/2025**	**July**	**8/18/2025**	**9/22/25**
Attendance:		**Yes**	**Yes**	**No**	**Yes**	**No**	**Yes**	**Yes**	**No**	**Yes**			
Excused or Unexcused:				*Unexcused*		*Excused*			*Excused*				
Notes:		*Arrived at 6:05pm, virtual until then.*		*Personal travel.*		*Work - LCSB meeting.*	*Arrived at 6:04pm.*		*Family emergency*		***No Committees Meeting in July***		
Commission Events													
Mandatory Annual Retreat	**0**	**24/25 Annual Retreat**											**25/26 Annual Retreat**
Date:		**09/08/2024**											**9/13/2025**
Attendance/Hours:		**Yes**											
Excused or Unexcused:													
Notes:													
Optional Virtual Office Hours								**Virtual Office Hours**	**Virtual Office Hours**	**Virtual Office Hours**	**Virtual Office Hours**	**Virtual Office Hours**	**Virtual Office Hours**
Date:								**6/6/2025**	**6/10/2025**	**6/19/2025**	**7/1/2025**	**7/11/2025**	**7/14/2025**
Attendance/Hours:								**No**	**No**	**No**	**No**	**No**	**No**
Excused or Unexcused:													
Notes:													
Optional Virtual Office Hours								**Virtual Office Hours**			**Virtual Office Hours**	**Virtual Office Hours**	**Virtual Office Hours**
Date:								**6/25/2025**			**7/23/2025**	**7/29/2025**	**8/14/2025**
Attendance/Hours:								**No**			**No**	**No**	
Excused or Unexcused:													
Notes:													
Special Events		**WGC Candidate Forum: BOCC**	**WGC Candidate Forum: LCSB**	**WGC Candidate Forum: COT**	**Period Poverty Stuff the Truck**	**Children's Summit**	**STACPro HT Training**	**Senator Book's Walk in my Shoes**	**TLH Reckoning Opening Game**	**Community Distribution Event**			
Date:		**10/01/2024**	**10/2/2024**	**10/8/2024**	**1/31/2025**	**2/18/2025**	**2/28/2025**	**4/30/2025**	**5/14/2025**	**6/21/2025**			
Attendance/Hours:		**No**	**No**	**No**	**No**	**Yes**	**Yes**	**Yes**	**No**	**Yes**			

Notes:													
Special Events		**Walk for Them DV Refuge House Event**	**Health & Justice Roundtable**	**Kids Inc. Roundtable**	**Trailblazers Luncheon**	**County WHM Proclamation**	**City WHM Proclamation**	**C3 Networking Event**	**TLH Reckoning Closing Game**				
Date:		**10/24/2024**	**11/13/2024 & 11/14/2024**	**12/5/2024**	**3/4/2025**	**3/18/2025**	**3/26/2025**	**6/24/2025**	**6/28/2025**				
Attendance/Hours:		**No**	**No**	**No**	**No**	**No**	**No**	**No**	**No**				
Notes:													
Special Events		**Leon Cnty. Presentation**	**City Presentation**										
Date:		**12/10/2024**	**12/11/2024**										
Attendance/Hours:		**No**	**No**										
Notes:													
Required Submissions		**STACPro Certification**	**Digital Resource Library**	**Media Release Form**									
Progress		**Yes** (2/27/25)	**2**	**No**									
Total Absences	**8**												
Total Unexcused FC Absences	**1**												
Total Unexcused VSC Absences	**0**												
Total Unexcused OBC Absences	**1**												
Total Unexcused Absences	**2**												

In accordance with CSWG policy, Commissioners may have **3 UNEXCUSED Full Commission** or **3 UNEXCUSED Committee** (per each Committee served on) absences within the Commission year (October 1-September 30).
If a Commissioner has more than 3 UNEXCUSED Full Commission or Committee meeting absences, they will be immediately terminated.

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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: Mrs. Caroline Pryor | **Date:** 7/21/2025 9:43:51 AM

Home Address:	5637 Sioux Dr Tallahassee, FL 32317	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(407) 408-3931	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	carolinempryor@gmail.com	**How many years have you lived in Leon County?**	12

(EMPLOYMENT INFORMATION)

Employer:	Cummins Cederberg	**Work Address:**	336 E College Ave STE 201, Tallahassee, FL 32317
Occupation:	Project Manager		
Work/Other Phone:		**Work Email:**	

(OPTIONAL)

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

Race: Black or African American **Gender:** F **Age:** 33

District: District V **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Adela Ghadimi	**Name:**	Janel Robinson
Address:	4386 Benchmark Trace, Tallahassee, FL 32317	**Address:**	306 N. Meridian St, Unit 3, Tallahassee, FL 32301
Phone:	(386) 383-8181	**Phone:**	(727) 501-5703

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? *Tallahassee-Leon County CSWG*

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

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

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

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

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

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

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

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

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

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

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

Signature: *Mrs. Caroline Pryor*

The application was electronically sent: 7/21/2025 9:43:51 AM

CAROLINE PRYOR

PROJECT MANAGER

CONTACT

407-408-3931

carolinempryor@gmail.com

LinkedIn

Tallahassee, FL

SKILLS

Public Speaking

Leadership Development

Program Design

Stakeholder Engagement

EDUCATION

Slavic Studies (M.A.)

Florida State University

2016-2018

Spanish and Russian /Political Science (B.A/B.S.)

Florida State University

2010-2014

LANGUAGES

Spanish

Russian

French

German

PROFILE

I am driven by a passion for program excellence, an ability to adapt to complex environments, and a talent for effective stakeholder communication. My extensive experience and proven abilities make me an ideal candidate for roles that demand strategic thinking, program management expertise, and a dedication to achieving successful outcomes.

WORK EXPERIENCE

PROJECT MANAGER

CUMMINS CEDERBERG, INC. JANUARY 2024- PRESENT

- Monitor project progress, identify potential risks and issues, and implement proactive solutions to mitigate them.
- Implement project management best practices, methodologies, and tools to optimize project delivery efficiency and effectiveness.
- Develop comprehensive project plans, including scope definition, resource allocation, timelines, and risk management strategies.
- Serve as a point of contact for grant management, addressing client concerns, and ensuring client satisfaction throughout the project lifecycle.

MANAGING ASSOCIATE

HAGERTY CONSULTING, INC. FEBRUARY 2022- DECEMBER 2023

- Co-facilitate the implementation and execution of application lifecycles for joint FEMA/HUD funded projects.
- Author State Action Plans to facilitate fund allocation and program justification, ensuring efficient resource utilization.
- Provide technical assistance to clients, enhancing compliance and reporting processes for improved program outcomes.
- Monitor progress for over 100 projects totaling $5 million, proactively identifying and resolving outstanding issues to ensure project success.

MITIGATION PROGRAM MANAGER

FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY MARCH 2021-FEBRUARY 2022

- Managed a portfolio of over $633 million across three grant programs for the State of Florida's CDBG-Mitigation Program, overseeing 100+ grants and promoting resiliency efforts.
- Led a team of 9 employees in the role of Mitigation Manager, ensuring the effective delivery of programs and activities while communicating updates to leadership and providing valuable feedback on progress and potential obstacles.
- Engaged in the formulation of rubrics, standards, and program updates for prospective applicants, awardees, and subrecipients within the CDBG-Mitigation Infrastructure programs, emphasizing compliance standards and potential pitfalls to ensure the timely disbursement of funds.
- Coordinated with agency partners and awardees, completing quarterly reporting and action plan updates as necessary to meet federal compliance measures, while maintaining program awareness to support successful implementation standards for leadership.

CAROLINE PRYOR

PROJECT MANAGER

CONTACT

407-408-3931

carolinempryor@gmail.com

LinkedIn

Tallahassee, FL

EXPERTISE

- Strategic Planning
- Program Delivery
- Project Management
- Technical Assistance
- Program Execution
- CDBG-DR Action Plans

WORK EXPERIENCE

MITIGATION PROGRAM ANALYST

FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY SEPTEMBER 2019-MARCH 2021

- Proactively informed stakeholders about grant funding opportunities by organizing and conducting informative webinars and community meetings.
- Demonstrated strong strategic thinking by devising and implementing communication strategies to promote program transparency.
- Utilized a systematic approach to evaluate and determine funding allocation awardees, helping to identify and support projects with the highest potential for impact.
- Maintained vigilant oversight of program progress, ensuring that funds were expended efficiently and in accordance with established timelines.

ENGLISH TEACHING ASSISTANT

THE FULBRIGHT PROGRAM SEPTEMBER 2018-JUNE 2019

- Taught English courses in American culture, Reading Comprehension, and Mass Media, promoting language proficiency and cultural awareness.
- Acted as a cultural liaison, facilitating cross-cultural exchanges and mutual understanding between the United States and the local community.
- Presented at educational and cultural conferences, contributing thought leadership on educational systems and cultural differences.
- Coordinated monthly events as the English Resource Center Coordinator, creating a vibrant and supportive English-learning environment.

STAFF ASSISTANT

FLORIDA DEPARTMENT OF REVENUE AUGUST 2015-MAY 2018

- Managed procurement operations by purchasing essential supplies for the Technology Management team through MyFloridaMarketPlace, utilizing state-issued P Cards.
- Maintained financial accuracy by diligently reconciling P Card and T Card charges in the FLAIR system.
- Streamlined IT support operations by promptly assigning IT requests to the Technology Management team.

REVENUE SPECIALIST

FLORIDA DEPARTMENT OF REVENUE MARCH 2015-AUGUST 2015

- Ensured the accuracy of employer records by meticulously processing updates using the online CAMS system.
- Exemplified a commitment to excellent customer service by consistently adhering to the Department of Revenue's ethics policies.
- Proactively managed cases by diligently following up to ensure the prompt issuance of income withholding orders.

Quarterly Attendance Report for:	Caroline Pryor	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
Full Commission Meetings		Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full
Date:	**2 - Excused**	10/27/2023	11/17/2023	12/15/2023	1/26/2024	2/23/2024	3/22/2024	4/26/2024	5/17/2024	6/28/2024	7/26/2024	8/23/2024	9/20/2024
Attendance:		**Yes**	**Yes**	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**Yes**	**Yes**	**No**	**Yes**	**CANCELED**
Excused or Unexcused:						Excused					Excused		
Notes:			Left at 12:00pm & returned at 12:20pm	Arrived at 11:49am	Arrived at 11:36am	Sick	Arrived at 11:44am				Sick	Left at 12:47pm	*Due to Hurricane Helene meeting was canceled.*
Standing Committee Meetings													
Employment & Earnings	**2 - Unexcused**												
Meeting:		Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
Date:		10/9/2023	11/7/2023	12/12/2023	1/9/2024	2/6/2024	3/5/2024	4/2/2024	5/7/2024	6/4/2024	7/2/2024	8/13/2024	9/11/2024
Attendance:		**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**No**	**No**
Excused or Unexcused:												Unexcused	Unexcused
Notes:									Joined at 12:38pm	Arrived at 1:20pm		Left at 12:23pm. In attendance less than 50% of the meeting.	
Organizational & Bylaws	**1 - Unexcused 2 - Pending**												
Meeting:		Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
Date:		10/16/2023	11/13/2023	12/11/2023	1/22/2024	2/15/2024	3/18/2024	4/22/2024	5/16/2024	6/10/2024	7/15/2024	8/19/2024	9/16/2024
Attendance:		**No**	**Yes**	**Yes**	**Yes**	**Yes**	**No OBC Meeting**	**Yes**	**No**	**Yes**	**Yes**	**Yes**	**No**
Excused or Unexcused:		*Pending Excusal*							*Pending Excusal*				Unexcused
Notes:				Arrived at 5:11pm						Arrived at 5:39pm			Left at 6:04pm, there less than half the meeting.
Ad hoc Committee Meetings													
LGBTQ+	**0**												
Meeting:					Regular								
Date:					1/22/2024								
Attendance:					Yes								
Excused or Unexcused:													
Notes:					Arrived late								
Nominating	**0**												
Meeting:					Special						Regular		
Date:					02/14/2024						07/23/2024		
Attendance:					N/A						Yes		
Excused or Unexcused:													
Notes:					Was not on the Nominating Committee at this time.						Arrived in person at 5:12pm, was virtual up until that point.		
Commission Events													
Mandatory Events	**1 - Excused**	23-24 Retreat						2024 Summit					
Date:		10/1/2023						04/15/2024					

Attendance/Hours:		**6**						**0**					
Notes:								Excused					
Special Events		United Forces Against DV		Community Conversation	ELC Tour		WIL Conf.	Women Wednesday	TPD Youth Roundtable	Kids. Inc Tour	Women Wednesday		
Date:		10/05/2023		12/13/2023	01/16/2024		03/05/2024	04/24/2024	06/15/2024	06/04/2024	07/17/2024 (V)		
Attendance/Hours:		**No**		**No**	**No**		**No**	**No**	**No**	**No**	**No**		
Notes:													
Total Absences	**8**												
Total Unexcused FC Absences	**0**												
Total Unexcused EEC Absences	**2**												
Total Unexcused OBC Absences	**1**												
Total Unexcused LGBTQIA+ Absences	**0**												
Total Unexcused Nominating Absences	**0**												
Total Unexcused Mandatory Event Absences	**0**												
Total Unexcused Absences	**3**												

In accordance with CSWG policy, Commissioners may have **3 UNEXCUSED Full Commission** or **3 UNEXCUSED Committee** (per each Committee served on) absences within the Commission year (October 1-September 30).
If a Commissioner has more than 3 UNEXCUSED Full Commission or Committee meeting absences, they will be immediately terminated.

Quarterly Attendance Report for:	Caroline Pryor	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
Full Commission Meetings	1 - Excused (V)	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full
Date:		10/25/2024	11/22/2024	12/20/2024	1/31/2025	2/28/2025	3/28/2025	4/25/2025	5/30/2025	6/27/2025	July	8/29/2025	9/26/2025
Attendance:		Yes	Yes	Yes	Yes	Yes (V)	Yes	Yes	Yes	Yes	N/A		
Excused or Unexcused:						*Excused*							
Notes:			*Left at 1:13pm*		*Left at 12:28pm.*	*Out of town for work.*	*Arrived at 11:43am, left at 12:58pm.*	*Left at 1:03pm.*	*Arrived at 11:36am. Left at 1:03pm.*		***No FC Meeting in July***		
Standing Committee Meetings													
Employment & Earnings	1 - Unexcused												
Meeting:		Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
Date:		10/9/2024	11/13/2024	12/11/2024	1/8/2025	2/12/2025	3/19/2025	4/9/2025	5/14/2025	6/11/2024	July	8/13/2025	9/10/25
Attendance:		Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	N/A		
Excused or Unexcused:							*Unexcused*						
Notes:							*Out of town for work and did not communicate with Staff within 48hrs.*				***No Committee Meetings in July***		
Organizational & Bylaws	2 - Unexcused												
Meeting:		Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular	Regular
Date:		10/21/2024	11/18/2012	12/16/2024	1/30/2025	2/25/2025	3/18/2025	4/15/2025	5/21/2025	6/16/2025	July	8/18/2025	9/22/25
Attendance:		Yes	Yes	Yes	Yes	No (V)	No	Yes	Yes	Yes	N/A		
Excused or Unexcused:						*Unexcused*	*Unexcused*						
Notes:			*Arrived at 5:46pm.*			*Left at 6:05pm. In attendance less than 50% of the meeting.*	*No official correspondence with Staff.*				***No Committee Meetings in July***		
Commission Events													
Mandatory Annual Retreat	0	24/25 Annual Retreat											25/26 Annual Retreat
Date:		09/08/2024											9/13/2025
Attendance/Hours:		Yes											
Excused or Unexcused:													
Notes:													
Optional Virtual Office Hours								Virtual Office Hours	Virtual Office Hours	Virtual Office Hours	Virtual Office Hours	Virtual Office Hours	Virtual Office Hours
Date:								6/6/2025	6/10/2025	6/19/2025	7/1/2025	7/11/2025	7/14/2025
Attendance/Hours:								No	No	No	No	No	No
Excused or Unexcused:													
Notes:													
Optional Virtual Office Hours								Virtual Office Hours			Virtual Office Hours	Virtual Office Hours	Virtual Office Hours
Date:								6/25/2025			7/23/2025	7/29/2025	8/14/2025
Attendance/Hours:								No			No	No	
Excused or Unexcused:													
Notes:													
Special Events		WGC Candidate Forum: BOCC	WGC Candidate Forum: LCSB	WGC Candidate Forum: COT	Period Poverty Stuff the Truck	Children's Summit	STACPro HT Training	Senator Book's Walk in my Shoes	TLH Reckoning Opening Game	Community Distribution Event			
Date:		10/01/2024	10/2/2024	10/8/2024	1/31/2025	2/18/2025	2/28/2025	4/30/2025	5/14/2025	6/21/2025			
Attendance/Hours:		No	No	No	No	No	No	No	No	No			

Notes:													
Special Events		**Walk for Them DV Refuge House Event**	**Health & Justice Roundtable**	**Kids Inc. Roundtable**	**Trailblazers Luncheon**	**County WHM Proclamation**	**City WHM Proclamation**	**C3 Networking Event**	**TLH Reckoning Closing Game**				
Date:		**10/24/2024**	**11/13/2024 & 11/14/2024**	**12/5/2024**	**3/4/2025**	**3/18/2025**	**3/26/2025**	**6/24/2025**	**6/28/2025**				
Attendance/Hours:		**No**	**No**	**Yes**	**No**	**No**	**No**	**No**	**Yes**				
Notes:													
Special Events		**Leon Cnty. Presentation**	**City Presentation**										
Date:		**12/10/2024**	**12/11/2024**										
Attendance/Hours:		**No**	**No**										
Notes:													
Required Submissions		**STACPro Certification**	**Digital Resource Library**	**Media Release Form**									
Progress		**Yes** (5/29/25)	**6**	**No**									
Total Absences	**4**												
Total Unexcused FC Absences	**0**												
Total Unexcused EEC Absences	**1**												
Total Unexcused OBC Absences	**2**												
Total Unexcused Absences	**3**												

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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: Mrs. Melanie M Andrade Williams | **Date:** 8/22/2025 10:59:31 AM

Home Address:	3349 Argonaut Dr Tallahassee, FL 32312	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	No
Home Phone:	(850) 999-9059	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	melaniewilliams.mmw@gmail.com	**How many years have you lived in Leon County?**	14

(EMPLOYMENT INFORMATION)

Employer:	Florida Health Justice Project	**Work Address:**	7901 4th St N # 8705, St. Petersburg, FL 32312
Occupation:	Registered Lobbyist		
Work/Other Phone:	(850) 999-9059	**Work Email:**	williams@floridahealthjustice.org

(OPTIONAL)

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

Race: Black or African American **Gender:** F **Age:** 33

District: District III **Disabled?** Yes

(RESUME AND REFERENCES)

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

Name:	Natasha Sutherland	**Name:**	Nancy Metayer-Bowen
Address:	2105 W Haven St. Mount Prospect, IL 60056	**Address:**	861 NW 127th Ave. Coral Springs FL 33071
Phone:	(850) 567-0799	**Phone:**	(954) 857-5441

Resume Uploaded? No

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

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature: Mrs. Melanie M Andrade Williams

The application was electronically sent: 8/22/2025 10:59:31 AM

Melanie Andrade Williams

Tallahassee, FL 32312 • 8509999059 • melaniewilliams.mmw@gmail.com

Summary

Persistent leader with a strong desire to drive and advance organizations, aiming to create a lasting impact on healthcare equity in Florida. Expertise in strategic planning, problem-solving, and effective communication, with a deep understanding of Florida's political and legislative landscape, project management, and team leadership. Collaborative and possessing a relentless work ethic.

Work History

Policy Director, 07/2025 to Current
Florida Health Justice Project – Tallahassee, FL

- Champion innovative solutions to complex problems, driving positive change within the organization.
- Lead the development and execution of FHJP's annual policy priorities and advocacy campaigns to positively impact over 1 million Floridians in the healthcare coverage gap.
- Cultivate and maintain relationships with policymakers, agency officials, and legislative staff in Tallahassee and Washington, D.C.
- Represent FHJP in coalitions, policy roundtables, and public forums
- Partner with FHJP attorneys, communications staff, and contractors to align advocacy with litigation and narrative strategy
- Collaborate on the creation of fact sheets, op-eds, advocacy toolkits, and legislative summaries

Principal Strategist, 09/2020 to Current
MWRD Consulting – Tallahassee, FL

- Create comprehensive community engagement, outreach, and strategic campaign goals, strategies, and plans.
- Examine resource utilization and identify opportunities to streamline processes, reduce waste, and save money through improved program operations.
- Establish and maintain partnerships with community organizations to promote education and awareness programs.
- Engage in professional networking to maintain strong relationships with lawmakers, community stakeholders, and communications and media professionals to drive partnerships and effective dissemination of mass communications.

Legislative Associate, 01/2025 to 06/2025
Equal Ground – Tallahassee, FL
● Developed and implemented strategies to support or oppose key legislation aligned with the organization's mission.
● Monitored and analyzed legislation, committee meetings, and policy developments.
● Planned and executed Equal Ground Day at the Capitol, including securing venues/vendors, coordinating meetings with legislators and partners, and managing logistics.

Policy Consultant, 12/2024 to 06/2025
Southern Birth Justice Network – Florida
• Advocate for maternal and fetal health through a holistic lens focused on reproductive justice, to shape public policy in alignment with organizational goals.
• Collaborate with community stakeholders and lawmakers to develop strategies for effective policy implementation.
• Analyze and interpret data to inform policy recommendations.
• Represent the organization in public forums, meetings and events, at the state and local level, to promote reproductive and birth justice policy initiatives.

Florida Black Vote Director, 07/2024 to 11/2024
Harris for President – Tallahassee, FL

- Developed strategy and programs for effective constituent engagement by providing strategic support to senior leadership to engage with various constituency partner groups in key regions of the state.
- Supported the political department around opportunities for growth and development in its diversity-focused initiatives.
- Tracked the demographic landscape(s) related to electoral and issue organizing; monitored demographic and political trends; and prepared background materials and other documents as necessary.

Legislative Manager, 01/2022 to 05/2024
Planned Parenthood Of South, East & North Florida – Tallahassee, FL

- Managed budgets effectively, and facilitated successful cross-functional collaborations for the completion of key projects, fostering strong working relationships among team members.
- Influenced government and public policy decision-making by providing expert advice and data-driven recommendations.
- Collaborated with coalition partners statewide to develop strategic plans, meeting agendas and to facilitate meetings and activities.

Customer Accounts Specialist, 10/2015 to 08/2020
City Of Tallahassee – Tallahassee, FL

• Developed and managed a comprehensive feedback system to gather insights from customers, employees, and stakeholders, leading to data-driven improvements in customer support services and internal processes.
• Facilitated cross-functional collaboration between customer support, IT, and operations departments to streamline processes and enhance service delivery for the City of Tallahassee.
• Analyzed customer feedback data to identify trends and opportunities for process improvements, ultimately increasing customer satisfaction levels and loyalty.

Organizer, 03/2015 to 05/2015
Faith In Florida – Tallahassee, FL

- Worked to develop grassroots campaign infrastructure and recruit volunteers and leaders.
- Strategized and executed volunteer training program for statewide issue-based petition campaign.
- Recruited over a dozen volunteers to engage community members on pertinent issues.
- Managed interns and volunteers to help reach daily campaign goals and metrics.
- Collaborated with coalition partners statewide to implement an effective political campaign.

Co-Founder, 08/2012 to 04/2015
Dream Defenders – Tallahassee, FL

- Developed a state-wide human rights organization, organizing college students and community stakeholders to engage in the political process during legislative sessions, election cycles and throughout the year.
- Represented the organization in high level dialogue with key elected officials on major public policy and campaign initiatives.
- Developed and implemented strategic partnerships with other social justice organizations, advocacy groups, and community leaders to amplify the impact and reach of Dream Defenders' initiatives.
- Collaborated with a statewide team to lead development and training opportunities for constituents.

Field Organizer, 08/2014 to 11/2014
Florida Democratic Party – Tallahassee, FL

- Advised a Congressional campaign on policy, communications, and constituent relations strategies.
- Recruited trained, and managed a team of volunteers, resulting in increased campaign outreach and impact.
- Organized town hall meetings featuring the candidate, fostering direct dialogue between voters and the campaign team.

- Provided timely updates to campaign headquarters on progress towards goals, enabling informed decision making.

Campus Organizer, 03/2014 to 05/2014
Florida AFL-CIO – Tallahassee, FL

- Designed and implemented messaging, voter contact and grassroots strategies for a successful state legislative strategy.
- Increased membership in the Working Families Lobby Corps initiative through effective recruitment strategies and targeted outreach efforts.
- Assisted in crafting persuasive policy positions that resonated with a wide range of constituents.
- Established productive partnerships with community organizations and interest groups, fostering long-term support for political candidates or causes.

Education

Bachelor of Science: Legal Support And Services, Paralegal, 11/2021
Purdue University Global - West Lafayette, IN

Skills

- Board relations
- Health equity advocacy
- Grant management
- Strategic planning
- Coalition development
- Relational building
- Nonprofit management
- Fundraising
- Legislative advocacy
- Verbal and written communication
- Stakeholder engagement

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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: Dr. Dr Linda B Groomes | **Date:** 6/11/2025 11:42:39 AM

Home Address:	1924 Leone Dr Tallahassee, FL 32308	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(480) 531-3980	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	groomeslinda@gmail.com	**How many years have you lived in Leon County?**	3

(EMPLOYMENT INFORMATION)

Employer:	Linda Groomes Consulting	**Work Address:**	PO Box 7543 Tallahassee, FL 32308
Occupation:	CEO		
Work/Other Phone:	(480) 531-3980	**Work Email:**	groomeslinda@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: Black or African American **Gender:** F **Age:** 70

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Stephanie Shumate	**Name:**	
Address:	3604 Highland Oaks Terrace Tallahassee, Fl 32301	**Address:**	
Phone:	(352) 318-1924	**Phone:**	

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature: Dr. Dr Linda B Groomes

The application was electronically sent: 6/11/2025 11:42:39 AM

Dr. Linda Groomes

Author, Consultant, Trainer, Coach

Linda Groomes Consulting, LLC
groomeslinda@gmail.com
480-531-3980

Dr. Linda Groomes, President & CEO of Linda Groomes Consulting, is a seasoned veteran specializing in DEI consulting, organization development and executive coaching. She has demonstrated her leadership skills in the public, private and nonprofit sectors during her tenure at Hallmark Cards, LGC Enterprises, City of Scottsdale and Achieving My Purpose.

Linda was the Founder and CEO of Achieving My Purpose, a nonprofit organization whose mission was to help women of color create life plans that led to fulfilling careers, healthy personal lives, and rewarding relationships while providing meaningful contributions to their communities. Through 10 years of supporting young women, ages 18-30, actualizing their true purpose, AMP offered services to over 700 women, empowering them through leadership programs, mentoring and coaching.

Linda operated her own business, LGC Enterprises, for over 30 years. Under her leadership, LGC established itself as an international management consulting firm specializing in diversity and organizational development with clients throughout the United States. She has developed strategies for major corporations, educational institutions, government entities, and nonprofit organizations. She has conducted training in numerous countries including the United Kingdom, Germany, Japan and Italy. Clients include Arizona School of the Arts, Nonprofit Lifecycle Institute, NCAA, Anti-Defamation League, Department of Defense, Florida Department of Law Enforcement, National Association of Insurance Commissioners (NAIC), Valley of the Sun United Way, Valley of the Sun YMCA, to name a few.

At the City of Scottsdale, Linda was an Economic Development Specialist where she coordinated and developed programs which enhanced and promoted economic development within Scottsdale, Arizona. Prior to that assignment, she provided strategic consulting, organizational development and training for employees of the City.

Linda directed Hallmark Cards' diversity efforts for over eight years where she was responsible for directing and executing corporate programs including hiring and development of women and people of color, identifying and advising minority retailers in the personal communication business, coordinating the supplier diversity program, and community relations. Prior to this assignment, Linda directed financial analyses and budget planning for the Sales Division.

She is a certified coach, consultant and trainer. Dr. Groomes completed her Ph.D in Psychology at Grand Canyon University, holds an MBA in Finance from Indiana University, a BS in Mathematics from Florida State University and a Certificate of Continuing Education from The Tuck School of Business Executive Program.

Dr. Groomes is the author of a book, "Lessons to Share with the Daughter I Never Had". She also wrote an article on the relevance of diversity for America West in-flight magazine.

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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. Trinette Ballard | **Date:** 6/2/2025 8:05:06 AM

Home Address:	7140 Heritage Ridge Road Tallahassee, FL 32312	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(423) 227-5402	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	tdbmain23@gmail.com	**How many years have you lived in Leon County?**	11

(EMPLOYMENT INFORMATION)

Employer:	USDOT	**Work Address:**	
Occupation:	Transportation Policy		
Work/Other Phone:		**Work Email:**	

(OPTIONAL)

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

Race: Black or African American **Gender:** F **Age:** 52

District: District IV **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Maxine Robinson	**Name:**	Constance Bernard
Address:	Havana, FL	**Address:**	Tallahassee, FL
Phone:	(850) 320-4848	**Phone:**	(850) 405-7589

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*

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

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

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *Yes*

To exempt your information from County records, you MUST complete the Leon County Government Public Records Exemption Request.

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

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

Signature: *Ms. Trinette Ballard*

The application was electronically sent: 6/2/2025 8:05:06 AM

TRINETTE D. BALLARD

Director of Public Affairs Communications

Tallahassee, FL
423-227-5402 ■ triball106@gmail.com
LinkedIn.com/in/trinette-ballard-a9877213

STRATEGIC COMMUNICATIONS EXECUTIVE ■ TRANSFORMATIVE STORYTELLER

Strategic communications executive with 17+ years of expertise orchestrating policy narratives, stakeholder engagement strategies, and cross-functional government relations initiatives. Demonstrated excellence in translating complex regulatory frameworks into compelling communications that drive policy adoption and stakeholder alignment. Adept at navigating federal, state, and local government environments while building high-performing teams that consistently exceed performance targets. Recognized with multiple U.S. Department of Transportation Secretary's Awards for communications leadership.

STRATEGIC CAPABILITIES: Policy & Regulatory Communications ■ Government Relations (Federal/State/Local) ■ Cross-Functional Leadership ■ Crisis Communications & Rapid Response ■ Strategic Narrative Development ■ Public Policy Advocacy ■ Stakeholder Engagement ■ Brand Management ■ Contract Administration ■ Digital Communications ■ Team Development ■ Budget Oversight

CAREER HIGHLIGHTS

Marketing and Outreach Program Manager, Office of Technical Services ■ April 2020 – Present
FEDERAL HIGHWAY ADMINISTRATION (US DOT) ■ Tallahassee, FL
Federal agency responsible for administering $60+ billion in national transportation programs and policy initiatives.

Lead nationwide communications strategy for federal transportation initiatives, directing 51 teams across all states and territories. Supervise cross-functional marketing team of 8 specialists, including senior communications experts, graphic designers, instructional designers, and multimedia professionals. Manage federal contracts through the full lifecycle, including pre-award, execution, and closeout.

Strategic Leadership & Policy Communications

- **Direct comprehensive national stakeholder engagement strategy** by leading 51 state-based teams, driving consistent messaging and policy implementation across diverse geographic and political environments.
- **Transformed innovation recognition program** by developing targeted outreach campaigns that increased nationwide participation from 10 to 86 submissions within two years, creating a sustainable pipeline for transportation technology advancement.
- **Established data-driven performance assessment framework** through creation of "Driving Innovation Forward" report, improving program participation from 50% to 100% across all 51 training centers.

Government Relations & Stakeholder Management

- **Expanded adoption of workforce development initiative from 6 to 43 states** through strategic government relations approach, public policy advocacy, and development of a comprehensive implementation playbook.
- **Orchestrated systematic growth of subscriber database from 9,000 to 104,000** through targeted stakeholder engagement initiatives, significantly expanding reach of policy communications.
- **Serve as lead government relations strategist,** collaborating with federal, state, and local partners to advance national initiatives and drive policy implementation across jurisdictional boundaries.

Innovative Communications Leadership

- **Pioneered agency's first mobile application development** by securing executive approval, coordinating a cross-functional implementation team, and generating 12,000+ downloads in the first quarter of launch.
- **Developed a comprehensive brand management framework,** ensuring consistent messaging and visual identity across all communications channels, significantly enhancing recognition among stakeholders.
- **Lead multi-channel communications strategy** including website management, social media campaigns, press releases, quarterly newsletter distribution to 100,000+ subscribers, and development of two industry magazines.

Marketing and Communications Specialist, Florida Division ■ Sep 2007 – Apr 2020
FEDERAL HIGHWAY ADMINISTRATION (US DOT) ■ Tallahassee, FL
Led Florida state specific and national communications, marketing, and strategic planning initiatives. Served as media liaison and coordinated legislative inquiries for projects of national significance.

Policy Implementation & Stakeholder Engagement

- **Accelerated nationwide adoption of automated traffic signal technology** from 12 to 26+ states through comprehensive communications strategy and targeted stakeholder outreach.
- **Served as key policy communications strategist** for risk-based federal aid program delivery, ensuring consistent messaging and stakeholder understanding across complex regulatory frameworks.
- **Led Division's annual strategic planning process,** including program assessments, risk evaluation, and performance measurement, establishing a framework that improved program execution efficiency.

Trinette D. Ballard ■ 423-227-5402 ■ triball106@gmail.com

Crisis Communications & Multi-Stakeholder Leadership

- **Led crisis communications during multiple natural disasters** as part of the Federal Emergency Response Team, receiving two U.S. DOT Secretary's Awards for excellence in emergency communications.
- **Coordinated high-profile legislative inquiries and briefings** for Congress and senior officials on transportation initiatives of national significance, ensuring consistent messaging on complex policy matters.

Cross-Functional National Leadership

- **Established African American Leaders in Transportation employee resource group** and grew membership to 300+ participants across multiple federal transportation agencies, earning the Administrator's Award for Diversity and Inclusion.
- **Developed national 'playbook' for workforce development,** serving as catalyst for agency's Workforce Development Partnership initiative, addressing critical skilled worker shortages in transportation sector.
- **Created and implemented comprehensive marketing campaigns** to increase brand awareness, collaborating with internal teams including public affairs, finance, planning, engineering, and legal.

Public Relations Manager ■ **CHATTANOOGA ZOO** ■ Chattanooga, TN ■ Jan 2003 – Dec 2006
Premier zoological facility focused on conservation, education, and family engagement.

Directed comprehensive public relations strategy for growing zoological facility. Managed media relations, publicity campaigns, and community outreach initiatives.

- **Secured national television coverage** by developing and pitching a proposal to Animal Planet Network, generating a significant attendance increase for the new Red Panda exhibit.
- **Led publicity campaigns for major fundraising events** including "Spirits in the Wild," "Boo at the Zoo," and "Banana Ball," maximizing community participation and donation revenue.

Communications Manager ■ **CITY OF CHATTANOOGA** ■ Chattanooga, TN ■ Feb 2000 – Sep 2005
Municipal government serving 180,000+ residents with comprehensive urban services.

Led "Outdoor Chattanooga" marketing initiative through extensive stakeholder engagement, establishing branding that later contributed to National Park City designation.

Television News Producer ■ **WRCB TV-3 (NBC AFFILIATE)** ■ Chattanooga, TN ■ Jan 1994 – Feb 2000
Leading television news broadcaster in the Chattanooga metropolitan market.

Transformed ratings performance by restructuring news lineup and implementing quality control processes, elevating newscast from distant second to **#1 Nielsen rating** position within 6 months.

EDUCATION

Juris Master, Legal Risk Management, Contracting and Compliance ■ Florida St. University College of Law ■ Tallahassee, FL, 2024
Recipient of Congressional Black Caucus Scholarship (2022) | Academic Achievement Award for Highest Honors (4.2 GPA)
Inducted into Omicron Delta Kappa professional leadership organization (Legacy Member)

Master of Public Administration ■ University of Tennessee at Chattanooga ■ Chattanooga, TN
Recipient of Outstanding Graduate Student Award | Awarded Housing and Urban Development Fellowship

Bachelor of Arts in Journalism ■ University of Tennessee at Chattanooga ■ Chattanooga, TN

Professional Certification, Public Performance Management ■ Rutgers University

CERTIFICATIONS & PROFESSIONAL AFFILIATIONS

Federal Contracting Officer's Representative (COR) – Federal Acquisition Institute ■ **National Association of Government Communicators –** Awards Committee Judge (2009–Present) ■ **Conference of Minority Transportation Officials** ■ **Tallahassee Parks and Recreation Advisory Board –** Board Member and Vice Chair (3-year term).
Delta Sigma Theta Sorority, Inc's Academy – Mentor to Middle School girls.

HONORS & AWARDS

Outstanding Performance Award (2024, 2021, 2018) ■ Administrator's Award for Diversity and Inclusion (2024, 2021, 2019, 2018, 2017) ■ Administrator's Team Award for National Mental Health Initiative (2022) ■ Administrator's Award for Workforce Development Program (2019) ■ Program Management Analyst of the Year Award (2018) ■ U.S. DOT Secretary's Award – Federal Emergency Response Team, Hurricane Irma (2018) ■ U.S. DOT Secretary's Award – Federal Emergency Response Team, Hurricane Matthew (2017) ■ FHWA Corporate Award – Every Day Counts Team (2017)

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Ms. Diana L Banks | **Date:** 3/18/2024 12:35:40 PM

Home Address:	3106 Jim Lee Road 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?	No
Home Phone:	(850) 759-2026	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	infinitiveprogress@outlook.com	**How many years have you lived in Leon County?**	27

(EMPLOYMENT INFORMATION)

Employer:	Alight	**Work Address:**	3106 Jim Lee Road Tallahassee, FL 32301
Occupation:	Problem Resolution Specialist		
Work/Other Phone:	(850) 759-2026	**Work Email:**	infinitiveprogress@outlook.com

(OPTIONAL)

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

Race: Black or African American **Gender:** F **Age:** 45

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Darius Alx-Jacobs	**Name:**	
Address:	3106 Jim Lee Road	**Address:**	
Phone:	(850) 445-8942	**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.

I'm very much interested in the position on the Citizen Committee for the status of women and girls in the Tallahassee community. To provide ideas, new approaches for the increase of supportive services. With the numerous contributable abilites that I possess, in this position, I will help create and build on already established support services within the community for women and girls within the Tallahassee Community.

(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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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*

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

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

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

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

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

Signature: *Ms. Diana L Banks*

The application was electronically sent: 3/18/2024 12:35:40 PM

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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: Mrs. Mandy Stark Bianchi | **Date:** 6/28/2024 12:36:56 PM

Home Address:	3505 Kilkenny Drive West Tallahassee 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) 322-7221	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	mandylbianchi@gmail.com	**How many years have you lived in Leon County?**	40

(EMPLOYMENT INFORMATION)

Employer:	Center for Independent Living of North Florida	**Work Address:**	1823 Buford Court, Tallahassee, FL, USA Tallahassee, FL 32309
Occupation:	Executive Director		
Work/Other Phone:	(850) 575-9621	**Work Email:**	mandybianchi@ability1st.info

(OPTIONAL)

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

Race: White **Gender:** F **Age:** 46

District: District I **Disabled?** Yes

(RESUME AND REFERENCES)

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

Name:	Brandie McCabe	**Name:**	Beth Meyer
Address:	1823 Buford Court Tallahassee, FL 32308	**Address:**	1882 Capital Circle NE Suite 202• Tallahassee, Florida 32308
Phone:	(850) 575-9621	**Phone:**	(850) 488-5624

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?* *Yes*

If Yes, on what Committee(s) have you served? *Big Bend Health Council*

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

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

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

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

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

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

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

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

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

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

Signature: *Mrs. Mandy Stark Bianchi*

The application was electronically sent: 6/28/2024 12:36:56 PM



Mandy Stark Bianchi

ABOUT

Named as one of Tallahassee's 25 Women you Need to Know in 2023 and the Tallahassee Society of Association Executive's 2014 Association Professional of the Year, Mandy is recognized for having a positive attitude, being an intuitive, resourceful, highly creative human services proponent who is extremely active in the Tallahassee community.

EXPERTISE

- Communications
- Teamwork
- Strategy
- Advocacy
- Digital Media
- Networking
- Special Events
- Business Writing
- Publications

CONTACT

(850) 322-7221
mandylbianchi@gmail.com
Tallahassee, FL 32309

EDUCATION

Liberty University
2011-2013
Master of Management and Leadership

Florida A&M University
1997 - 2000
Bachelor of Science,
Magazine Journalism
Minor: Sociology

PROFESSIONAL EXPERIENCE

ABILITY 1ST
Empowering Independent Living

EXECUTIVE DIRECTOR
2020 - PRESENT

- Develops and evaluates the organizational structure of Ability1st
- Provides direct supervision of programs and services including:
  - A Place Called Home for Families
  - Housing and Homeless Services
  - Mental Health and Substance Abuse
  - Victims of Crime
  - Youth Transition
  - Mobility and Accessibility
- Develops and implements all activities related to fundraising, public relations, social media, special events, marketing, communications and branding
- Identifies new program funding opportunities
- Oversees and administers the organization's $2.1 million budget

Posted on September 8, 2025

Mandy Bianchi

COMMUNITY INVOLVEMENT

Florida Association of Centers for Independent Living Executive Committee: Secretary

Careersource Capital Region Board of Directors

Big Bend Continuum of Care Coordinated Entry Chair

OneBlood 5+ Gallon Donor

TRAINING

2024 Leadership Tallahassee Graduate

Florida State University Jim Moran Institute for Global Entrepreneurship Nonprofit Executive Program 2018

2024 University of Florida Current and Emerging Needs for People with Disabilities Learning Collaborate Credentialed

Survive and Thrive Advocacy Center Human Trafficking Awareness Certified

RECOGNITION

2008 Tallahassee Memorial Hospital Woman Making Magic Award Winner

2014 Tallahassee Society of Association Executives Association Professional of the Year Award Winner

2024 Domi Awards Nominee

2024 Florida Society of Association Executives Association of the Year Nominee

PROFESSIONAL EXPERIENCE

EPILEPSY AGENCY OF THE BIG BEND

EXECUTIVE DIRECTOR
2013 - 2020

- Planned and organized monthly Epilepsy Support Group
- Provided presentations about epilepsy and seizure first aid to community
- Promoted active participation by volunteers in all areas of the organization's work
- Maintained a working knowledge of significant developments and trends about epilepsy and seizure disorders
- Publicized the activities of the organization, its programs and goals
- Served as liaison to Florida Department of Health, other government entities within service area, and other providers of the Epilepsy Services Program
activities

FLC FLORIDA LEAGUE OF CITIES

COMMUNICATIONS SPECIALIST
2003 - 2012

Monitored and managed the League's social media platforms including Facebook and X, and shared League photos, articles and information
- Posted to website's home page, including creating wording and securing graphics for various sections.
- Initial contact for news media requests while ensuring the reporter's deadline was met. Tracked articles, compiled monthly reporter inquiry spreadsheet. Monitored reporters/media through social media and more
- Compiled and tracked Florida League of Cities/policy/local government/state news clips
- Wrote and compiled various Quality Cities magazine departments including News Briefs; Festival Listings; Did You Know?; Employee Profile and Question of the Month
- Wrote feature articles for Quality Cities
- Wrote press releases for various League departments, wrote op-ed columns
- Compiled and edited articles for the FLC E-News digital newsletter Legislative Bulletin
- Created e-newsletter each Friday during session and one pre- and post-session bulletin
- Coordinated advertising for both Quality Cities and the Membership Directory
- City Public Information Officer liaison

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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. Jere Shaunteria Clark | **Date:** 6/7/2024 4:35:49 PM

Home Address: [redacted]

Home Phone: [redacted]

Primary Email: [redacted]

Do you live in Leon County?	Yes
Do you live within the City limits?	Yes
Do you own property in Leon County?	No
Do you own property in the Tallahassee City Limits?	No
How many years have you lived in Leon County?	14

(EMPLOYMENT INFORMATION)

Employer: Whole Child Leon
Occupation: Interim Executive Director
Work/Other Phone: [redacted]
Work Address: 1126 Lee Avenue Suite A, Tallahassee, FL 32303
Work Email: [redacted]

(OPTIONAL)

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

Race: Black or African American **Gender:** F **Age:** 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:	Jhaismen Collins	**Name:**	Natalie Kato
Address:	69 High Drive Crawfordville, FL 32321	**Address:**	1126 Lee Avenue Suite A Tallahassee, FL 32303
Phone:	(850) 363-8992	**Phone:**	(763) 221-3151

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)? *Yes*

To exempt your information from County records, you MUST complete the Leon County Government Public Records Exemption Request.

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

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

Signature: *Ms. Jere Shaunteria Clark*

The application was electronically sent: 6/7/2024 4:35:49 PM

J'ERE CLARK, Licensed Clinical Social Worker

Phone [redacted]

Home [redacted]

Email [redacted]

PROFESSIONAL CERTIFICATIONS

- Licensed Clinical Social Worker SW21138
- Certified Human Trafficking Specialist
- Certified Child Welfare Protective Investigator October 2015

EDUCATION

MASTER OF SOCIAL WORK, 2016
CLINICAL SOCIAL WORK
Florida State University, Tallahassee, FL

BACHELOR OF SOCIAL WORK, 2014
Florida Agricultural and Mechanical University, Tallahassee, FL

EXPERIENCE

BEHAVIORAL HEALTH NAVIGATOR PROGRAM DIRECTOR
May 2022 – Current
Whole Child Leon

- Create individualized navigation/case management plan for each client including referral coordination to behavioral health providers and other supports.
- Conduct regular outreach efforts to establish and maintain positive working relationships with physicians, social services staff, and the broader community
- Maintain timely and accurate electronic client records.
- Facilitate communication and follow-up with referring healthcare providers.
- Participate in site-based staff meetings and interdisciplinary project teams.
- Comply with all pertinent regulations including HIPAA.

REACH THERAPIST | September 2021 – May 2022
Pace Center for Girls, Tallahassee, FL

- Addressed risk factors using holistic assessment, goal setting, and care plan development and through provision of targeted clinical interventions.
- Provided weekly therapy services to girls in a variety of settings (school/home/community/center) using evidenced-based and research-informed therapeutic interventions.
- Provided crisis intervention as warranted, including risk assessments and family support.

CHILD PROTECTIVE INVESTIGATOR | Aug 2014 – September 2021
Florida Dept. of Children & Families, Tallahassee, FL

- Investigated allegations of child abuse, abandonment, and neglect in Franklin, Leon, Jefferson, and Wakulla Counties.
- Provided brief, therapeutic interventions when maltreatment was discovered.
- Linked families with services and/or resources to promote child and family safety and well-being.
- Maintained detailed documentation of all investigative activities in the Florida Safe Families Network.
- Coordinated investigative activities and findings with law enforcement, when necessary.
- Coordinated with Children's Legal Services and representatives of Big Bend Community Based Care for cases requiring judicial oversight and/or case management.

RATTLER WELLNESS ASSISTANT/ PEER HEALTH EDUCATOR | Apr 2012 – Jul 2014
Florida A&M University, Tallahassee, FL

- Conducted new member screenings, training, and completed the scheduling of all volunteers.
- Worked closely with program managers and assisted in the development and implementation of campus-wide outreach groups promoting a variety of topics such as: abstinence or safer sex, domestic & sexual violence, and overall wellness.
- Initiated communication strategies with local strategic partnerships to assist with health promotion, prevention, and public relations.
- Educated peers on numerous health topics with a variety of educational methods including; presentations, social media, blogs, seminars, workshops, and small group discussions.

WOMEN'S CENTER COORDINATOR | Dec 2011 – Aug 2012 (grant ended Aug 2012)
Florida A&M Counseling Center, Tallahassee, FL

- Volunteered to assist in the execution of on campus programs that focused on a variety of health topics including; Ending Violence against women, HIV AIDS Awareness, and Overall Health & Wellness.
- Administered program evaluations to participants for the purpose of gauging the effectiveness of the events.
- Created campus-wide campaigns for issues affecting the female student body through the production of promotional and media materials.
- Marketed programs on campus by posting event correspondence on social media outlets and posting flyers on campus.

REFERENCES AVAILABLE UPON REQUEST

LEON COUNTY GOVERNMENT
PUBLIC RECORDS EXEMPTION REQUEST

Florida law allows eligible persons and their employing agencies to request in writing that a non-employing agency maintain as exempt from public disclosure certain identification and/or location information contained in records within the agency's custody. If an employing agency is requesting for the employee, add agency name, and requester's name and title to the signature line.

NOTE: The officer, employee, justice, judge, other person *entitled* to the exemption, or employing agency of the designated employee, must submit this written and notarized request directly to the public records custodian for the agency to maintain the exemption for the records in its custody. Under Florida law, for certain exemptions this request must state under oath the statutory basis for the individual's exemption request and confirm the individual's status as a party eligible for exempt status. For records in the custody of the Leon County Board of County Commissioners and County Commission Departments, please return this completed form or a written notarized request directly to: Leon County Attorney's Office, Attn: Legal Records Manager, Leon County Courthouse, 301 S. Monroe Street, Ste. 202, Tallahassee, FL 32301 or by email to BOCCPublicRecordsRequests@leoncountyfl.gov. To have an exemption maintained in the records in the custody of any other agency, please contact that agency directly for information on how to make a written request.

If your spouse and/or children are subject to your exemption (not applicable for victim of battery, abuse, harassment, or stalking or for participant in address confidentiality program), please check here ☐ and attach a page with the name, date of birth, and relationship of each to assist in identifying each person in any public records within the custody of the County.

I hereby request exemption maintenance by the County based on the following category/categories for which I qualify (Check appropriate box):

Department(s) known to possess records (if applicable): County Admin - Committee Application

Check all that apply:

□ Code Enforcement Officer. Section 119.071(4)(d)2.i, F.S.	□ County Tax Collector. Section 119.071(4)(d)2.n, F.S.
□ Depart. of Business and Prof. Reg. investigators or inspectors. Section 119.071(4)(d)2.m, F.S.	□ Law enforcement personnel, including correctional officers and correctional probation officers. Section 119.071(4)(d)2.a, F.S.
☑ Dept. of Children and Family Services personnel whose duties involve investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities. Section 119.071(4)(d)2.a, F.S.	□ Judicial or quasi-judicial officer (general/special magistrate, judge of compensation claims, administrative law judge of the Div. of Admin. Hearings, and child support enforcement hearing officer). Section 119.071(4)(d)2.g, F.S.
□ Dept. of Health personnel whose duties support the investigations of child abuse or neglect. Section 119.071(4)(d)2.a, F.S.	□ Emergency medical technicians or paramedics certified under chapter 401, F.S. Section 119.071(4)(d)2.q, F.S.
□ Dept. of Health personnel whose duties include, or result in, the determination/adjudication of eligibility for social security disability benefits, investigation/ prosecution of complaints filed against health care practitioners, or inspection of health care practitioners or health care facilities licensed by the Dept. of Health. Section 119.071(4)(d)2.o, F.S.	□ Inspector general or internal audit dept. personnel whose duties include auditing/investigating waste, fraud, abuse, theft, exploitation, or activities that could lead to criminal prosecution or admin. discipline. Section 119.071(4)(d)2.r, F.S.
□ Dept. of Financial Services personnel whose duties include the investigation of fraud, theft, workers' compensation coverage requirements and compliance, other related criminal activities, or state regulatory requirement violations. Section 119.071(4)(d)2.b, F.S.	□ Dept. of Revenue personnel or local government personnel whose duties include revenue collection and enforcement or child support enforcement. Section 119.071(4)(d)2.a, F.S.
□ Prosecutor (state attorney, assistant state attorney, statewide prosecutor, assistant statewide prosecutor). Section 119.071(4)(d)2.f, F.S.	□ Public defenders and criminal conflict and civil regional counsel (includes assistant public defenders, assistant criminal conflict and assistant civil regional counsel). Section 119.071(4)(d)2.l, F.S.
□ Impaired practitioner consultant, retained by an agency, whose safety to practice licensed profession (includes consultant's employees). Section 119.071(4)(d)2.p, F.S.	□ Justice of Florida Supreme Court; or judge of district court of appeal, circuit court, or county court. Section 119.071(4)(d)2.e, F.S.

□ Firefighter certified in compliance with s. 633.408, F.S. Section 119.071(4)(d)2.d, F.S.	□ Guardian ad litem as defined in s. 39.820, F.S. Section 119.071(4)(d)2.j, F.S.
□ Juvenile probation officers, juvenile probation supervisors, detention superintendents, assistant detention superintendents, juvenile justice detention officers I/II, juvenile justice detention officer supervisors, juvenile justice residential officers, juvenile justice residential officer supervisors I and II, juvenile justice counselors, juvenile justice counselor supervisors, human services counselor administrators, senior human services counselor administrators, rehabilitation therapists, and social services counselors of the Dept. of Juvenile Justice. Section 119.071(4)(d)2.k, F.S.	□ Human resource, labor relations, or employee relations director; assistant director, manager, or assistant manager of any local government agency or water management district whose duties include hiring and firing employees, labor contract negotiation, administration, or other personnel-related duties. Section 119.071(4)(d)2.h, F.S.
□ Directors, managers, supervisors, and clinical employees of a child advocacy center that meets the standards of s. 39.3035(2), F.S. and fulfills the screening requirement of s. 39.3035(3), F.S. and the members of a Child Protection Team as described in s. 39.303, F.S. whose duties include supporting the investigation of child abuse or sexual abuse, child abandonment, child neglect, and child exploitation or to provide services as part of a multidisciplinary case review team. Section 119.071(4)(d)2.t, F.S.	□ Directors, managers, supervisors, nurses, and clinical employees of an addiction treatment facility. The term "addiction treatment facility" means a county government, or agency thereof, that is licensed pursuant to s. 397.401, F.S. and provides substance abuse prevention, intervention, or clinical treatment, including any licensed service component described in s. 397.311(26), F.S. Section 119.071(4)(d)2.s, F.S.
□ Member of U.S. Armed Forces, reserve component of U.S. Armed Forces, or National Guard who served after 9/11/2001.† ‡ **The exemption set forth at Section 119.071(5)(k), F.S. (2020) has been repealed and therefore applies only to records created before October 2, 2020.**	□ Victim of sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery, or domestic violence Please attach official verification that crime occurred. Exemption for 5 years from date of this request. ‡ Section 119.071(2)(j), F.S.
□ U.S. Attorney, Assistant U.S. Attorney, U.S. circuit judge, U.S. district judge, or U.S. magistrate judge. † ‡ Section 119.071(5)(i)2, F.S.	(Intentionally Left Blank)

Printed name: J'ere Clark Date of Birth: 08/26/1992 Phone No.: [redacted]

Home Address: [redacted]

Signature (and Title, if app.) of Requester: _____ Date: _____

† If specifically indicated category selected, person also certifies, by signature herein, that he or she has made reasonable efforts to protect information from being publicly accessible through other means available to the public.

‡ Oath, affidavit and confirmation of status not required.

I, J'ere Clark, do solemnly swear that the statutory basis for my exemption request as set forth herein above is true and correct, under the pain and penalty of perjury.

J'ere Clark

STATE OF FLORIDA
COUNTY OF Leon

Sworn to and subscribed before me by means of ☑ physical presence or ☐ online notarization, this 12th day of June, 2024, by J'ere Clark, who is personally known to me or produced Florida Driver's License as identification.

DIAMOND LYNN
MY COMMISSION # HH 051895
EXPIRES: October 8, 2024
Bonded Thru Notary Public Underwriters

(NOTARY SEAL)

Diamond Lynn
Print Name:
Notary Public, State of Florida
My Commission Expires: 10/8/24

Attach confirmation of your status as a party eligible for exempt status.

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Ms. Keitia France | **Date:** 1/6/2024 8:59:29 AM

Home Address:	3009 Oak Hammock Lane Apt C 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?	No
Home Phone:	(313) 909-3807	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	KeitiaFrance@gmail.com	**How many years have you lived in Leon County?**	12

(EMPLOYMENT INFORMATION)

Employer:	Self	**Work Address:**	
Occupation:	Doula		
Work/Other Phone:		**Work Email:**	

(OPTIONAL)

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

Race: Black or African American **Gender:** F **Age:** 35

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Kimberly Homer	**Name:**	Cetta Barnhart
Address:	Jacksonville, FL	**Address:**	Monticello, FL
Phone:	(305) 510-9654	**Phone:**	(850) 251-0386

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?* *No*

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

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

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

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

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

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

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

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

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

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

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

Signature: *Ms. Keitia France*

The application was electronically sent: 1/6/2024 8:59:29 AM



KEITIA FRANCE

COMMUNITY ADVOCATE

Contact

(313) 909 3807

keitiafrance@gmail.com

Tallahassee, FL

linkedin.com/in/keitai-france /

Education

CERTIFIED LACTATION COUNSELOR
Academy of Lactation Policy and Practice

CERTIFIED COMMUNITY HEALTHCARE WORKER
Florida Certification Board

BIRTH DOULA
Sista Midwife Birth Doula Training

STUDENT MIDWIFE
Commonsense Childbirth School of Midwifery

Profile

Credentialed community worker integrating 10+ years of experience in the design, development, and management of comprehensive strategies and initiatives in business consulting and research to public service, advocacy and midwifery care. Expert in delivering compassion and justice to diverse populations, providing evidence-based education, support and assessing of needs. Executing practical and profitable solutions to organization-wide challenges with proven results. Proficient in translating and implementing competency of culture and needs into care specifications, along with analyzing the impact of changes with the introduction of new solutions.

Experience

CHILDBIRTH/POSTPARTUM DOULA

KEITIA BIRTHS BIRTH SERVICES | 2021-PRESENT

- Establish comprehensive plans for home, birth center and hospital birthing families that allow persons to have more autonomy in medical decision-making and statistically more positive childbirth experiences.
- Initiate and maintain chest and breastfeeding, including assessments for proper latch, physiological function and limitations and client physical and mental health needs.
- Provide prenatal childbirth education to help prepare families for intended, uninterrupted physiological childbirth, interventions and alternatives.
- Perform comfort measures for clients during labor for holistic pain management, including massage, breathing cycles, positioning, music therapy and positive affirmations.
- Concurrently advocate family requests while nurturing amicable relationships with hospital and birth team personnel, fostering progressive collaboration between in and out-of-hospital birth workers.

BUSINESS CONSULTANT

CHEAT DAY TREATS| 2017 – CURRENT

- Plan, prepare, and implement strategic advertising and promotional material, increasing sales by 60% at fiscal year's end.
- Inaugurate 200+ regular customers by the end of year two, exceeding 150% of planned revenue quota.
- Steer budgets and inventory, cost analyses and profit and loss statements, doubling profits for baseline products by eliminating high ingredient costs.
- Model customer surveys to collect information and analyze data for product development and marketing strategies, facilitating key opportunities, and streamlining profitability.
- Formulate social media content, promotions, flyers, and customer rewards programs, enhancing sales quota by 55% within the first financial year.

Skills

Advocacy

Mental Health Education

Wraparound Support

Birth Plan Development

DEI Principles

Critical and Innovative Thinking

Quality Control

Emergency Problem Solving

Compliance

Grant Management

Microsoft Office Suite

Pivot Tables

Invoicing and Payroll

CPR Heartsaver K-12

Training

FLORDA CERTIFICATION BOARD

Baker Act
Marchman Act
Cultural Competence
Child Welfare
Behavioral Health

UNIVERSITY OF MICHIGAN

Leading Diverse Teams and Organizations

- Revitalize vendor relationships, increasing consumer engagement, and improving sales and team performance as well as initiating a gross revenue sales increase of 17%.

MITIGATION GRANT MANAGER

FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY | 2020-2021

- Compose HUD-directed subrecipient grant agreements for Hurricanes Irma, Michael and Hermine for the purpose of mitigating or hardening critical government spaces from future storm damage.
- Critique applications for endowment of federal funds, prioritizing at least 50% of funds awarded to HUD and state determined Most Impacted and Distressed (MID) areas, specifically projects benefiting areas with high Low-to-Moderate Income (LMI) populations.
- Regulate maintenance of contract agreement files, including monitoring deliverables, conducting site visits determined by risk, and overseeing procurement for a total of $633 million in funds.
- Executed an improved compilation process for the analysis of 371 General Infrastructure Program applications, increasing output by 40% and conserving time for subsequent tasks.
- Coach subrecipient with technical assistance from application process to project conclusion.

CLERK SPECIALIST

FLORIDA DEPARTMENT OF HEALTH | 2018 - 2019

- Constructed purchasing procedures for public health department patient's medication for all 67 of Florida's counties and reviewed order specifications, reducing purchasing errors by 20%.
- Integrated life-essential supplies (amino acid formula) purchases for patients diagnosed with phenylketonuria (PKU,) and maintained consistent communication with registered dietitians in treatment centers (University of Florida, USF, etc.)
- Processed reimbursement claims for Medicaid recipients for Family planning and STD programs, saving over $3K annually in erroneous accounting.
- Tracked a $25 million budget for HIV/AIDS treatments, including Ryan White federal grant funding with 100% accuracy and accountability.
- Closed the 2018 fiscal year with a surplus in 7 of the 9 budgets, earning recognition from senior-level management for resourcefulness and productivity.
- Directed specified departments and units to prepare and ship orders to designated locations by leveraging an electronic purchase system that saved processing time by 1 week.
- Prepared shipping documents, contracts and initiated invoice data entry for budget monitoring and reconciliation with a focus on optimizing use of resources while controlling costs.
- Managed 340B and MMCAP accounts for Family Planning, STD, Tuberculosis, Epilepsy, Insulin, PKU, ADAP, PrEP, and Test & Treat programs.
- Cultivated and nurtured business relationships with multi-billion-dollar corporations, such as Cardinal Health and Amerisource Bergen, to deliver medications to patients, achieving a 98% patient satisfaction rate based on a survey.

TEAM LEAD PHLEBOTOMIST

ONEBLOOD | 2013 - 2017

- Presented a digital tagging and specimen recording system that ensured 100% specimen integrity and sample accuracy.
- Mentor staff members for competencies in standard operating procedures, as well as phlebotomy techniques, increasing staff productivity by 95%.
- Established trust and minimized patient discomfort during phlebotomy, which increased efficiency in blood collection procedures by 55%.
- Excelled as the second-highest producing apheresis operator in 2016.
- Thrived as the highest producing mobile staff in Florida, 2016, receiving an award from the company executives.

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Ms. Donna F Gibson | **Date:** 4/15/2024 2:14:42 PM

Home Address:	2415 Old St Augustine Road Apt 1512 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?	No
Home Phone:	(850) 524-2463	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	iamdonna850@icloud.com	**How many years have you lived in Leon County?**	10

(EMPLOYMENT INFORMATION)

Employer:	Cumulus Media	**Work Address:**	
Occupation:	Marketing Strategist		
Work/Other Phone:		**Work Email:**	

(OPTIONAL)

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

Race: Black or African American **Gender:** F **Age:** 36

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Lafaye Henry	**Name:**	Dot Ealy
Address:	Tallahassee, FL	**Address:**	Tallahassee, Fl
Phone:	(850) 264-5964	**Phone:**	(850) 201-3013

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.

The Tallahassee-Leon County Commission on the Status of Women & Girls is a position that interests me. I've had the opportunity to meet and interact with a lot of women from various walks of life thanks to my desire and tenacity. I've discovered that I'm more than just a hair expert and strategist; I've also served as a sounding board, confidante, encourager, motivator, and safe haven for others. My background in marketing, dealing with women, and resolving disputes has given me the tools I need to succeed. I have a strong desire to use cutting-edge tactics and data to promote collaboration and diversity. I am aware of how crucial a productive, knowledgeable, and varied team is to success, and there is no other group of business experts I would want to collaborate with than those in charge of the women and girls projects in Leon County. I am confident that I would be a valuable addition to the team because I am 36 years old, have experience in a variety of industries, and have been self-employed for many years. I sincerely appreciate your attention and time.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature: *Ms. Donna F Gibson*

The application was electronically sent: 4/15/2024 2:14:42 PM

LADONNA F. GIBSON

MARKETING STRATEGIST

CONTACT

850-524-2463

iamdonna850@icloud.com

www.linkedin.com/in/donna-gibson-7b03b9159

Tallahassee, Florida 32301

SKILLS

- Adaptability
- Communication
- Emotional Intelligence
- Copy Writer
- Problem Solver
- Cultural Empathy
- Public Speaking
- Strategic Thinking
- Community Liaison
- Salesmanship
- Google Analytics
- HubSpot Certified
- Negotiator
- Project Management
- Team Player
- Technology Proficiency
- Conflict Resolution
- Multi-Tasker

EDUCATION

Marketing, B.A.

Flagler College

2021-2023

- Achievement Award in Communication
- Department Academic Scholarship
- Dean's List

Business, A.A.

Tallahassee Community College

2017-2020

- Dean's List
- Juneteenth Student Honoree

PROFILE

Strategic thinker with expertise at analyzing, planning, and implementing business initiatives to support and accomplish corporate goals and sales objectives. Demonstrated marketing talent to devise programs and initiatives that deliver a company's brand message to prospects and customers.

WORK EXPERIENCE

Account Executive

Cumulus Media Group 2023-present

- Identify client business needs by gaining a deep understanding of goals, objectives and processes as well as their external environment including key market and consumer trends to proactively develop customized advertising solutions to meet client objectives
- Deliver effective multi-platform, integrated sales presentations, negotiation and closing
- Follow all station and corporate procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis
- Stay abreast of the competitive landscape and emerging technologies to best position Cumulus in the marketplace
-

Director of Cosmetology

Gadsden Technical College 2022-2023

- Drafted and developed innovative ancillary content such as instructor's manuals, clinical strategies, assessments, and class curriculum.
- Developed communication strategies to strengthen partnerships
- Served as primary media contact and spokesperson
- Managed Donors, Fundraisers, & Events
- Developed & executed marketing campaigns for development initiatives
- Responsible for teaching students foundational principles and technical techniques of various cosmetology practices
- Prepare students for state board exam and licensure.
- Conduct research into possible fraud and report on any findings
- Investigate potential risks and assess those risks

LADONNA F. GIBSON

MARKETING STRATEGIST

CONTACT

850-524-2463

iamdonna850@icloud.com

www.linkedin.com/in/donna-gibson-7b03b9159

Tallahassee, Florida

COMMUNITY SERVICE

- Florida Rights Restoration Coalition
- American Cancer Society
- National Hook-Up of Black Women, Inc
- Gadsden County Schools Advisory Board
- Tallahassee Women Lawyers Association
- Stylist Ambassador, Allied Beauty Association
- Stylist Ambassador, Mega Fest, Hair Expo
- Volunteer Stylist for Curls for Queens, Sabal Palm Elementary
- Board Member of the 4th & Inches Football Booster Club, Gadsden County High School
- Tallahassee Alumnae Chapter- Delta Sigma Theta

REFERENCES

LaFaye Henry
Federal Bureau of Prisons
(850)264-5964
lafaye.henry@yahoo.com

Commissioner Ron Green
Gadsden County Board of Commissioners
(850)322-2349
thegreeneryquincy@gmail.com

Representative Felicia Robinson
FL House of Representatives- D102
(305)600-9035
feliciaforflorida@gmail.com

WORK EXPERIENCE

Communications Aide

Florida House of Representatives, Rep. Felecia Robinson Distric 102 — 2021-2022

- Gained exposure in conducting policy research and analyzing legislation
- Create social media initiatives; increased engagements by 55%.
- Maintained regular contact with constituents via in person office appointments, telephone and email correspondence, on concerns and needs
- Interacted with other public officials, media, advocates, lobbyists, and other Capitol staff, serving as contact person
- Perform Risk Analysis and Risk Resolution

Salon Consultant

PrimaDonna Hair, LLC — 2017-2021

- Develop Business and Strategic Plans to include financial planning, staffing, and policy development
- Help create social media initiatives; increased Instagram followers and boosted Facebook engagements .
- Analyzes data and measurements to forecast growth and merchandising opportunities
- Strong communications with the design team to define and execute the client's vision with excellence.
- Strong B2B & B2C Engagement
- Developed Successful Campaign Strategies & Fundraising
- Examine and evaluate any questionable account activity
- Investigate potential fraud and report any results
- Research potential dangers and evaluate those risks

Master Cosmotologist

PrimaDonna Hair Couture — 2012-2024

- Image Consultant
- Service high-profile clients with intricate coloring, highlighting, and signature styles.
- Teach cutting and coloring techniques, conduct workshops and webinars
- Create hairstyle trends, perform precision haircuts, and style hair for events, weddings, and special occasions.
- Investigated, developed, and executed website and social media initiatives.
- Recruited Influencers and Negotiated Contracts for Participation
- Communicated with stylists, models, vendors, media and sponsors in a clear, well organized and informative manner.
- Monitored, tracked, and analyzed website traffic and campaigns.
- Strategize Peer-to-Peer Fundraising & Donor Contributions

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

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Applications will be discarded if no appointment is made after two years.

Name: Dr. Felicia N. Green | **Date:** 1/10/2025 10:31:19 AM

Home Address:	1825 Moon Crest Lane Tallahassee, FL 32312	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 274-9175	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	felicia.green831@gmail.com	**How many years have you lived in Leon County?**	20

(EMPLOYMENT INFORMATION)

Employer:	Florida A&M University	**Work Address:**	
Occupation:	Assistant Professor		
Work/Other Phone:		**Work Email:**	

(OPTIONAL)

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Race:	Black or African American	**Gender:**	F	**Age:**	
District:	District III	**Disabled?**	No		

(RESUME AND REFERENCES)

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

Name:	Reche' Jones	**Name:**	
Address:	3492 Velda Dairy Dr. Tallahassee, FL 32309	**Address:**	
Phone:	(850) 459-7525	**Phone:**	

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

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

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

Signature: *Dr. Felicia N. Green*

The application was electronically sent: 1/10/2025 10:31:19 AM

FELICIA GREEN, DrPH, MPH

Tallahassee, FL | (850) 274 9175 | felicia.green831@mail.com | linkedin.com/in/greenfelicia

PROFESSIONAL PROFILE

Results driven public health professional with 15 years of experience promoting community health through prevention and educational outreach. Demonstrated ability in planning, development, and evaluation strategies for children's health programs to encourage health and wellness initiatives. Adept in teaching at the college level, training facilitation, program planning, and implementation, and grant management processes. Skilled at developing programs, measuring outcomes, and establishing rapport with diverse internal and external stakeholders.

SKILLS

- Academia
- Curriculum Development
- Community Health Program Assessment
- Qualitative Research/Analysis
- Health Education & Promotion
- Program Management
- Reporting
- Analysis
- Program Planning & Development

EDUCATION

DOCTOR OF PUBLIC HEALTH (DrPH) | Florida A & M University | Tallahassee, FL | 2021
MASTER OF PUBLIC HEALTH (MPH) | Florida A & M University | Tallahassee, FL | 2008
BACHELOR OF SCIENCE, CARDIOPULMONARY SCIENCE | Florida A & M University | Tallahassee, FL |

TEACHING EXPERIENCE

Assistant Professor |Division of Health Science **01/2025-Present**
Florida A&M University | Tallahassee, FL

ADJUNCT FACULTY| HPER (Health, Physical Education and Recreation)
Florida A & M University | Tallahassee, FL **01/2015 – 12/2024**

- Categorize and review course materials to meet changing trends in health education.
- Organize lectures, assignments, and field experiences to collaborate with course curriculum that addresses community health with an emphasis on health disparities and behavioral theoretical frameworks
- Oversee course development and curriculum design for undergraduate health science courses (face-to-face and online).
- Maintain course materials and supplementary education services for students

TEACHING FACULTY |INTERDISCIPLINARY MEDICAL SCIENCE **08/2022-Present**
Florida State University | Tallahassee, FL

- Prepares and delivers lecture course material in both face to face and hybrid formats.
- Evaluates students' progress in attaining goals and objectives.
- Prepares and maintains all required documentation and administrative reports.

WORK EXPERIENCE

HEALTH EDUCATION SPECIALIST
CENTERS FOR DISEASE CONTROL-Tanaq | REMOTE | 10/22-Present
40 hours per week

TRAINING & EDUCATION: Develop and maintain infection prevention and control educational training resources serving wide-ranging health professions across the continuum of learning. Work collaboratively across teams and subject matter experts to create meaningful and accessible learning paths that blend diverse educational strategies to meet program and learner aims. Apply effective coaching skills to build capacity in wide-ranging health and public health partner audiences including novice to experienced trainers and educators. Assess training needs and resource requirements across diverse health and public health settings and provide constructive feedback on educational resources designed by partner audiences. Collaborate to effectively support project team leadership and members.

REGIONAL COORDINATOR
CDC FOUNDATION | REMOTE | 10/2021-9/2022
40 hours per week

MANAGEMENT & LEADERSHIP: Lead complex, fast-paced COVID response program in HHS Region IV as part of CDC Public Health Vaccine & Workforce Initiative; address critical public health workforce needs by developing partnerships with state and county health departments. Oversee~20+field employees including epidemiologist, health equity managers, environmental health specialist, data analyst, and public health educators. Provide support on health systems transformation related to COVID-19 activities, specifically related to the integration of public health and large-scale coordination of health transformation work across various regions of the U.S. Department of Health and Human Services. Collaborate with leadership team to assess program performance and implement improvements. Developed SOPs to resolve challenges and problems with program operations and developed effective solutions for field employees and partners. Represented the CDC Foundation at strategic planning meetings with external stakeholders.

TRAINING & DEVELOPMENT: Streamline various trainings for over 2,000 field employees specifically related to public health fundamentals, health equity, data analysis, and health education/communications. Coordinated Public Health Educator Networking Groups and cross collaboration on Health Equity Workgroups.

KEY ACCOMPLISHMENTS

- Delivered administrative and programmatic support to the CDC FOUNDATION leadership team, maximizing operational efficiency.
- Developed and implemented special projects related to field employee processes and expectations
- Contributed to various workgroups which engaged field employee's organization wide
- Cross-collaborated to develop organizational trainings to enhance public health workforce knowledge and skills

PROGRAM COORDINATOR
REGION IV PUBLIC HEALTH TRAINING CENTER STATE OF FL | TALLAHASSEE, FL | 01/2017-6/2020
20 hours per week

COMMUNITY ENGAGEMENT: Design, implement and modify individualized plans for program participants to increase community acceptance and integration.

TRAINING & DEVELOPMENT: Broaden public health training by coordinating and implementing live and recorded webinar series platforms. Conduct needs assessment to identify educational priorities and needs among public health professionals at state and local health departments. Develop strategic work plan and invite subject matter experts to meet PHTC training deliverables by performing data analysis and interpretation. Facilitate subject matter expert training in core competencies, including public health

sciences, data analytics and assessment, policy development, program planning, community participatory research, health disparities, and cultural competency.

DOCUMENTATION: Draft meeting agendas and execute follow-up for meetings and team conferences. Enter client data in a centralized database and maintain up-to-date case records for all clients.

DATA ANALYSIS & INTERPRETATION: Analyze data and generate comprehensive case management, including accurate and timely reports such as daily activity, progress, incident, attendance, and statistical information.

PROJECT MANAGEMENT: Identify expansion opportunities, developing strategies, and formulating tasks to meet training work plan goals. Coordinate new and innovative large community outreach initiatives within budgetary restraints.

MANAGEMENT & SUPERVISION: Demonstrate excellent leadership abilities and verified adherence to schedules while validating and disseminating critical information. Perform daily administrative activities and tasks to support execution of training center and statewide needs. Respond to emergencies based on the organization's protocol.

KEY ACCOMPLISHMENTS

- Facilitated subject matter expert training in core competencies, including public health sciences, health disparities, and policy development, with a 93% satisfaction rate.
- Delivered administrative and programmatic support to the PHTC team, maximizing operational efficiency.
- Reduced operational expenses by facilitating the preparation of technical reports and evaluation and monitoring budget expenditure and reports.

CHILD HEALTH PROMOTION SPECIALIST
TALLAHASSEE MEMORIAL HEALTHCARE -POPULATION HEALTH | TALLAHASSEE, FL | 09/2017 - 2021
40 hours per week

COMMUNITY ENGAGEMENT: Conduct community health needs assessment and implement strategies to identify health needs/priorities at the local level; devise implementation strategies to meet goals and objectives for programs to support community-population health. Develop and maintain partnerships with internal and external stakeholders to streamline community health promotion plans and engagement strategies.

TRAINING & DEVELOPMENT: Facilitate partnership with Behavioral Health Center in the provision of youth mental health first aid training to 30+ school resource officers. Educate community members regarding environmentally related health issues and respond to individual health education needs.

RESOURCE ALLOCATION: Design public health messages and educational materials, procedures, and activities to communicate public health information to policymakers and community stakeholders. Improved law enforcement knowledge and skills to assist youth in a mental health crisis and connect them to services.

MANAGEMENT & SUPERVISION: Offer administrative program support to the director. Supervise interns and volunteers for program and community educational outreach activities.

PROGRAM MANAGEMENT: program planning, development, and management of public health promotion programs with specific focus to children's health and injury prevention. Formulate action plan to support and deliver on program goals and objectives. Establish program strategies, goals, and evaluation plans. Identify public health related concerns and offer oversight on health promotion programs (nutrition curriculum and injury prevention education), while coordinating activities and implementing program goals and priorities to address childhood obesity, food insecurity, and unintentional injuries. Led program assessment and evaluation of activities to improve health and safety programming and contribute to Community Health Needs and Program Assessment and Implementation Strategy narrative report.

KEY ACCOMPLISHMENTS

- Led initiatives that promote health and wellness for underserved communities by implementing a community-wide coalition that addresses injury prevention.
- Improved community engagement in child health care, reaching 5000+ families by developing and implementing effective strategies and educational programs that address childhood nutrition, obesity, physical activity, and injury prevention.
- Designed and implemented Safe Kids Big Bend Coalition, the first safe kids' extensive network in the Leon County area, addressing injury prevention among 0-19-year-olds.
- Planned, coordinated, and administered health education and social media content, raising awareness by 12% on significant risk areas.
- Built and maintained strategic partnerships and community cross-collaborations dedicated to child injury prevention, creating a network for external agencies and organizations.
- 2021 MADD Award recipient for Outstanding Underage Drinking Prevention-Individual and Community Group

PROGRAM COORDINATOR
CHILDHOOD OBESITY PREVENTION EDUCATION (COPE) | TALLAHASSEE, FL |01/2014-08/2016
20 hours per week

PROGRAM MANAGEMENT: Planned, managed, and evaluated the public health grants and contracts funded by Florida Blue Foundation. Reviewed and approved grant proposals and evaluated public health programs/projects to ensure that deliverables are met. Offered technical assistance and feedback to grantees regarding success and challenges related to grant deliverables. Collaborated with leadership and grantees to collect and interpret program data to demonstrate measurable program/project outcomes in the Tallahassee community.

COMMUNITY ENGAGEMENT: Maximized engagement with public & private sector stakeholders and local community-based organizations to identify best practices and implementation of policies, local health and wellness programs, and youth leadership initiatives to reduce and prevent childhood obesity and food insecurity.

KEY ACCOMPLISHMENTS

- Maintained regulatory compliance at 100% by facilitating grant management processes and preparing quarterly reports as per guidelines.
- Served as a planning team member and led a Childhood Obesity Prevention Initiative on a $2M grant.
- Offered grant administration and management support to 60 grantees.
- Engaged and collaborated with public and private organizations in developing diverse partnerships that addressed childhood obesity and reduced food insecurity by 7%.
- Planned and coordinated community outreach events, training, and workshops that inspired 150,000+ children and families to increase physical activity and adopt healthy eating habits.

ADDITIONAL WORK HISTORY

GRADUATE RESEARCH ASSISTANT
Florida A & M University | Tallahassee, FL | 2016-2021

- Functioned with leadership teams to engage both public and private organizations in developing diverse partnerships to address childhood obesity and food insecurity.
- Scheduled qualitative interviews with study participants
- Collected projected data and transcribed qualitative interviews
- Conducted search or review of existing literature and data related to childhood obesity and food insecurity
- Supported project staff in literature reviews, planning, and data compilation
- Presented summaries and research findings

MEDICAL DISABILITY PROGRAM SPECIALIST
2009-2015
CERTIFIED RESPIRATORY THERAPIST
2002-2009

PRESENTATIONS

- Green, F.N., Crowther, V., Pooler, M., Stewart, E., López, I.A. (2016). *A Case Study based approach for teaching Hispanic/Latino health to public health students.* Poster Presentation at Florida State University: Center for Underrepresented Minorities in Academic Medicine.
- Green, F.N., Crowther, V., Oladokun, A., Stewart, E., López, I.A. (2015). *Learning, Service, and Transformation for Public Health Students: Supporting the Radical Researchers*
- Green, F.N., López, I.A., Scott, T.Y. (2009). *Obstructive Sleep Apnea among truck drivers: Danger on American roads.* Accepted for Poster Presentation at American Public Health Association. National Conference, Philadelphia, PA.

PROFESSIONAL PUBLICATIONS

- **Green, F. N. (2021).** *An exploratory study of the relationship between health risk behaviors, mental health, and cyber bullying experiences among Black college students* [Degree dissertation]. Florida Agricultural and Mechanical University
- **Green, F.N.,** Lopez, IA., Simmons, M. **(2018).** *Obstructive Sleep Apnea Disparity Among Truck Drivers: Danger on American Roads.* Florida Public Health Review, 15, 75-82

CERTIFICATIONS

- Certified Health Education Specialist 11/2012
- Mental Health First Aid Training 11/2020

SOFTWARE SKILLS

- MS Office Suite: Word, Excel, Outlook, PowerPoint
- MAXQDA Qualitative Analysis Software
- LMS: Canvas, Blackboard

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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. Robbya Reneea Green-Weir | **Date:** 6/2/2025 9:32:05 AM

Home Address:	3387 Aqua Ridge Way 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:	(313) 600-9413	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	robbya.greenweir25@gmail.com	**How many years have you lived in Leon County?**	7

(EMPLOYMENT INFORMATION)

Employer:	Florida Agricultural and Mechanical University	**Work Address:**	334 W. Palmer Ave. Office 326, Tallahassee, FL 32309
Occupation:	Assistant Professor		
Work/Other Phone:	(850) 561-2022	**Work Email:**	robbya.greenweir@famu.edu

(OPTIONAL)

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

Race: Black or African American **Gender:** F **Age:** 68

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Pia Woodley	**Name:**	George Audi
Address:	334 W. Palmer Ave., Tallahassee, FL 32307	**Address:**	334 W. Palmer Ave., Tallahassee, FL 32307
Phone:	(850) 590-2286	**Phone:**	(910) 448-0012

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature: Ms. Robbya Reneea Green-Weir

The application was electronically sent: 6/2/2025 9:32:05 AM

ROBBYA GREEN-WEIR

3387 Aqua Ridge Way ■ Tallahassee, FL 32309 ■ 313.600.9413 ■ r2r3r@icloud.com

PROFILE

Award-winning academician, researcher, and program director offering 30+ years in the health administration industry, 20 years teaching at undergraduate and graduate levels for both public and private institutions, and 10 years providing professional healthcare consulting to businesses, nonprofits and organizations. Recognized for delivering innovative, engaging, memorable, and impactful experiential learning; dedicated to impacting generation of future leaders. Researcher whose projects center on equity in healthcare delivery and outcomes – committed to marginalized, underserved populations. History of engaging nonprofits, faith-based organizations, government, healthcare systems, and the corporate community.

- Healthcare Administration
- Healthcare Program Management
- Program Planning & Development
- Community Health Programs
- Strategic Planning & Marketing
- Project Management
- Academic Research & Evaluation
- Corporate Partnerships
- Graduate & Undergraduate Teaching
- Administrative Leadership
- Curriculum Development
- Experiential Learning
- Student Advising
- Student Professional Development
- Grant Applications
- Proposal Development
- Diversity Management
- Organizational Change

HIGHLIGHTS

☑ Proven performance in **administrative leadership**, having contributed to winning CHAME accreditation, a 1st for an HBCU at the graduate level; and participated on faculty team for AUPHA recertification.

☑ Drive **program development and management** to create and serve a healthy community. Implemented $1M Journey To Wellness initiative, engaging 17 community partners and 21 churches in health education programs. Steered launch of Healthcare For The Homeless program, in partnership with Detroit Agency on Aging and AARP.

☑ Certified in **diversity management**. Implemented all-encompassing diversity initiatives impacting an entire health system. Collaborated with President/CEO, and Chief Diversity Officer to incorporate diversity into policies and programming. Instrumentally contributed to Henry Ford Health System winning its 1st Diversity, Inc. award.

EXPERIENCE IN ACADEMIA

FLORIDA AGRICULTURE & MECHANICAL UNIVERSITY (FLORIDA A&M) | Tallahassee, FL **2018 to Present**

Only public, historically Black land-grant university in FL; 3rd-largest historically Black university in US, serving 10,000 students.

Assistant Professor, Division of Health Care Management: Provide direct classroom instruction in undergraduate and graduate health care management courses: Strategic Planning & Marketing, Quality Improvement, Case Analysis, Human Resources, Organizational Theory, and Capstone. Lead students in experiential learning. Hold 1:1 sessions with students every week.

- Created quality improvement lab assignment for students to formulate detailed quality improvement proposals impacting a process or procedure in their workplace.
- Enhanced professional development activities for students, by raising number and caliber of professional speakers visiting campus and identifying high-impact professional networking events.
- Integrally contributed to faculty team that achieved CAHME accreditation, garnering the only such accreditation nationwide, constituting a 1st for an HBCU at the graduate level.
- Participate on faculty team for AUPHA recertification, by writing 13 of the 26 sections of recertification document and collaborating with division director to ensure other faculty are writing their assigned sections.

Undergraduate Program Coordinator **2019**
Graduate Program Coordinator **2023**
Hand-selected for this administrative leadership role, largely due to 30+ years of experience in the field. In addition to teaching at undergraduate and graduate levels, provided academic and administrative guidance to students in Health Services Administration and seamless BS to MS program. Integrally guided strategic planning for accreditation, regulatory, and instructional components of program, and formulate program policy and procedure.

Graduate Admissions Coordinator **2023**
Review Master in Health Administration applications and select applicants for panel interviews according to Program criteria. Oversee the scoring process from faculty. Notify applicants of acceptance into the Program. Manage new MHA student onboarding.

SERVICE

University

- University committees including Big Bend-FAMU-FSU IPE, Oversight Committee; and Pharmacy IPE. Title IX and Student Conduct hearing panels. Volunteered at the COVID testing site with members of the Student Health Care Management Association and FAMU Developmental Research School. Facilitation a Ghana art donation to Meek Eaton Black Archives.
- School of Allied Health Sciences committees including Curriculum, International Planning, Research/Scholarship Productivity, Social, Grievance, Recruitment, Faculty Orientation, and Search Committee for Divisions of Health Science and Health Care Management. As a member of the International Planning committee I collaborated with an Andrew W. Mellon Foundation-funded partnership between African Studies Center at Michigan State University and the Stellenbosch University Museum at Stellenbosch University to provide international opportunities to The Division of Health Care Management undergraduate and graduate students during COVID.
- Division of Health Care Management Committees Serve as Faculty Adviser to the undergraduate Student Health Care Management Association, Graduate Student Association in Health Administration, and Epsilon Phi Delta Honor Society; Mentorship Program Coordinator, and Chair the Graduate Student Academic Progression for the MHA Program.

Community

- Medicare Counselor, Area Agency on Aging, Tallahassee, FL
- League of Women Voters Tallahassee, Healthcare Committee
- McClay School, Black History Program, panel participant
- Ronald McDonald House with members of the Student Health Care Management Association
- Jack and Jill, Inc., Tallahassee Chapter with members of the Student Health Care Management Association and the Graduate Association in Health Administration

Profession

- Manuscript Reviewer
  - *Internet Journal of Allied Health Sciences (2024)*
  - *Journal of Health Administration Education* (2021)
- Book Reviewer, Douglas, R. Monograph: The Evolution of the US Healthcare System - A Legacy of Opportunism and Greed in High Places. Cambridge Scholars Publishing (2022)
- Book Chapter Reviewer, IGI-Global (2023)
- Association of University Program in Health Administration
  - Assistant Certification Reviewer (2020)
  - Certification Reviewer (2022)
  - Trends in Healthcare Administration Committee (2021)
  - Practitioner Scholar Faculty Forum (2021 – Present)
- National Association of Health Services Executives, Florida Chapter, Tallahassee Leadership Team (continuous)
- American College of Healthcare Executives, Florida Chapter, Member-At-Large (continuous)

EASTERN MICHIGAN UNIVERSITY | Ypsilanti, MI **2011 to 2018**

2nd-oldest public university in Michigan, with a strategic focus on equity and inclusion, currently serving 15,000+ students.

Lecturer II, Health Administration Program: Taught 60 undergraduate and graduate courses, on campus and online, and oversaw undergraduate research for honors program and undergraduate symposium. Advised 300-400 undergraduate and graduate health administration students. Served as faculty advisor for health administration student organization. Managed internship program for 135+ students .Reviewed 60 applications for admission into graduate program.

UNIVERSITY OF PHOENIX | Ypsilanti, MI **2004 to 2011**

For-profit university committed to providing working adults with educational options at 200+ locations and online worldwide.

Adjunct Faculty, Health Sciences: Taught 48 undergraduate classes, including Health Care Management and Cultural Diversity, to approximately 200 students.

COURSES TAUGHT

Florida Agricultural & Mechanical University

Undergraduate
- HSA3140 - Health Care Strategy & Marketing
- HSA3180 - Health Care Management Theory & Practice

Graduate
- HSA6118 - Organizational Theory & Behavioral Health
- HSA6149 - Health Care Planning & Marketing
- HSA6938 - Capstone
- HSA6342 - Leadership and Human Resources Management in Health Care
- HSA6385 - Quality Improvement in Health Care
- HSA6388 - Management Skill Development & Application

Eastern Michigan University

Undergraduate
- HLAD305 - U.S. Health Care System
- HLAD307 - Communication Effectiveness in Health Administration
- HLAD308 Ethical Dimensions in Health Care Delivery
- HLAD310 - Administration of Health Care Organizations
- HLAD311 - Management of Health Services
- HLAD312 - Health Personnel Management and Development
- HLAD315 - Research Methods and Data Analysis in Health Sciences
- HLAD416 - Health Planning
- HLAD420 - Health Insurance and Reimbursement
- HLAD425 - Decision Making for Health Administration (Capstone)
- HLAD488 - Internship

Graduate
- HLAD520 - Healthcare Management Theory

University of Phoenix – Michigan satellites

Undergraduate
- Healthcare Communication Strategies
- HCS457 - Public and Community Health
- HCS430 - Legal Issues in Healthcare: Regulation & Compliance
- HCS446 - Facility Planning
- HCS455 - Healthcare Policy: The Past and the Future
- Cultural Diversity
- HCS499 - Healthcare Strategy Capstone
- Statistical Applications
- HCS380 - Healthcare Financial Accounting
- HCS 451 - Healthcare Quality Management & Outcomes Analysis
- Health Law & Ethics

EXPERIENCE IN HEALTH ADMINISTRATION

HENRY FORD HEALTH SYSTEM | Detroit, MI **1993 to 2010**

Not-for-profit integrated healthcare system providing acute, specialty, primary, and preventive care services to 3.3 million patients annually. With 31,600 employees, among the largest and most diverse employers in metro Detroit. $8.5M net revenue.

Director of Community Engagement (2009 to 2010): Advanced to this role to strategically guide 30+ nonprofits, faith-based organizations, local government, healthcare systems, health-related industries, and academia throughout the community in initiatives to create, support, and serve a healthy community. Innovated programming that advanced the primary goal while positioning Henry Ford as responsible corporate citizen.

- Designed, developed, and implemented $1M Journey to Wellness initiative, engaging 17 community partners and 21 churches in health education programs related to Henry Ford's core health care services.
  - Structured 9-week program to assess individuals' health goals and presented education addressing top diseases and conditions avoidable yet prevalent in African-American community.
  - Culminated with health fair inviting participants to have nutrition, stress management, and cardiovascular risk factors evaluated, and celebrated those who had improved towards their health goals
  - Journey To Wellness was featured at the 2006 International Coaching Federation Annual Conference, St. Louis, MO. Program also Received the Henry Ford Health System Focus on People award, 2005.

Director of Organization & Community Partnerships (2004 to 2009): In Office of System Diversity, conceptualized, planned, and executed all-encompassing diversity initiatives. Collaborated with President, CEO, and Chief Diversity Officer to incorporate diversity into policies and programming. Communicated with leaders regarding their vision for how their specific diversity needs realized would actually manifest in the organization. Scope also encompassed leading task force on organizational change. Also, cultivated corporate-community partnerships to marshal and leverage community resources.

- Directed task force in 1st-of-its-kind initiative for Henry Ford to collect race, ethnicity, primary language, and religion data, deepening organizational knowledge regarding the population being served.
  - Piloted project and leveraged data for future development of relevant health care programs and services, and optimize clinical provider mix to reflect the community.
  - Partnered with IT and HR to establish infrastructure to effectively track data, providing transparency to director-level decision makers across the health care system, and improving both the employee and patient experience.
- Instrumentally contributed to Henry Ford winning its 1st Diversity, Inc. award, in recognition of the health care system's initiatives impacting diversity, equity, and inclusion.
- Orchestrated system-wide fundraising initiative in which 200+ employees participated with UNCF to raise more than $44K to support 39 HBCUs.
- Provided technical assistance to church pastor within Progressive Baptist Church convention who had vision to provide health care services to community.
  - Completed community assessment, identified 5 church partners, and outlined criteria to purchase building for health care center.
  - Designed healthcare model for their site to serve residents in depressed area of east side of Detroit.

Research Associate Supervisor (2002 to 2004): Coordinated research leading to grant awards of nearly $42M. Oversaw 6 research staff and students, which involved developing production schedules, monitoring data collection and entry, defining QA guidelines, and verifying product delivery.

- Directed innovative $5M project to coordinate 13 school-based health systems, allowing them to bill for services.
- Integrally contributed to establishing Healthcare for The Homeless program, building collaborative relationships with Voices of Detroit to establish medical home for indigent individuals who otherwise sought ER treatment.
  - Formulated hospital's charity care policy.
  - Strengthened referral relationships with Cabrini Clinic and local health department.
  - Henry Ford also launched another medical center on the east side of Detroit, to relieve pressure on the ER.
  - Program also provided for evaluation of health care safety net systems to support Federally Qualified Health centers (FQHC).
- Orchestrated Perceptions of Chest Pain Differ by Race project that evolved ER triage processes for African- Americans presenting gastro complications, which could be indicative of cardiac arrest.
  - Led medical residents and nursing students in research initiative to understand why African-American heart attack patients experienced poorer health care outcomes.
  - Translated research findings into operations. Conferred with ER clinicians and hospital leadership, and presented the data to inform their decision making on how to optimally modify triage practices to reduce negative outcomes.

Senior Project Coordinator (1993 to 2002): Directed medical residents and nursing students conducting comprehensive national and local research studies on diverse populations, with the primary objective of providing leadership with ethnic group

data to support data-driven strategies to improve healthcare system performance. Interfaced with 3 advisory panels (Hawaii, New Mexico, and US) comprised of community leaders and technical experts.

- Formulated Minority Report Card specifying 5-year historical data indicating African-American patients' treatment outcomes for asthma, diabetes, and prostate cancer.
- Research into Health Alliance Plan (HAP) HEDIS rates by race noted disparities, which led to implementing program to improve breast cancer screening rates for African-American women. HAP subsequently garnered NCQA Quality Assurance Award.

EDUCATION

Ph.D., Educational Leadership | Eastern Michigan University 2019
Graduate Certificate, Community Medicine Research and Evaluation | Wayne State University 2000
Master of Science, Health Services Administration | Central Michigan University 1986
Bachelor of Science, Speech Therapy & Audiology | University of Michigan 1978

PROFESSIONAL DEVELOPMENT

Certificate, Social Problems with Human-centered Integrative Design | Stanford University 2023
Association of College and University Educators (ACUE) 2022
National Center for Faculty Development and Diversity (NCFDD) 2022
Certification, Diversity Management | Cornell University 2009
Multicultural Leadership Series | New Detroit, Inc. 2007

COMMUNITY PROJECTS

DETROIT FAMILY CAREGIVERS' PROJECT | Detroit, MI **Mar 2021 to Present**

Integrally contributed to privately-funded $230K Caregiving, Healing & Living Well program, a multi-phase project to train and support 100 culturally-competent church congregants from across Detroit religious community to serve as liaisons, advocates, and resources for caregiver health and wellbeing. Comprehensive program features training, workshops, and materials for participants. Structured focus group process for Institutional Review Board. Cultivated partnerships with Detroit Agency on Aging and AARP.

ASCENSION HEALTH SYSTEM | Detroit, MI **2010 to 2012**

Integrally led design and implementation of $2M Enterprising Health initiative, a business accelerator and competition for social entrepreneurs, featuring innovative solutions to improve health in Detroit and surrounding communities. Initiative garnered 200 participants across 48 businesses; 13 were selected for proof-of-concept funding; 4 were selected for development funding. Merited award from Crain's Detroit Business.

AFFILIATIONS

American College of Healthcare Executives
National Association of Health Services Executives
Association of University Programs in Health Administration
National Society of Allied Health

AWARDS

Teacher of the Year nomination 2022
Kappa Delta Pi International Honor Society in Education 2017
Thank-A-Teacher 2017
Cornerstone Award, Multicultural Affairs, Eastern Michigan University 2014, 2015
Warren Endowment Scholarship 2013
YMCA of Metropolitan Detroit, Commendable Service 2007

GRANTS

Title: *A Collaborative Approach to Address Food Insecurity in Older Minority Adults in Leon County*
Dates: May 2021 to present
Agency: U54 Research Centers in Minority Institutions (RCMI) Investigator Developmental Core (IDC)
Amount: $30K
Role: Co-Principal Investigator

Title: *Truth & Reconciliation of Dearborn History: How It Impacts Community Safety Today*
Dates: November 2021 – August 2022
Agency: Community Policing Innovations Fund
Amount: $50K technical and $20K planning grant
Role: Principal Investigator

ONGOING RESEARCH

Crowther, V., **Green-Weir, R.R**., Moton, B. (2020). *A Collaborative Approach to Address Food Insecurity in Older Minority Adults in Leon County.* Florida Agricultural and Mechanical University, Tallahassee, FL, $30K U54 grant.

WORKS IN PROGRESS

Green-Weir, R. R. *Faith, Care, and Community: The Black Church's Role in Family Caregiving.*

Crowther, V.B., Scott, A., Farmer, E., **Green-Weir, R. R.,** Woodley, P., Weatherspoon, M., Audi, G., Gray, K., Mathis, A. *Navigating the Transition: Understanding Readiness for Health Insurance Among College-Age Adults*

Jones, J., Crowther, V. B., Davis Weaver, J. A., **Green-Weir, R. R.,** Moton, B. A., Simmons, M.V., Alexander, A., Weatherspoon, M., Nash, B. *Applying a Self-Efficacy Intervention to Food Insecurity in a North Florida County.*

JOURNALS

Crowther, V.B., Shaw-Johnson, C., **Green-Weir, R**., Woodley, P., Weatherspoon, M., Farmer, E., Mathis, A. Unveiling Patient Satisfaction: Exploring Demographics, Interactions, and Health-Seeking Behavior. *Patient Experience Journal.*

Crowther, V. B., Davis Weaver, J. A., **Green-Weir, R. R.,** Moton, B. A., Simmons, M.V., Alexander, A., Weatherspoon, M., Nash, B., Jones, J., & Robinson, C. (2024, January). Understanding Food Insecurity among Community-Based Older Adults. *Gerontology and Geriatric Medicine*. https://doi.org/10.1177/23337214231221328

Green-Weir, R.R., Anderson, D., Carpenter, R. (2022 March). Health administrators go beyond the Healthcare Leadership Alliance in soft skills competencies. *Internet Journal of Allied Health Sciences and Practices, 20*(2), Article 16. https://doi.org/10.46743/1540-580X/2022.2149

Green-Weir, R. R., Anderson, D., Carpenter, R. (2021). Impact of instructional practices on soft-skill competencies. *Research in Higher Education Journal*, 40. Research in Higher Education Journal (aabri.com) .

Klinger, D., **Green-Weir, R. R**., Nerenz, D., Havastad, S., Roseman, H., Cetner, L., Shah, S., Wimbush, F., & Borzak, S. (2002 July). Perceptions of chest pain differ by race. *American Heart Journal*, 144, 51-19.

Nerenz, D., Gunter M.J., Garcia, M., **Green-Weir, R. R**., Wisdom, K., & Joseph, C. (2002 June). Developing a health plan report card on quality of care for minority populations. *The Commonwealth Fund*.

Nerenz, D., Bonham, V., **Green-Weir, R. R**., Gunter, M., & Garcia, M. (2002 May/June). Eliminating disparities in health care: Health plans' use of race/ethnicity data for reporting and quality improvement. *Health Affairs*, *21*(3), 259-263.

Zajac, B.M., **Green-Weir, R. R.**, Nerenz, D. (1995). Health status of populations as a measure of health system performance. *Managed Care Quarterly*, *3*(1), 29-38.

Book Chapters

Green-Weir, R. R. (2024). The Invisible MENA Population in Dearborn, Michigan: Diversity-Blind Police Traffic and Arrest Data. In Bush, C. L. & Matthews, J. (Eds.). *Building Trust, Effective Communication, and Transparency Between Police and Community Members* (pp. 122-147) . IGI-Global.

Green-Weir, R.R., Stevenson, T.N. (2014). Healthy decisions and unintended consequences: Implications of the Patient Protection and Affordable Care Act (ACA) for higher education. In Zamani-Gallaher, E.M. (Ed.) *The Obama Administration and Educational Reform* (pp. 337-351). Emerald Group Publishing Limited

Green-Weir, R. R. (1996). Hospital Utilization. In Assessing Performance of Integrated Delivery Systems: Analyzing Indicators and Reporting Results (Vol. 5). Medical Outcomes and Practice Guidelines Library. Faulkner & Gray.

Green-Weir, R. R., Nerenz, D., Zajac, B.M. (1996). Survey indicator results-populations health, satisfaction, and health behavior. In Assessing performance of integrated delivery systems: Analyzing indicators and reporting results (Vol.5). Medical Outcomes and Practice Guidelines Library. Faulkner & Gray.

Scholarly Activity

Casciani, S., **Green-Weir, R. R**. (n.d.). Curriculum and Competencies. In *AUPHA Practitioner Scholar Guide* (pp. 23-25). Association of University Programs in Health Administration.

Elswick, S., Green-Weir, R. R. (n.d.). Connecting the Real World of Practice to Academia. In *AUPHA Practitioner Scholar Guide* (pp. 29-32). Association of University Programs in Health Administration.

Douglass, R. L., **Green-Weir, R. R**. (2020, December). *Who should police scholarly publication integrity?* [Commentary]. *African Journal of Food, Agriculture, Nutrition and Development,* 20(8).

Green-Weir, R.R. (2020). *From College to Career: Do You Know How to Behave? Impact of Instructional Practices on Soft Skill Competencies* (Doctoral dissertation). Available from ProQuest Dissertations and Theses database. https://commons.emich.edu/theses/1056/

Presentations & Posters

Hubbard, M. F., **Green-Weir**, R. R. (2025 April). *Living our legacies: Care, caring, and caregiving*. Presentation at the American Society of Aging, On Aging 2025 Conference, Orlando, FL.

Green-Weir, R. R. (2025 March). *Civility + essential soft skills + professionalism = workplace success*. Presentation at the National Society of Allied Health Annual Conference and Meeting, Norfolk, VA.

Green-Weir, R. R., Fisher, D., Buckley, J. (2024 June). *Insights & Best Practices for Engaging Practitioner Scholars in Healthcare Administration Curriculum*. Presentation at the Association of University Programs in Health Administration Annual Meeting, Tampa, FL.

Green-Weir, R. R. (2024, March 21-24). *Transition to the Workplace is different for HBCU Students*. Presentation at the National Society of Allied Health Annual Conference and Meeting, the Social Determinants of Health: Impact on Underrepresented and Disadvantaged Communities, Howard University, Washington, DC.

Crowther, V.B., Davis Weaver, J. A. **Green-Weir, R. R.**, Moton, B.A., Simmons, M.V., Alexander, A.K., Weatherspoon, M.A., Nash, B., Jones, J. & Robinson, C. (2023, April, 12 & 13). *Exploring the Dimensions of Food Insecurity Among Older Adults* [poster]. Research Centers in Minority Institutions Consortium National Conference. Bethesda Marriott Hotel, Bethesda, MA.

Crowther, V.B., Weaver, J.D., **Green-Weir, R. R**., Moton, B.A. (2023, March 30 – April 1). *Exploring Food Insecurity Using a Multi-Dimensional Approach*. National Society of Allied Health Annual Conference and Meeting, The Future of the Allied Health Professional Workforce, Alabama State University, Montgomery, AL.

Green-Weir, R. R. (2023, March 30 – April 1). *From College to Career Do You Know How to Behave?* National Society of Allied Health Annual Conference and Meeting, Alabama State University, Montgomery, AL.

Crowther, V.B., Davis Weaver, J. A., **Green-Weir, R. R**., Moton, B.A., Simmons, M.V., Alexander, A.K., Weatherspoon, M.A., Nash, B., Jones, J. & Robinson, C. (2023, February 23 & 24). *Exploring Food Insecurity Using a Multi-Dimensional Approach* [poster]. 16th Health Disparities Conference. Xavier University of Louisiana, New Orleans, LA.

Green-Weir, R. R., Bogan, Y. (2022, June 16). *Truth and reconciliation of Dearborn's history: How it impacts community safety today* [Preliminary Report]. Truth and Reconciliation Community Forum Pre-Meeting, Dearborn, MI.

Green-Weir, R. R., Davis, S., Buckley, J., & P. Grusenmeyer (2022, June 7). *Leveraging practitioner faculty to foster innovation in healthcare management education*. Presentation at the Association of University Programs in Health Administration Annual Meeting, Salt Lake City, UT.

Green-Weir, R. R., Crowther, C., Moton, B. (2022, May 10). *Examining Food Insecurities Among Elderly Minorities in Leon* County. Poster session presented at the American Hospital Association Health Equity Conference, Cleveland, OH.

Green-Weir, R.R. (2020, July). Whose team is it anyway? Virtual presenter for the Association of University Programs in Health Administration Annual Meeting, Salt Lake City, UT.

Green-Weir, R. R. (2020, March). Health Administration needs HIIM. Virtual presenter for the Association of University Programs in Health Administration Academic Forum, HMSS20 Global Health Conference & Exhibition, Orlando, FL.

Green-Weir, R. R. (2019, October). Attitudes, behaviors, and values of soft skills for career success. Presenter at the Association of University Programs in Health Administration Undergraduate Workshop, Winston-Salem, NC.

Green-Weir, R. R. (2019, October). Problem-based learning in interprofessional education: An innovative approach. Presenter at the Association of Schools of Allied Health Professions Annual Conference, Charleston, SC.

Green-Weir, R. R. (2019, October). Respond or not respond to microaggressions. National Association of Health Services Executives 34th Annual Educational Conference. Presenter at the Young Professional Development Forum, Washington, DC.

Green-Weir, R.R. (2019, June). Collaboration between a Health Administration class, a hospital & urban agriculture. Presenter at the AUPHA Annual Meeting, New Orleans, LA.

Green-Weir, R.R. (2018, October). From college to career: Do you know how behave? Presenter at the Association of University Programs in Health Administration Undergraduate Workshop, Orlando, FL.

Green-Weir, R.R. (2016, October). Health Administration skill set for Ghana health administrators. Presenter at the Global Health Showcase Conference, Grand Valley State University, Grand Rapids, MI.

Mihalko, B., **Green-Weir, R.R.,** Shetron-Rama, L. (2015 October). An innovative approach to engage students in problem-based inter professional learning. Presenter at the Lilly Conference, Traverse City, MI.

Green-Weir, R. R. (2013 October). How will the patient protection Affordable Care Act reduce the numbers of medical indigence? Panel presenter at Eastern Michigan University & AARP Teach-In, St. Joseph Mercy Ann Arbor, Ypsilanti, MI.

Green-Weir, R. R. (2011 March). Rock your competencies, National Association of African Americans in Human Resources – Detroit Affiliate Special Meeting, Henry Ford Health System Corporate Offices, Detroit, MI.

Green-Weir, R. R. (2009 September). Your Journey to Wellness: Designing a faith-based vs. a faith-placed initiative. Poster presented at Health Ministries Association Michigan Chapter Regional Conference, Sterling Heights, MI.

Hubbard, M., **Green-Weir, R. R**. (2006 November). Quantum thinking for quantum results in wellness promotion. Poster presented at International Coach Federation Fourth Annual Research Symposium, St. Louis, MO.

Nerenz, D., **Green-Weir, R. R**. (2001 November). Identifying disparities in care: The role of performance measurement. American Association of Health Plans, Philadelphia, PA.

Nerenz, D., **Green-Weir, R. R**. (2000 April). Report card on health care for minority populations. Poster presented at HMO Research Network Conference, Atlanta, GA.

Chesney, J., **Green-Weir, R. R**. (1999 June). School-based health care – cost effectiveness and public policy implications. Associations for Health Services Research, Chicago, IL.

Chesney, J., **Green-Weir, R. R**. (1999 June). School-based health care – cost effectiveness and public policy implications. National Association for School-Based Health Care, Washington, DC.

Chesney, J., Green-Weir, R. R. (1998 November). School-based health care – cost effectiveness and public policy implications. American Evaluation Association, Chicago, IL.

Chesney, J., Green-Weir, R. R. (1997 April). School-based health care – cost effectiveness and public policy implications. Greater Detroit Area Health Council, University of Detroit Mercy.

INVITED PRESENTATIONS

Hubbard, M.F., **Green-Weir, R.R**. (2024, August 12). Compassionate Care. Emergent Week. Ecumenical Theological Seminary. Detroit, MI

Green-Weir, R.R. (2022, September). A Discussion on Civil Discourse. Student Forum. Florida Agricultural and Mechanical University, School of Allied Health Sciences. Tallahassee, FL.

Green-Weir, R. R. (annual guest presenter since spring 2020.) Necessary Essential Soft Skills for Early Careerists. Eastern Michigan University, College of Health & Human Services. Ypsilanti. MI.

Green-Weir, R.R. (2016, 2017). Health disparities and the role of Health Administration. Guest Lecturer, Introduction to Health Professions, Eastern Michigan University, Ypsilanti, MI.

Green-Weir, R. R. (2021, June 10). *Trends in your resume and cover letter*. Presentation for the National Association of Health Services Executives, Florida Chapter, Starz Development Program, Career Expo Career Tips: Get the Interview.

Green-Weir, R.R. (2017, March). A seat at the table. Panelist at the Women of Color Leadership Conference. Eastern Michigan University, Ypsilanti, MI.

Green-Weir, R.R. (2015 September). HIPAA who, HIPAA what, HIPAA where, HIPAA when, HIPAA why, HIPAA wow? Guest Lecturer, Clinical Research, Eastern Michigan University, Ypsilanti, MI.

Green-Weir, R. R. (2013 September). Healthy food access for health systems, Student poster presented at FoodPlus Detroit 2013 Convening, Detroit, MI.

Green-Weir, R. R. (2011, 2012 October). Race, diversity & culture and its role in health, healthcare, and Health Administration, Milan High School, Milan, MI.

Green-Weir, R. R. (2008 June). Defining your boundaries: What, so what, now what? Michigan Technical Academy High School Commencement, Redford, MI.

PAPERS

Green-Weir, R. R. (2009). *Does the chief diversity officer need to have a background in diversity?* Cornell University, School of Industrial & Labor Relations, Diversity Management Certification.

Reese-**Green**, R. R. (1986). *Effect of DRGs on the quality of care of hip replacement surgery* (Master's thesis). Central Michigan University.

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.

Applications will be discarded if no appointment is made after two years.

Name: Ms. Kim Grippa | **Date:** 3/11/2024 10:19:03 AM

Home Address:	3333 Sagee Place 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:	(386) 871-2973	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	kimgrippalaw@gmail.com	**How many years have you lived in Leon County?**	16

(EMPLOYMENT INFORMATION)

Employer:	Kimberly Grippa, PLLC	**Work Address:**	3333 Sagee Place Tallahassee, FL 32309
Occupation:	Attorney		
Work/Other Phone:	(386) 871-2973	**Work Email:**	kimgrippalaw@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: **Gender:** **Age:**

District: **Disabled?**

(RESUME AND REFERENCES)

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

Name:	Robin Hassler Thompson	**Name:**	
Address:	robin@surviveandthriveadvocacy.org	**Address:**	
Phone:	(850) 597-2080	**Phone:**	

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

Have you served on any previous Leon County committees?* *Yes*

If Yes, on what Committee(s) have you served? *Code Enforcement Board*

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

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

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

Signature: *Ms. Kim Grippa*

The application was electronically sent: 3/11/2024 10:19:03 AM

KIMBERLY A. GRIPPA

www.linkedin.com/in/kim-grippa-b0561a19 | kimgrippalaw@gmail.com | (386) 871–2973

Attorney and mediator with extensive experience in negotiating, drafting, and managing contracts in the private, public, and nonprofit sectors. Skilled manager with demonstrated success in operational efficiency, project management, and building relationships with cross-functional teams to drive business growth.

EXPERIENCE

KIMBERLY GRIPPA, PLLC, Tallahassee, FL — May 2023 — present
Attorney/Mediator — January 2020 – February 2022
Provide advisory, mediation, and legal services to corporate clients in the insurance, transportation, and food manufacturing industries.

- Serve as outside general counsel to RYZE Claim Solutions, a multi–state corporation that provides claims management and insurance adjusting services
- Draft employment contracts, responses to requests for proposal, commercial leases, vendor services agreements, nondisclosure and noncompete agreements, and settlement agreements
- Advise senior executives on employee hiring, termination, and disciplinary matters as well as state and federal regulatory matters
- Oversee litigation and arbitration on breach of contract and employment discrimination claims

INSTITUTE FOR NONPROFIT INNOVATION & EXCELLENCE, Tallahassee, FL
Management Consultant — August 2023 – December 2023
Advised Board of Directors on capacity building strategies and managed existing training contracts and government grants.
Executive Director — February 2022 – April 2023
Managed all operational aspects of membership organization with a mission to strengthen the capacity and impact of the nonprofit sector through education, collaboration, and advocacy.

- Secured an unprecedented amount of contract training dollars in my first year
- Negotiated, drafted, and managed government contracts and grants
- Selected by the Children's Services Council through a competitive Invitation to Negotiate process to design and implement customized Technical Assistance Plans for a pool of five hundred plus potential funding applicants
- Exceeded membership enrollment goals by sixteen percent
- Developed a strategic plan and budget and handled all accounting, human resource, marketing, and legal functions

SHINE NOW, INC., Tallahassee, FL
President & Founder — August 2019 — March 2024
Leveraged combined business and legal expertise to found and foster growth of a nonprofit organization dedicated to identifying key issues and implementing solutions in the form of advocacy, education, and empowerment initiatives to surmount the barriers that hinder the success of women in the workforce.

- Guided the start–up through an extensive advance planning stage to select a name, incorporate, secure 501(c)(3) tax exempt status, create a brand image, develop an online presence, and gain optimal public exposure by strategically timing the launch for the first day of International Women's Week
- Spearheaded a campaign to recruit and select members to form an inclusive Board of Directors committed to championing workplace equity for women in all segments of our society
- Designed a survey on LinkedIn to identify constituent needs, compile data, auto–tabulate input, and welcome participants as partners in charting strategic direction
- Implemented mentoring initiatives to meet this need identified by women in the LinkedIn survey

DAYTONA STATE COLLEGE (DSC), Daytona Beach, FL — July 2010 — June 2019
Senior Professor (2015-2019)
Department Chair, School of Business Administration (2015-2018)
Lead Instructor, Business Law (2010-2019)

Selected through a competitive interview process to manage one of DSC's largest academic programs as Department Chair. Shaped this new leadership position created as part of an organizational restructuring that merged one Associate Vice President and two Department Chair positions into a centralized authority holding administrative responsibility for seventeen four–year degree, two–year degree, and certificate programs.

- Received the Moving the Needle Award (Fall 2017) in recognition of leading the most successful department in retention and enrollment initiatives
- Assessed personnel needs and defined job criteria to optimize quality in recruiting, interviewing, hiring, evaluating, and developing full–time faculty, adjunct faculty, staff members, and student employees
- Conducted Institutional Program Reviews, Annual Assessments of Student Learning, and Academic Unit Reviews to measure outcomes and improve performance
- Worked with senior staff to prepare Annual Plans, Five–Year Plans, Recruitment Plans, and Marketing Plans with methods to measure progress toward goals
- Collaborated across disciplines by serving on college-wide committees including the Technology Advisory Board, Teaching and Learning Committee, General Education Committee, and the Healthcare Task Force
- Presented at an international conference on "Disciplinary Boundaries and Skill Development in the Digital Classroom"
- Served as Lead Instructor for the Business Law curriculum and taught courses in the bachelor's degree program

DAYTONA STATE COLLEGE, Daytona Beach, FL June 2009— June 2010
Legal Counsel

- Successfully renegotiated and drafted all contracts pertaining to the college's self-insured health insurance plan
- Drafted academic affiliation agreements and contracts for vendor services
- Advised the Board of Trustees on parliamentary procedure, the Sunshine Law, and development of campus facilities

COLLEGE OF LAW, FLORIDA STATE UNIVERSITY, Tallahassee, FL Academic Years 2001, 2002, and 2004
Faculty Member – Legal Writing & Research

DEPARTMENT OF STATE, STATE OF FLORIDA, Tallahassee, FL January 1999 — July 2001
Senior Cabinet Aide & Legal Counsel

HOPPING, GREEN & SAMS, P.A., Tallahassee, FL September 1995 — January 1999
Law Clerk and Associate Attorney

EDUCATION

FLORIDA STATE UNIVERSITY, Tallahassee, FL
Juris Doctor*, *with honors

STATE UNIVERSITY OF NEW YORK AT ALBANY, Albany, NY
Bachelor of Science* in *Business Administration*, *with highest honors

LICENSES & CERTIFICATIONS

- Admitted to practice in Florida and Federal District Courts
- Florida Supreme Court Certified Circuit Court Mediator 2015-2023

PUBLICATIONS

- Malley, Paul & Grippa, Kim (2022, March 27). "Harvard professor lights a fire for Tallahassee nonprofits." / Notes on Nonprofits. *The Tallahassee Democrat*.
- Matthews, Frank E. & Grippa, Kimberly (1998), "Book Review: Wetlands Mitigation: Mitigation Banking and Other Strategies for Development and Compliance," *Florida State University Journal of Land Use and Environmental Law*: *Vol. 13: No. 2, Article 6*.

COMMUNITY INVOLVEMENT

- Florida Bar Association, *Member*
- Business Women's Impact Initiative, *Member*
- Institute for Nonprofit Innovation and Excellence, *Former Board Member*
- Guardian ad Litem, *Former Community Volunteer*
- Pro Se Litigant Committee (Judge David Beck), Volusia County, *Former Member*

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

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Applications will be discarded if no appointment is made after two years.

Name: Ms. Charlotte Morgan Hayes

Date: 2/5/2024 5:34:56 PM

Home Address: 1951 N Meridian Rd
Apt 61
Tallahassee, FL 32303

Home Phone: (248) 225-3555

Primary Email: charlottemh96@gmail.com

Do you live in Leon County?	Yes
Do you live within the City limits?	Yes
Do you own property in Leon County?	No
Do you own property in the Tallahassee City Limits?	No
How many years have you lived in Leon County?	5

(EMPLOYMENT INFORMATION)

Employer: Florida State University College of Social Work

Occupation: Academic Program Manager

Work/Other Phone: (850) 645-1321

Work Address: 296 Champions Way
University Center, Building C - Suite 2500,
Tallahassee, FL 32303

Work Email: chayes4@fsu.edu

(OPTIONAL)

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

Race: White **Gender:** F **Age:** 27

District: District III **Disabled?** No

(RESUME AND REFERENCES)

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

Name: Morgan Danyi-Burton

Address: 400 Lewis St.
Tallahassee, FL 32301

Phone: (513) 652-4850

Name: Dr. Annie Wofford

Address: 826 PINEY VILLAGE LOOP
TALLAHASSEE FL 32311

Phone: (913) 961-0165

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

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

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

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

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

Signature: *Ms. Charlotte Morgan Hayes*

The application was electronically sent: 2/5/2024 5:34:56 PM

Charlotte M. Hayes

She/Her/Hers
(248)-225-3555 | charlottemh96@gmail.com

JUNIOR LEAGUE OF TALLAHASSEE EXPERIENCE

June 2021 - Present

Management Team Assistant — June 2023 - Present

- Represented the Junior League of Tallahassee at the Organizational Development Institute (ODI) hosted by AJLI in November 2023.
- Collects monthly committee and council reports for the Management Team.
- Assists to maintain and monitor the JLT Annual Plan and provide updates to the Board of Directors.
- Develops an agenda for monthly Management Team meetings with the Executive Vice President.
- Creates birthday notes for all members of the Junior League of Tallahassee on behalf of the Management Team.
- Writes thank you notes to community partners and members on behalf of the Management Team.
- Assists the Board of Directors as necessary while the President's Assistant is on maternity leave.
- Co-developed the 2024 Golf Classic Sponsorship packet.
- Completes other duties as assigned by the Executive Vice President.

At-Large Representative 3, Board of Directors — May 2022 - May 2023

- Served as the liaison and spokesperson between the Board of Directors and New Members.
- Planned and executed three events focused on engaging members who joined during the COVID-19 pandemic.
- Developed a new chair leadership structure with other members of the Board of Directors.
- Increased membership knowledge of Annual and Strategic Plans.

Member, Ways and Means Committee — September 2021 - May 2022

- Reviewed Junior League materials on Digital Cheetah to ensure alignment with Diversity, Equity, Inclusion, and Belonging initiatives.

Member, Diversity Equity and Inclusion Committee — September 2021 - May 2022

- Contributed to Diversity, Equity, Inclusion, and Belonging Certificate planning.
- Participated in Growth Club training sessions.

ADDITIONAL VOLUNTEER EXPERIENCE

Gamma Phi Beta, Beta Mu Chapter

- Chapter Advisor — March 2022 - Present
  - Mentors and coaches executive board officers by leading educational conversations that prepare them to embrace the roles and responsibilities of leadership and develop in Gamma Phi Beta's member competencies.
  - Advises the executive board in planning and implementing the assigned programs in compliance with International Gamma Phi Beta guidelines and expectations as outlined in the Collegiate Operations Manual (COM) and chapter officer resources.
  - Encourage and reinforce chapter and officer success on a consistent basis by reading monthly officer reports and following up to determine best solutions and praise accomplishments.
  - Contributes to and fosters open communication throughout the chapter and facilitates resolutions by using strong conflict resolution skills and coaching collegiate members to do the same.
  - Hold the chapter accountable to setting and working toward goals that promote improved chapter operations or culture and completing the chapter operations expectations as outlined in Order of the Crescent.
  - Ensures officers understand and adhere to all International Gamma Phi Beta Policies and Procedures.
  - Engage in ongoing training and development by reviewing the resources outlined in the chapter advisor training curriculum, actively participating in quarterly regional chapter advisor training calls and attending REAL Leadership events, when applicable.
  - Recruit and appoint alumnae to the advisory board using available recruitment and update advisory board roster on Beta Base when an advisor assumes or resigns from an advisory board role.
  - Oversee the training and development of new advisory board members by ensuring they complete all assigned Fidelity online lessons and complementary training conversations with you and share and review all position-specific resources.

Journal of Women and Gender in Higher Education

- New Professional and Graduate Student Review Board — October 2023 - Present
  - Reviews 3-4 research articles annually that center on the gender-based experiences of students, faculty, and staff.

WORK EXPERIENCE

Academic Program Manager January 2023 - Present
Florida State University, College of Social Work

- Manages the College of Social Work (CSW) doctoral program including advising current and prospective students.
- Monitors academic progress of all Ph.D. students, including providing support to provisional admits and students on academic probation to ensure academic success
- Analyzes data for the college's internal and external evaluation needs.
- Develops and implements marketing and recruitment strategies for the CSW doctoral program.
- Researches and interprets department, college, and University policies to answer questions and aid in problem resolution.
- Facilitates registrar operations for the College of Social Work's Doctoral program.
- Partner with a variety of support service offices of Florida State University to connect students to the appropriate resources.

Development Coordinator October 2021 - January 2023
Florida State University, College of Education

- Coordinated the College of Education student scholarship program, including financial oversight and accounting of each foundation fund as it related to the scholarship program.
- Communicated with faculty committees on scholarship requirements and deadlines. Serves as a guide for faculty and students using the FS4U scholarship system.
- Facilitated event logistics for development events including, but not limited to, the annual scholarship breakfast, Distinguished Alumni Awards program, and the bi-annual Dean's Circle board meeting.
- Developed annual giving challenges including "Dual of the Schools," FSU's Great Give, and additional spark.fsu.edu campaigns.
- Analyzed and synthesized data from the Florida State University Foundation for development team meetings.
- Engaged with alumni through Project ElevatED, which included contacting school districts, producing mailing lists, and packing and mailing ElevatED materials to working teachers.
- Advised the Student Leadership Council (SLC), oversaw the SLC budget, and facilitated SLC meetings and events.

University Housing Conduct and Care Graduate Intern January 2021 - April 2021
Florida State University, University Housing

- Heard 2+ conduct cases per week as an individual Hearing Officer.
- Advised the 14-member Residential Conduct Board (RCB) once a week.
- Served as a member of the 9-person Conduct and Care workgroup, which plans and executes events which focus on improving the residential student experience and the Housing professional staff experience.
- Created RCB training and recruitment materials.

Advisor Training and Development Graduate Assistant August 2020 – April 2021
Florida State University, Advising First

- Facilitated conversations with students to declare a major and pick a career path.
- Managed a roster of 50 students using Student Central and Campus Connect.
- Identified at-risk students and highlighted opportunities and resources for academic improvement.
- Designed an advanced advisor training course on Canvas including information on inclusive advising, good versus great advising, and career advising.
- Researched trends and issues related to student support, referral resources, and information processing at a large decentralized Primarily White Institution (PWI).

EDUCATION

Doctor of Philosophy, Higher Education Expected April 2027
Florida State University: Tallahassee, FL
Research interests: Federal higher education policy; women in higher education; Title IX policy implementation; standardized test scores and student success; quantitative methods.

Master of Science, Higher Education April 2021
Florida State University: Tallahassee, FL

Bachelor of Arts in Foreign Languages December 2018
Major: Classical Studies, Minors: History and Geosciences
Virginia Tech: Blacksburg, VA

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

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Applications will be discarded if no appointment is made after two years.

Name: Dr. Stephanie C Kennedy | **Date:** 6/23/2024 3:41:06 PM

Home Address:	602 Terrace St Tallahassee, FL 32308	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 567-6987	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	stephaniekennedy789@gmail.com	**How many years have you lived in Leon County?**	24

(EMPLOYMENT INFORMATION)

Employer:	Council on Criminal Justice	**Work Address:**	700 Pennsylvania Ave SE Suite 2108, Washington,, DC 32308
Occupation:	Policy Director		
Work/Other Phone:		**Work Email:**	skennedy@councilоncj.org

(OPTIONAL)

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Race: White **Gender:** F **Age:** 47

District: District I **Disabled?** Yes

(RESUME AND REFERENCES)

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

Name:	Annelise Mennicke	**Name:**	Kim Branciforte
Address:	Charlotte, NC	**Address:**	Tallahassee, FL
Phone:	(352) 665-0465	**Phone:**	(203) 645-8662

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.

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

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

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

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

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

Signature: *Dr. Stephanie C Kennedy*

The application was electronically sent: 6/23/2024 3:41:06 PM

Stephanie C. Kennedy, PhD, MSW (she/her)

Contact

602 Terrace Street
Tallahassee, FL 32308
850-567-6987
stephaniekennedy789@gmail.com

Education

Florida State University
2016: Ph.D. Social Work
2011: Master of Social Work
1998: Bachelor of Arts-Art History

Key Skills

- Conducting rigorous, end-to-end policy-relevant research and evaluation projects
- Quantitative and qualitative data analysis expertise using primary and secondary data
- Data analysis and data visualization using SPSS, NVivo, Tableau, Infogram, Excel, and PowerPoint
- Distilling academic literature into recommendations and best practices
- Creating high-quality, accessible products under tight timelines
- Developing jargon-free and compelling narratives about complex concepts
- Quickly developing rapport and fostering positive relationships with individuals from diverse backgrounds, training, and life experiences
- Managing multiple, competing demands and meeting deadlines
- Excellent written and oral communication skills
- Mentoring and team-building
- Grant writing and editing

Objective

Dedicated and passionate leader and researcher engaged in energized, culturally inclusive team-based approaches to generate and scale data-driven criminal justice innovations. Process- and results-oriented social work scholar dedicated to using rigorous research and community-engaged approaches to catalyze equity-oriented policy and practice.

Professional Experience

5/2022 - Present
Policy Director • Council on Criminal Justice

- Lead the Policy and Research teams to develop and implement strategic, data-driven criminal justice policy initiatives
- Conduct extensive research and policy analysis and draft briefs, reports, and recommendations for external stakeholders
- Collaborate with external research partners to scope, shape, and disseminate research publications to a lay audience
- Provide expert guidance on complex policy issues and working group, task force, and commission management
- Represent the Council and its work to key stakeholder groups, funders, the media, and the public to promote policy objectives

8/2018 - 5/2022
Director of Research Dissemination • Institute for Justice Research and Development • Florida State University

- Led a team of 20 staff and Fellows and a 10-member Board composed of individuals who had experienced incarceration
- Led all dissemination to academics, policymakers, practitioners, the media, and the public; wrote and edited academic journal articles, implementation guides, practice briefs, and research reports
- Wrote or edited 32 federal and foundation grants

8/2016 - 8/2018
Assistant Professor • University of Connecticut

- Examined the intersection of trauma and criminal justice system contact for women; published eight academic journal articles
- Taught 10 courses; 94% of students rated my teaching 'excellent'
- Applied for eight federal and internal grants (six awarded)

8/2011 - 5/2016
Legacy Fellow • Florida State University

- Collected data in prisons; published six academic journal articles
- Performed data entry and analysis (quantitative and qualitative)

6/2006 - 1/2011
Academic Program Specialist • Florida State University

- Led a team of five to advise 1,800 undergraduate English majors
- Conducted orientations, outreach, advocacy, and crisis intervention
- Conducted major change, retention, and demographic trends analysis and course supply and demand analysis

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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. AUDREY KIDWELL | **Date:** 6/10/2025 4:10:18 PM

Home Address:	8291 Balmoral Drive Tallahassee, FL 32311	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(850) 443-4188	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	akidwell08@gmail.com	**How many years have you lived in Leon County?**	10

(EMPLOYMENT INFORMATION)

Employer:	Center for Disaster Philanthropy	**Work Address:**	
Occupation:	Grants Manager		
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:** F **Age:** 39

District: **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Adela Ghadimi	**Name:**	Paula DeBoles-Johnson
Address:	4386 Benchmark Trace Tallahassee, FL 32317	**Address:**	1421 Lola Drive Tallahassee, FL 32301
Phone:	(386) 383-8181	**Phone:**	(850) 339-3734

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?* *Yes*

If Yes, on what Committee(s) have you served? *Animal Services Advisory Board*

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

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

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

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

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

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

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

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

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

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

Signature: Ms. AUDREY KIDWELL

The application was electronically sent: 6/10/2025 4:10:18 PM

Audrey Kidwell

Tallahassee, FL | www.linkedin.com/in/Audrey-Kidwell | 850-443-4188 | Akidwell08@gmail.com

Community Engagement & Partnerships | Volunteer Management | Program Operations

- **Volunteer Management**
- **Project Management**
- **Program Management**
- **Fundraising**
- **Grant Management**
- **International Development**
- **Training & Development**
- **Presentations**
- **Community Partnerships**

PROFESSIONAL EXPERIENCE

Grants Manager March 2022- Present
Center for Disaster Philanthropy, Remote from Tallahassee, Florida

- Serve as the primary administrator for CDP's grantmaking system, Blackbaud Grantmaking (BBGM), managing system updates, integration with other tools, and providing technical support and training for all users.
- Oversee and optimize grantmaking workflows, ensuring data integrity, compliance, and effective collaboration across program, finance, and other departments to maintain accurate grants records and procedures.
- Contribute to organization-wide data analysis and reporting on grantee outcomes, support cross-functional needs, and stay informed about best practices in grants management.

Program and Projects Manager January 2020 – March 2022
Volunteer Generation Fund Manager December 2014 – January 2020
Volunteer Florida, Tallahassee, FL

- Manage and distribute 700K+ in federal grants; the Volunteer Generation Fund, by providing technical assistance, training, and monitoring to 24 sub grantees across Florida, to ensure high quality performance.
- Worked to increase number of organizations receiving Volunteer Generation Funds, from 15 to 24 in three years, expanding skills-based volunteerism.
- Conduct quality assurance reviews to provide assessment and identify technical assistance needs of sub grantees
- Assists in the development and implementation of requests for proposals and applications for federally funded programs and projects.
- Build and manage Blackbaud Grantmaking, an on-line grant management system and DocuSign, an online contracts management system used by all office programs.

Volunteer and Community Outreach Coordinator July 2013 –December 2014
William R. Butler Center for Service and Leadership, University of Miami, Coral Gables, FL

- Coordinated office volunteer programs and special events such as volunteer workshops, volunteer fairs, six University-wide days of service, and other related programs and events to educate students about volunteerism and leadership.
- Recruited, established, and maintained meaningful relationships with community organizations and the University of Miami through developing stronger volunteer opportunities, on-campus networking events, and management of database through OrgSync.com.
- Advised 20 student leadership and service organizations, advocacy groups, programming boards and steering committees affiliated with the Center that coordinate programs including Big Brothers Big Sisters, Habitat for Humanity, and Kids and Culture.
- Supervised and evaluated 5 student staff in office setting, developing goals and plans with student employees to maximize performance.
- Provided office support to the Assistant Director and Director for special projects and campus wide-wide programming efforts.

Community Partner and Volunteer Service Coordinator July 2012 – July 2013
William R. Butler Center for Service and Leadership Florida Campus Compact/AmeriCorps VISTA Volunteer, Coral Gables, FL

- Created Non-Profit Leadership Series, a year-long leadership series consisting of monthly meetings and development sessions for 25 current AmeriCorps VISTA members.
- Collaborated with university departments on various programs related to non-profit management and careers.
- Instrumental in the implementation and coordination of OrgSync on campus (an on-line engagement community).

- Educated university students on poverty and access to education issues through student organizations, programing boards, and office events.

Community Health Development Worker
U.S. Peace Corps, Burkina Faso, West Africa October 2008 – January 2012

- Organized regular health workshops and awareness-raising activities such as theatre presentations on health concerns including HIV/AIDS nutrition, malaria, family planning, and hygiene.
- Conducted 12-day nutrition-training program and follow-up with 10 mothers of malnourished children, focusing on preparation of enriched baby food using locally available resources. At six month follow up 9 children successfully gained weight, bringing them out of malnutrition range.
- Increased youth empowerment for 200+ school-aged children through tutoring and extracurricular activities such as weekly training on health, hygiene, life skills, and sports.
- Planned and managed trainings for 50 incoming volunteers in cross-cultural integration, health technical training, and community needs assessment.
- Developed and communicated monthly schedule of activities and supervision to 15 associations in region
- Organized capacity building activities for organization to realize extent of its capabilities.

EDUCATION

Master of Science in Education, (M.S. Ed)
Community and Social Change, University of Miami, Coral Gables, FL December 2013

Bachelor of Art, (BA)
Political Science and International Studies, University of Southern Indiana, Evansville, IN May 2008

PROFESSIONAL DEVELOPMENT & COMMUNITY LEADERSHIP

Peace Corps Tallahassee

- Member | January 2012 – Present
  - Affiliate group for the National Peace Corps Association
- Leadership Positions | January 2016 – Present
  - Membership Chair
    - Responsible for creating and implementing membership plan and collecting annual dues from members

Woodrun Meadows Neighborhood Association

- Leadership Position | January 2020 – Present
  - Secretary

Tallahassee/Leon County Animal Shelter Advisory Board

- Advisory Member | April 2018 – February 2023

Association of Leaders in Volunteer Engagement

- Member | January 2019 – Present
- Leadership Positions | January 2020 – December 2022
  - Vice President of Marketing
    - Lead a committee to create and implement annual plan for marketing, promote membership to increase local, state, and national presence.

Epsilon Sigma Alpha Membership Corporation

- Board Member | January 2017 – December 2022
- Leadership Position | January 2020 – December 2022
  - Board Chair
    - Assisted board in creating a Sustaining Membership program, resulting in new funding stream for organization

The SISGI Group Credential

- Participant | January 2021 – November 2021
  - Obtained skills to understand individual role in creating change on diversity, equity and inclusion issues
  - Learned diversity dimensions, anti-racism perspectives, inclusive language and pronoun use, and best practices and strategies to make programs more inclusive of diverse experiences

New Leaders Council Advisory Board

- Fellow | January 2016 – June 2016
  - Participated in a six-month training focusing on entrepreneurial goal setting, strategic communications, digital organizing, finance and fundraising, coalition building, public policy, and equity and inclusion
- Chapter Positions | July 2016 – June 2021
  - Advancement Chair
    - Managed annual fundraising, grants and in-kind contributions for chapter
    - Supported chapter to raise $20,000 - $24,000 dollars annually
  - Communications Chair
    - Responsible for NLC's local branding, communications, social network presence
    - Maintained and managed NLC Tallahassee's database EveryAction and Nation Builder

Interaction Institute for Social Change

- Participant | December 2013
  - Facilitation for Social Change Certificate

VISTA Blend

- Participant | April 2013
  - Resource Development: Fundraising & Grant Writing Certificate

Epsilon Sigma Alpha Service Organization

- Member | September 2004 – Present
- Chapter Positions | June 2005 – President
  - Collegiate and Community President, Vice President, Treasurer, Philanthropic Chair, Secretary, Educational Director, Ways & Means Chair, Social Chair, and Merchandise Chair

Peace Corps Peer Support and Diversity Network

- Participant | May 2009
  - Peer-support training, to support emotional needs of fellow volunteers in non-judgmental atmosphere by offering services and resource s to contribute to positive and healthy lifestyles

Peace Corps Training

- Participant | October 2008 – December 2008
  - Training in French, Moore (local African language), cross-cultural adaptation and integration
  - Education of community development philosophy, primary health care, and public health management

PRESENTATIONS

"Our Journey to Becoming Better Grantmakers" BBCON
Blackbaud, Seattle, WA, September 2024

"Recruiting and Placing Volunteers" Excellence in Volunteer Management Training
Volunteer Leon, Tallahassee, FL, January 2020

"Grants 101" Askew School of Public Administration and Policy
Florida State University, Tallahassee, FL, October 2019

"Attaching the Opioid Epidemic Through Service" ServiceUnites Conference
Points of Light, Atlanta, GA, June 2018

"Working with Difficult Volunteers" Annual Agency Conference
Second Harvest of the Big Bend, Tallahassee, FL, March 2018

"Impacting the Future for Young Men of Color" ServiceUnites Conference
Points of Light, Seattle, WA, June 2017

"My Brother's Keeper: Helping Our Youth of Tomorrow" FAVRM Annual Conference
Florida Association of Volunteer Resource Management, Tampa, FL November 2016

"Reflections on Service" School of Higher Education
Florida State University, Tallahassee, FL March 2016

"Volunteer Engagement in a Changing World" D.O.V.S Workshop
Directors of Volunteers Serviced of Palm Beach County, Palm Beach, FL, February 2016

"Creating an OrgSync Community: Transitions, Challenges and Best Practices" OrgSync Connect Conference

OrgSync- currently known as Anthology, Dallas, TX, June 2014

"*Stages of Group Development*" Residential Assistant Training
University of Miami, Coral Gables, FL, January 2014

"*Engaged Student Conference*" Florida Campus Compact Directors Retreat
Florida Campus Compact, Deerfield Beach, FL, November 2013

AFFILITATIONS

Daughters of the American Revolution	January 2015 –Present
National Parks Conservation Association	January 2014 – Present
Epsilon Sigma Alpha Foundation	March 2013– Present
National Peace Corps Association	March 2012 – Present
Epsilon Sigma Alpha, Incorporated	May 2004 – Present

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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: Mrs. Lora Lyn Lowe | **Date:** 8/6/2025 9:38:48 AM

Home Address:	2613 Stonegate 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:	(850) 321-1731	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	lowe1052@yahoo.com	**How many years have you lived in Leon County?**	29

(EMPLOYMENT INFORMATION)

Employer:	The Palace Saloon	**Work Address:**	1303 Jackson Bluff Road Tallahassee, FL 32308
Occupation:	Owner		
Work/Other Phone:	(850) 321-1731	**Work Email:**	lowe1052@yahoo.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:** 48

District: District II **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Jennifer Mills	**Name:**	Jerone Lowe
Address:	3232 Cranleigh Drive Tallahassee, FL 32309	**Address:**	4041 Kimberly Circle Tallahassee, FL 32309
Phone:	(850) 284-2176	**Phone:**	(850) 901-4292

Resume Uploaded? No

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

I moved to Tallahassee in 1996 and earned a degree in Marketing from Florida State University in 1999. In 2008, I became the owner of The Palace Saloon and have remained actively involved in the local community, supporting a variety of charitable organizations.

Most recently, I was appointed to the Board of First Tee of Tallahassee, an organization dedicated to empowering youth through the game of golf and life skills development. In addition, I mentor young women pursuing careers in the hospitality industry, as well as those exploring opportunities in other professional fields, helping them build meaningful connections and navigate their career paths.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature: *Mrs. Lora Lyn Lowe*

The application was electronically sent: 8/6/2025 9:38:48 AM

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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: Dr. Jeanne Louise O'Kon | **Date:** 4/28/2025 9:11:29 PM

Home Address:	3674 UNCLE GLOVER ROAD Tallahassee, FL 32312	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(850) 264-4903	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	okonj@tsc.fl.edu	**How many years have you lived in Leon County?**	50

(EMPLOYMENT INFORMATION)

Employer:	Florida State University	**Work Address:**	4750 Collegiate Drive Panama Citty, FL 32312
Occupation:	Psychology Professor		
Work/Other Phone:	(850) 770-2232	**Work Email:**	jokon@fsu.edu

(OPTIONAL)

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

Race: White **Gender:** F **Age:** 73

District: District IV **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Dr. Rick Murgo	**Name:**	Stephanie Shumate
Address:	Email: ricmurgo@gmail.com	**Address:**	Email: stephanie.shumate@theoasiscenter.net
Phone:	(229) 289-0030	**Phone:**	(352) 318-1924

Resume Uploaded? Yes

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

I previously served on the CSWG when it was first started in 2011 and served two terms. I consider the work to be highly important and I have been a very active member of the CSWG.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

Have you served on any previous Leon County committees?* *Yes*

If Yes, on what Committee(s) have you served? *Commission on the Status of Women and Girls*

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

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

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

Signature: *Dr. Jeanne Louise O'Kon*

The application was electronically sent: 4/28/2025 9:11:29 PM

Dr. Jean O'Kon (Jeanne)

okonj@tsc.fl.edu | (850) 264-4903
Tallahassee, FL 32312

SUMMARY

Enthusiastic and energetic professional with many years of comprehensive experience educating students in college-based settings. Focused academic professional aiming to fulfill Adjunct Professor positions. Adept in fostering student participation in both classroom environments and online. Skilled at applying various learning methods and tools to optimize the college student experience.

SKILLS

- In-Class Lectures
- Educational Technology
- Student Performance Evaluation
- Intern Supervision

EXPERIENCE

Adjunct Instructor
Florida State University Department of Psychology | Tallahassee, FL | (Currently employed). 2024-2025, Jan. 2000-Jan. 2012; 2014-2106.

- Instruct undergraduate courses: Psychology of Women, Research Methods, General Psychology, and Educational Psychology. Integrated multimedia technology in classroom instruction for well-rounded and engaging approach to instruction
- Served as guest speaker in “Psychology Teaching Practicum."
- Collaborated with graduate student assistants on development of classroom material.

Adjunct Professor
Flagler College Tallahassee | Tallahassee, FL | Aug. 2001-May 2024.

- Teach undergraduate courses in College Success, Testing and Measurement, Educational Psychology, Research Methods, Psychology of Aging, Psychology of Women, History and Systems of Psychology, General Psychology, and others. Developed and taught a Special Topics course on "*Adverse Childhood Experiences and Trauma.*"
- Supervise Psychology students in internships in local clinical settings.
- Coordinate the **Student Success Center**. Tutor and coach students to help achieve personal and academic goals.

Program Chair
Tallahassee Community College | Tallahassee, FL | Aug. 1976-Jan. 2012

- Worked in a teaching and administrative capacity, hiring and supervising up to 30 adjunct faculty, preparing the schedule of classes, arranging professional development workshops.

- Taught General Psychology, Psychology of Adjustment, Psychology of Women, and Introduction to Teaching courses.

EDUCATION AND TRAINING

Ph.D.: Educational Psychology Florida State University | April 1994
- Dissertation: The Effects of Knowledge Mobilization versus Thematic Statements as Methods of Schema Activation in Adult Learners
- Minor: Human memory and cognition

M.S.: Psychology Florida State University | March 1975
Minor: Higher Education

B.S.: Psychology Florida State University | June 1973
- GPA: 3.5
- Minor: Child Development and Spanish

COMMUNITY VOLUNTEERISM

- **Tallahassee/Leon County Commission on the Status of Women and Girls.** Commissioner and Vice-Chair. Nov. 2011 to 2023. Appointed by County Commissioner Bryan Desloge.
- **Tallahassee Police Department Citizens Advisory Committee**. Sept. 2021 to present. Work with Deputy Chief Maurice Holmes to discuss and review issues related to crime in the Tallahassee Community.
- **Girl Scouts of Gateway Council.** Volunteer and former Board Member, 1993 to Present, Race Director of the Girl Scout Run for the Cookies 5K annually 1994-2021. Selected as a Girl Scout "*Woman of Distinction*" in 2003 and later named to the Girl Scout "*Hall of Fame*." Selected as one of "*25 Women You Need to Know*" by the Tallahassee Democrat.
- **Gulf Winds Track Club, Volunteer**. 1993 to present. Direct road races and volunteer at weekly races to raise money for charitable organizations in Tallahassee. Selected as Gulf Winds Track Club "Volunteer of the Year" in 1998 and "Race Director of the Year" in 2002, Inducted into the Gulf Winds Track Club "Hall of Fame" in 2020.

REFERENCES

Dr. Wayne Riggs, Dean, Flagler College Tallahassee. E-mail: wriggs@flagler.edu. (850) 201-8070.

Dr. Harold Fletcher, Professor, Dept. of Educational Research (retired), Florida State University. 6317 Hialeah Court, Tallahassee, FL. 32308. (850) 668-7698.

Dr. Rick Murgo, Dean (retired), Division of History and Social Sciences, Tallahassee Community College, Phone: (229) 289-0030. E-mail: ricmurgo@gmail.com

Deputy Chief of Police Maurice Holmes, City of Tallahassee Police Department. E-mail: Maurice.Holmes@talgov.com. Phone: 850-273-3220.

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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. Briana J Parlor | **Date:** 7/27/2025 7:27:22 PM

Home Address:	469 High Point Lane 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?	No
Home Phone:	(954) 709-1925	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	brianaparlor96@gmail.com	**How many years have you lived in Leon County?**	7

(EMPLOYMENT INFORMATION)

Employer:	Capital Area Healthy Start Coalition	**Work Address:**	469 High Point Lane Tallahassee, FL 32301
Occupation:	Certified Community Birth Doula		
Work/Other Phone:		**Work Email:**	brianaparlor96@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: Black or African American **Gender:** F **Age:**

District: **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Makayla Fedd	**Name:**	
Address:	427 Brooke Hampton Drive, Tallahassee, Fl 32311	**Address:**	
Phone:	(850) 381-5483	**Phone:**	

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature: Ms. Briana J Parlor

The application was electronically sent: 7/27/2025 7:27:22 PM

Briana Parlor, M.S./Ed.S

Community Birth Doula | Maternal Health Advocate | Perinatal Mental Wellness Educator

Tallahassee, FL | Brianaparlor96@gmail.com

Professional Experience

Community Birth Doula
Capital Area Healthy Start Coalition – Tallahassee, FL | Feb 2023 – Present

- Provide culturally responsive, trauma-informed birth support to Black birthing people.
- Collaborate with community partners to advance reproductive justice and reduce maternal health disparities.
- Facilitate educational workshops on birth preparation and postpartum care.

Training Specialist
Prevent Child Abuse Florida – Tallahassee, FL | Aug 2023 – May 2025

- Develop and implement training materials for child abuse prevention programs.
- Lead workshops and provide technical support to educators and caregivers.
- Integrate trauma-informed frameworks into organizational practices.

Academic Success Coach
Tallahassee State College – Tallahassee, FL | May 2023 – Jul 2023

- Supported student success through personalized coaching and goal planning.
- Promoted student engagement and retention through equity-based strategies.

Laboratory Assistant
Florida State University – Tallahassee, FL | Aug 2022 – May 2023

- Assisted in qualitative research focused on family systems, trauma, and resilience.
- Managed data entry and analysis in support of scholarly publications.

Therapist Intern
The Center for Couples and Family Therapy – Tallahassee, FL | Jun 2022 – May 2023

- Provided therapeutic services to individuals, couples, and families.
- Applied attachment-based and culturally affirming approaches.
- Conducted intake assessments and contributed to treatment planning.

Lead Preschool Teacher
Brownsville Preparatory Institute – Tallahassee, FL | May 2021 – Jul 2021

Assistant Preschool Teacher
Gallop's Family Center – Tallahassee, FL | Mar 2021 – Apr 2021

Teacher / Assistant Teacher
Lil Rascals Academy – Davie, FL | May 2019 – Aug 2019

Education

- M.S. Counseling and Human Systems – Florida State University
- Ed.S. Education Specialist – Florida State University
- B.S. Sociology – Florida State University

Certifications & Specialized Training

- Black Perinatal Mental Health Certification, Seleni Institute
- Trauma & Resilience Level 1 Certification, Florida State University
- Attachment-Based Family Therapy, Drexel University
- CPR & Infant/Child First Aid, Certified 2024
- Vicarious Trauma & Professional Wellbeing, Stoops Center, Florida State University
- FIMR Team Member, Capital Area Healthy Start Coalition

Additional Experience & Skills

- Program Development & Instructional Design
- Doula Mentorship & Training
- Peer Mentor (Florida State University, ShareWell)
- Group and Individual Counseling
- Behavioral Health & Crisis Intervention
- Community Engagement & Facilitation
- Adult Learning & Education
- Research & Data Management

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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. MICHELLE R. PAUL | **Date:** 6/22/2024 2:34:17 PM

Home Address:	3807 LANA CIRCLE Tallahassee, FL 32308	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	No
Home Phone:	(850) 322-7491	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	michelle1.paul@yahoo.com	**How many years have you lived in Leon County?**	34

(EMPLOYMENT INFORMATION)

Employer:	FLORIDA STATE UNIVERSITY	**Work Address:**	104 N WOODWARD AVENUE TALLAHASSEE, FL 32308
Occupation:	CAMPUS SERVICES ASSISTANT		
Work/Other Phone:		**Work Email:**	mrp20ch@fsu.edu

(OPTIONAL)

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

Race: Black or African American **Gender:** F **Age:** 34

District: District III **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	JAZMYNE SIMMONS	**Name:**	SHANNON WEST
Address:	4513 FOXCROFT DRIVE TALLAHASSEE, FLORIDA 32309	**Address:**	3148 DICK WILSON BLVD APT. 1914 TALLAHASSEE, FLORIDA 32301
Phone:	(850) 459-6939	**Phone:**	(850) 321-4030

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature: Ms. MICHELLE R. PAUL

The application was electronically sent: 6/22/2024 2:34:17 PM

Michelle R. Paul,MBA

850-322-7491 | Michelle1.Paul@yahoo.com | Tallahassee, FL

PROFESSIONAL SUMMARY

To secure a challenging position in a respectable professional organization to broaden my educational culture, proficiency, and techniques. An ambitious and driven young professional with extensive years of professional state government experience associated with an educational background in Business Administration

EDUCATION

- Keiser University Tallahassee, Florida-Associate of Arts Degree in Business Administration June 22nd, 2012
- American InterContinental UniversityMay 2nd, 2017-Bachelor of BusinessAdministration-Specialization in Entrepreneurship-Graduated with Honors Magna Cum Laude
- American InterContinental University May 2017-May 25th, 2018 -Master Of Business Administration-Specialization in Marketing

ACADEMIC ACHIEVEMENTS

- Keiser University – Dean's List Summer 2010
- American InterContinental University-Dean's List-Spring, Summer, & Fall 2016, Spring 2017
- Tallahassee Community College – Dean's List Fall 2019

PROFESSIONAL EXPERIENCE

Florida State University
Transportation & Parking Services Department
Campus Services Assistant
May 31st, 2024-Present
Duties & Responsibilities:

- Check Voicemail Messages Using The Avaya Phone System
- Complete Appeals MRGL & Written Appeals
- Scan In Written Appeals For Documentation
- Transportation Violation Appeals Board Documents Are Emailed To Board Members On Monday Morning
- Check Transportation Calendar
- Obtain Park Mobile Access
- Complete Charge Adjustment Forms, When Applicable
- Complete Mail Log (Open Mail, Fill Out Information. & Call For Jim Or Clive Pick Up) Oversee Transportation Violations Appeal Board TVAB (After Court, Input Zoom Video Link Into K-Drive Transportation
- At Stations 1,4, & 8 Are White Emergency Buttons To Call FSU PD, (For Emergency Only)
- Label Envelopes For Parking & Transportation Staff
- Communicate with consumers who are students, faculty, commercial vendors, visitors, and other additional consumers on a regulatory basis to provide additional information on Parking Permits that are available to accommodate everyone who meets Florida State University in a professional manner. The Parking Permits are as follows : "VW" STUDENT 24/7 Virtual Permit,"VRES" STUDENT Virtual Reserved Permit, "VR" EMP 24/7 Faculty/Staff Virtual Permit,"VRP" EMP 24/7 Faculty/Staff Virtual Permit (Payroll Deduction),"VRN" EMP NIGHT/WEEKEND Faculty/Staff Virtual Permit,"VRPN" EMP NIGHT/WEEKEND Faculty/Staff Virtual Permit (Payroll Deduction),"VRES" FACULTY/STAFF Virtual Reserved Permit,"VE" Emeritus 24/7 Virtual Permit,"VMC" Motorcycle 24/7 Permit, "C" Commercial Vendor Hang-Tag, "V" Visitor Virtual Permit,

PROFESSIONAL ACHIEVEMENTS

- Florida Agency For HealthcareAdministration State of Florida Employee Recognition 5 Years Service Award May 2022
- Florida Department of Health Division Of Medical Quality Assurance Achievement Nomination in The E-mail Responders - October 2018
- Florida Department Of Health Division Of Medical Quality Assurance Achievement Nomination Team Elite Force in Team- October 2018
- Florida Department Of Health Division Of Medical Quality Assurance Achievement Nomination Medical Quality Assurance Customer Contact Center in Team- October 2018.
- Florida Department Of Health Division Of Medical Quality Assurance Achievement Nomination Medical Quality Assurance Call Center in Team October 2018.
- Florida Department Of Health Division Of Medical Quality Assurance Achievement Nomination in Team -November 2017
- Florida Department Of Health Division Of Medical Quality Assurance Achievement Nomination Team Elite Force in Team- November 2017
- Florida Department Of Health Division Of Medical Quality Assurance- Achievement Nomination Medical Quality Assurance Customer Contact Center in Team- November 2017
- Florida Department of Health Employee Of The Month Customer Contact Center December 2017

"SV" Service Vehicle Hang-Tag, "LZ" Loading Zone Hang-Tag, "B" Back-In Hang-Tag, "RD" Departmental Parking Hang-Tag, "ST" Short Term Placard, Permanent Disabled Parking Permits, & Temporary Disabled Parking Hang-Tag

- Conduct and complete different searches using the Transportation T2 Flex System using the different search features such as follows : Customer Search : Search customers information by their First & Last Name, Department Or Customer Name, Department Identification & Fund Information, PO Number & Line, FSU Identification Number, Employee Identification Number, Customer U-Identification Number , Primary Street, City, State, & Postal Code.
- **Address Search :** Search customers by their Primary Street, Secondary Street, City, State, Postal Code, Address U-Identification
  Vehicle Search : State, License Plate, Plate Type, VIN, & Vehicle U-Identification, Permit Search : Permit Number, Florida State University Law School Access, RFID Tag Number, Permit U-Identification
  Citation Search: Citation Number & Citation U-Identification
  Facility Search : Code, Description, Facility Group, Facility U-Identification
  Appeal Search : Appeal Number, Alternate Identification, Appeal U-Identification
  Third Party Search : Name, Contact Name, Third Party U-Identification, **Event Search :** Event Title, Secondary Identification, Start Date, End Date, Occurs On, Event U-Identification, Citation Location, Event Classification, & Facilities Search Assets : Asset Description, Location Type : Any, Asset Location, Facility, Area, Lane, Asset Category, Meter Number, Asset Group, Asset Zone, Asset Citation Location, Asset Vendor, Model Number, Asset U-Identification Number & Validation Search : Validation Number, Batch Print U-Identification Number & Validation U-Identification Number.
- **Appeal Citation Hearing Determinator:** Process Parking Violation Appeals & Online Appeals. Make determinations on online citation appeals and in parking violation appeals by determining if the citation is Appeal Dismissed, Appeal Denied, Citation Dismissed, Citation Upheld. Pull Appeal Reports from the first of the last month and the current present date in the Transportation T2 Flex System by the different Appeal Features such as: Appeals (Open A to I, J to R, & S to Z). Assigned Appeal Note Codes to Citations: No Parking Sign Posted, W in R Space
  Access Lane, Altered Permit, Blocking Handicap Access, Commuter Lot Restriction, Exceeded Time Limit, Expired Permit, Failure To Pay, Forward Parking Only, Handicap Permit Not Valid, HC & FSU Permit Required, Improper Parking, Management Decision, No Permit Delayed , No Valid Permit, Parked In Fireline, Patroller Error, Permit Not Visible Permit Ok, Reserved Space, TVAB Decision, Undesignated Space, Visitor, Voided By Business Services, Voided By Director, Voided By Finance & Administration ,Voided By Patroller & Yellow Curb/Lane

COMPUTER
PROGRAM TECHNIQUES

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Teams
- Microsoft Outlook
- Microsoft Access
- Microsoft Excel
- Microsoft One Drive
- Microsoft SharePoint
- Adobe Acrobat Software
- Adobe Pro Software
- Fox IT Software

PROFESSIONAL TECHNIQUES

Attention to Detail, Conflict Resolution, Business Process Knowledge Content, Computer Application Knowledge, Computer Operations Content Knowledge, Critical Thinking, Customer Service, Computer Software & Systems, Computer Support Practices, Accounting Systems - Knowledge Documentation, Effective Communication, Equipment Operations, Filing/Recordkeeping, Data Collection, Independence, Knowledge of and ability, Human Resources Admin Laws, Rules & Regulations, Leadership/Management Practices, Management Practices Management, Problem Solving, Master Planning, Office Practice, Medical Resources Operations, Prioritize and Multi-task, Problem Solving Skills, Process Evaluation, Policy Analysis, Procurement Practices, Research Methods and Practice, Research Performance, Research Program Knowledge, Safe-Work Environment, Team-Management, Technical Skills Technical Manuals & Specifications, Material Costs Estimation, Terminology, Train/Direct Others Working Relationships, Leadership, Communication, Time-Management Decision Making, Interpersonal Knowledge, Conflict Resolution, Initiative. Teamwork & Collaboration, Professionalism, Strong Work Ethic, Problem-Solving Organization, Flexibility, Self -Confidence, Self-Motivation, Openness to Learning Open Mindness Integrity Positive Attitude

Transportation Parking & Services Campus Field Representative Ambassador

- Being an campus ambassador of the Transportation Parking Services Department
- Visit different locations on Florida State University's campus representing the Florida State University's Parking & Transportation Department
- Explain the different types of transportation services that is provided for current and future Florida State University students such as follows : (1) Cycling Savvy : is an cycling transportation service that is available to all Florida State University students, faculty, and staff to maximize cycling benefits to avoid precaution risks , (2) Ride On Commuter Services is an optional transportation friend service to find a pool, bike, or walking buddy to where transportation is about connecting people with places and experiences and how we get there matters now and in the feature . Use the app to log your trips by bike, bus, or pool . Exploring your transportation options such as : (1) Carpool, (2) Vanpool, (3) Transit, (4) Bike, & (5) Walk
- Explain all of the Florida State University Parking & Transportation permit information that is highly recommended and offered to the students of the university such as : Requesting Virtual Parking Permit : Parking Permits Cannot Be Requested Until After A Student Has Registered For Classes. All Parking Permits Must Be Renewed Every August 15th

Agency for Healthcare Administration -Tallahassee, Florida
Division of Health Quality Assurance
Bureau Of Field Operations
Survey & Certification Support Branch Unit
Administrative Secretary
July 15th, 2022-July 19th, 2023
Duties & Responsibilities:

- Providing secretarial/administrative support services to the Field Office Manager, Supervisors, and other professional staff. Personnel Liaison: Responsible for implementation of personnel policies and procedures as they relate to Field Office operations. Coordinating, completion, and processing of personnel forms, and training and orientation records. Relays supervisor's instructions to all professional and clerical support staff; collects and assimilates data and information for the supervisor's reports, meetings, & correspondence; answers inquiries on policy and procedural administrative matters.
- Receiving incoming mail, routes mail to appropriate supervisors & follow-up to ensure that mail is being properly processed.
- Providing standard business formats & styles for letters, & business forms. Familiarizing with important office policies, procedures & practices that are associated with the unit. Familiarizing with the standard principles and techniques of effective communications. Familiarizing the methods of data collection. Answering and providing assistance to consumers on the main telephone line in a professional, prompt, and courteous manner. Separating and saving facility complaint information. Adding additional documentation to survey calendar appointments. Keeping record of surveyor training certificates. Electronic scanning of personnel documents and folders.

ADDITIONAL PROFESSIONAL LEARNING PROFICIENCIES

Consulting, Purchasing, Leadership Development, Women's Empowerment, Program Management, Goal Setting, Objectives & Key Results, Project Management, Career Path Planning, Relationship Building, Project Team Management, Requirements Management , Career Management, Professional Networking, Diversity & Inclusion, Mentoring, Strategy , Project Procurement, Management, Strategic Negotiations, E-Learning, Time-Management, Human Resources, Business Law, People Development, Career Development, Coaching , Quality Management, Human Resources Strategy, Human Resourced Metrics, Project Leadership, Collaborative Leadership, Transformational Leadership Management, Program Management, Leadership Development, Team Collaboration, Project Management Body Of Knowledge (PMBOK), Diversity & Inclusion, Change Management, Conflict Management Business Analysis, Business Acumen, Business Ethics, Sales, Career Path Planning, Career Opportunities, Career Management, Career Development, Intrapreneurship, Organizational Culture, Customer Communication, Workload Prioritization, Increase Productivity, Career Management Career Path Planning, Lifelong Learning, Product Management, Project Integration Management, Outsourcing Management, Decision-Making, Project Planning, Coping, Change Readiness, Change Management, Charismatic Leadership, Scope Management, Project Integration Management, Performance Metrics, Digital Transformation, Strategy Execution, Organizational Culture , Accountability People Management , Interpersonal Relationships, Leadership Communications, Workplace Culture, & Interpersonal Leadership etc. Entrepreneurship, Health & Wellness, The Healing Power of Compassionate Purpose, Self-Care. Organizational Leadership, Team Leadership ,Outsourcing Management, Decision-Making , Project Planning, Leadership, Coping, Goal Setting , Change Readiness, Change Management, Charismatic

- Ordering supplies for personnel. Prioritizing and organizing important office files and other record documentation. Compiling and organizing data for administrative purposes. Performing basic arithmetic calculations. Produce and use accurate spelling punctuation & grammar.
- Classifying letters, important memoranda, and other standard business forms in the correct format. Operating general office equipment.Plan, organize, & coordinate work assignments. Establishing to maintain effective working relationships with others in the Survey & Certification Support Branch Unit as a team.

Agency for Healthcare Administration -Tallahassee, Florida
Division of Health Quality Assurance
Bureau of Central Services
Background Screening Unit
Health Services & Facilities Consultant Exemption Analyst
November 8th, 2021-July 13th, 2022
Duties & Responsibilities:

- Case management and or investigations related to background screening. Review and process applications for exemption pursuant to section 435.07, Florida Statutes and provide testimony in support of exemption determinations. 07.
- Analyze background screening results and make determinations of eligibility based on Florida Statutes, within established timeframes. Maintain highly confidential information.
- Answer incoming calls directly related to applications for exemption and assist with other various calls related to background screening and the Care Provider Background Screening Clearinghouse.
- Provide technical assistance and consultation with health care providers, Field Offices, and other Agency staff regarding screening results and the background screening website. Coordinate with the Florida Department of Law Enforcement, Federal Bureau of Investigations, and other state law enforcement agencies regarding screening results.

Florida Department Of Health-Tallahassee, Florida
Division of Medical Quality Assurance
Bureau of Operations
Operational Support Services Unit
Operations Analyst II
July 12th, 2019-November 5th, 2021
Duties & Responsibilities:

- Providing assistance to both teams by expressing my knowledge and capability to ensure that teamwork is involved and demonstrated through the different work process of procedures that is associated in each position involved. Answer any additional questions from the team members that is needed to provide the right information to ensure great results in team improvement.
- Communicate with upper-managerial teams and other department associates through e-mail correspondence about important business updates on significant progress on public record requests, subpoenas and other items that is needed to be mentioned to showcase our department continued efforts for accuracy and completion on these different responsibilities at hand. Respond to significant email correspondences from the different team leaders, managers, and associates regarding important matters that are associated with both Document & Record Management & Public Records.
- Involved in team consultation with members from upper management and different department team leaders and associates

Leadership, Scope Management, Project Integration Management, Performance Metrics, Digital Transformation, Strategy Execution, Organizational Culture , Accountability , People Management Interpersonal Relationships, Leadership Communications, Workplace Culture, Interpersonal Leadership, Entrepreneurship , Health & Wellness, Compassion, Self-Care, Organizational Leadership Team Leadership, Asana, Outsourcing Management, Outsourcing , Personal Development, Project Resourcing, Project Leadership, Stakeholder Management, Project Communications, Organization Communication & International Project Management.

TECHNOLOGICAL PORTALS, PROGRAMS, SYSTEMS. & DATABASES

FLORIDA STATE UNIVERSITY

- Florida State University Transportation T2 Flex System
- Transact System

AGENCY FOR HEALTHCARE ADMINISTRATION

- Agency For Healthcare Administration Incident Reporting Systems (AIRS)
- Agency for Healthcare Administration Information Technology System
- People First System
- Clearinghouse Screening Management System (CSMS)
- Structured Query Language Server Reporting Services System
- ASPEN Complaint Incidents Tracking System (ACTS)
- Automated Survey Processing Environment (ASPEN)
- Corr flow Corresponding System
- Ariba on Demand My Florida Market Place
- Florida Health Finder System
- United States Postal Service Tracking System

through Microsoft Teams to discuss a professional and productive team strategy on how to implement important matters that comes available and associated with the Public Records Team when it comes to a big project at hand that is needed for implementation and development. Provide assistance to incoming tickets through the Zendesk Ticket Management Software System for internal employees that is associated through the agency.

Florida Department Of Health-Tallahassee, Florida
Division of Medical Quality Assurance
Bureau of Operations
Operational Support Services Unit
Operations Analyst I
April 5th, 2019-July 11th, 2019
Duties and Responsibilities:

- Coordinates with board offices to pick-up documents for imaging. Responsible for handling all files in a confidential and secure manner to ensure compliance with Division and Department standards. Provides assistance to the board office staff in resolving questions regarding the preparation files. Prepares healthcare practitioner registrant files for scanning/imaging which includes inserting index (scan) sheets in the appropriate place, and if necessary, removing staples, clips, or other items to ensure all documents are suitable for imaging/scanning. Accurately prepares transmittal form of all documents completed and ensures that the contents of each box match the form.
- Reviews and prepares health care practitioners' data collected by the department, including any updates or corrections to the data for scanning into departments database. Resolves any problems and makes recommendations to management in indexing/prepping. Assist with correcting system indexing errors requiring a high level of analysis, communication and cooperation with other team members and other units within the Division of Medical Quality Assurance. Index and prepare materials.
- Performs post quality assurance of records to ensure that all files are properly prepared to comply with legal requirements. Utilizes computer technology in the performance and completion of job tasks, whenever applicable. Serves as liaison between the board offices and the Operational Support Services Section in matters pertaining to the preparation of records. Provides assistance regarding the preparation of health care practitioner files and the correct procedures. Assists with providing assistance regarding the preparation of health care practitioner files and the correct procedures. Resolves any problems and makes recommendations to management in the area of indexing/prepping. Corrects system indexing errors requiring a high level of analysis, communication and cooperation with other team members and other units within the Division of Medical Quality Assurance.
- Prepares and maintains specialized reports depicting workload. Performs related work as required. Enter public record and subpoena mail requests in the Government Quality Assurance system. Make updated changes to processed public record requests such as: updating the organization codes and account to bill information for each request electronically in the system. Process incoming mail and electronic mail correspondences of public record requests for internal and external customers through the Gov QA System.

- Florida Department of Law Enforcement Civil Workflow Control System Transaction Status Search
- Florida Department of Law Enforcement Information Notification System
- Florida Integrated Criminal History System
- Agency for Healthcare Administration Single-Sign on Portal
- Agency for Healthcare Administration Agency Portal System
- Comprehensive Case Information System
- Laser Substrates Web Certified Mail System
- Laserfiche
- Background Screening Clearinghouse Information Management System
- Mitel Communication Telephone System
- Versa Regulation: Licensing Enforcement Information Database System

Florida Department of Health-Tallahassee, Florida
Division Of Medical Quality Assurance
Bureau of Operations
Licensure Support Services Unit
Customer Contact Center
January 27th, 2017-April 4th, 2019
Regulatory Specialist I
Duties and Responsibilities:

- Answering inbound calls to Division of Medical Quality Assurance in a courteous and professional manner, assesses callers' inquiry and provides accurate information in accordance with Department policy and procedures as well as Florida Statutes and Florida Administrative Code. Responsibilities include but are not limited to providing general licensing status information and disseminating licensing information and requirements to customers.
- Responds to telephonic inquiries regarding all healthcare licensing matters or requirements, continuing education requirements and fees. Independently research and handle technical issues to determine avenues and eligibility for registration, certification, or licensure.
- **Project Management Team Member:** Participant in the Medical Quality Assurance Project Management Team where I provide different ideas to the team that would be a beneficial asset to the Customer Contact Center Team. Establishing important methods that would be in the best interest of the Customer Contact Center Team would help implement providing great customer service to applicants and licensed health-care practitioners in many ways and other additional things. Such as: Creating an online chatting system that will be suitable for customers who have questions about the different healthcare practitioner's licenses that is available and associated with the Department Of Health.
  Provide additional instructions to assist with password resets, the process of completing a license renewal application & license application. Respond to licensure refund inquiries and explained the initial process of obtaining a licensure refund. Provide additional assistance and instructions with the process of adding a healthcare practitioner license to the Medical Quality Assurance Online Services Portal Account through the initial three-step process of procedure. Assist with Duplicate License Request inquiries for the license healthcare practitioners to request a duplicate copy of their healthcare practitioner license.
- Respond to Change of Address inquiries and provide additional instructions on how to complete the online request. Provide additional assistance to customer's inquiries in reference to Online License Verification Requests. Answer specific questions about how to submit a payment for a license renewal or license application through the online services portal account. Answer important inquiries in reference to unlinking a license from the online services account. Provide clarifications of successful healthcare practitioner license renewals being renewed in the Medical Quality Assurance Online License Verification Database for accuracy. Serves as Pilot for all Regulatory Specialist 1 in the Customer Contact Center.
- Report any technical issues to the supervisors in reference to the online systems. Review and verify each health-care practitioner's Continued Education Hours through the Continued Education Broker for compliance and accuracy. Explained to the healthcare practitioners the status of their Continued Education Hours such as: Pending Continued Education Hours that are needed to be completed for the upcoming renewals.

FLORIDA DEPARTMENT OF HEALTH

- Medical Quality Assurance Online Services Portal
- Continued Education Evaluation Broker System
- Medical Quality Assurance Services Reporting System
- Final Order Look Online System
- Background Screening Clearing House System
- Florida Prescription Drug Monitoring Program (Electronic-Florida Online Reporting of Controlled Substance Evaluation Program)
- Medical Quality Assurance Dashboard Customer Service Portal
- Medical Quality Assurance Search Portal License Verification
- Customer Functional Directory Database
- Axiom Pro Imaging System
- Imaging API Ticketing System
- Total Recall Record Management System
- Zendesk Ticket Management Software System
- Medical Quality Assurance Help Desk Ticketing System
- Document Control Database
- Medical Quality Assurance Business Intelligence Portal
- Government Quality Assurance Public Records System
- Veritas Enterprise Advanced Discovery System
- Avaya Aura Customer Contact Center
- Elite Multichannel Communication System
- Enforcement Licensing Information System
- Train Learning Network System
- Medical Quality Assurance Public Data Portal System

COMMUNITY SERVICE & VOLUNTEERING EXPERIENCE

Strong Women In Heels
Strong Women in Heels Florida State University Volunteer Concession Attendant, Back to School Drive Community Events Volunteer, Empower Her Attendee, Sister Roundtable Attendee, & Financial Planning Workshop Volunteer/Attendee, March of Dimes of Leon County Walk Participant, Making Strides Against Breast Cancer Leon County Walk Participant, Oak Ridge Elementary School Volunteer, United Way Read Volunteer March2024, Multiple Sclerosis Walk Participant March 2024, Strong Women in Heels Hospitality One More Child Volunteer April 2024, Community United Prayer Summit Attendee April 2024 Big Bend Hospice Ensure Donation Volunteer

Florida Department Of Health
Volunteer Communication Participant with the
Florida Department of Health 's Covid-19 Communication Contact Center

Community Church
Church Youth Group Associate Volunteer for Annual
Back-to- School Drive Educationalist Volunteer
Volunteer Philanthropist to Tallahassee Memorial Healthcare: Children's Floor & Big Bend Hospice

Florida Girl's Initiative
Florida Girls Initiative Tell Us About Your Work Dialogue Participant Florida Girls Initiative Participant in the Listening Session Survey Florida Girls Initiative Second Regional Dialogue Participant on Issues Regarding "At Promise" Girls Florida Girls Initiative Champion & Study Advisors Council Meeting Participant Florida Girls Initiative Statewide Dialogue with Service Providers Participant

Commission On The Status Of Women & Girls
Commission on the Status of Woman and Girls: The Women & Girls Summit 2024-Advocacy, Resilience, & Empowerment Event Support Volunteer: Assist staff and guests with general event support and float around the conference center to ensure things run as smoothly as possible.

Other Community Involvement
Boss Women International Financial Empowerment Navigating Prosperity in Business & Family Attendee
Caucus On The Commission On The Social Status Of Black Men & Boys Congressional Hearing Mayday: Suicide & The Mental Health Of Black Men & Boys Virtual Attendee

ACTIVITIES & INTERESTS
Volunteering, Community Service, Community Involvement, Mentoring, & Writing Advocate Interests: Women & Men Mental Health, Women's Health. Breast Cancer. Diabetes. Lupus. Prematurity Infants Neonatal Intensive Care, Autism, Alzheimer, Hunger & Poverty, HIV & Aids, Sickle-Cell Awareness, Investing in Our Children's Education & Educational Essentials, Women Professional Career Development & Opportunity Rights, Public Policy Advocacy in Healthcare, Education, Young Women & Men Professional Career Advancement Opportunities Regulation, Women Empowerment, Equality, Justice & Human Rights, Black Lives Matter Movement, Social & Racial Justice, Social Equity, Suicide Prevention for Youth & Young Adults, Women's Safety & Protection & Women's Equality.

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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: Mrs. Genleah Star Swain | **Date:** 6/6/2024 1:53:58 PM

Home Address:	4105 Heniard Drive Tallahassee, FL 32303	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(850) 284-1155	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	star.swain.ss@gmail.com	**How many years have you lived in Leon County?**	25

(EMPLOYMENT INFORMATION)

Employer:	Florida A&M University	**Work Address:**	400 W. Orange Avenue Tallahassee, FL 32303
Occupation:	Elementary Principal		
Work/Other Phone:	(850) 583-0593	**Work Email:**	genleah.swain@famu.edu

(OPTIONAL)

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

Race: Black or African American **Gender:** F **Age:** 42

District: District II **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Dr. Vivian Wilson	**Name:**	Michelle Griffin
Address:	2316 Brynmahr Drive Tallahassee, Florida 32303	**Address:**	1609 Branch Street Tallahassee, Florida 32303
Phone:	(850) 778-6991	**Phone:**	(850) 459-6203

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature: Mrs. Genleah Star Swain

The application was electronically sent: 6/6/2024 1:53:58 PM

GENLEAH STAR SWAIN

EDUCATIONAL LEADERSHIP AND DEVELOPMENT RESUME

4105 Heniard Drive
Tallahassee, Florida 32303
star.swain.ss@gmail.com
850.284.1155

KEY LEADERSHIP AND DEVELOPMENT SKILLS

- Application of Transformational Leadership principles to affect change in school culture and staff morale
- Leading collaborative partnerships and relationships with other school and teacher leaders to develop professional learning plans and objectives
- Development and design of professional learning modules and presentations to adult learners to enhance instructional and leadership knowledge and effectiveness
- Effective Communication Skills (Verbal and Written)
- Relationship and Team Building through data-based goal-setting
- Leadership Development and Learning
- Interpersonal Skills
- Data Disaggregation, Analysis, and Interpretation to provide instructional implications that increase student achievement and teacher performance outcomes
- Data-driven Decision Making
- Creation of data presentations and models to incorporate data results, trends, and predictors
- Instructional Coaching
- Analytical and Problem-solving Skills

EXPERIENCE

Leadership Experience

Swain MAED Leadership Solutions (2021-Present)

Owner, CEO, Leadership Consultant

- Lead the development and structure of the organization's
- Manage overall operations decision-making
- Manage the organization's resources
- Negotiate or approve agreements and contracts for the organization.
- Initiate and maintain business partnerships and relationships with outside corporations, organizations, and entities
- Develop leadership training programs, workshops, and sessions that meet the need of various corporations, organizations, and leaders
- Conduct professional leadership trainings and workshops for business leaders and employees

- Conduct organizational analyses to determine leadership training needs of organizations and businesses
- Provide leadership coaching and consulting
- Work with businesses and organizations to set SMART Goals for leadership development to improve culture and strengthen employee infrastructure and productivity
-

Florida A&M University Developmental Research School (2018-Present)

Elementary School Principal

- Lead the school's vision, mission, and strategic goals to academic and socioemotional success for all students.
- Drive rapid instructional improvements by implementing strategies in line with the priority areas identified by district administration
- Support and supervise the design of rigorous, standards-based instruction with measurable outcomes
- Implement an observation and feedback cycle that ensures continuous improvement in teaching and learning
- Analyze student achievement results and data to identify areas of need and inform school improvement efforts
- Develop and implement a professional development plans to address identified areas of need
- Develop a collegial environment that supports and promotes teacher leadership, collaboration, and growth.
- Ensures vision and mission drive school decisions
- Provide teacher and student motivation
- Mentor and work with teachers to develop teacher and school leadership skills
- Conducts data conversations based on student performance data for purpose of enhancing student learning
- Develops, implements and monitors outcomes of school improvement plan and student achievement data to improve student learning
- Collaborates with staff to achieve school improvement plan targets
- Works with and engages staff in shared vision for effective teaching and learning by implementing a standards-based curriculum, relevant to student needs and interests, research-based effective practice, academic rigor, and high expectations for student learning in every classroom
- Observe and evaluate instructional practices
- Creates continuous improvement cycle • Implements data guided decisions
- Selects and retains teachers that maximize student learning
- Evaluates the effectiveness of teaching and holds teachers accountable

Governors Charter Academy (2017-2018)

Assistant Principal

- Assists the principal in the discharge of his/her duties at all times and acts in the

capacity of the principal during the principal's absence from the school.

- Assists in the role of instructional leader to promote student behavior that is supportive, and conducive, to the implementation of the school's instructional programs and goals.
- Assists with scheduling; implementation of goals and selection of instructional materials; analyzes test data; determines ways to improve instruction and student goals.
- Conduct bi-weekly data chats with teachers to analyze and interpret data and develop goals for increases in student achievement including instructional strategies and innovative learning activities
- Assists the principal in the supervision and evaluation of classroom instruction.
- Assists academic coaches in implementing instructional strategies, including supporting the needs of diverse learners, delivery methods, assessment, and staff development techniques for improvement of instruction.
- Develop, organize, and facilitate professional development workshops for instructional personnel to meet professional development goals and needs based on constructed PD survey
- Acts in a supportive role with the principal in work with parents, teachers, and the community to promote the effective flow of communications and ensure positive relations with parents, business leaders and community members. Listens and responds to parent concerns with sensitivity. Conducts parent and student meetings.
- Promotes good school-parent relationships when discussing specific student problems with parents. Assists in organizing parent conferences, back-to-school nights and other times when staff is available to parents to discuss their child's learning and behavior.
- Assists in the promotion of positive school climate and staff morale through recognition programs and honoring those who excel.
- Promotes school safety by implementing safety drills for fire, lockdown, etc.
- Assists with: hiring and orientation of licensed and classified staff; teacher and classified employee evaluation; working through concerns and classroom management; planning and directing meetings, staff development, trainings and in-services; communications; listening, providing and receiving feedback, and encouragement for all staff.

Jefferson County Middle/High School (2016-2017)

Assistant Principal

- Assists the principal in the discharge of his/her duties at all times and acts in the capacity of the principal during the principal's absence from the school.
- Assists in the role of instructional leader to promote student behavior that is supportive, and conducive, to the implementation of the school's instructional programs and goals.

- Assists in the selection, training and implementation of District standards and initiatives.
- Assists with scheduling; implementation of goals and selection of instructional materials; analyzes test data; determines ways to improve instruction and student goals. Designs and implements programming for Title 1, assisting with programming for ESE, ELL, and ESOL students, etc.
- Conduct weekly data chats with teachers to analyze and interpret data and develop goals for increases in student achievement including instructional strategies and innovative learning activities
- Assists the principal in the supervision and evaluation of classroom instruction.
- Assists in implementing instructional strategies, including supporting the needs of diverse learners, delivery methods, assessment, and staff development techniques for improvement of instruction.
- Develop, organize, and facilitate professional development workshops for instructional personnel to meet professional development goals and needs based on constructed PD survey
- Assists in the orientation of new staff members to the teaching environment at the middle school, especially as it relates to the area of students, personnel policy and procedures and general building practices.
- Supports teachers who have students with behavior problems.
- Assists the principal with developing and managing the school budget and implementation of Human Resources policies.
- Maintains accurate student attendance records and strives to promote good student attendance.
- Assists with student orientation; counseling; discipline; due process; data gathering; student recognition; and securing student services with outside agencies. Cooperates with the School Resource Officer (SRO), the juvenile court system, and social service agencies.
- Assumes responsibility for implementing discipline procedures as stated in the Student Handbook. Develops innovative strategies, preventative approaches, and proactive plans for students who exhibit at-risk behaviors.
- Acts in a supportive role with the principal in work with parents, teachers, and the community to promote the effective flow of communications and ensure positive relations with parents, business leaders and community members. Listens and responds to parent concerns with sensitivity. Conducts parent and student meetings.
- Promotes good school-parent relationships when discussing specific student problems with parents. Assists in organizing parent conferences, back-to-school nights and other times when staff is available to parents to discuss their child's learning and behavior.
- Represents the principal, in his/her absence, at school activities.
- Works with teachers and students to promote building maintenance and

cleanliness. Assists in supervision of custodial staff; creating and implementing safety and crisis response plans; maintaining facility and equipment.

- Develops and manages a campus supervision plan and supervises the campus supervisors. Organizes and directs cafeteria supervision during lunch periods.
- Works in conjunction with the principal in supervising all school activities, i.e., field trips, orientation programs, assemblies, plays, musicals, and other special events.
- Supports substitute teachers in carrying out their duties.
- Supervises administrative detention for students.
- Assists in the promotion of positive school climate and staff morale through recognition programs and honoring those who excel.
- Promotes school safety by implementing safety drills for fire, lockdown, etc.
- Provides first aid and CPR if needed.
- Conducts search and seizures, works with law enforcement and enforces District discipline policies.
- Implements co-curricular activities, including athletics, athletic supervision and clubs.
- Assists with the evaluation of licensed and classified staff.
- Assists with developing the master schedule.
- Assists with: hiring and orientation of licensed and classified staff; teacher and classified employee evaluation; working through concerns and classroom management; planning and directing meetings, staff development, trainings and in-services; communications; listening, providing and receiving feedback, and encouragement for all staff.

Jefferson County Middle/High School (2015-2016)

Literacy Coach

- Guide teachers to collect and analyze data and develop action plans in response to determined student needs.
- Provide individualized, classroom-based support to implement comprehensive program, including modeling of best teaching practices.
- Work with the principals to create a school-wide focus on goals for reading achievement.
- Help oversee the school's assessment procedure, training, data collection and collaborate with the principal to complete reports due.
- Work as active member of district curriculum leadership team
- Complete monthly status reports for district administrators and communicate with Just Read, Florida! contacts at the Department of Education.
- Participate fully in professional development opportunities and professional research and reading.
- Identify professional development needs of teachers and coordinate/plan PD opportunities.

- Conduct literacy walkthroughs and provide feedback to teachers
- Assist teachers in developing individual professional development goals and plans
- Coordinate and plan school wide literacy initiatives and activities to enhance student achievement in reading and across content areas.
- Oversee ELA Department meetings
- Assist school and district administration with the development of K-12 reading plan and school improvement plan
- Coordinate and conduct classroom pull-outs and push-ins for struggling readers

Governors Charter Academy (2015)

Co-Team Leader, ELA Department

- Model and assist teams in modifying and differentiating to meet the needs of the individual learner.
- Assist in teacher training and meet with teachers regularly.
- Research, recommend and assist with implementation of methodologies and practices that lead to high student engagement and achievement.
- Orients teachers and provides ongoing professional development for assigned teachers.
- Mentor and hold accountable assigned teachers regarding best practices in instruction.
- Promote instructional practices that are modified and differentiated to meet the needs of the individual learner.
- Assist in facilitating the integration and use of instructional technology, as appropriate.
- Assist teachers in Response to Interventions.
- Assist team through collaboration and data analysis.
- Take on other duties and responsibilities as assigned.

Cornerstone Christian Daycare (2012-2015)

Owner/Director

- Organized and founded Cornerstone Christian Daycare, a preschool specializing in educational preparation for kindergarten.
- Identify and implement appropriate curriculum and instruction for kindergarten readiness
- Develop policies and procedures for employees and students based on educational needs and care of children aged 3 months to 5 years old.
- Provide professional development opportunities for teachers to enhance teaching skills and knowledge to maintain effective teaching and learning for preschool aged children
- Provide professional development to ensure compliance with the Florida Administrative Code (F.A.C.) Child Care standards
- Supervise, manage, and evaluate teachers and classrooms through progress monitoring, classroom walkthroughs, and formal evaluations
- Create and manage operations budgets and accounts including payroll and food program costs

- Serve as food program manager and administrator; maintain food service records including food expenditures and federal reimbursement
- Ensure compliance with the requirements and standards of the Florida Department of Children and Families, the Early Learning Coalition of Big Bend, and the Florida Department of Health and maintain program accountability
- Establish and maintain community and family partnerships

Florida A&M University Developmental Research School (2011-2012)
Member, School Based Leadership Team

- Worked with administration to complete state accountability requirements which included constructing FCIM focus calendars; organizing, analyzing and interpreting data; developing school-wide learning objectives and goals; and revising the school improvement plan.

Florida A&M University Developmental Research School (2011-2012)
Member, Professional Development Committee

- Work to organize and develop an ongoing professional development program and develop a professional development activity calendar in alignment with the school improvement plan and the needs of teachers and students

Florida A&M University Developmental Research School (2011-2012)
Member, Reading/Language Arts Curriculum Committee

- Develop and maintain reading and language arts instructional focus calendars for grades 3-10 based on FCAT data, school-wide assessments, and NGSSS
- Provide leadership, coordination, feedback, and assistance in the design, development and implementation of State mandates and initiatives through the development and implementation of reading components included in the FAMU DRS K-12 Comprehensive Reading Plan and NGSSS for Reading to assist in the improvement of instruction in reading and increase learning gains.
- Analyze reading/language arts data and interpret data to revise focus calendars, reading plans, and the school improvement plan
- Assist in the implementation of school improvement activities

Florida A&M University Developmental Research School (2010-2011)
Coordinator/Director, Reading and Math Afterschool Academy

- Acting Coordinator and Director of the Reading and Math Afterschool Academy which is for students who performed below grade level on the previous year's FCAT or SAT 10. Completed curriculum mapping for reading and math, organized and assigned teachers to appropriate grade levels, scheduled the days and times for instruction based

on approved budget, and provided correspondence for parents and teachers. Planned meetings where expectations and progress monitoring were communicated.

TEACHING EXPERIENCE

Governors Charter Academy (2014-2015)

6th – 8th ELA, Teacher

- Accountable for a total of 125 Middle school students daily.
- Provide instruction for 6th – 8th grade students in reading and language arts. Complete progress monitoring and implement differentiated instruction and intervention strategies for students performing below grade level. Plan and implement daily lessons based on student performance.
- Document intervention strategies and results for students performing below grade level as Response-to-Intervention (RtI). Complete referrals for special services for students who do not make gains in response to intervention strategies.
- Maintain communication with parents through parent-teacher conferences, letters, phone calls, and emails.

Florida A&M University Developmental Research School (2011-2012)

4th Grade (All Subjects), Teacher

- Accountable for a total of 18 4th grade students daily.
- Provide instruction for 4th grade students in all subjects. Complete progress monitoring and implement differentiated instruction and intervention strategies for students performing below grade level. Plan and implement daily lessons based on student performance.
- Document intervention strategies and results for students performing below grade level as Response-to-Intervention (RtI). Complete referrals for special services for students who do not make gains in response to intervention strategies.
- Maintain communication with parents through parent-teacher conferences, letters, phone calls, and emails.
- Assist teachers with implementation of SRA ImagineIt! reading curriculum and technology

Florida A&M University Developmental Research School (2010-2011)

4th/5th Grade Reading and Language Arts, Teacher

- Accountable for a total of 68 students of four 4th and 5th grade classes daily.
- Provide reading instruction for 4th grade and language arts instruction for 4th and 5th grades. Complete progress monitoring and implement differentiated instruction and intervention strategies for students performing below grade level. Plan and implement daily lessons based on student performance.
- Document intervention strategies and results for students performing below grade level as Response-to-Intervention (RtI). Complete referrals for special services for students who do not make gains in response to intervention strategies.
- Maintain communication with parents through parent-teacher conferences, letters, phone calls, and emails.
- Assist teachers with implementation of SRA ImagineIt! reading curriculum and technology

Florida A&M University Developmental Research School (2010-2012)

4th Grade Saturday Writing Academy, Teacher

- Provide intervention strategies and supplemental instruction in writing and language arts skills to 4th grade students in preparation for FCAT writing

Florida A&M University Developmental Research School (Summer, 2010)

5th Grade Reading, Teacher

- Accountable for nine 5th grade students for the summer school program.

- Provide instruction using an intervention program (SRA Kaleidoscope) for students who performed below grade level during the preceding school year.
- Implement daily lesson plans for students
- Monitor student progress through daily assessments. Make final decision regarding students' retention or promotion based on progress in summer school program.
- Maintain communication with parents through parent-teacher conferences, letters, phone calls, and emails.

Florida A&M University Developmental Research School (2009-2010)
2nd Grade, Teacher

- Accountable for a total of 20 students in 2nd grade daily.
- Provide instruction in all subjects for 2nd grade. Complete progress monitoring and implement differentiated instruction and intervention strategies for students performing below grade level. Plan and implement daily lessons based on student performance.
- Document intervention strategies and results for students performing below grade level as Response-to-Intervention (RtI). Complete referrals for special services for students who do not make gains in response to intervention strategies.
- Maintain communication with parents through parent-teacher conferences, letters, phone calls, and emails.

Florida A&M University Developmental Research School (Summer, 2009)
1st Grade, Teacher

- Accountable for nine 1st grade students for the summer school program.
- Provide instruction using an intervention program (SRA Kaleidoscope) for students who performed below grade level during the preceding school year.
- Implement daily lesson plans for students
- Monitor student progress through daily assessments. Make final decision regarding students' retention or promotion based on progress in summer school program.
- Maintain communication with parents through parent-teacher conferences, letters, phone calls, and emails.

Florida A&M University Developmental Research School (2008-2009)
6th Grade Reading/Language Arts/Social Studies, Teacher

- Accountable for a total of 40 students of two 6th grade classes daily.
- Provide reading, language arts, and social studies instruction for 6th grade. Complete progress monitoring and implement differentiated instruction and intervention strategies for students performing below grade level. Plan and implement daily lessons based on student performance.

- Maintain communication with parents through parent-teacher conferences, letters, phone calls, and emails.

Bethel Christian Academy (2007-2008)
2nd Grade, Teacher

- Accountable for a total of 12 students in 2nd grade daily.
- Provide instruction in all subjects for 2nd grade. Complete progress monitoring and implement differentiated instruction and intervention strategies for students performing below grade level. Plan and implement daily lessons based on student performance.
- Maintain communication with parents through parent-teacher conferences, letters, phone calls, and emails.

Bethel Christian Academy (2006-2007)
2nd, 5th/6th Grade Reading/Language Arts/Social Studies/Science, Teacher

- Accountable for a total of 12 students in 2nd grade and 18 students in 5th and 6th grades daily.
- Provide instruction in reading, language arts, and social studies for 2nd grade.
- Provide instruction in language arts and science for 5th and 6th grade combination class.
- Complete progress monitoring and implement differentiated instruction and intervention strategies for students performing below grade level. Plan and implement daily lessons based on student performance.
- Maintain communication with parents through parent-teacher conferences, letters, phone calls, and emails.

Scottsdale Academy (2005)
Pre-Kindergarten, Teacher

- Accountable for 25 students in Pre-Kindergarten daily.
- Provide instruction in prewriting, early math, and early literacy skills to enhance speech and language skills.
- Develop and implement curriculum and lesson plans that include hands-on learning and outdoor activities to enhance fine motor and sensorimotor skills.
- Maintain communication with parents through parent-teacher conferences, letters, phone calls, and emails.

New Beginnings Child Development Center (2003-2004)
Pre-Kindergarten, Teacher

- Accountable for 25 students in Pre-Kindergarten daily.
- Provide instruction in prewriting, early math, and early literacy skills to enhance speech and language skills.
- Develop and implement curriculum and lesson plans that include hands-on learning and outdoor activities to enhance fine motor and sensorimotor skills.
- Maintain communication with parents through parent-teacher conferences, letters, phone calls, and emails.

EXPERIENCES RELATED TO TEACHING

Florida A&M University Developmental Research School (2009-Present)
School Advisory Council (SAC) Committee Member

- Meet with other teachers, parents, community members, and stakeholders to develop the various components of the school improvement plan (SIP) for each school year. Also review the implications and results of the implementation of the SIP from the previous school year.

Florida A&M University Developmental Research School (2009-2010)
Math Curriculum Adoption Committee Member

- Collaborated with other teachers and administrators in the decision for adoption and implementation of new math curriculum beginning 2010-2011 school year.

EDUCATION

Educational Leadership and Administration, Master of Science
December, 2012
Florida State University
Tallahassee, Florida

African American Studies, Bachelor of Science
December, 2003
Florida A&M University

Tallahassee, Florida

CERTIFICATIONS

Florida Professional Teacher Certification
Elementary Education (K-6)
Middle Grades Social Science (5-9)
School Leadership (All levels)
Exp. June, 2021

ESOL Training Certificate
Florida State University
August, 2012

HOBBIES/INTERESTS

- Singing and Dancing
- Traveling
- Education Reform in: 1)Standardized Assessments and 2)Equitable Education

REFERENCES

Allyson Watson, PhD
Academic Provost
Florida Agricultural & Mechanical University
Tallahassee, Florida
(850) 599-3000

Christopher Small, PhD
Director of Online Ed Leadership/Administration Programs
Florida State University
Tallahassee, Florida
(850) 644-8164

James Simpson
Former Principal
Governors Charter Academy
Tallahassee, Florida
(386) 344-0155

Benny Bolden, PhD

Principal
Nims Middle School
Tallahassee, Florida
(305) 788-8423

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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: Mrs. Kara Holbert | **Date:** 8/12/2025 3:09:45 PM

Home Address:	4532 Bowfin Drive Tallahassee, FL 32303	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(850) 300-1440	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	holbertk20@gmail.com	**How many years have you lived in Leon County?**	45

(EMPLOYMENT INFORMATION)

Employer:	Domi Education d/b/a Domi Station	**Work Address:**	914 RAILROAD AVE TALLAHASSEE, FL 32303
Occupation:	Executive Director		
Work/Other Phone:	(850) 391-8758	**Work Email:**	kara@domistation.org

(OPTIONAL)

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

Race: White **Gender:** F **Age:** 45

District: District II **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Dacia Williams	**Name:**	Kelly O'Rourke
Address:	914 RAILROAD AVE	**Address:**	600 W. College Avenue
Phone:	(850) 391-8758	**Phone:**	(850) 321-1638

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* *Yes*

If yes, please explain *Domi Education rents a Leon County Building*

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

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

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

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

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

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

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

Signature: *Mrs. Kara Holbert*

The application was electronically sent: 8/12/2025 3:09:45 PM

KARA HOLBERT

850.300.1440 4532 Bowfin Dr holbertk20@gmail.com www.linkedin.com/kara-holbert

EDUCATION

FLAGLER COLLEGE

Bachelor of Arts in Business Administration, 2008

ABOUT ME

A highly motivated professional with a strong skill set in customer and client support, grant writing, communications, and management with a passion for storytelling, design, and usability in the digital space.

WORK EXPERIENCE

EXECUTIVE DIRECTOR

Domi Station (2020-Present)

Lead Domi Station's strategic direction and daily operations to support entrepreneurs and grow a thriving startup ecosystem. Collaborate with board members, staff, and community partners to align around mission-driven goals. Champion the needs of entrepreneurs while building and sustaining relationships with funders, sponsors, and local stakeholders.

Key responsibilities include:

- Representing Domi publicly and communicating its mission effectively across diverse audiences
- Driving organizational sustainability through adaptive strategic planning and measurable goal-setting
- Cultivating new partnerships and securing grant funding and corporate sponsorships to support programs and operations
- Overseeing fiscal management, including budget preparation, compliance, and reporting
- Supervising staff and interns while fostering a positive, values-aligned workplace culture
- Designing and executing events that strengthen the entrepreneurial community

PRODUCT MANAGER

Rating Dynamics (2013-2018)

Led user experience research, product development initiatives, and operational support for a SaaS platform focused on improving customer engagement. Balanced strategic planning with hands-on execution across multiple departments to ensure smooth delivery and user satisfaction.

Key responsibilities included:

- Conducting UX research and design to guide product improvements based on user needs
- Managing project workflows and timelines to ensure timely delivery of product enhancements
- Generating leads, managing customer contracts, and supporting client onboarding
- Overseeing feature rollouts—from planning and testing to training and support
- Providing high-level customer service and training for new features
- Developing and executing marketing strategies including press releases, video content, web and blog updates, and third-party collaborations
- Managing general office operations, HR processes, and internal team support

SOCIAL COMMERCE AREA MANAGER

Gannet (2011-2013)

Led user experience research, product development initiatives, and operational support for a SaaS platform focused on improving customer engagement. Balanced strategic planning with hands-on execution across multiple departments to ensure smooth delivery and user satisfaction.

Key responsibilities included:

- Conducting UX research and design to guide product improvements based on user needs
- Managing project workflows and timelines to ensure timely delivery of product enhancements
- Generating leads, managing customer contracts, and supporting client onboarding
- Overseeing feature rollouts—from planning and testing to training and support
- Providing high-level customer service and training for new features
- Developing and executing marketing strategies including press releases, video content, web and blog updates, and third-party collaborations
- Managing general office operations, HR processes, and internal team support

ADVERTISING TRAFFIC COORDINATOR

Rowland Publishing (2008-2011)

Started as a college intern and advanced into a full-time Traffic Coordinator role, supporting the end-to-end production process for print advertising across multiple publications. Served as a key liaison between clients, designers, and sales teams to ensure that advertising content met both creative expectations and contractual obligations.

Key responsibilities included:

- Coordinated pre-production workflows to align client vision, design execution, and sales commitments
- Managed post-production tasks, including accurate billing and client reporting
- Supported magazine layout planning to maintain the optimal ad-to-editorial ratio for strong visual impact
- Provided backup support for front desk operations and accounting functions as needed
- Contributed to a collaborative, deadline-driven environment within a dynamic publishing team

Leon County
Board of County Commissioners

Notes for Agenda Item #4

Leon County Board of County Commissioners

Agenda Item #4

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Proposed Public Notice 2026 Tentative Board Meeting Schedule, Proposed 2026 Travel Schedule, and Proposed Revisions to Board Policy No. 03-16, "Holidays", and No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners"

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 approval of the proposed 2026 Tentative Board Meeting Schedule and proposed 2026 Travel Schedule, including the authorization of travel for the Commissioners, County Administrator, and County Attorney to the scheduled events. Also presented for Board approval are proposed revisions to Board Policy No. 03-16, "Holidays", and Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners."

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Adopt the proposed Leon County Board of County Commissioners' Public Notice of the 2026 Tentative Board Meeting Schedule (Attachment #1).

Option #2: Approve the proposed 2026 Travel Schedule (Table #1), and authorize travel for the Commissioners, County Administrator, and County Attorney to the scheduled events.

Option #3: Approve the proposed revisions to Board Policy No. 03-16, "Holidays" (Attachment #10).

Option #4: Approve the proposed revisions to Board Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners" (Attachment #11).

Report and Discussion

Background:

This item seeks approval of the proposed 2026 Tentative Board Meeting Schedule and proposed 2026 Travel Schedule, including the authorization of travel for the Commissioners, County Administrator, and County Attorney, to the scheduled events. Also presented for Board approval are proposed revisions to Board Policy No. 03-16, "Holidays", and No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners."

Annually, the Board makes available a tentative schedule of all workshops, meetings, and public hearings for the entire calendar year. The Public Notice of the Tentative Board Meeting Schedule also includes, in its outline, a list of conferences, education and training sessions, and events that the Commissioners may attend. The schedule is updated as part of each meeting agenda for the regularly scheduled Board meetings.

The County Travel Policy (Policy No. 09-1) requires Commissioners to have their travel approved in advance by the Board, whenever possible, via an agenda item at a regularly scheduled meeting. Each year, the Board approves an annual Travel Schedule to provide advance authorization for Commissioners to attend each of the listed events (Table #1). The purpose of this annual Travel Schedule is to expedite the approval of routine travel requests for events that are normally attended by Commissioners each year, based on the Commissioner's available travel budget.

The current process for approving the Board's annual Travel Schedule was the result of a previous audit which culminated in a series of recommendations and revisions to the County's Travel Policy. Significantly, the audit report included a recommendation to:

> *"clarify the process for travel approval and reimbursement for those not under the County Administrator's direct span of control, including County Commissioners and their aides..."*

Similarly, in an effort to streamline the travel approval process for appointed officials, it is recommended the Board include the County Administrator and County Attorney in its approval of the 2026 Travel Schedule (Table #1) to represent the County at these events and support Commissioners in attendance.

Proposed revisions to Board Policy No. 03-16, "Holidays", and No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners", are proposed to enable the County to be responsive to changes to the state holiday calendar and to better reflect the Board's current practices and procedures for the Commissioner installation meetings held in November each year.

Analysis:

Board Policy No. 18-2, "Meeting Dates for Board of County Commissioners", states that the Board shall annually adopt a meeting calendar that will generally schedule regular commission meetings, excluding holidays or other conflicts as determined by the Board. If there is not sufficient or timely business to come before the Board for any previously scheduled meeting, the County Administrator may recommend for the Chairperson to cancel or reschedule a meeting. The Board's proposed meeting and public hearing schedule is as follows: regular meetings generally to be held the 2nd Tuesday of the month at 3:00 p.m., public hearings generally to be held the 2nd Tuesday of the month at 6:00 p.m., and workshops generally to be held the 4th Tuesday of the month at 1:00 p.m.

The proposed Public Notice of the 2026 Tentative Board Meeting Schedule is included as Attachment #1. In drafting the proposed Public Notice of the 2026 Tentative Board Meeting Schedule and calendar, staff reviewed and considered the following:

- 2026 calendar with generally observed holidays (Attachment #2);
- 2025-2026 Leon County Schools Calendar (Attachment #3);
- Florida Association of Counties (FAC) 2026 Conferences (Attachment #4);
- National Association of Counties (NACo) 2026 Conferences (Attachment #5);
- International City/County Management Association (ICMA) 2026 Annual Conference (Attachment #6);
- Greater Tallahassee Chamber of Commerce Annual Conference scheduled for August 13-16, 2026 (Attachment #7);
- Leon County's 2026 Holiday Schedule per Policy No. 03-16 (Attachment #8); and
- Blueprint Intergovernmental Agency 2026 tentative meeting schedule (Attachment #9).

Based on a review of the listed 2026 calendars/schedules, and consistent with previous year's schedules, the following is a proposed tentative 2026 Board meeting and workshop schedule:

- January 2026 – Board Retreat on January 26 and Regular Meeting on January 27.
- February 2026 – Regular Meeting on February 10.
- March 2026 – Regular Meeting on March 10 and Board Workshop on March 24.
- April 2026 – Regular Meeting on April 14, and Budget Workshop on April 28.
- May 2026 – Regular Meeting on May 12.
- June 2026 – Regular Meeting on June 9, and preliminary Budget Workshop on June 16. It is recommended that the Workshop be held on the 3rd Tuesday (16th) instead of the 4th Tuesday (23rd), since the Florida Association of Counties Annual Conference is being held June 23 – 26, 2026.

- July 2026 – Regular Meeting and the Budget Workshop (if necessary) on July 14.
- August 2026 –Public Hearing related to CCRC Charter Amendments on August 17.
- September 2026 – Regular Meeting and first Budget Adoption Public Hearing on September 8, and Legislative Priorities Workshop along with the second Budget Adoption Public Hearing on September 22. Florida Statutes guide regular Board meeting dates for the County's budget adoption public hearings. The School Board's budget public hearings have not been set for September 2026. If the School Board's final budget adoption hearing date conflicts with the County's calendar, staff will bring back recommendations for rescheduling its regular and budget adoption hearings for alternate dates.
- October 2026 – Regular Meeting on October 13 and Board Workshop on October 27.
- November 2026 – Board reorganization and Regular Meeting on November 17. No workshop is scheduled for the 4th Tuesday due to the holidays.
- December 2026 – Regular Meeting on December 8. No workshop is scheduled for the 4th Tuesday due to the holidays.

The proposed Public Notice for the 2026 Tentative Board Meeting Schedule includes a calendar outline, consistent with previous years, that lists conferences, education and training sessions, and events, as indicated in Table #1 and included as the Travel Schedule. In an effort to streamline and provide additional consistency in the travel approval process, it is recommended that the County Administrator and County Attorney pre-approved travel be included in the 2026 Travel Schedule below.

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Table #1. Leon County Board of County Commissioners' 2026 Travel Schedule

Date (2026)	Conference	Location
February 21 – 24 *Sat. – Tues.*	National Association of Counties (NACo) Legislative Conference	Washington D.C.
April 18 *Saturday*	Honor Flight Tallahassee	Washington D.C.
June 23 – 26 *Tues. – Fri.*	Florida Association of Counties (FAC) Annual Conference & Educational Exposition	Orlando, FL
July 17 – 20 *Fri. – Mon.*	NACo Annual Conference	New Orleans, LA
July 18 – 22 *Sat. – Wed.*	National Association for the Advancement of Colored People (NAACP) National Convention	Chicago, IL
July TBD	National Urban League Annual Conference	TBD
August 13 – 16 *Thur. – Sun.*	Greater Tallahassee Chamber of Commerce Annual Conference	Fernandina Beach, FL
September TBD	FAC Innovation & Policy Conference	TBD
September TBD	Congressional Black Caucus Annual Legislative Conference	Washington, D.C.
October TBD	National Organization of Black County Officials (NOBCO) Annual Economic Development Conference	TBD
October 17 – 21 *Sat. – Wed.*	International City/County Management Association (ICMA) Annual Conference	Long Beach, CA
December 2 – 4 *Wed. – Fri.*	FAC Legislative Conference	Ponte Vedra Beach, FL

All Florida Association of Counties (FAC) related events and National Association of Counties (NACo) related events not listed on the Schedule will be considered pre-approved for travel.

This item seeks Board approval of the proposed 2026 Tentative Board Meeting Schedule and the proposed 2026 Travel Schedule for the Board, County Administrator, and County Attorney, including the authorization of travel to the scheduled events (Options #1 and #2) subject to their respective travel budget.

If adopted, the 2026 Tentative Meeting schedule will be included in each Board meeting agenda and will also be posted on the Board's Calendar, which is available on the County's website.

Proposed revisions to Board Policy No. 03-16, "Holidays" (Attachment #10), recommends inclusion of language to allow closure of Leon County offices by the County Administrator, upon consultation with the Chairperson, on occasions when State of Florida government offices are closed at the direction of the Governor.

Proposed revisions to Board Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners" (Attachment #11), are intended to better reflect the Board's current practices regarding installation meetings taking place at the beginning of the regularly scheduled Board meeting during the month of November.

Options:

1. Adopt the proposed Leon County Board of County Commissioners' Public Notice of the 2026 Tentative Board Meeting Schedule (Attachment #1).
2. Approve the proposed 2026 Travel Schedule (Table #1), and authorize travel for the Commissioners, County Administrator, and County Attorney to the scheduled events.
3. Approve the proposed revisions to Board Policy No. 03-16, "Holidays" (Attachment #11).
4. Approve the proposed revisions to Board Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners" (Attachment #12).
5. Do not adopt the proposed Leon County Board of County Commissioners' Public Notice of the 2026 Tentative Board Meeting Schedule (Attachment #1).
6. Do not approve the proposed 2026 Travel Schedule (Table #1), and do not authorize travel for the Commissioners, County Administrator, and County Attorney to the scheduled events.
7. Do not approve the proposed revisions to Board Policy No. 03-16, "Holidays" .
8. Do not approve the proposed updates to Board Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners".
9. Board direction.

Recommendation:

Options #1, #2, #3, and #4

Attachments:

1. 2026 Proposed Meeting Schedule
2. 2026 Calendar with U.S. observed holidays
3. 2025-2026 Leon County Schools Calendar
4. FAC 2026 Conferences
5. NACo 2026 Conference
6. ICMA 2026 Conference
7. Greater Tallahassee Chamber of Commerce 2026 Conference
8. 2026 Leon County Holiday Schedule
9. 2026 Blueprint Intergovernmental Agency tentative meeting schedule
10. Proposed revisions to Board Policy No. 03-16, "Holidays"
11. Proposed revisions to Board Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners"

PUBLIC NOTICE

Leon County Board of County Commissioners
2026 Tentative Meeting Schedule

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

Date	Day	Time	Meeting
January 26	Monday	9:00 a.m.	Board Retreat
January 27	Tuesday	3:00 p.m.	Regular Board Meeting
February 10	Tuesday	3:00 p.m.	Regular Board Meeting
March 10	Tuesday	3:00 p.m.	Regular Board Meeting
March 24	Tuesday	1:00 p.m.	Workshop (if necessary)
April 14	Tuesday	3:00 p.m.	Regular Board Meeting
April 28	Tuesday	1:00 p.m.	Budget Workshop
May 12	Tuesday	3:00 p.m.	Regular Board Meeting
June 9	Tuesday	3:00 p.m.	Regular Board Meeting
June 16	Tuesday	9:00 a.m.	Budget Workshop
July 14	Tuesday	9:00 a.m.	Budget Workshop
July 14	Tuesday	3:00 p.m.	Regular Board Meeting
August 17	Monday	6:00 p.m.	Public Hearing on Charter Amendments
September 8	Tuesday	3:00 p.m.	Regular Board Meeting
September 8	Tuesday	6:00 p.m.	First Public Hearing on Tentative Millage Rate and Budgets
September 22	Tuesday	3:00 p.m.	Legislative Priorities Workshop
September22	Tuesday	6:00 p.m.	Second Public Hearing on Final Millage Rate and Final Budgets
October 13	Tuesday	3:00 p.m.	Regular Board Meeting
October 27	Tuesday	1:00 p.m.	Workshop (if necessary)
November 17	Tuesday	3:00 p.m.	Installation, Reorganization & Regular Board Meeting
December 8	Tuesday	3:00 p.m.	Regular Board Meeting

Note: All regularly scheduled Board meetings are generally scheduled for the 2nd Tuesday of the month and workshops for the 4th Tuesday. If additional Board meetings are necessary, 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

2026 Tentative Calendar

Month	Day	Time	Meeting Type
January 2026	Thursday 1	Office Closed	NEW YEAR'S DAY
	Friday 2	Office Closed	NEW YEAR'S DAY OBSERVED
	Monday 19	Offices Closed	MARTIN LUTHER KING, JR. DAY
	Wednesday 21		*Florida Association of Counties Legislative Day* *FSU Turnbull Conference Center* *Tallahassee, Leon County, FL*
	Monday 26	9:00 a.m.	Board Retreat TBD
	Tuesday 27	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
February 2026	Tuesday 10	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Saturday 21 – Tuesday 24		*NACO Legislative Conference* *Washington, D.C.*
March 2026	Tuesday 10	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Thursday 12	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Tuesday 24	1:00 p.m.	Board Workshop (if necessary) Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
April 2026	Tuesday 14	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Saturday 18		*Honor Flight Tallahassee* *Washington D.C.*
	Tuesday 28	1:00 p.m.	Budget Workshop Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
May 2026	Tuesday 12	3:00 p.m.	Regular Meeting 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
June 2026	Tuesday 9	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Thursday 11	1:00 p.m.	Blueprint Intergovernmental Agency Budget Workshop City Commission Chambers
		3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers

Month	Day	Time	Meeting Type
June 2026 (cont.)	Tuesday 16	9:00 a.m.	Budget Workshop Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Tuesday 23 – Friday 26		*FAC Annual Conference & Educational Exposition* *Orlando, Orange County, FL*
July 2026	Friday 3	Offices Closed	INDEPENDENCE DAY OBSERVED
	Tuesday 14	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
	Friday 17 – Monday 20		*NACo Annual Conference* *New Orleans, LA*
	Saturday 18 – Wednesday 22		*NAACP National Convention* *Chicago, IL*
	TBD		*National Urban League Annual Conference* *TBD*
August 2026	*Thursday 13 – Sunday 16*		*Chamber of Commerce Annual Conference* *Fernandina Beach, FL*
	Monday 17	6:00 p.m.	Public Hearing on Charter Amendments Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
September 2026	Monday 7	Offices Closed	LABOR DAY
	Tuesday 8	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
	Tuesday 22	3:00 p.m.	Legislative Priorities Workshop Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
		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
	Thursday 24	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
		5:00 p.m.	Blueprint Intergovernmental Agency Budget Public Hearing City Commission Chambers
	TBD		*FAC Innovation & Policy Conference* *TBD*
	TBD		*Congressional Black Caucus Annual Legislative Conference – Washington D.C.*

**These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings*

Month	Day	Time	Meeting Type
October 2026	Tuesday 13	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Saturday 17 – Wednesday 21		*ICMA Annual Conference* *Long Beach, CA*
	Tuesday 27	1:00 pm	Board Workshop (if necessary) Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	TBD		*National Organization of Black County Officials (NOBCO) Annual Conference – TBD*
November 2026	Wednesday 11	Offices Closed	VETERAN'S DAY
	Thursday 12	3:00 pm	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Tuesday 17	3:00 p.m.	Installation, Reorganization and Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Thursday 26	Offices Closed	THANKSGIVING DAY
	Friday 27	Offices Closed	DAY AFTER THANKSGIVING
December 2026	*Wednesday 2 – Friday 4*		*FAC Legislative Conference* *Ponte Vedra Beach, FL*
	Tuesday 8	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Friday 25	Offices Closed	CHRISTMAS
January 2027	Friday 1	Offices Closed	NEW YEAR'S DAY
	Monday 18	Offices Closed	MARTIN LUTHER KING, JR. DAY

Meetings listed in italics are included in the Board's 2026 Travel Schedule

Capital Region Transportation Planning Agency DRAFT 2026 Meeting Schedule will be provided at a later date and added to the calendar once available.

2026

January

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	**19**	20	21	22	23	24
25	26	27	28	29	30	31

February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	**16**	17	18	19	20	21
22	23	24	25	26	27	28

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	**3**	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	**25**	26	27	28	29	30
31						

June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	**19**	20
21	22	23	24	25	26	27
28	29	30				

July

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	**3**	**4**
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	**7**	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	**12**	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	**11**	12	13	14
15	16	17	18	19	20	21
22	23	24	25	**26**	27	28
29	30					

December

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	**25**	26
27	28	29	30	31		

USA Holidays and Observances					
Jan 01	New Year's Day	Jan 19	M L King Day	Feb 16	Presidents' Day
Apr 03	Good Friday	Apr 05	Easter Sunday	May 25	Memorial Day
Jun 19	Juneteenth	Jul 03	Independence Day Holiday	Jul 04	Independence Day
Sep 07	Labor Day	Oct 12	Columbus Day	Nov 11	Veterans Day
Nov 26	Thanksgiving Day	Dec 25	Christmas		

LCS 2025-2026 REGULAR CALENDAR

2025- July	31	Teachers Report/Teacher Planning/Inservice Day
August	1	Teacher Planning/Inservice Days
	4-8	Teacher Planning/Inservice Days
	11	Students Report
September	1	Labor Day Holiday (Districtwide)
October	2	Fall Holiday (Districtwide)
	10	End of First Nine Weeks
	13	Teacher Planning/Inservice Day
November	11	Veterans Day Holiday (Districtwide)
	24-26	Administrative Days (District Open)
	24-28	Thanksgiving Holidays (Students and Teachers)
	27-28	Thanksgiving Holidays (Districtwide)
December		
	19	End of Second Nine Weeks/End of the First Semester
	22-31	Winter Holidays (Districtwide)
2026 - January	1-2	Winter Holidays (Districtwide)
	5-6	Teacher Planning/Inservice Day
	7	Students and Staff Return
	19	Martin Luther King, Jr. Day Holiday (Districtwide)
February	16	Presidents Day Holiday (Districtwide)
March	13	End of Third Nine Weeks
	16-20	Spring Break (Students and Teachers Out)
	23	Teacher Planning/Inservice Day
April	3	Spring Holiday (Districtwide)
May	20-22	Middle and High School Exam Days/Elementary, Middle and High Early Release
	22	Last Day of School/End of Fourth Nine Weeks/End of Second Semester
	25	Memorial Day Holiday (Districtwide)
	26-27	Teacher Planning/Inservice Day
June	1	Four-Day Workweek Begins
	TBD	Summer Reading Academy and ESE Summer Services Training
	TBD	Summer Reading Academy and ESE Summer Services Planning
	TBD	First Day of SRA and ESE Summer Services
	TBD	SRA and ESE Summer Services
	18	Juneteenth Holiday (Districtwide)
July	TBD	SRA and ESE Holiday Break
	2	Fourth of July Holiday (Districtwide)
	TBD	SRA and ESE Summer Services Resume
	TBD	SRA and ESE Summer Services
	24	Last Day of Four-Day Workweek

Possible Hazardous Weather Make-Up Day to be determined as needed (11/25/25-11/26/25).

LCSB APPROVED: 04.23.24

Save the Date

Florida Association of Counties provides many opportunities for county officials to gain valuable knowledge and compare experiences with other officials from across the state.

ANNUAL CONFERENCE & EDUCATIONAL EXHIBITION

For more than 90 years, the Florida Association of Counties has held an annual conference. This is the largest FAC event each year and offers an opportunity for hundreds of commissioners and county staff from across the state to come together for continuing education and critical networking. In addition to the educational sessions, this event also includes a 100+ booth educational exhibition – with exhibitors from around the country sharing cost saving tools and products with counties.

Future Annual Conference Dates

- June 23-26, 2026 (Hilton Orlando – Orange County)
- June 22-25, 2027 (Hilton Orlando – Orange County)

INNOVATION & POLICY CONFERENCE

2026 – Date TBD

The Innovation & Policy Conference will showcase county innovative programs and projects around the state; deliver new educational opportunities for county commissioners and staff; and launch fresh, research based leadership training for FAC members. In addition, this Summit is designed to facilitate discussion on the many policy issues facing counties, debate new and old issues and begin to narrow down the policies for a final vote before the end of the year.

LEGISLATIVE CONFERENCE

The FAC Legislative Conference is the final opportunity for the membership and Legislative Policy Committees to meet and voice their opinion on the policies FAC lobbies during the legislative session. On the final day, commissioners vote and adopt the final FAC policies.

Future Legislative Conference Dates

- December 2-4, 2026 (Sawgrass Marriott – St. Johns County)

LEGISLATIVE DAY

January 21, 2026

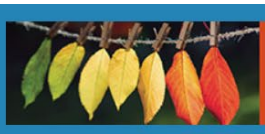
FSU Turnbull Conference Center (Leon County)

Each year during the height of the Legislative Session, FAC hosts our legislative day in Leon County. Commissioners and staff are encouraged to come to Tallahassee to assist in the lobbying efforts to protect home rule and prevent unfunded mandates. The day begins with a legislative briefing and the afternoon is spent lobbying local delegations; a reception honoring the Legislature will be held that evening.

Future Conference Dates

CONFERENCE	DATE	LOCATION
2025 Western Interstate Region Conference	May 21–23, 2025	Pennington County/Rapid City, S.D.
2025 Annual Conference & Exposition	July 11–14, 2025	City and County of Philadelphia, Pa.
2026 Legislative Conference	Feb. 21–24, 2026	Washington, D.C.
2026 Western Interstate Region Conference	May 2026	To Be Announced
2026 Annual Conference & Exposition	July 17–20, 2026	Orleans Parish/New Orleans, La.

2025 ICMA ANNUAL CONFERENCE
OCTOBER 25–29 | TAMPA CONVENTION CENTER
TAMPA/HILLSBOROUGH COUNTY, FLORIDA



ICMA MEMBERS IN TRANSITION PROGRAM
When a manager or assistant manager is fired, forced to resign, or otherwise involuntary separated from local government service, ICMA provides an array of support on a personal level, financial level, and professional level.
LEARN MORE
ICMA MEMBER BENEFIT

Show Info | Registration | Program | Speakers | Exhibit/Sponsor | Resource Center

Since 1914, ICMA has sponsored an annual conference that enables local government managers and their staffs to network, discuss key management issues, review major local government developments, adopt policy statements, and conduct association business. Conference keynote addresses, educational sessions, workshops, and field demonstrations provide attendees with an unparalleled opportunity for acquiring new tools and techniques to address the problems facing communities and local government administrators today. Questions about the ICMA Annual Conference can be e-mailed to conferenceteam@icma.org.

Future ICMA Annual Conferences

Tampa/Hillsborough County, Florida

October 25-29, 2025

Long Beach/Los Angeles County, California

October 17-21, 2026

Toronto, Ontario, Canada

September 25-29, 2027

Atlanta/Fulton County, Georgia

October 21-25, 2028

San Antonio/Bexar County, Texas

October 20-24, 2029

Lisa Davis

Subject: 2026 Greater Tallahassee Chamber of Commerce Annual Conference

From: Dana Noles <dnoles@talchamber.com>
Sent: Monday, June 2, 2025 8:41 AM
To: Lisa Davis <DavisLis@leoncountyfl.gov>
Subject: Request for info regarding the 2026 Greater Tallahassee Chamber of Commerce Annual Conference

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

The 2026 Greater Tallahassee Chamber of Commerce Annual Conference will be held August 13-16, 2026.



Dana Noles
VICE PRESIDENT, COMMUNITY
& CORPORATE ADVANCEMENT
PHONE: O: (850) 224-8116 D: (850) 521-3108
EMAIL: DNOLES@TALCHAMBER.COM
WEBSITE: WWW.TALCHAMBER.COM
ADDRESS: 300 E. PARK AVE.
THE CHAMBER

Leon County Government

INTEROFFICE MEMO

DATE: June 19, 2025

TO: All County Employees

FROM: Vincent S. Long, County Administrator

SUBJECT: 2026 Holiday Schedule

The schedule below reflects the holiday schedule for 2026.

Holiday	Date Observed
New Year's Day 2026	Thursday, January 01, 2026
New Year's Holiday Observed*	Friday, January 02, 2026
Martin Luther King Jr. Day	Monday, January 19, 2026
Florida Emancipation Day	Wednesday, May 20, 2026
Memorial Day	Monday, May 25, 2026
Independence Day	Friday, July 03, 2026
Labor Day	Monday, September 07, 2026
Veteran's Day	Wednesday, November 11, 2026
Thanksgiving Day	Thursday, November 26, 2026
Friday after Thanksgiving	Friday, November 27, 2026
Christmas Day	Friday, December 25, 2026
New Year's Day 2027	Friday, January 01, 2027

In addition, employees will accrue three (3) Personal Days annually. For more information on holidays, please refer to Policy No. 03-16, Holidays.

*If the New Year falls on a Thursday, the following Friday shall be observed as a holiday.

cc: Board of County Commissioners
Constitutional Officers

People Focused. Performance Driven.

Blueprint Intergovernmental Agency

Tentative Meeting Schedule for 2026

Date
March 12, 2026 3:00 p.m. Regular Meeting
June 11, 2026 1:00 p.m. Budget Workshop
June 11, 2026 3:00 p.m. Regular Meeting
September 24, 2026 3:00 p.m. Regular Meeting
September 24, 2026 5:00 p.m. Budget Public Hearing
November 12, 2026 3:00 p.m. Regular Meeting

2.03

Board of County Commissioners
Leon County, Florida
Policy No. 03-16

Title:	Holidays
Date Adopted:	~~May 11, 2021~~September 15, 2025
Effective Date:	~~October 1, 2021~~September 15, 2025
Reference:	N/A
Policy Superseded:	Policy No. 02-10, "Holidays," adopted October 8, 2002; Policy No. 03-16, "Holidays," adopted October 14, 2003; revised September 29, 2020; revised October 1, 2021

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy 03-16, "Holidays," adopted by the Board of County Commissioners on ~~September 2~~October 1~~9~~, 202~~0~~1, is hereby amended, and a revised policy is adopted in its place, to wit:

This policy establishes a permanent Holiday Schedule for all Leon County employees. Beginning ~~October 1, 2021~~September 15, 2025, and until such time as the Holiday Policy is amended, the County shall observe the following holidays:

New Year's Day*
Birthday of Martin Luther King, Jr. (third Monday in January)
Memorial Day (last Monday in May)
Emancipation Day (May 20th)
Independence Day
Labor Day, (first Monday in September)
Election Day (first Tuesday after the first Monday in November in even-numbered years)
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day*

If any of these holidays fall on Saturday, the preceding Friday shall be observed as a holiday. When these holidays fall on Sunday, the following Monday shall be observed as a holiday. (*If the New Years or Christmas Holiday falls on a Thursday, the following Friday shall be observed as a holiday. If the New Years or Christmas Holiday falls on a Tuesday, the preceding Monday shall be observed as a holiday).

On occasions when State of Florida government offices are closed by direction of the Governor, the County Administrator, in consultation with the Chair, may elect to close Leon County offices.

2.03

The holidays identified in the Holiday Schedule will remain constant each year unless a formal request for change is made by the Board, Constitutional Officers or County Administration.

In accordance with Leon County Human Resources Policies and Procedures, Section 7.06, Leon County employees, except for O.P.S. employees, will accrue twenty-four (24) hours of Personal Days annually.

The Holiday Schedule for each year will be distributed by the Office of Human Resources to all Board employees and Constitutional Officers by November 1st~~st~~ of the preceding year.

1.08

Board of County Commissioners
Leon County, Florida

Policy No. 98-7

Title:	Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners
Date Adopted:	~~October 29, 2013~~September 15, 2025
Effective Date:	~~October 29, 2013~~September 15, 2025
Reference:	Ch. 100.041, F.S.; Article II, Sec. 5, Florida Constitution
Policy Superseded:	Policy No. 96-10, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners" adopted 6/11/96; Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners" adopted October 13, 1998; revised October 10, 2006; revised October 27, 2009; revised October 29, 2013

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 98-7, "Reorganization of the Board of County Commissioners," adopted by the Board of County Commissioners on October 2~~7~~9, 20~~09~~13, is hereby repealed and superseded, and a revised policy is hereby adopted in its place, to wit:

Reorganization of the Board of County Commissioners

Reorganization of the Board of County Commissioners shall be conducted during the ~~last~~ regularly scheduled Board meeting in November of each year to elect a chairman and vice-chairman. However, during years when newly elected commissioners are installed, the reorganization of the board shall occur on the second Tuesday following the general election.

The reorganization shall be coordinated by the outgoing chairman and/or his or her designee. The outgoing chairman shall give a state-of-the-county address prior to turning the gavel over to the Chief Judge, Clerk of Court for the Second Judicial Circuit, or other official selected by the outgoing chairman, to preside over the election of the chairman and vice chairman. Following the election, the presiding official shall administer the following oath to the incoming chairman:

> *I, (name), do solemnly swear (or affirm) that I will well and faithfully execute the duties of the office of Chairman of the Leon County Board of County Commissioners to the best of my ability, so help me God."*

Acceptance remarks by the newly sworn chairman, and recognitions, may be made prior to proceeding with the conduct of the regularly scheduled business of the Board.

Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners Policy No. 98-7 **1.08**

Installation of Newly Elected Commissioners

In accordance with Ch. 100.041, F.S., newly elected County Commissioners shall be installed the second Tuesday following the general election. Such installation shall take place ~~during a specially called~~at the beginning of the regularly scheduled meeting of the Board in November ~~for the sole purpose of swearing in the newly elected commissioners~~.

The installation of newly elected County Commissioners, and the coordination of a swearing-in ceremony, shall be the responsibility of the Chairman of the Board and/or his or her designee. The Chief Judge and/or the Clerk of Court for the Second Judicial Circuit may be invited to preside over the ceremony and to administer the oath of office as prescribed in the Constitution of the State of Florida, Article II, Section 5, "Public Officers." The oath prescribed is as follows:

> *I do solemnly swear (or affirm) that I will support, protect and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the State; and that I will well and faithfully perform the duties of the office of County Commissioner on which I am now about to enter, so help me God.*

Community and Media Relations

The Director of Community and Media Relations shall maintain suggested procedures for such ceremonies and provide counsel to the Chairman/designee in coordinating the inaugural and reorganization ceremonies. In addition, the Director of Community and Media Relations will ensure required and appropriate protocols and public notice of these ceremonies.

Leon County
Board of County Commissioners

Notes for Agenda Item #5

Leon County Board of County Commissioners

Agenda Item #5

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of Florida Department of Law Enforcement and United States Department of Agriculture Forest Service Grants for the Leon County Sheriff's Office and Approval of the Sheriff's Request for Utilization of Law Enforcement Trust Fund Assets

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

Statement of Issue:

This item seeks Board acceptance of three grants totaling $145,496 on behalf of the Leon County Sheriff's Office (LCSO) for law enforcement technology, to fund hot spot policing in high crime areas, and to enhance patrol activities on National Forest Service lands in Leon County; and, as requested by the Sheriff, approval to withdraw $143,449 from the Law Enforcement Trust Fund to support various crime prevention activities and programs.

Fiscal Impact:

This item has a fiscal impact. This item realizes three grants totaling $145,496 on behalf of LCSO. As fiscal agent, the County must authorize LCSO to realize and spend the $145,496 in direct grant funding from the Florida Department of Law Enforcement and the U.S. Department of Agriculture. Additionally, adequate funding is available in the Law Enforcement Trust Fund to support the Sheriff's request. As of August 26, 2025, the fund has a balance of $225,998.

Staff Recommendation:

Option #1: Authorize the Leon County Sheriff's Office to realize and spend $11,819 from the Florida Department of Law Enforcement Pass-through Justice Assistance Grant (Attachment #1).

Option #2: Authorize the Leon County Sheriff's Office to realize and spend $33,677 from the Florida Department of Law Enforcement Pass-through Project Safe Neighborhoods Grant (Attachment #2).

Option #3: Authorize the Leon County Sheriff's Office to realize and spend $100,000 from the United States Department of Agriculture (USDA), Forest Service, National Forests Service in Florida, to enhance patrol activities on National Forest Service lands in Leon County (Attachment #3).

Option #4: Approve the transfer of $143,449 from the Law Enforcement Trust Fund to the Sheriff's Office General Operating budget to support various crime prevention activities and programs.

Report and Discussion

Background:

This item seeks Board acceptance of three grants totaling $145,496 on behalf of the Leon County Sheriff's Office (LCSO) for law enforcement technology, to fund hot spot policing in high crime areas, and to enhance patrol activities on National Forest Service lands in Leon County; and, as requested by the Sheriff, approval to withdraw $143,449 from the Law Enforcement Trust Fund to support various crime prevention activities and programs.

State of Florida, Florida Department of Law Enforcement (FDLE) Pass-through Edward Byrne Memorial Justice Assistance Grant (JAG)

On April 2, 2025, the County was notified that FDLE had approved the JAG grant application in the amount of $11,819 on behalf of the Sheriff to purchase GeoShield computer software. The computer software will allow LCSO to deploy resources more effectively and assist investigators in quickly identifying suspects (Attachment #1).

Florida Department of Law Enforcement (FDLE) Pass-through Project Safe Neighborhoods Grant

On July 14, 2025, LCSO was notified of the grant award by the FDLE of pass-through funding from the U.S. Department of Justice, Project Safe Neighborhood Grant, in the amount of $33,677 to fund hot spot policing in high crime areas, reducing violence and criminal activity within Leon County (Attachment #2).

The United States Department of Agriculture (USDA), Forest Service, National Forests Service in Florida

On June 16, 2025, LCSO received a fully executed agreement with the USDA, National Forests in Florida, in the amount of $100,000 to enhance LCSO patrol activities in the Apalachicola National Forest (Attachment #3).

Law Enforcement Trust Fund

Florida law addresses the disposition of liens and forfeited property and allows for the establishment of a special law enforcement trust fund that defines the conditions under which a Board of County Commissioners can allow proceeds from such a fund to be expended. Section 932.7055(4)-(5), Florida Statutes, provides for disposition of liens and forfeited property as follows:

- The proceeds from the sale of forfeited property shall be disbursed in the following priority: (a) payment of the balance due on any lien preserved by the court in the forfeiture proceedings, (b) payment of the cost incurred by the seizing agency in connection with the storage, maintenance, security, and forfeiture of such property, and (c) payment of court costs incurred in the forfeiture proceeding.

- If the seizing agency is a county or municipal agency (i.e., LCSO), the remaining proceeds shall be deposited in a special law enforcement trust fund established by the Board of County Commissioners or the governing body of the municipality. Such proceeds and interest earned shall be used for school resource officers, crime prevention, safe neighborhood, drug abuse education and prevention programs, or for other law enforcement purposes, which include defraying the cost of protracted or complex investigations, providing additional equipment or expertise, purchasing automated external defibrillators for use in law enforcement vehicles, and providing matching funds to obtain federal grants. The proceeds and interest may not be used to meet normal operating expenses of the law enforcement agency.

LCSO is typically awarded funds through its participation on local or state task force cases where cash, vehicles, or other property has been seized during the commission of a felony. During court proceedings, the judge awards the cash or proceeds from the sale of property to LCSO. These funds are sent to the County for deposit in the Law Enforcement Trust Fund. Section 932.7055(5)(b), Florida Statutes, provides the Sheriff's Office the discretion to determine which program(s) will receive the designated proceeds. The funds may be expended upon request by the Sheriff to the Board of County Commissioners, accompanied by a written certification that the request complies with the provisions of section 932.7055(5), Florida Statutes (Attachment #4).

Analysis:

State of Florida, Florida Department of Law Enforcement Pass-through Edward Byrne Memorial Justice Assistance Grant

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

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

In 2024, the County applied for FDLE's JAGD Program on behalf of LCSO since eligible applicants were limited to units of local government, such as cities and counties. The JAG funds will be used to purchase the GeoShield software which will allow LCSO to proactively detect crimes in progress and crimes that have just occurred. This solution connects and aggregates data in real-time from disparate sources such as agency data, live video feeds, and social media. It also equips officers and crime analysts with actionable intelligence. The software will also enhance the LCSO's ability to interact with the Capital Region Real Time Crime Center and other agencies such as the Tallahassee Police Department, Florida State University Police Department, and the Tallahassee State College Police Department.

The Florida Department of Law Enforcement Pass-through Project Safe Neighborhoods

The U.S. DOJ, Project Safe Neighborhoods, Northern District of Florida, has made available $33,677 in grant funding through the FDLE. The grant funds are designated to be used for policing hot spots in high crime areas, reducing violence and criminal activity within Leon County. The grant will reimburse LCSO for personnel costs for assigned deputies.

FY 2025 United States Department of Agriculture (USDA), Forest Service, National Forests Service in Florida, Cooperative Law Enforcement Agreement

The USDA, National Forests in Florida, Cooperative Law Enforcement funding will be used to reimburse the costs for an assigned deputy sheriff to conduct vehicle and foot patrols in the Apalachicola National Forest with specific attention given to Blue Sink, Sam Allen Pond, a dispersed camping area, and other Government owned properties and areas of concentrated public use. Particular attention will be given on federally recognized summer weekends (Memorial Day, Independence Day, and Labor Day). The assigned deputy will visit these sites as often as possible. Funds will also be used to purchase equipment needed for assigned duties.

To facilitate the awarding of these grant funds, the County must authorize LCSO to realize and spend the $145,496 in direct grant funding from the USDA and FDLE.

Law Enforcement Trust Fund

Sheriff Walt McNeil has requested a draw of $143,449 from the Law Enforcement Trust Fund to support various crime prevention activities and programs including Dream Builders, a youth and child development program. The Sheriff has certified that the expenses are allowable and comply with section 932.7055, Florida Statutes.

As of August 26, 2025, a balance of $225,998 is available in the Law Enforcement Trust Fund. If approved, the funds will be disbursed directly from the trust fund.

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Options:

1. Authorize the Leon County Sheriff's Office to realize and spend $11,819 from the Florida Department of Law Enforcement Pass-through Justice Assistance Grant (Attachment #1)
2. Authorize the Leon County Sheriff's Office to realize and spend $33,677 from the Florida Department of Law Enforcement Pass-through Project Safe Neighborhoods Grant (Attachment #2).
3. Authorize the Leon County Sheriff's Office to realize and spend $100,000 from the United States Department of Agriculture (USDA), Forest Service, National Forests Service, in Florida to enhance patrol activities on National Forest Service lands in Leon County (Attachment #3).
4. Approve the transfer of $143,449 from the Law Enforcement Trust Fund to the Sheriff's Office General Operating budget to support various crime prevention activities and programs.
5. Do not authorize the Leon County Sheriff's Office to realize and spend $11,819 from the Florida Department of Law Enforcement Pass-through Justice Assistance Grant.
6. Do not authorize the Leon County Sheriff's Office to realize and spend $33,677 from the Florida Department of Law Enforcement Pass-through Project Safe Neighborhoods Grant.
7. Do not authorize the Leon County Sheriff's Office to realize and spend $100,000 from the United States Department of Agriculture (USDA), Forest Service, National Forests Service, in Florida to fund post Hurricane Michael patrol activities in Leon County, Florida.
8. Do not approve the transfer of $143,449 from the Law Enforcement Trust Fund to the Sheriff's Office General Operating budget to support various crime prevention activities and programs.
9. Board direction.

Recommendation:

Options #1, #2, #3, and #4

Attachments:

1. Florida Department of Law Enforcement Pass-through Justice Assistance Grant
2. Florida Department of Law Enforcement Pass-through Project Safe Neighborhoods Grant
3. United States Department of Agriculture (USDA), Forest Service, National Forests Service in Florida, Cooperative Law Enforcement Agreement
4. Law Enforcement Trust Fund letter from the Sheriff

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

TO: **LEON COUNTY BOARD OF COUNTY COMMISSIONERS** 8/1/2025
DATE

FROM:

Chief Financial Officer **Director of Finance & Accounting**

Elise Gann **Scott Otte**

Request Detail

Revenues

Account Information							
Fund	***Org***	***Acct***	***Prog***	***Title***	**Current Budget**	**Change**	**Adjusted Budget**
900500	900500	331000	521	Federal Grant Revenue	-	11,819	11,819
					Subtotal:	11,819	11,819

Expenditures

Account Information							
Fund	***Org***	***Acct***	***Prog***	***Title***	**Current Budget**	**Change**	**Adjusted Budget**
900500	900500	53450	521	Contractual - Licenses/Subs/Support	-	11,819	11,819
							-
							-
							-
					Subtotal:	11,819	11,819

Purpose of Request

This budget amendment request is to request the Board's authority to expend and receipt reimbursement for activities under the federal award agreement #15PBJA-24-GG-05210-JAGX between LCSO and City of Tallahassee entitled Law Enforcement Equipment - GeoShield, executed April 2, 2025.

For OMB Use:

Leon County Sheriff
Division/Department

Agenda Item No:
Agenda Item Date:

Approved By: **Motion** ☐

JustGrants Application: 14277006 **Grant Award # 15PBJA-24-GG-05210-JAGX**

AGREEMENT

This Agreement is entered into this 2 day of April, 2025 ("Effective Date"), by and between the City of Tallahassee, a Florida municipal corporation, hereinafter referred to as the CITY, Leon County, Florida, a charter county and political subdivision of the State of Florida, hereafter referred to as the COUNTY, and the Leon County Sheriff's Office, hereinafter referred to as LCSO, collectively referred to as "Parties".

WHEREAS, the CITY and COUNTY have applied for and were awarded an Edward Byrne Memorial Justice Assistance Grant directly from the Department of Justice (DOJ) hereinafter referred to as JAG, and Grant Award Number 15PBJA-24-GG-05210-JAGX ("2024 JAG") was authorized and funding, through September 30, 2027, was approved by the United States DOJ per CFDA #16.738; and

WHEREAS, the CITY and COUNTY, following JAG program requirements, have approved the allocation of the approved grant award in the amount of $103,637; and

WHEREAS, on November 6, 2024, the CITY approved CITY funding in the amount of $11,818, and a commitment to sub-award $80,000 to DISC Village, Inc. and $11,819 to the Leon County Sheriff's Office, and

WHEREAS, the CITY and COUNTY find that the division of responsibilities for the performance of this Agreement is in the best interests of both parties and that the division of costs fairly compensates each party.

NOW, THEREFORE, for valuable consideration and mutual promises between the parties hereto, it is agreed as follows:

1. Program Coordination and Funding Allocation

The CITY agrees to act as the administrative agency for the 2024 JAG. In this capacity, the CITY will receive all funding from the U.S. Department of Justice related to this grant and be responsible for completing and submitting all financial and performance reports required by the JAG program.

In recognition of the CITY's agreement to act as the 2024 JAG administrative agency, both the CITY and the COUNTY agree that all interest earnings generated through the 2024 JAG award will be allocated to the CITY.

Funds awarded pursuant to JAG Grant Award Number 15PBJA-24-GG-05210-JAGX will be allocated as follows:

PROGRAM	FEDERAL FUNDING
DISC Village, Inc.	
Juvenile Assessment Center Booking Unit	$80,000
City of Tallahassee	
Law Enforcement Equipment	$11,818
Leon County	
Law Enforcement Equipment	$11,819
Total	**$103,637**

Funds awarded pursuant to JAG Grant Award Number 15PBJA-24-GG-05210-JAGX will be expended in accordance with Department of Justice approval of budgeted items. The Parties are prohibited from encumbering or expending any grant funds prior to DOJ approval of this Agreement and the clearance of Grant Award Number 15PBJA-24-GG-05210-JAGX Special Condition #66.

2. **Time of Performance**

This Agreement will be effective upon the Effective Date first written above through September 30, 2027, or until all funds are expended under this grant award, whichever occurs first.

3. **Amount and Method of Payment**

The CITY agrees to establish an interest-bearing trust fund for the deposit of JAG funds and will ensure that funds from any award under the JAG are not commingled with funds from any other source.

The CITY agrees to reimburse LCSO the sum of $11,819. The CITY agrees to reimburse LCSO within twenty (20) working days after receipt of a reimbursement request. LCSO shall submit all reimbursement requests to the Tallahassee Police Department no later than ninety (90) calendar days prior to the end of this Agreement. Said requests shall contain a detailed description of each line-item expenditure incurred during the Agreement's Time of Performance, shall be accompanied by supporting documentation, and shall be signed by the appropriate authorized representative.

The CITY reserves the right to deny approval of a reimbursement request, or any portion thereof, if the request is inconsistent with the type of expenditure listed in Paragraph 1, Program Coordination and Funding Allocation, if documentation in support of the expenditure is insufficient, or if the amount requested exceeds the amount of funds budgeted.

4. **Special Conditions**

In accordance with the provisions of Grant Award Number 15PBJA-24-GG-05210-JAGX, the CITY, the COUNTY, and LCSO shall comply with all terms, conditions, and procedures of any special condition(s) included as part of the grant award, as required by the U.S. Department of Justice and the JAG program. The terms, conditions, and procedures included as part of

Grant Award Number 15PBJA-24-GG-05210-JAGX are hereby incorporated and made part of this Agreement (see Attachment A).

5. Records and Reporting

The CITY shall be required to maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all amounts received and expended by the CITY. The CITY's records shall be subject to review by the U.S. Department of Justice as stipulated in the provisions of the JAG grant award.

The COUNTY and LCSO shall maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all amounts received and expended by them under this Agreement. Records referred to in the preceding sentence shall be subject to inspection by the CITY, or its designee, at all reasonable times. The COUNTY and LCSO shall preserve and make the above-referenced records available to the CITY, if requested, for a minimum of five (5) years following the closure of the CITY's most recent audit report of JAG funds received or expended pursuant to Grant Award Number 15PBJA-24-GG-05210-JAGX.

LCSO shall include a programmatic report with each reimbursement request. The programmatic reports shall reflect the progress made during the reporting period toward accomplishing the goals outlined in Paragraph 1 of this Agreement.

The CITY shall submit programmatic and financial reports to the U.S. Department of Justice in accordance with JAG grant provisions.

6. Audit Requirements

The parties shall be subject to audit requirements per the grant awarded by the U.S. Department of Justice subsequent to Grant Award Number 15PBJA-24-GG-05210-JAGX.

If the COUNTY or LCSO expend less than $750,000 in a fiscal year from CITY awards, it is exempt from CITY audit requirements for that year. If the COUNTY or LCSO expends $750,000 or more in a fiscal year from CITY awards, or if the County or LCSO expends more than $1,000,000 in Federal awards (from all sources including pass-through subawards), an independent public accountant shall be employed to conduct a financial compliance audit of its records. In addition to the above, the COUNTY and LCSO shall, provide the Tallahassee Police Department and the City Inspector General, for their review, a copy of any audit received as a result of the COUNTY's or LCSO's policy; 2 C.F.R Part 200, subpart F; or Section 215.97, Florida Statues, relating to the expenditure of state awards under the Florida Single Audit Act. Such audits shall include or be accompanied by any applicable audit management letter issued and all applicable responses to the auditor's findings and recommendations. All audit reports shall be submitted to the Tallahassee Police Department and the City Inspector General within 30 days of receipt of each issued report.

The CITY reserves the right to conduct a financial or program audit of all records related to this Agreement. An audit by the CITY, as referenced above, may encompass an examination of all financial transactions related to the funds received from the CITY, all accounts and reports, as well as an evaluation of compliance with the terms and conditions of this Agreement.

7. **Non-Discrimination**

The Parties agrees they will not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, gender identification, age, marital status, handicap or any legally protected class and that it will comply with all applicable federal, state, or local laws, rules, and regulations.

8. **Public Records**

The Parties acknowledge that they are governmental entities subject to the Florida Public Records Law, as governed by Chapter 119, Florida Statutes. In accordance with Section 119.0701, Florida Statutes, the following provision is included in this agreement:

IF THE PARTIES HAVE QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THEIR DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, THEY SHOULD CONTACT THEIR AGENCY'S CUSTODIAN OF PUBLIC RECORDS OR CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY OF TALLAHASSEE, TREASURER-CLERK'S OFFICE, RECORDS DIVISION, CITY HALL, 300 SOUTH ADAMS STREET, TALLAHASSEE, FLORIDA 32301 (850) 891-8130, RECORDS@TALGOV.COM

9. **Amendments**

The CITY, the COUNTY, and LCSO may desire adjustments to the scope of work or services to be provided under Grant Award Number 15PBJA-24-GG-05210-JAGX. Such adjustments shall be submitted in writing and signed by the appropriate authorized representative. When the adjustment to the scope of work or services to be provided under Grant Award Number 15PBJA-24-GG-05210-JAGX requires the approval of the Department of Justice, the CITY, as the administrative agency for Grant Award Number 15PBJA-24-GG-05210-JAGX, shall submit such requests for approval to the Department of Justice and notify the COUNTY and LCSO of its decision.

The CITY, the COUNTY, and LCSO may desire adjustments in the allocation of funding provided under this Agreement. Decreases in funding which are mutually agreed upon and less than 10% of the allocated amount to the requesting agency shall require a written release of funding submitted in writing, and signed by the appropriate authorized representative, to the CITY, as the administrative agency. The written release of funding shall be incorporated as

an addendum to this Agreement and the CITY shall reallocate the funding in accordance with the terms and conditions of Grant Award Number 15PBJA-24-GG-05210-JAGX.

Adjustments greater than 10% of the allocated amount to the requesting agency shall require an amendment to this Agreement and may require the approval of the Department of Justice. When adjustments to the allocation of funding provided under Grant Award Number 15PBJA-24-GG-05210-JAGX require the approval of the Department of Justice, the CITY, as the administrative agency for Grant Award Number 15PBJA-24-GG-05210-JAGX, shall submit such requests for approval to the Department of Justice and notify the COUNTY and LCSO of its decision.

10. Termination

This Agreement may not be terminated by any party after it has been submitted to the U.S. Department of Justice as part of JAG Grant Award Number 15PBJA-24-GG-05210-JAGX.

11. Assignment and Binding Effect

The Parties shall not assign, transfer, or otherwise convey any interest in this Agreement without the prior written consent of all parties to this Agreement. The CITY, the COUNTY, and LCSO each bind itself and its partners, successors, legal representatives, and assigns to such other party, in respect to all covenants of this Agreement.

12. Attorney Fees

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

13. Indemnification

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 any 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.

JustGrants Application: 14277006 **Grant Award # 15PBJA-24-GG-05210-JAGX**

IN WITNESS THEREOF, the CITY, the COUNTY, and LCSO have executed this Agreement upon the Effective Date written above.

CITY OF TALLAHASSEE

Christian Doolin (Apr 9, 2025 09:04 EDT)

Christian Doolin,
Asst. City Manager
for Reese Goad, City Manager

ATTEST:

James O. Cooke, IV
City Treasurer-Clerk

APPROVED AS TO FORM

Kristen McRae (Apr 9, 2025 11:43 EDT)

Kristen Coons McRae, Esq.
Sr. Assistant City Attorney

SEAL OF THE CITY OF TALLAHASSEE INCORPORATED A.D. 1840

LEON COUNTY, FLORIDA

DocuSigned by:
Vincent S. Long
A8432971C746415...

Vincent S. Long,
County Administrator

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

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

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

DocuSigned by:
Emily J. Norton
FCBF25D35E2E4E4...

Emily Norton, Esq.
Deputy County Attorney

LEON COUNTY
SHERIFF'S OFFICE

DocuSigned by:
Walt McNeil
C55841F868C045F...

Walter McNeil
Leon County Sheriff

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

Signed by:
Jim Pimentel, Sheriff's Counsel
DAD244BB218942B...

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

Attachment A
Grant Award # 15PBJA-24-GG-05210-JAGX

Department of Justice (DOJ)

Office of Justice Programs

Bureau of Justice Assistance

Washington, D.C. 20531

Name and Address of Recipient:	CITY OF TALLAHASSEE 300 S ADAMS ST
City, State and Zip:	TALLAHASSEE, FL 32301
Recipient UEI:	HS3PRJ2R6X93

Project Title: Continuation and Improvement of Law Enforcement Services	**Award Number:** 15PBJA-24-GG-05210-JAGX
Solicitation Title: BJA FY 24 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation	
Federal Award Amount: $103,637.00	**Federal Award Date:** 12/5/24
Awarding Agency:	Office of Justice Programs Bureau of Justice Assistance
Funding Instrument Type:	Grant
Opportunity Category: O **Assistance Listing:** 16.738 - Edward Byrne Memorial Justice Assistance Grant Program	
Project Period Start Date: 10/1/23	**Project Period End Date:** 9/30/27
Budget Period Start Date: 10/1/23	**Budget Period End Date:** 9/30/27

Project Description:

The City of Tallahassee and Leon County propose to support the continuation and improvement of law enforcement services. Grant funds will promote greater public safety, augment proactive solutions, and utilize advanced technology to formulate prevention, response, and resolution proposals. Expected outcomes from the purchase of equipment and supplies include enhanced investigative capabilities, increased officer and public safety, rapid identification of unknown persons, development of comprehensive, collaborative intelligence, and increased data storage efficiency, accessibility, and portability. Subrecipient activities include continued booking services for all arrested juveniles. Grant activities will benefit those who live and work within Leon County and all law enforcement agencies who utilize the juvenile booking services.

Award Letter

December 5, 2024

Dear Christian Doolin,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Justice Programs (OJP) has approved the application submitted by CITY OF TALLAHASSEE for an award under the funding opportunity entitled 2024 BJA FY 24 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation. The approved award amount is $103,637.
Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by OJP, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

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

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

Congratulations, and we look forward to working with you.

Brent J. Cohen
Acting Assistant Attorney General

Office for Civil Rights Notice for All Recipients

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) enforces federal civil rights laws and other provisions that prohibit discrimination by recipients of federal financial assistance from OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW).

Several civil rights laws, including Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, require recipients of federal financial assistance (recipients) to give assurances that they will comply with those laws. Taken together, these and other civil rights laws prohibit recipients from discriminating in the provision of services and employment because of race, color, national origin, religion, disability, and sex or from discriminating in the provision of services on the bases of age.

Some recipients of DOJ financial assistance have additional obligations to comply with other applicable nondiscrimination provisions like the Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of religion in addition to race, color, national origin, and sex. Recipients may also have related requirements regarding the development and implementation of equal employment opportunity programs.

OCR provides technical assistance, training, and other resources to help recipients comply with civil rights obligations. Further, OCR administratively enforces civil rights laws and nondiscrimination provisions by investigating DOJ recipients that are the subject of discrimination complaints. In addition, OCR conducts compliance reviews of DOJ recipients based on regulatory criteria. These investigations and compliance reviews permit OCR to evaluate whether DOJ recipients are providing services to the public and engaging in employment practices in a nondiscriminatory manner.

For more information about OCR, your civil rights and nondiscrimination responsibilities, how to notify your employees or beneficiaries of their civil rights protections and responsibilities and how to file a complaint, as well as technical assistance, training, and other resources, please visit www.ojp.gov/program/civil-rights-office/outreach. If you would like OCR to assist you in fulfilling your civil rights or nondiscrimination responsibilities, please contact us at askOCR@ojp.usdoj.gov or www.ojp.gov/program/civil-rights-office/about#ocr-contacts.

Memorandum Regarding NEPA

NEPA Letter Type

OJP - Ongoing NEPA Compliance Incorporated into Further Developmental Stages

NEPA Letter

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party.? Accordingly,?prior to obligating?funds for any of the specified activities, the grantee must first determine if any of the specified activities will be?funded by the grant.

The specified activities requiring environmental analysis are:

a. New construction;

b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;

c.? A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;

d.? Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and

e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see https://www.bja.gov/Funding/nepa.html.

NEPA Coordinator

First Name	Middle Name	Last Name
Orbin	no value	Terry

Award Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project

Information, Financial Information, and Award Conditions.

Recipient Information

Recipient Name
CITY OF TALLAHASSEE

UEI
HS3PRJ2R6X93

Street 1
300 S ADAMS ST

Street 2

City
TALLAHASSEE

State/U.S. Territory
Florida

Zip/Postal Code
32301

Country
United States

County/Parish
no value

Province
no value

Award Details

Federal Award Date
12/5/24

Award Type
Initial

Award Number
15PBJA-24-GG-05210-JAGX

Supplement Number
00

Federal Award Amount
$103,637.00

Funding Instrument Type
Grant

Assistance Listing Number	Assistance Listings Program Title
16.738	Edward Byrne Memorial Justice Assistance Grant Program

Statutory Authority

Pub. L. No. 90-351, Title I, Part E, subpart 1 (codified at 34 U.S.C. 10151-10158); see also 28 U.S.C. 530C(a).

[ ] *I have read and understand the information presented in this section of the Federal Award Instrument.*

Project Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Solicitation Title

2024 BJA FY 24 Edward Byrne Memorial Justice

Assistance Grant (JAG) Program - Local Solicitation

Program Office
BJA

Application Number
GRANT14277006

Grant Manager	Phone Number	E-mail Address
Tarasa Napolitano	202-598-7372	Tarasa.Napolitano@usdoj.gov

Project Title
Continuation and Improvement of Law Enforcement Services

Performance Period Start Date	Performance Period End Date
10/01/2023	09/30/2027

Budget Period Start Date	Budget Period End Date
10/01/2023	09/30/2027

Project Description
The City of Tallahassee and Leon County propose to support the continuation and improvement of law enforcement services. Grant funds will promote greater public safety, augment proactive solutions, and utilize advanced technology to formulate prevention, response, and resolution proposals. Expected outcomes from the p urchase of equipment and supplies include enhanced investigative capabilities, increased officer and public safety, rapid identification of unknown persons, development of comprehensive, collaborative intelligence, and i ncreased data storage efficiency, accessibility, and portability. Subrecipient activities include continued booking services for all arrested juveniles. Grant activities will benefit those who live and work within Leon County and all law enforcement agencies who utilize the juvenile booking services.

[ ] *I have read and understand the information presented in this section of the Federal Award Instrument.*

Financial Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

[ ] *I have read and understand the information presented in this section of the Federal Award Instrument.*

Award Conditions

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Condition 1
Meaningful access requirement for individuals with limited English proficiency

The recipient, and any subrecipient at any tier, must take reasonable steps to ensure that individuals with limited English proficiency (LEP) have meaningful access to their programs and activities to comply with Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of national origin, including discrimination against individuals with LEP. Such steps may require providing language assistance services, such as interpretation or

translation services. The Department of Justice guidance on compliance with this requirement may be found at "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" (67 Fed. Reg. 41455-41472) (https://www.federalregister.gov/d/02-15207) and is incorporated by reference here.

Condition 2
Compliance with general appropriations-law restrictions on the use of federal funds (FY 2024)
The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at https://ojp.gov/funding/Explore/FY24AppropriationsRestrictions.htm, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

Condition 3
Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38.

Among other things, 28 C.F.R. Part 38 states that recipients may not use direct Federal financial assistance from the Department to support or engage in any explicitly religious activities except when consistent with the Establishment Clause of the First Amendment and any other applicable requirements. An organization receiving Federal financial assistance also may not, in providing services funded by the Department of Justice, or in their outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations. In addition, Part 38 states that a faith-based organization that participates a Department of Justice funded program retains its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law.

Recipients and subrecipients that provide social services under this award must give written notice to beneficiaries and prospective beneficiaries prior to the provision of services (if practicable) which shall include language substantially similar to the language in 28 CFR Part 38, Appendix C, sections (1) through (4). A sample written notice may be found at https://www.ojp.gov/program/civil-rights-office/partnerships-faith-based-and-other-neighborhood-organizations.

In certain instances, a faith-based or religious organization may be able to take religion into account when making hiring decisions, provided it satisfies certain requirements. For more information, please see https://www.ojp.gov/funding/explore/legaloverview2024/civilrightsrequirements.

Condition 4
Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqts.htm), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material

requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

Condition 5
Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

Condition 6
Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this award from OJP.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at https://ojp.gov/funding/Part200UniformRequirements.htm.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

Condition 7
Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at https://oig.justice.gov/hotline/contact-grants.htm (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at https://oig.justice.gov/hotline.

Condition 8
Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

Condition 9
Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

Condition 10
Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

Condition 11
Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at https://ojp.gov/financialguide/DOJ/index.htm), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

Condition 12
Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

Among other items, 28 C.F.R. § 42.106(d), 28 C.F.R. § 42.405(c), and 28 C.F.R. § 42.505(f) contain notice requirements that covered recipients must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

Condition 13
Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at https://ojp.gov/funding/Explore/Interact-Minors.htm (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

Condition 14
Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

Condition 15
Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for

the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (https://www.e-verify.gov/) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

Condition 16
Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

Condition 17
Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

Condition 18
Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

Condition 19
OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees.

Condition 20
Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed $250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, $250,000). This condition applies to agreements that -- for purposes of

federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed $250,000)), and are incorporated by reference here.

Condition 21
Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Modification (GAM) to eliminate any inappropriate duplication of funding.

Condition 22
Required training for Grant Award Administrator and Financial Manager

The Grant Award Administrator and all Financial Managers for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2021, will satisfy this condition.

In the event that either the Grant Award Administrator or a Financial Manager for this award changes during the period of performance, the new Grant Award Administrator or Financial Manager must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after the date the Entity Administrator enters updated Grant Award Administrator or Financial Manager information in JustGrants. Successful completion of such a training on or after January 1, 2021, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at https://onlinegfmt.training.ojp.gov/. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

Condition 23
Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

Condition 24
Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and

OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

Condition 25
Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

Condition 26
Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

Condition 27
Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at https://www.sam.gov/. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at https://ojp.gov/funding/Explore/SAM.htm (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

Condition 28
Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards

Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP requires the recipient, and any subrecipient ("subgrantee") at any tier, to put in place specified controls prior to using federal funds under this award to acquire or transfer any property identified on the "controlled equipment" list. The details of the requirement are posted on the OJP web site at https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment (Award condition:

Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards), and are incorporated by reference here.

Condition 29
Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

Condition 30
All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at https://ojp.gov/funding/Explore/SubawardAuthorization.htm (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

Condition 31
Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

Among other items, 28 C.F.R. § 54.140 contains notice requirements that covered recipients must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

Condition 32
The recipient understands that, in accepting this award, the Authorized Representative declares and certifies, among other things, that he or she possesses the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accepts (or adopts) all material requirements that relate to conduct throughout the period of performance under this award. The recipient further understands, and agrees, that it will not assign anyone to the role of Authorized Representative during the period of performance under the award without first ensuring that the individual has the requisite legal authority.

Condition 33
Verification and updating of recipient contact information

The recipient must verify its Grant Award Administrator, Financial Manager, and Authorized Representative contact information in JustGrants, including telephone number and e-mail address. If any information is incorrect or has

changed, the award recipient's Entity Administrator must make changes to contact information through DIAMD. Instructions on how to update contact information in JustGrants can be found at https://justicegrants.usdoj.gov/training/training-entity-management.

Condition 34
FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of $30,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at https://ojp.gov/funding/Explore/FFATA.htm (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than $30,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

Condition 35
Body-worn cameras, policies and procedures

In accepting this award, the recipient agrees not to use award funds for purchases of body-worn cameras or related expenses for any agency unless that agency has policies and procedures in place that reinforce appropriate agency Use of Force policies and training and address technology usage, evidence acquisition, data storage and retention, as well as privacy issues, accountability and discipline.

Condition 36
Body armor - compliance with NIJ standards and other requirements

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards, and is listed on the NIJ Compliant Body Armor Model List. In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information and the NIJ Compliant Body Armor List may be found by following the links located on the NIJ Body Armor page: https://nij.ojp.gov/topics/equipment-and-technology/body-armor. In addition, if recipient uses funds under this award to purchase body armor, the recipient is strongly encouraged to have a "mandatory wear" policy in effect. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.

Condition 37
The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

Condition 38
Any written, visual, or audio publications funded in whole or in part under this award, with the exception of press releases, shall contain the following statements: "This project was supported by Grant No. <AWARD_NUMBER> awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official

position or policies of the U.S. Department of Justice." The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.

Condition 39
Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service: "This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)." The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

Condition 40
Confidentiality of data

The recipient (and any subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23.

Condition 41
The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

Condition 42
Protection of human research subjects

The recipient (and any subrecipient at any tier) must comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

Condition 43
Justification of consultant rate

Approval of this award does not indicate approval of any consultant rate in excess of $650 per day. A detailed justification must be submitted to and approved by the OJP program office prior to obligation or expenditure of such funds.

Condition 44
The recipient agrees that no funds under this grant award (including via subcontract or subaward, at any tier) may be used for unmanned aircraft systems (UAS), which includes unmanned aircraft vehicles (UAV), or for any accompanying accessories to support UAS.

Condition 45
Compliance with 28 C.F.R. Part 23

With respect to any information technology system funded or supported by funds under this award, the recipient (and any subrecipient at any tier) must comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 34 U.S.C. 10231(c)-(d). The recipient may not satisfy such a fine with federal funds.

Condition 46
Justice Information Sharing

Information sharing projects funded under this award must comply with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) must conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: https:/ / it.ojp.gov/ gsp_grantcondition. The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

Condition 47
Required monitoring of subawards

The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

Condition 48
In accepting this award, the recipient agrees that grant funds cannot be used for Facial Recognition Technology (FRT) unless the recipient has policies and procedures in place to ensure that the FRT will be utilized in an appropriate and responsible manner that promotes public safety, and protects privacy, civil rights, and civil liberties and complies with all applicable provisions of the U.S. Constitution, including the Fourth Amendment's protection against unreasonable searches and seizures and the First Amendment's freedom of association and speech, as well as other laws and regulations. Recipients utilizing funds for FRT must make such policies and procedures available to DOJ upon request.

Condition 49
Avoidance of duplication of networks

To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the recipient can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

Condition 50
Law enforcement task forces - required training

Within 120 days of award acceptance, each current member of a law enforcement task force funded with award funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, must complete required online (internet-based) task force training. Additionally, all future task force members must complete this training once during the period of performance for this award, or once every four years if multiple OJP awards include this requirement.

The required training is available free of charge online through the BJA-funded Center for Task Force Integrity and Leadership (www.ctfli.org). The training addresses task force effectiveness, as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. If award funds are used to support a task force, the recipient must compile and maintain a task force personnel roster, along with course completion certificates.

Additional information regarding the training is available through BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).

Condition 51
Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA.

The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are:

a. New construction;

b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;

c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;

d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and

e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at https://bja.gov/Funding/nepa.html, for programs relating to methamphetamine laboratory operations.

Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

Condition 52
Establishment of trust fund

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish a trust fund account. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 C.F.R. 200.305(b)(8)). The trust fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate the award funds in the trust fund (including any interest earned) during the period of performance for the award and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.

Condition 53
All State and Local JAG recipients must submit quarterly Federal Financial Reports (SF-425). Additionally, State JAG and Local JAG Category Two ($25K or more) must submit semi-annual performance reports through JustGrants and Local JAG Category One (Less than $25K) must submit annual performance reports through JustGrants. Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, the recipient must provide data that measure the results of its work. The recipient must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website: https://bjapmt.ojp.gov/. For more detailed information on reporting and other JAG requirements, refer to the JAG reporting

requirements webpage (https://bjapmt.ojp.gov/help/jagdocs.html). Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.

Condition 54
Required data on law enforcement agency training

Any law enforcement agency receiving direct or sub-awarded funding from this JAG award must submit quarterly accountability metrics data related to training that officers have received on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.

Condition 55
Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after October 1, 2022

The recipient may obligate (federal) award funds only after the recipient makes a valid acceptance of the award. As of the first day of the period of performance for the award (October 1, 2022), however, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum-- (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via an Award Condition Modification (ACM)). (A withholding condition is a condition in the award document that precludes the recipient from obligating, expending, or drawing down all or a portion of the award funds until the condition is removed.)

Except to the extent (if any) that an award condition expressly precludes reimbursement of project costs incurred "at-risk," if and when the recipient makes a valid acceptance of this award and OJP removes each applicable withholding condition through an Award Condition Modification (ACM), the recipient is authorized to obligate (federal) award funds to reimburse itself for project costs incurred "at-risk" earlier during the period of performance (such as project costs incurred prior to award acceptance or prior to removal of an applicable withholding condition), provided that those project costs otherwise are allowable costs under the award.

Condition 56
If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS. With the exception of Forensic Genetic Genealogy, no profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS. Booking agencies should work with their state CODIS agency to ensure all requirements are met for participation in Rapid DNA (see National Rapid DNA Booking Operational Procedures Manual).

Condition 57
Recipients utilizing award funds for forensic genealogy testing must adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching (https://www.justice.gov/olp/page/file/1204386/download), and must collect and report the metrics identified in Section IX of that document to BJA.

Condition 58
Submission of eligible records relevant to the National Instant Background Check System

Consonant with federal statutes that pertain to firearms and background checks -- including 18 U.S.C. 922 and 34 U.S.C. ch. 409 -- if the recipient (or any subrecipient at any tier) uses this award to fund (in whole or in part) a specific project or program (such as a law enforcement, prosecution, or court program) that results in any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and -- when appropriate -- promptly must update, correct, modify, or remove such NICS-relevant "eligible records".

In the event of minor and transitory non-compliance, the recipient may submit evidence to demonstrate diligent monitoring of compliance with this condition (including subrecipient compliance). DOJ will give great weight to any such evidence in any express written determination regarding this condition.

Condition 59
Prohibition on use of award funds for match under BVP program

JAG funds may not be used as the 50% match for purposes of the DOJ Bulletproof Vest Partnership (BVP) program.

Condition 60
Extreme risk protection programs funded by JAG must include, at a minimum: pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive or procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). Such programs must include, at the appropriate phase to prevent any violation of constitutional rights, at minimum, notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses; the right to be represented by counsel at no expense to the government; pre-deprivation and post-deprivation heightened evidentiary standards and proof which mean not less than the protections afforded to a similarly situated litigant in Federal court or promulgated by the State's evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive and procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). The heightened evidentiary standards and proof under such programs must, at all appropriate phases to prevent any violation of any constitutional right, at minimum, prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation; and penalties for abuse of the program.

Condition 61
Expenditures prohibited without waiver

No funds under this award may be expended on the purchase of items prohibited by the JAG program statute, unless, as set forth at 34 U.S.C. 10152, the BJA Director certifies that extraordinary and exigent circumstances exist, making such expenditures essential to the maintenance of public safety and good order.

Condition 62
Exceptions regarding Prohibited and Controlled Equipment under OJP awards

Notwithstanding any provision to the contrary in the other terms and conditions of this award, including in the condition regarding "Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards," the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to Other LEAs" and the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to NON-LEAs" do not apply to this award.

Condition 63
Use of program income

Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

Condition 64
Initial period of performance; requests for extension.

The recipient understands that for award amounts of less than $25,000 under JAG (Category 1), the initial period of performance of the award is two years. The recipient further understands that any requests for an extension of the

period of performance for an award of less than $25,000 will be approved automatically for up to a total of two additional years, pursuant to 34 U.S.C. 10152(f) and in accordance with the program solicitation associated with this award.

Any request for an extension of the period of performance beyond a four-year award period will require approval, and the approval (if any) will be at the discretion of the Director of BJA.

Condition 65
Withholding of funds for Required certification from the chief executive of the applicant government

The recipient may not expend or draw down any award funds until the recipient submits the required "Certifications and Assurances by the Chief Executive of the Applicant Government," properly-executed (as determined by OJP), and an Award Condition Modification has been issued to remove this condition.

Condition 66
Withholding of funds for Memorandum of Understanding

The recipient may not expend or draw down any award funds until OJP has reviewed and approved the Memorandum of Understanding (MOU), and an Award Condition Modification has been issued to remove this condition.

[ ] *I have read and understand the information presented in this section of the Federal Award Instrument.*

Award Acceptance

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

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

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

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

C. Accept this award on behalf of the applicant.

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

Agency Approval

Title of Approving Official	Name of Approving Official	Signed Date And Time
Acting Assistant Attorney General	Brent J. Cohen	12/2/24 10:19 AM

Authorized Representative

[ ] no value

Entity Acceptance

Title of Authorized Entity Official
no value

Signed Date And Time
no value

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

TO: **LEON COUNTY BOARD OF COUNTY COMMISSIONERS** 8/1/2025
DATE

FROM:

Chief Financial Officer — **Elise Gann**

Director of Finance & Accounting — **Scott Otte**

Request Detail

Revenues

Account Information							
Fund	***Org***	***Acct***	***Prog***	***Title***	**Current Budget**	**Change**	**Adjusted Budget**
900102	900102	331000	521	Federal Grant Revenue	-	33,677	33,677
				Subtotal:		33,677	33,677

Expenditures

Account Information							
Fund	***Org***	***Acct***	***Prog***	***Title***	**Current Budget**	**Change**	**Adjusted Budget**
900102	900102	51400	521	Overtime	-	33,677	33,677
							-
							-
							-
				Subtotal:		33,677	33,677

Purpose of Request

This budget amendment request is to request the Board's authority to expend and receipt reimbursement for hotspot policing activities under the federal award agreement #6P001 between LCSO and FDLE entitled Project Safe Neighborhoods, signed July 14, 2025.

For OMB Use:

Leon County Sheriff
Division/Department

Agenda Item No:
Agenda Item Date:

Approved By: **Motion** ☐

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

AWARD AGREEMENT

Recipient: Leon County Sheriff's Office

Recipient SAM UEI: Q9YESJ1UNA89

Award Number: 6P001

Award Period: 10/01/2025 – 09/30/2026

Award Title: 6P001 - Leon County Sheriff's Office

Federal Funds: $33,677.00

Matching Funds: $0.00

Total Funds: $33,677.00

CFDA: 16.609

Federal Award Number: 15PBJA-23-GG-02445-GUNP

Federal Program: Project Safe Neighborhoods - Northern District of FL (PSN)

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

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

Research & Development: No

Indirect Cost: No

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

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

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

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

SCHEDULE OF APPENDICES

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

PERFORMANCE REPORTING

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

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

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

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

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

FINANCIAL REPORTING

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

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

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

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

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

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

Award Signatures

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

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

Award ID: 6P001
Award Title: 6P001 - Leon County Sheriff's Office
Award Period: 10/01/2025 – 09/30/2026

Florida Department of Law Enforcement
Office of Criminal Justice Grants

Signature: _____ Date: 7/16/25

Typed Name and Title: Cody Menacof, Bureau Chief

Recipient
Leon County Sheriff's Office

The award is not valid until signed and dated by all required parties including either the Chief Official or Designee below. Any Designee signatures must be accompanied by documentation granting the authority to execute this agreement.

By signing below, I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343, and Title 31, Sections 3729-3730 and 3801-3812.

Recipient Chief Official

Signature: _____ Date: 7/18/25

Typed Name and Title: Walt McNeil, Sheriff

Recipient Chief Official Designee

Signature: _____ Date: _____

Printed Name and Title: _____

Additional Recipient Signatures (optional)

If your local process requires additional signatures (i.e., legal, clerk, etc.) use the spaces below.

Signature: _____ Date: _____

Printed Name and Title: _____

Signature: _____ Date: _____

Printed Name and Title: _____

Appendix A - Scope of Work

Award Number:	6P001
Recipient:	Leon County Sheriff's Office
Award Title:	6P001 - Leon County Sheriff's Office
Award Period:	10/01/2025 - 09/30/2026

Problem Identification

The Leon County Sheriff's Office (LCSO) has established a community-wide effort to reduce gun violence by identifying violent crimes and prosecuting offenders in federal court - a complex process that requires a thorough investigation, and collaboration between multijurisdictional law enforcement agencies and prosecutors.

Throughout Leon County, there are some hotspots involving drug trafficking, robbery, gun, and related crimes. By partnering with Florida State University's College of Criminology and Criminal Justice's Center for Criminology and Public Policy, research and analysis reveals that although these hotspots make up just over half of the overall population, they account for 91% of all homicides. Proposed key strategies include collaborating with other law enforcement agencies, collecting data and sharing technology resources like the National Integrated Ballistic Information Network (NIBIN) and other firearm related investigations. The greatest asset LCSO continues to call upon is the dedication of its' sworn law enforcement personnel, and having sufficient staffing hours available to follow up on these findings continues to be a challenge.

Scope of Work

The Leon County Sheriff's Office will use grant funds to support overtime and fringe cost for sworn law enforcement personnel to pursue the critical areas of gang enforcement, intervention, and prevention. These focal points are essential in bolstering existing efforts to reduce criminal activity in high-high crime areas - or areas frequented by high risk-individuals. The support of these goals will allow law enforcement to conduct hot spot policing in high crime areas, reducing gang related violence and criminal activity within Leon County.

Appendix B - Deliverables

Award Number:	6P001
Recipient:	Leon County Sheriff's Office
Award Title:	6P001 - Leon County Sheriff's Office
Award Period:	10/01/2025 - 09/30/2026

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

Deliverable 1	Recipient will use federal grant funds to pay overtime and fringe for sworn staff
Minimum Performance Criteria:	Completion of progress with at least one activity described in the Scope of Work. Documentation includes an attestation of activities or services rendered through the submission of the payment request.
Financial Consequences:	This is a cost reimbursement deliverable. Only allowable activities completed as attested through the submission of the payment request will be eligible for payment.
Deliverable Price:	Total payments for this deliverable will be approximately $33,677.00

Appendix C - Approved Budget

Award Number:	6P001		
Recipient:	Leon County Sheriff's Office		
Award Title:	6P001 - Leon County Sheriff's Office		
Award Period:	10/01/2025-09/30/2026		
Award Amount:	$33,677.00	$0.00	$33,677.00
	Grant Funded	Match	Total

Standard Budget Terms

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

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

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

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

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

A. Personnel

Item Name	Description	Grant Funded	Match	Total
Overtime for sworn staff	This funding is requested to support overtime costs and related expenses for sworn law enforcement personnel engaged in the critical areas of gang enforcement and community engagement. - 3 Deputy Sheriffs @ approximately * $52.51/hr * 4 hours per biweekly period * 26 biweekly periods = $16,384 - 1 Sergeant (LE) @ approximately * $74/hr * 3.5 hours per biweekly period * 26 biweekly periods = $6,734 Grand Total $23,118	$23,118.00	$0.00	$23,118.00
		A. Personnel Subtotal:		**$23,118.00**

B. Fringe Benefits

Item Name	Description	Grant Funded	Match	Total
Fringe Benefits on Overtime - Sworn Staff	Fringe benefits on overtime consist of the statutory retirement contribution rate, FICA tax contributions, and workers' compensation. Retirement (Special Risk): 35.19% FICA: 7.65% Workers' Comp: 2.83% Total: 45.67% - Deputy Sheriff personnel total: $16,384 *	$10,559.00	$0.00	$10,559.00

45.67% = $7,483
- Sergeant personnel total: $6,734 * 45.67% = $3,076

B. Fringe Benefits Subtotal:	**$10,559.00**

Appendix D: Award Contacts

Award Number:	6P001
Recipient:	Leon County Sheriff's Office
Award Title:	6P001 - Leon County Sheriff's Office
Award Period:	10/01/2025 - 09/30/2026

Recipient Grant Manager (GM)

Name: Laura Rumph
Title: Grant Manager
Address: 2825 Major James Morgan Jr. Way
Tallahassee, FL 32304-3807
Phone: 850-606-3383
Email: rumph@leoncountyfl.gov

Recipient Chief Official (CO)

Name: Walt McNeil
Title: Sheriff
Address: 2825 Major James Morgan Jr. Way
Tallahassee, FL 32304-3807
Phone: 850-606-3300
Email: mcneilw@leoncountyfl.gov

Recipient Chief Financial Officer (CFO)

Name: Elise Gann
Title: Chief Financial Officer
Address: 2825 Major James Morgan Jr. Way
Tallahassee, FL 32304-3807
Phone: 850-606-3300
Email: ganne@leoncountyfl.gov

Appendix E: Special Conditions

Award Number:	6P001
Recipient:	Leon County Sheriff's Office
Award Title:	6P001 - Leon County Sheriff's Office
Award Period:	10/01/2025 - 09/30/2026

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

S0053	At the time of application, the recipient's procurement policy does not appear to comply with all federal procurement requirements outlined in the Office of Management and Budget (OMB) Uniform Requirements, 2 CFR 200.318-320 (see Subaward Management Questionnaire (SMQ) section VIII). Documentation of compliance with these requirements must be in accordance with the standards identified in OMB's Uniform Requirements and must be maintained and provided to the Office of Criminal Justice Grants at monitoring.
S0057	At the time of application, it was noted the Recipient's EEO Certification (EEOC) will expire on August 2, 2025. In order to prevent delays in payment, the Recipient must provide an updated EEOC to the Office of Criminal Justice Grants prior to the expiration date.
S0058	At the time of application, the Recipient indicated their organization is required to create and maintain an EEO Plan. The Recipient must submit their Utilization Report provide a copy to the Office of Criminal Justice Grants at monitoring.
S0087	A project risk assessment completed at the time of application review determined this project is LOW-RISK. However, the project requests funds for salaries, overtime, and/or fringe benefits. Full backup documentation for salaries, overtime, and fringe benefit expenditures must accompany the first and last payment requests submitted to OCJG for approval. Backup documentation related to all other expenditures must be maintained and made available to OCJG upon request. Documentation may include, but is not limited to: procurement records (including quotes, competitive solicitations/bids, etc.), purchase orders, packing slips, delivery/receivable documents, invoices, proof of payment, timesheets, paystubs, activity logs, client activity logs, participant sign in sheets, billing documentation, travel vouchers etc.

Appendix F – FY2023 Award Standard Conditions

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

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

GENERAL REQUIREMENTS

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

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

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

Code of Federal Regulations: https://www.ecfr.gov/
2 C.F.R. § 175.105(b), Award Term for Trafficking in Persons
28 C.F.R. § 38, Equal Treatment for Faith-Based Organizations
28 C.F.R. § 83, Government-Wide Requirements for Drug-Free Workplace
28 C.F.R. §§ 18, 22, 23, 30, 35, 42, 61, and 63

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

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

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

DEFINITIONS

Award agreement means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304, is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal awarding agency or

pass-through entity's direct benefit or use; and is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

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

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

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

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

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

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

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

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

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

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

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

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

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

Subaward is an award provided by a pass-through entity to a recipient for the recipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual who is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

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

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

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

SECTION I: TERMS AND CONDITIONS

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

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

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

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

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

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

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

2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

16.0 Immigration and Nationality Act - No public funds will intentionally be awarded to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324(a), Section 274(A) of the Immigration and Nationality Act ("INA"). The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274(A) of the INA. Such violation by the recipient of the employment provisions contained in Section 274(A) of the INA shall be grounds for unilateral cancellation of this contract by the Department.

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

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

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

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

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

20.0 **Exceptions regarding Prohibited and Controlled Equipment under OJP awards** - Notwithstanding any provision to the contrary in the other terms and conditions of this award, including in the condition regarding "Compliance with restrictions on the use of federal funds-- prohibited and controlled equipment under OJP awards," the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to Other LEAs" and the requirements for the "Transfer/Sale of Award-Funded Controlled Equipment to NON-LEAs" do not apply to this award.

SECTION II: CIVIL RIGHTS REQUIREMENTS

1.0 **Participant Notification of Non-discrimination** - FDLE does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in the delivery of services, benefits or in employment.

2.0 **Title VI of the Civil Rights Act of 1964** - The recipient, or subrecipient at any tier, must comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, and the DOJ implementing regulations, 28 C.F.R. pt. 42, subpts. C & D, which prohibits discrimination in federally assisted programs based on race, color, and national origin in the delivery of services.

3.0 **Equal Employment Opportunity Program (EEOP)** – The recipient and/or implementing agency must comply with all applicable requirements in 28 C.F.R. § 42, Subpart E, including preparing a Verification Form within 120 days from the initial award date and annually thereafter, and preparing an EEO Plan if required.

Recipients are required to use the Office for Civil Rights EEO Reporting Tool to satisfy this condition (https://ojp.gov/about/ocr/eeop.htm).

4.0 **Title IX of the Education Amendments of 1972** - If the recipient operates an education program or activity, the recipient must comply with all applicable requirements of 20 U.S.C. § 1681, and the DOJ implementing regulation at 28 C.F.R. § 54, which prohibits discrimination in federally assisted education programs based on sex both in employment and in the delivery of services.

5.0 **Partnerships with Faith-Based and other Neighborhood Organizations** - The recipient or subrecipient at any tier, must comply with all applicable requirements of 28 C.F.R. § 38, "Partnerships with Faith-Based and other Neighborhood Organizations", specifically including the provision for written notice to current or prospective program beneficiaries.

6.0 **Title II of the Americans with Disabilities Act of 1990** - Recipients who are public entities must comply with the requirements of the Americans with Disabilities Act (ADA), 42 U.S.C. § 12132, and

the DOJ implementing regulation at 28 C.F.R. pt. 35, which prohibits discrimination on the basis of disability both in employment and in the delivery of services, including provision to provide reasonable accommodations.

7.0 **Section 504 of the Rehabilitation Act of 1973** - Recipients must comply with all provisions of 28 U.S.C. § 794, and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpt. G, which prohibits discrimination in federally assisted programs on the basis of disability in both employment and the delivery of services.

8.0 **Age Discrimination Act of 1975** - Recipients must comply with all requirements of 42 U.S.C. § 6102, and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpt. I, which prohibits discrimination based on age in the delivery of services in federally assisted programs.

9.0 **Omnibus Crime Control and Safe Streets Act of 1968 –** Recipients must comply with all provisions of 34 U.S.C. § 10228(c), and the DOJ implementing regulations at 28 C.F.R. pt. 42, subpts. D & E, which prohibits discrimination in programs funded under the statute on the basis of race, color, national origin, sex, and religion, both in employment and in the delivery of services.

10.0 **Limited English Proficiency (LEP)** - In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. FDLE strongly advises recipients to have a written LEP Language Access Plan. For more information visit www.lep.gov.

11.0 **Finding of Discrimination** - In the event a federal or state court or federal or state administrative agency makes, after a due process hearing, a finding of discrimination on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to FDLE and to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

12.0 **Filing a Complaint** - If an employee, applicant, or client of a recipient has a discrimination complaint against the recipient, they may file a complaint with the recipient, with FDLE, or with the Office for Civil Rights.

Discrimination complaints may be submitted to FDLE at Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489, or online at info@fdle.state.fl.us. Any discrimination complaints filed with FDLE will be reviewed by FDLE's Inspector General and referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint.
Discrimination complaints may also be submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, Northwest, Washington, D.C. 20531, or at https://www.ojp.gov/program/civil-rights-office/filing-civil-rights-complaint.

For additional information on procedures for filing discrimination complaints, please visit https://www.fdle.state.fl.us/FDLE-Grants/Office-of-Criminal-Justice-Grants/Contact-Us.

13.0 **Retaliation** - In accordance with federal civil rights laws, the recipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

14.0 **Non-discrimination Contract Requirements** - Recipients must include comprehensive Civil Rights nondiscrimination provisions in all contracts funded by the recipient.

15.0 **Pass-through Requirements** - Recipients are responsible for the compliance of contractors and other entities to whom they pass-through funds including compliance with all Civil Rights requirements. These additional tier subrecipients must be made aware that their employees, applicants, or clients may file a discrimination complaint with the recipient, with FDLE, or with the USDOJ Office for Civil Rights and provided the contact information.

16.0 **Civil Rights Training Requirements** - In accordance with Office of Justice Programs (OJP) requirements, the grant manager of the recipient entity responsible for managing awards from FDLE Office of Criminal Justice Grants, will be required to complete a two part Civil Rights Training and maintain copies of the training certificates within their award files to be provided upon request at monitoring.

SECTION III: FINANCIAL REQUIREMENTS AND RESPONSIBILTY

1.0 **Fiscal Control and Fund Accounting Procedures** - All expenditures and cost accounting of funds shall conform to the DOJ Grants Financial Guide and 2 C.F.R. § 200 as applicable, in their entirety.

Recipients are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. Financial management systems must be able to record and report on the receipt, obligation, and expenditure of award funds. Systems must also be able to accommodate a fund and account structure to separately track receipts, expenditures, assets, and liabilities for awards, programs, and additional tiered subrecipients. The awarded funds may or may not be an interest-bearing account, but any earned interest must be accounted for as program income and used for program purposes before the federal award period end date. Any unexpended interest remaining at the end of the federal award period must be refunded to the Office of Criminal Justice Grants for transmittal to DOJ.

2.0 **Match** - The value or amount of any "non-federal share," "match," or cost-sharing contribution incorporated into the approved budget is part of the "project cost" for purposes of the 2 C.F.R. § 200 Uniform Requirements, and is subject to audit. In general, the rules and restrictions that apply to award funds from federal sources also apply to funds in the approved budget that are provided as "match" or through "cost sharing."

SECTION IV: AWARD MANAGEMENT AND REPORTING REQUIREMENTS

1.0 **Obligation of Funds** - Award funds shall not be obligated prior to the start date, or subsequent to the end date, of the award. Only project costs incurred on or after the effective date, and on or prior to the termination date of the recipient's project are eligible for reimbursement.

2.0 **Use of Funds** - Federal funds may only be used for the purposes in the recipient's approved award agreement.

3.0 **Advance Funding** - Advance funding may be provided to a recipient upon a written request to the Department.

4.0 **Performance Reporting** - The recipient shall submit Monthly or Quarterly Project performance achievements and performance questionnaires to the Department, within fifteen (15) days after the end of the reporting period. Performance reporting must clearly articulate the activities that occurred within the reporting period, including descriptions of major accomplishments, milestones achieved, and/or barriers or delays encountered. Additional information may be required if necessary to comply with federal reporting requirements. Performance achievements and performance questionnaires that are not complete, accurate, and timely may result in sanctions, as specified in Section IV, Award Management and Reporting Requirements.

5.0 **Financial Consequences for Failure to Perform** - In accordance with Section 215.971, Florida Statutes, payments for state and federal financial assistance must be directly related to the scope of work and meet the minimum level of performance for successful completion. If the recipient fails to meet the minimum level of service or performance identified in this agreement, the Department will apply financial consequences commensurate with the deficiency. Financial consequences may include but are not limited to withholding payments or reimbursement until the deficiency is resolved, tendering only partial payment/reimbursement, imposition of other financial consequences according to the Standard Conditions as applicable, and/or termination of contract and requisition of goods or services from an alternate source. Any payment made in reliance on recipient's evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due to the Department as a refund.

6.0 Award Amendments - Recipients must submit an award amendment through the electronic grant management system for major substantive changes such as changes in project activities or scope of the project, target populations, service providers, implementation schedules, and designs or research plans set forth in the approved agreement and for any budget changes that affect a cost category that was not included in the original budget. Amendments are also required when there will be a transfer of 10% or more of the total budget between budget categories, or there is an indirect cost rate category change.

Recipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval as long as the funds are transferred to an existing line item.

Under no circumstances can transfers of funds increase the total budgeted award.

Retroactive (after-the-fact) approval of project adjustments or items not currently in the approved award will only be considered under extenuating circumstances. Recipients who incur costs prior to approval of requested adjustments do so at the risk of the items being ineligible for reimbursement under the award.

All requests for changes, including requests for project period extensions, must be submitted in the electronic grant management system no later than thirty (30) days prior to award expiration date.

7.0 Financial Expenditures and Reporting - The recipient shall close the expense reporting period either on a Monthly or Quarterly basis. For any reporting period the recipient is seeking reimbursement, a payment request must also be submitted in the grant management system. Closing of the reporting period and Payment Requests are due thirty (30) days after the end of the reporting period with the exception of the final reporting period.

All project expenditures for reimbursement of recipient costs shall be submitted on the Project Expenditure Report Forms prescribed and provided by the Office of Criminal Justice Grants (OCJG) through the electronic grant management system.

All Project Expenditure Reports shall be submitted in sufficient detail for proper pre-audit and post-audit.

All reports must relate financial data to performance accomplishments.

An expenditure report is not required when no reimbursement is being requested; however, recipients should close the associated reporting period in the electronic grant management system.

Before the "final" Payment Request will be processed, the recipient must submit to the Department all outstanding Performance Achievements and must have satisfied all withholding, special, and monitoring conditions. Failure to comply with the above provisions shall result in forfeiture of reimbursement.

8.0 Project Income (PGI) - All income generated as a direct result of a project shall be deemed program income. Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (i.e., law enforcement entity).

The recipient shall submit a PGI Earnings and Expenditures form in the electronic grant management system as soon as PGI is earned or expended. Prior to expending funds, the recipient shall submit a PGI Spending Request form for OCJG approval. All PGI expenditures must directly relate to the project being funded and must be allowable under the federal award.

Additionally, any unexpended PGI remaining at the end of the federal award period must be submitted to OCJG for transmittal to the Bureau of Justice Assistance.

9.0 Recipient Integrity and Performance Matters - Requirement to report information on certain civil, criminal, and administrative proceedings to OCJG, SAM and FAPIIS.

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either

this award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management ("SAM"), to the designated federal integrity and performance system ("FAPIIS").

10.0 **Verification and updating of Recipient Grant Manager contact information** - The recipient must verify its Recipient Grant Manager (GM) contact information in AmpliFund, including telephone number and e-mail address, is current and correct. If any information is incorrect or has changed, an authorized user of the recipient must make changes to the GM information in AmpliFund and provide the GM's contact information to the OCJG grant manager within thirty days of the change.

SECTION V: MONITORING AND AUDITS

1.0 **Access to Records** - The Florida Department of Law Enforcement, the Auditor General of the State of Florida, the U.S. Department of Justice, the U.S. Comptroller General or any of their duly authorized representatives, shall have access to books, documents, papers and records of the recipient and contractors for the purpose of audit and examination according to the Financial Guide. At any time, a representative of the Department, the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right to visit the project site to monitor, inspect and assess work performed under this agreement.

The Department reserves the right to unilaterally terminate this agreement if the recipient or contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of Chapter 119, Florida Statutes, unless specifically exempted and/or made confidential by operation of Chapter 119, Florida Statutes, and made or received by the recipient or its contractor in conjunction with this agreement.

The recipient will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

2.0 **Assessments and Evaluations** - The recipient agrees to participate in a data collection process measuring program outputs and outcomes as outlined by the Office of Justice Programs. The recipient agrees to cooperate with any assessments, national evaluation efforts, and/or information or data collection requests related to activities under this award.

3.0 **Monitoring** - The recipient agrees to comply with FDLE's award monitoring guidelines, protocols, and procedures; and to cooperate with FDLE on all award monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide FDLE all documentation necessary to complete monitoring of the award. Further, the recipient agrees to abide by reasonable deadlines set by FDLE for providing requested documents. Failure to cooperate with award monitoring activities may result in sanctions affecting the recipient's award, including, but not limited to: withholding and/or other restrictions on the recipient's access to funds, referral to the Office of the Inspector General for audit review, designation of the recipient as a FDLE High Risk grantee, or termination of award(s).

4.0 **Property Management** - The recipient shall establish and administer a system to protect, preserve, use, maintain and dispose of any property furnished to it by the Department or purchased pursuant to this agreement according to federal property management standards set forth in the DOJ Grants Financial Guide and 2 C.F.R. § 200.313. This obligation continues as long as the recipient retains the property, notwithstanding expiration of this agreement.

5.0 **Award Closeout** - Award Closeout will be initiated by the Department after the final payment request has been processed. The final payment request must be submitted within sixty (60) days of the end date of the award. All performance achievements and performance questionnaires must be completed before the award can be closed.

6.0 **High Risk Recipients** - If a recipient is designated "high risk" by a federal award-making agency,

currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to FDLE's OCJG. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

7.0 **Imposition of Additional Requirements** - The recipient agrees to comply with any additional requirements that may be imposed by OCJG during the period of performance for this award if the recipient is designated as "high-risk" for purposes of the DOJ high-risk list.

8.0 **Retention of Records** - The recipient shall maintain all records and documents for a minimum of five (5) years from the date of the final financial statement and be available for audit and public disclosure upon request of duly authorized persons. The recipient shall comply with State of Florida General Records Schedule GS1-SL for State and Local Government Agencies: https://files.floridados.gov/media/706717/gs1-sl-june-2023.pdf.

9.0 **Disputes and Appeals** - The Department shall make its decision in writing when responding to any disputes, disagreements, or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The recipient shall proceed diligently with the performance of this agreement according to the Department's decision. If the recipient appeals the Department's decision, the appeal also shall be made in writing within twenty-one (21) calendar days to the Department's clerk (agency clerk). The recipient's right to appeal the Department's decision is contained in Chapter 120, Florida Statutes, and in procedures set forth in Rule 28-106.104, Florida Administrative Code. Failure to appeal within this time frame constitutes a waiver of proceedings under Chapter 120, Florida Statutes.

10.0 **Failure to Address Audit Issues** - The recipient understands and agrees that FDLE's OCJG may withhold award funds, or may impose award conditions or other related requirements, if (as determined by OCJG) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the 2 C.F.R. § 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews.

11.0 **Single Annual Audit** - Recipients that expend $1,000,000 or more in a year in total federal award funding shall have a single audit or program-specific audit conducted for that year. The audit shall be performed in accordance with the OMB 2 C.F.R. § 200 Subpart F – Audit Requirements and other applicable federal law. The contract for this agreement shall be identified in the Schedule of Federal Financial Assistance in the subject audit. The contract shall be identified as federal funds passed through the Florida Department of Law Enforcement and include the contract number, CFDA number, award amount, contract period, funds received and disbursed. When applicable, the recipient shall submit an annual financial audit that meets the requirements of 2 C.F.R. § 200 Subpart F, "Audit Requirements" Section 215.97, Florida Statutes, "Florida Single Audit Act" and Rules of the Auditor General, Chapter 10.550, and Chapter 10.650, "Local Governmental Entity Audits" and "Florida Single Audit Act Audits Nonprofit and For-Profit Organizations."

A complete audit report that covers any portion of the effective dates of this agreement must be performed and submitted to the Federal Audit Clearinghouse within the earlier of thirty (30) calendar days after receipt of the auditor's report(s), or nine (9) months after the end of the audit period. Submissions must include required elements described in Appendix X to 2 C.F.R. § 200 on the specified Data Collection Form (Form SF-SAC).

Records shall be made available upon request for a period of five (5) years from the date the audit report is issued, unless extended in writing by the Department.

Recipients that expend less than $1,000,000 in federal awards during a fiscal year are exempt from the Single Audit Act audit requirements for that fiscal year. In this case, written notification, in the form of the "Certification of Audit Exemption" form, shall be provided to the Department by the Chief Financial Officer,

or designee, that the recipient is exempt. This notice shall be provided to the Department no later than March 1 following the end of the fiscal year.

SECTION VI: AWARD PROCUREMENT AND COST PRINCIPLES

1.0 **Procurement Procedures** - Recipients must have written procedures for procurement transactions. Procedures must conform to applicable Federal law and the standards in 2 C.F.R. §§ 200.318-326.

This condition applies to agreements that OCJG considers to be a procurement "contract", and not a second-tier award.

The details of the advance approval requirement to use a noncompetitive approach in a procurement contract under this award are posed on the OJP website at https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm.

Additional information on Federal purchasing guidelines can be found in the Guide to Procurements Under DOJ Grants and Cooperative agreements at https://www.ojp.gov/doj-guide-to-procurement-procedures.

2.0 **Cost Analysis** - A cost analysis must be performed by the recipient if the cost or price is at or above the $35,000 acquisition threshold and the contract was awarded non-competitively in accordance with Section 216.3475, Florida Statutes. The recipient must maintain records to support the cost analysis, which includes a detailed budget, documented review of individual cost elements for allowability, reasonableness, and necessity. See also: Reference Guide for State Expenditures.

3.0 **Allowable Costs** - Allowance for costs incurred under the award shall be determined according to the general principles and standards for selected cost items set forth in the DOJ Grants Financial Guide and 2 C.F.R. Part 200, Subpart E, "Cost Principles".

4.0 **Unallowable Costs** - Payments made for costs determined to be unallowable by either the Federal awarding agency, or the Department, either as direct or indirect costs, must be refunded (including interest) to FDLE and the Federal Government in accordance with instructions that determined the costs are unallowable unless state or Federal statute or regulation directs otherwise. See also 2 C.F.R. §§ 200.300-309.

5.0 **Unmanned Aircraft Systems (UAS)** - The recipient agrees that no funds under this award (including via subcontract or subaward, at any tier) may be used for unmanned aircraft systems (UAS), which includes unmanned aircraft vehicles (UAV), or for any accompanying accessories to support UAS.

6.0 **Facial Recognition Technology (FRT)** - In accepting this award, the recipient agrees that grant funds cannot be used for Facial Recognition Technology (FRT) unless the recipient has policies and procedures in place to ensure that the FRT will be utilized in an appropriate and responsible manner that promotes public safety, and protects privacy, civil rights, and civil liberties and complies with all applicable provisions of the U.S. Constitution, including the Fourth Amendment's protection against unreasonable searches and seizures and the First Amendment's freedom of association and speech, as well as other laws and regulations. Recipients utilizing funds for FRT must make such policies and procedures available to DOJ upon request.

7.0 **Body Armor** - Certification of body armor "mandatory wear" policies, and compliance with NIJ standards If recipient uses funds under this award to purchase body armor, the recipient must submit a signed certification that each law enforcement agency receiving body armor purchased with funds from this award has a written "mandatory wear" policy in effect. The recipient must keep signed certifications on file for any subrecipients planning to utilize funds from this award for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any funds from this award may be used by an agency for body armor. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty. **For PSN,** if recipient uses funds under this award to purchase body armor, the recipient is strongly encouraged to have a "mandatory wear" policy in effect. There are no requirements regarding the nature

of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards, and is listed on the NIJ Compliant Body Armor Model List. In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information and the NIJ Compliant Body Armor List may be found by following the links located on the NIJ Body Armor page: https://nij.ojp.gov/topics/equipment-and-technology/body-armor.

8.0 **Indirect Cost Rate** - A recipient that is eligible to use the "de minimis" indirect cost rate described in 2 C.F.R. § 200.414(f), and elects to do so, must advise OCJG in writing of both its eligibility and its election, and must comply with all associated requirements in the 2 C.F.R. § 200 and Appendix VII.

9.0 **Sole Source** - If the project requires a non-competitive purchase from a sole source, the recipient must complete the Sole Source Justification for Services and Equipment Form and submit to OCJG upon application for pre-approval. If the recipient is a state agency and the cost meets or exceeds $250,000, the recipient must also receive approval from the Florida Department of Management Services (DMS) (See § 287.057(5), Fla. Stat.). Additional details on the sole source requirement can be found at 2 C.F.R. § 200 and the DOJ Grants Financial Guide.

10.0 **Personnel Services** - Recipients may use award funds for eligible personnel services including salaries, wages, and fringe benefits, including overtime in accordance with the DOJ Grants Financial Guide Section 3.9 - Compensation for Personal Services, consistent with the principles set out in 2 C.F.R. § 200, Subpart E and those permitted in the federal program's authorizing legislation. Recipient employees should be compensated with overtime payments for work performed in excess of the established work week and in accordance with the recipient's written compensation and pay plan.

Documentation - Charges for salaries, wages, and fringe benefits must be supported by a system of internal controls providing reasonable assurance that charges are accurate, allowable, and properly allocated. Documentation supporting charges must be incorporated into the official records of the organization.

Charges made to the Personnel Budget Category must reasonably reflect the total time and activity for which the employee is compensated by the organization and cover both federally funded and all other activities. The records may include the use of subsidiary records as defined in the organization's written policies. Where award recipients work on multiple award programs or cost activities, documentation must support a reasonable allocation or distribution of costs among specific activities or cost objectives.

Federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. An award recipient may compensate an employee at a higher rate, provided the amount in excess of the compensation limitation is not paid with federal funds.

11.0 **Contractual Services** - The recipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts as described in 2 C.F.R. § 200.318, General procurement.

Requirements for Contractors of Recipients - The recipient assures the compliance of all contractors with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended 34 U.S.C. § 10101 et seq.; the provisions of the current edition of the DOJ Grants Financial Guide (https://www.ojp.gov/doj-financial-guide-2022); and all other applicable federal and state laws, orders, circulars, or regulations. The recipient must pass-through all requirements and conditions applicable to the federal award to any subcontract. The term "contractor" is used rather than the term "vendor" and means an entity that receives a contract as defined in 2 C.F.R. § 200.22, the nature of the contractual relationship determines the type of agreement.

Approval of Consultant Contracts - Compensation for individual consultant services must be reasonable and consistent with that paid for similar services in the marketplace. The Federal awarding agency and pass-through entity must review and approve in writing all consultant contracts prior to employment of a consultant when the individual compensation rate exceeds $650 (excluding travel and subsistence costs) per eight-hour day, or $81.25 per hour. A detailed justification must be submitted to and approved by FDLE, who will coordinate written approval of the Federal awarding agency, prior to recipient obligation or expenditures of such funds. Approval shall be based upon the contract's compliance with requirements found in the Financial Guide Section 3.6 Consultant Rates and applicable state statutes. The Department's approval of the recipient agreement does not constitute approval of individual consultant contracts or rates. If consultants are hired through a competitive bidding process (not sole source), the $650 threshold does not apply.

12.0 **FFATA Reporting Requirements** - Recipients that enter into awards of $30,000 or more should review the Federal Funding Accountability and Transparency Act of 2006 (FFATA), website for additional reporting requirements at https://ojp.gov/funding/Explore/FFATA.htm.

13.0 **Travel and Training** - The cost of all travel shall be reimbursed according to the recipient's written travel policy. If the recipient does not have a written travel policy, cost of all travel will be reimbursed according to State of Florida Travel Guidelines Section 112.061, Florida Statutes. Any foreign travel must obtain prior written approval from the Federal awarding agency and pass-through entity.

14.0 **Expenses Related to Conferences, Meetings, Trainings, and Other Events** - Award funds requested for meetings, retreats, seminars, symposia, events, and group training activities and related expenses must receive written pre-approval from the Federal awarding agency and pass-through entity and comply with all provisions in 2 C.F.R. § 200.432 and DOJ Grants Financial Guide Section 3.10; Conference Approval, Planning, and Reporting. Award applications requesting approval for meeting, training, conference, or other event costs must include a completed Conference & Events Submission Form for approval prior to obligating award funds for these purposes.

15.0 **Training and Training Materials** - Any training or training materials that has been developed or delivered with award funding under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at www.ojp.gov/funding/ojptrainingguidingprinciples.htm.

16.0 **Publications, Media, Websites, and Patents Ownership of Data and Creative Material** - Ownership of material, discoveries, inventions, and results developed, produced, or discovered subordinate to this agreement is governed by the terms of the DOJ Grants Financial Guide and 2 C.F.R. 200.315.

Written, Visual, or Audio Publications - Publication costs for electronic and print media, including distribution, promotion, and general handling are allowable. If these costs are not identifiable with a particular direct cost objective, it should be allocated as indirect costs. Publication includes writing, editing, and preparing the illustrated material (including videos and electronic mediums).

Recipients must request pre-approval in writing for page charges for professional journal publications. All publication materials must comply with provisions in 2 C.F.R. § 200.461 and DOJ Grants Financial Guide, Section 3.9; Allowable Costs – Publication.

Recipients must submit for review and approval one (1) copy of any written materials to be published, including web-based materials and website content, to be paid under this award at least thirty (30) days prior to the targeted dissemination date.

Any written, visual, or audio publications funded in whole or in part under this award, with the exception of press releases, must contain the following statements identifying the federal award:

*"This project was supported by **[Federal Award Number]** awarded by the **[Bureau of Justice Assistance/Bureau of Justice Statistics]**. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for*

Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

Websites - Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

"This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

Patents - Recipients are subject to applicable regulations governing patents and inventions, including government wide regulations issued by the Department of Commerce (37 C.F.R. § 401 and 2 C.F.R. § 200.315(c)).

Recipients must promptly and fully report to FDLE and the Federal awarding agency if any program produces patentable items, patent rights, processes, or inventions, in the course of work sponsored under this award.

17.0 For NCHIP & NICS: Purchase of Automated Fingerprint Identification System (AFIS) - AFIS equipment purchased under this award must conform to the American National Standards Institute (ANSI) Standard, "Data Format for the Interchange of Fingerprint, Facial & Other Biometric Information" (ANSI/NIST-ITL 1-2007 PART 1) and any other applicable standards set forth by the Federal Bureau of Investigation (FBI).

18.0 Information Technology Projects

Criminal Intelligence Systems - The recipient agrees that any information technology system funded or supported by the Office of Justice Programs funds will comply with 28 C.F.R. § 23, Criminal Intelligence Systems Operating Policies, if the Office of Justice Programs determines this regulation to be applicable. Should the Office of Justice Programs determine 28 C.F.R. § 23 to be applicable, the Office of Justice Programs may, at its discretion, perform audits of the system, as per 28 C.F.R. § 23.20(g). Should any violation of 28 C.F.R. § 23 occur, the recipient may be fined as per 34 U.S.C. § 10231. The recipient may not satisfy such a fine with federal funds.

The recipient understands and agrees that no awarded funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. In doing so the recipient agrees that these restrictions will not limit the use of awarded funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecutions, or adjudication activities.

State IT Point of Contact - The recipient must ensure that the State IT Point of Contact receives written notification regarding any information technology project funded by this award during the obligation and expenditures period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these award funds. In addition, the recipient must maintain an administrative file documenting the meeting of this requirement. For a list of State IT Points of Contact, go to https://it.ojp.gov/technology-contacts.

The State IT Point of Contact will ensure the recipient's project follows a statewide comprehensive strategy for information sharing systems that improve the functioning of the criminal justice system, with an emphasis on integration of all criminal justice components, law enforcement, courts, prosecution, corrections, and probation and parole.

Interstate Connectivity - To avoid duplicating existing networks or IT systems in any initiatives funded by the Bureau of Justice Assistance for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the recipient can demonstrate to the satisfaction of the Bureau of Justice Assistance that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

19.0 **Interoperable Communications Guidance** - Recipients using funds to support emergency communications activities must comply with the current SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order. SAFECOM guidance can be found at https://www.cisa.gov/sites/default/files/2023-04/fy23_safecom_guidance.pdf.

Recipients interested in developing a public safety broadband network in the 700 MHz band in their jurisdictions must adhere to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band. The recipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC). If any future regulatory requirement (from the FCC or other governmental entity) results in a material technical or financial change in the project, the recipient should submit associated documentation, and other material, as applicable, for review by the SWIC to ensure coordination. Recipients must provide a listing of all communications equipment purchased with award funding (plus the quantity purchased of each item) to FDLE once items are procured during any periodic programmatic progress reports.

20.0 **Global Standards Package** - In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the recipient to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular award. Recipient shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at https://it.ojp.gov/gsp. Recipient shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

21.0 **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment** - In accordance with the requirements as set out in 2 C.F.R. § 200.216, recipients are prohibited from obligating or expending award funds to:

1) Procure or obtain;
2) Extend or renew a contract to procure or obtain;
3) Enter into a contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, produced by Huawei Technologies Company or ZTE Corporation (or a subsidiary or affiliate of such entities).

22.0 **Unreasonable Restrictions on Competition** - This condition applies with respect to any procurement of property or services funded (in whole or in part) by this award, by the recipient (or subrecipient at any tier), and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1) Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 and 200.319(a) – Recipient (or subrecipient at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent,

affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2) Monitoring of compliance with the requirements of this condition will be conducted by FDLE.
3) The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), award recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
4) Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

23.0 Non-Disclosure Agreements - No recipient or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

24.0 Whistleblower Protections - An employee of a recipient (at any tier) must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in paragraph (a)(2) of 41 U.S.C. 4712 information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

The recipient and subrecipient must inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712.

25.0 Confidential Funds and Confidential Funds Certificate - A signed certification that the Project Director or Implementing Agency Chief Official has read, understands, and agrees to abide by all conditions for confidential funds outlined in Section 3.12 of the DOJ Grants Financial Guide is required for all projects that involve confidential funds. The signed certification must be submitted at the time of award application. Confidential Funds certifications must be signed by the recipient Chief Official or an individual with formal, written signature authority for the Chief Official.

Prior to the reimbursement of expenditures for confidential funds, the recipient must compile and maintain a CI Funds Tracking Sheet to record all disbursements under the award. The completed form must be submitted with the payment request for OCJG review.

26.0 For JAG: Task Force Training Requirement - The recipient agrees that within 120 days of award, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. The training can be accessed https://www.centf.org/CTFLI/.

All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability.

When FDLE awards funds to support a task force, the recipient must compile and maintain a task force personnel roster along with course completion certificates.

27.0 For NCHIP & NARIP: Protective Order Systems - Any system developed with funds awarded under this cooperative agreement will be designed to permit interface with the National Protective Order file maintained by the FBI.

SECTION VII: ADDITIONAL REQUIREMENTS

1.0 **Environmental Protection Agency's (EPA) list of Violating Facilities** - The recipient assures that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Program Purpose are not listed on the EPA's list of Violating Facilities and that it will notify the Department of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

2.0 **National Environmental Policy Act (NEPA)** - The recipient agrees to assist FDLE in complying with the NEPA, the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of award funds by the recipient. This applies to the following new activities whether or not they are being specifically funded with these award funds. That is, it applies as long as the activity is being conducted by the recipient or any third party and the activity needs to be undertaken in order to use these award funds. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the award, prior to obligating funds for any of these purposes.

If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact FDLE OCJG.

1) New construction;
2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain; a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
3) A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
4) Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments; and
5) Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by the Bureau of Justice Assistance. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed by the Department of Justice at https://www.bja.gov/Funding/nepa.html, for programs relating to methamphetamine laboratory operations.

3.0 **National Historic Preservation Act** - The recipient will assist the Department (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 300.101 et seq.), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. 312501-312508) and the National Environmental Policy Act of 1969 (43 C.F.R. 46).

4.0 **Human Research Subjects** - The recipient agrees to comply with the requirements of 28 C.F.R. § 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

5.0 **Disclosures**

Conflict of Interest – Recipients (at any tier) must establish safeguards to prohibit employees, officers, agents, and board members from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. Recipients must disclose in writing any potential conflict of interest to FDLE (the non-federal pass-through entity).

No employee, officer, agency, or board member may solicit nor accept gratuities, favors, or anything of monetary value from providers/contractors.

Violations of Criminal Law - The recipient must disclose all violations of state or federal criminal law involving fraud, bribery or gratuity violations potentially affecting the award.

6.0 **Uniform Relocation Assistance and Real Property Acquisitions Act** - The recipient will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs.

7.0 **Limitations on Government Employees Financed by Federal Assistance** - The recipient will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7321-26, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

8.0 **Funds to Association of Community Organizations for Reform Now (ACORN) Unallowable** - Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

9.0 **Text Messaging While Driving** - Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), and Section 316.305, Florida Statutes., the recipient is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

10.0 **DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database** - If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), by a government DNA lab with access to CODIS. With the exception of Forensic Genetic Genealogy, no profiles generated with award funding may be entered into any other non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS. Booking agencies should work with their state CODIS agency to ensure all requirements are met for participation in Rapid DNA (see National Rapid DNA Booking Operational Procedures Manual).

11.0 **Forensic Genealogy Testing** - Recipients utilizing award funds for forensic genealogy testing must adhere to the United States Department of Justice Interim Policy Forensic Genealogical DNA Analysis and Searching and must collect and report the metrics identified in Section IX of the document to the Bureau of Justice Assistance. For more information, visit https://www.justice.gov/olp/page/file/1204386/download.

12.0 **Environmental Requirements and Energy** - For awards in excess of $100,000, the recipient must comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C § 85), section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 C.F.R. § 1 seq.). The recipient must comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), if any.

13.0 **Other Federal Funds** - The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this award, and those awards have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this award, the recipient will promptly notify, in writing the grant manager for this award, and, if so requested by OCJG seek a budget modification or change of project scope amendment to eliminate any inappropriate duplication of funding.

14.0 **Trafficking in Persons** - The recipient must comply with applicable requirements pertaining to prohibited conduct relating to the trafficking of persons, whether on the part of recipients, recipients or individuals defined as "employees" of the recipient. The details of the recipient and recipient obligations related to prohibited conduct related to trafficking in persons are incorporated by reference and posted at https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm.

15.0 **Requirement of the Award; Remedies for Non-Compliance or for Materially False Statements** - Any materially false, fictitious, or fraudulent statement to the Department related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001, 1621, and/or 34 U.S.C. § 10272), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable; such provision shall be deemed severable from this award.

16.0 **Employment Eligibility Verification for Hiring Under This Award** - The recipient must ensure that as part of the hiring process for any position that is or will be funded (in whole or in part) with award funds, the employment eligibility of the individual being hired is properly verified in accordance with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

1) All persons who are or will be involved in activities under this award must be made aware of the requirement for verification of employment eligibility, and associated provisions of 8 U.S.C. 1324a(a)(1) and (2) that make it unlawful in the United States to hire (or recruit for employment) certain aliens.
2) The recipient must provide training (to the extent necessary) to those persons required by this condition to be notified of the requirement for employment eligibility verification and the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).
3) As part of the recordkeeping requirements of this award, the recipient must maintain records of all employment eligibility verifications pertinent to compliance with this condition and in accordance with I-9 record retention requirements, as well as pertinent records of notifications and trainings.
4) Monitoring of compliance with the requirements of this condition will be conducted by FDLE.
5) Persons who are or will be involved in activities under this award includes any and all recipient officials or other staff who are or will be involved in the hiring process with respect to an award funded position under this award.
6) For the purposes of satisfying this condition, the recipient may choose to participate in, and use E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient entity uses E-Verify to confirm employment eligibility for each position funded through this award.
7) Nothing in this condition shall be understood to authorize or require any recipient, or any person or other entity, to violate federal law, including any applicable civil rights or nondiscrimination law.
8) Nothing in this condition, including paragraph vi., shall be understood to relieve any recipient, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

17.0 **Determination of Suitability to Interact with Minors** - This condition applies if it is indicated in the application for award (at any tier) that a purpose of some or all of the activities to be carried out under the award is to benefit a set of individuals under 18 years of age.

The recipient (or subrecipient at any tier), must make determinations of suitability before certain individuals may interact with participating minors. The requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP website at https://ojp.gov/funding/Explore/Interact-Minors.htm.

18.0 **Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters** - No recipient under this award, or entity that receives a procurement contract with funds under this award,

may require an employee to sign an internal confidentiality agreement that prohibits the reporting of waste, fraud, or abuse to an investigative or law enforcement representative authorized to receive such information.

The foregoing is not intended, to contravene requirements applicable to classified information. In accepting this award, the recipient:

1) Has not required internal confidentiality agreements or statements from employees or contractors that currently prohibit reporting waste, fraud, or abuse;
2) Certifies that, if it learns that it is or has been requiring its employees or contractors to execute agreements that prohibit reporting of waste, fraud, or abuse, it will immediately stop any further obligations of award funds, will provide prompt written notification to OCJG, and will resume such obligations only if expressly authorized to do so by OCJG.
3) Will comply with requirements of 5 U.S.C. §§ 1501-08 and 7321-26, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

19.0 Safe Policing and Law Enforcement - Recipients that are state, local, college or university law enforcement agencies must be in compliance with the safe policing certification requirement outlined in Executive Order 13929. For detailed information on this certification requirement, see https://cops.usdoj.gov/SafePolicingEO.

20.0 For JAG: Extreme Risk Protection Programs - Recipients using funds for Extreme Risk Protection programs must include, at a minimum: pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive or procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). Such programs must include, at the appropriate phase to prevent any violation of constitutional rights, at minimum, notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses; the right to be represented by counsel at no expense to the government; pre-deprivation and post-deprivation heightened evidentiary standards and proof which mean not less than the protections afforded to a similarly situated litigant in Federal court or promulgated by the State's evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive and procedural due process rights guaranteed under the Fifth and Fourteenth Amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). The heightened evidentiary standards and proof under such programs must, at all appropriate phases to prevent any violation of any constitutional right, at minimum, prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation; and penalties for abuse of the program.

21.0 For RSAT: State Alcohol and Drug Abuse Agency - The recipient will coordinate the design and implementation of treatment programs with the State alcohol and drug abuse agency or any appropriate local alcohol and drug abuse agency, especially when there is an opportunity to coordinate with initiatives funded through the Justice Assistance Grant (JAG) program.

22.0 For RSAT: Drug Testing - The recipient will implement or continue to require urinalysis or other proven reliable forms of testing of individuals in correctional residential substance abuse treatment programs. Such testing shall include individuals released from residential substance abuse treatment programs who remain in the custody of the State.

23.0 For RSAT: Opioid Abuse and Reduction - The recipient understands and agrees that, to the extent that substance abuse treatment and related services are funded by this award, they will include needed treatment and services to address opioid abuse and reduction.

24.0 For RSAT: Data Collection - The recipient agrees that award funds may be used to pay for data collection, analysis, and report preparation only if that activity is associated with federal reporting requirements. Other data collection, analysis, and evaluation activities are not allowable uses of award funds.

25.0 For RSAT: Recipient understands and agrees that strategic planning activities funded by this award must include planning on how to address individuals with co-occurring mental health and opioid use disorders.

26.0 For PSN: Coordination with U.S. Attorney and PSN Task Forces - The recipient agrees to coordinate the project with the U.S. Attorney and Project Safe Neighborhoods Task Force(s) for the respective U.S. Attorney Districts covered by the award. The recipient also is encouraged to coordinate with other community justice initiatives and other ongoing, local gun prosecution and law enforcement strategies.

27.0 For PSN: Media-related Outreach - The recipient agrees to submit to OCJG for review and approval by DOJ, any proposal or plan for PSN media-related outreach projects.

28.0 For NCHIP & NARIP: Comprehensive Evaluation - In order to ensure that the National Criminal History Improvement Program (NCHIP) and the NICS Act Record Improvement Program (NARIP) are realizing the objectives in the most productive manner, the recipient agrees to participate in a comprehensive evaluation effort. It is anticipated that the evaluation will take place during the course of the program and will likely involve each participating agency. It is expected that the evaluation will have a minimal impact on an agency's program personnel and resources.

29.0 For NCHIP & NARIP: Coordination and Compatibility with Systems - In accordance with federal award conditions, recipient agrees all activities supported under this award must:

1) Be coordinated with Federal, State, and local activities relating to homeland security and presale firearm checks.
2) Ensure criminal justice information systems designed, implemented, or upgraded with NCHIP or NARIP funds are compatible, where applicable, with the National Incident-Based Reporting System (NIBRS), the National Crime Information Center system (NCIC 2000), the National Criminal Instant Background Check System (NICS), the Integrated Automated Fingerprint Identification System (IAFIS), and applicable national, statewide or regional criminal justice information sharing standards and plans.
3) Intend to establish or continue a program that enters into the National Crime Information Center (NCIC) records of: (a) Protection orders for the protection of persons from stalking or domestic violence; (b) Warrants for the arrest of persons violating protection orders intended to protect victims from stalking or domestic violence; and (c) Arrests or convictions of persons violating protection orders intended to protect victims from stalking or domestic violence.

30.0 For NCHIP & NARIP: Firearm and Background Checks - Consonant with federal statutes that pertain to firearms and background checks -- including 18 U.S.C. § 922 and 34 U.S.C. Ch. 409 -- in connection with any use, by the recipient (or any subrecipient at any tier), of this award to fund (in whole or in part) a specific project or program (such as a law enforcement, prosecution, or court program) that results in any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and -- when appropriate -- promptly must update, correct, modify, or remove such NICS-relevant "eligible records".

In the event of minor and transitory non-compliance, the recipient may submit evidence to demonstrate diligent monitoring of compliance with this condition (including subrecipient compliance). DOJ will give great weight to any such evidence in any express written determination regarding this condition.

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

TO: **LEON COUNTY BOARD OF COUNTY COMMISSIONERS** 8/1/2025
DATE

FROM:

Chief Financial Officer **Director of Finance & Accounting**

Elise Gann **Scott Otte**

Request Detail

Revenues

Account Information							
Fund	***Org***	***Acct***	***Prog***	***Title***	**Current Budget**	**Change**	**Adjusted Budget**
900280	900280	342000	521	Overtime Reimbursement	-	100,000	100,000
					Subtotal:	100,000	100,000

Expenditures

Account Information							
Fund	***Org***	***Acct***	***Prog***	***Title***	**Current Budget**	**Change**	**Adjusted Budget**
900280	900280	51400	521	Overtime	-	65,000	65,000
900280	900280	54000	521	Travel & Per Diem	-	5,000	5,000
900280	900280	55200	521	Operating Supplies	-	10,000	10,000
900280	900280	56400	521	Machinery & Equipment	-	20,000	20,000
					Subtotal:	100,000	100,000

Purpose of Request

This budget amendment request is to request the Board's authority to expend and receipt reimbursement for activities under the Cooperative Law Enforcement Agreement between LCSO and the National Forests Service in Florida, executed on June 16, 2025.

For OMB Use:

Leon County Sheriff
Division/Department

Agenda Item No:
Agenda Item Date:

Approved By: **Motion** ☐

USDA Forest Service
U.S. DEPARTMENT OF AGRICULTURE
FS-1500-8 (VER. 05/24)
OMB No. 0596-0217
EXP: 05/31/2027

FS Agreement No. 25-LE-11080500-159

Cooperator Agreement No. _____

COOPERATIVE LAW ENFORCEMENT AGREEMENT
Between
LEON COUNTY SHERIFFS OFFICE
And The
USDA, FOREST SERVICE
NATIONAL FORESTS SERVICE IN FLORIDA

This COOPERATIVE LAW ENFORCEMENT AGREEMENT ('Agreement') is entered into by and between Leon County Sherriffs Office, hereinafter referred to as "Cooperator," and the United States Department of Agriculture (USDA), Forest Service, National Forests Service in Florida, hereinafter referred to as the "U.S. Forest Service," under the provisions of the Cooperative Law Enforcement Act of August 10, 1971, Pub. L. 92-82, 16 U.S.C. 551a.

Background: The parties to this agreement recognize that public use of National Forest System lands (NFS lands) is usually located in areas that are remote or sparsely populated. The parties also recognize that the enforcement of State and local law is related to the administration and regulation of NFS lands and Cooperator has/have a limited amount of financing to meet their responsibility of enforcing these laws.

Hurricane Michael impacted approximately 600,000 acres of National Forest System lands, on the Apalachicola National Forest to include its roadways, facilities, campgrounds, heritage sites and dispersed recreation areas. These areas continue to receive high recreation visibility and use.

Title: Post Hurricane Michael Patrol Activities in Leon County

Additional information related to purpose stated below: The purpose of this agreement is to document a cooperative effort between the parites to enhance the preservation and protection of restoration project areas and diaster recovery activities on the Apalachicola National Forest due to the impacts of Hurricane Michael. Hurricane Michael caused significant damages to the resources and infrastructure of the Apalachicola National Forest, to include historical landmarks. The Apalachicola National Forest continues its restorative effects but continues to see degradation of restored areas due to high levels of public use. The state and local law enforcement, in connection with activities on NFS lands provide for reimbursement to the Coopearator for the intensified portion of this effort.

I. PURPOSE:

The purpose of this agreement is to document a cooperative effort between the parties to enhance State and local law enforcement in connection with activities on NFS lands and provide for reimbursement to Cooperator for the intensified portion of this effort.

USDA Forest Service
U.S. DEPARTMENT OF AGRICULTURE
FS-1500-8 (VER. 05/24)
OMB No. 0596-0217
EXP: 05/31/2027

In consideration of the above premises, the parties agree as follows:

II. COOPERATOR SHALL:

A. Perform in accordance with the approved and hereby incorporated Financial and Operating Plan (Operating Plan) attached as Exhibit A. *See related Provision IV-E.*

B. Ensure that the officers/agents of Cooperator performing law enforcement activities under this agreement meet the same standards of training required of the officers/agents in their jurisdiction, or the State Peace Officers Standards of Training where they exist.

C. Provide uniformed officers/agents with marked vehicles to perform all activities unless agreed to otherwise in the Operating Plan.

D. Advise the U.S. Forest Service Principal Contact, listed in Provision IV-B, of any suspected criminal activities in connection with activities on NFS lands.

E. Upon the request of the U.S. Forest Service, dispatch additional deputies within manpower capabilities during extraordinary situations as described in Provision IV-J.

F. Complete and furnish annually the U.S. Forest Service with Form FS-5300-5, Cooperative Law Enforcement Activity Report, identifying the number of crimes occurring on NFS lands. The report shall follow the FBI Uniform Crime Reporting groupings, Part I and Part II offenses. Offenses and arrest information shall be combined and reported for each crime. This report shall separate the crimes handled under this agreement from those handled during regular duties.

G. Provide the U.S. Forest Service Principal Contact, listed in Provision IV-B, with case reports and timely information relating to incidents/crimes in connection with activities on NFS lands.

H. Bill the U.S. Forest Service for Cooperator's actual costs incurred to date, displayed by separate cost elements, excluding any previous U.S. Forest Service payment(s) made to the date of the invoice, not to exceed the cumulative funds obligated hereunder and as specified on the Operating Plan. Billing frequency will be as specified in the Operating Plan. See related Provisions III-B, IV-I, and IV-P.

I. Give the U.S. Forest Service or Comptroller General, through any authorized representative, access to and the right to examine all records related to this agreement. As used in this provision, "records" include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form.

J. Comply with all Federal statutes relating to nondiscrimination and all applicable requirements of all other Federal laws, Executive Orders, regulations, and policies.

USDA Forest Service
U.S. DEPARTMENT OF AGRICULTURE
FS-1500-8 (VER. 05/24)
OMB No. 0596-0217
EXP: 05/31/2027

These include, but are not limited to Sections 119 and 504 of the Rehabilitation Act of 1973 as amended, which prohibits discrimination on the basis of race, color, religion, sex, age, national origin, marital status, familial status, sexual orientation, participation in any public assistance program, or disability.

K. Maintain current information in the System for Award Management (SAM) until receipt of final payment. This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or agreement term(s). For purposes of this agreement, System for Award Management (SAM) the cooperator shall maintain current organizational information and the original Unique Entity Identifier (UEI) provided for this agreement in the System for Award Management (SAM) until receipt of final payment. This requires annual review and updates, when needed, of organizational information after the initial registration. More frequent review and updates may be required for changes in organizational information or agreement term(s). Any change to the original UEI provided in this agreement will result in termination of this agreement and de-obligation of any remaining funds. For purposes of this agreement, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site at www.sam.gov.

III. THE U.S. FOREST SERVICE SHALL:

A. Perform in accordance with the Operating Plan attached as Exhibit A.

B. Reimburse Cooperator for actual expenses incurred, not to exceed the estimated amount shown in the Operating Plan. The U.S. Forest Service will make payment for project costs upon receipt of an invoice. Each correct invoice shall display Cooperator's actual expenditures to date of the invoice, displayed by separate cost elements as documented in the Operating Plan, less any previous U.S. Forest Service payments. See related Provisions II-H and IV-I. The invoice should be forwarded as follows:

Submit original invoice(s) for payment to:	**Send copy to:**
USDA, Forest Service Budget & Finance - Grants & Agreements	Logan Linnan Patrol Captain National Forest in Florida
4000 Masthead St, NE Albuquerque, NM 87109	U.S. Forest Service 325 John Knox Road, Suite F-100 Tallahassee, FL 32303

FAX: (877) 687-4894
E-Mail: sm.fs.asc_ga@usda.gov

Phone: 435-630-5598
E-Mail: logan.linnan@usda.gov

IV. IT IS MUTUALLY UNDERSTOOD AND AGREED UPON BY AND BETWEEN THE PARTIES THAT:

A. The parties will make themselves available, when necessary to provide for continuing consultation, exchange information, aid in training and mutual support, discuss the conditions covered by this agreement and agree to actions essential to fulfill its purposes.

B. The principal contacts for this agreement are:

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Name: Walt McNeil, Sheriff Address: 2825 Municipal Way, City, State, Zip: Tallahassee, FL 323047 Telephone: 850-606-3300 Email: mccneilw@leoncountyfl.gov	Name: Walt McNeil, Sheriff Address: 2825 Municipal Way, City, State, Zip: Tallahassee, FL 323047 Telephone: 850-606-3300 Email: mccneilw@leoncountyfl.gov

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Name: Logan Linnan, Patrol Captain Address: 325 John Knox Road, Suite F-100 City, State, Zip: Tallahassee, FL 32303 Telephone: 435-630-5598 Email: logan.linnan@usda.gov	Name: Megan Locke, Grants Management Specialist Address: 1720 Peachtree Rd. NW City, State, Zip: Atlanta, GA 30309 Email: megan.locke@usda.gov

C. An Operating Plan will be negotiated on a fiscal year basis. At the end of the year, funds not spent may be carried forward to the next year, or deobligated at the request of the U.S. Forest Service. Upon expiration of the Cooperative Law Enforcement Agreement, funds not spent will be deobligated.

D. This agreement has no effect upon Cooperator's right to exercise civil and criminal jurisdiction on NFS lands nor does this agreement have any effect upon the responsibility of the U.S. Forest Service for the enforcement of federal laws and regulations relative to NFS lands.

E. Any Operating Plan added to this agreement will be jointly prepared and agreed to by the parties. The Operating Plan shall at a minimum contain:

1. Specific language stating that the Operating Plan is being added to this agreement thereby subjecting it to the terms of this agreement.

2. Specific beginning and ending dates.

3. Bilateral execution prior to any purchase or the performance of any work for which reimbursement is to be made.

4. Specify any training, equipment purchases, and enforcement activities to be provided and agreed rates for reimbursement including the maximum total amount(s) for reimbursement.

5. An estimate of the useful life of any equipment purchased under this agreement as required by Provision IV-K.

6. Billing frequency requirement(s). *See related Provisions II-H and III-B.*

7. Designation of specific individuals and alternate(s) to make or receive requests for enforcement activities under this agreement.

8. A review and signature of a U.S. Forest Service Agreements Coordinator.

F. Nothing in this agreement obligates either party to accept or offer any Operating Plan under this agreement.

G. The officers/agents of Cooperator performing law enforcement activities under this agreement are, and shall remain, under the supervision, authority, and responsibility of Cooperator. Law enforcement provided by Cooperator and its employees shall not be considered as coming within the scope of federal employment and none of the benefits of federal employment shall be conferred under this agreement.

H. MINIMUM WAGE AND PAID SICK LEAVE REQUIREMENTS**.** Executive Order 14026, Increasing the Minimum Wage for Federal Contractors, and its implementing regulations, including the federal contractor minimum wage clause at 29 CFR Part 23, Appendix A, and Executive Order 13706, Establishing Paid Sick Leave for Federal Contractors, and its implementing regulations, including the federal contractor paid sick leave clause at 29 CFR Part 13, Appendix A, apply to the Cooperator and any subcontractors under this agreement. These regulatory requirements are incorporated by reference into this agreement as if fully set forth in this agreement.

I. Federal Communication Commission procedures will be followed when operating radio(s) on either party's frequency.

J. Cooperator's reimbursable expenses must be: listed in an approved Operating Plan; expended in connection with activities on NFS lands; and expenses beyond those which are normally able to provide.

K. During extraordinary situations such as, but not limited to: fire emergency, drug enforcement activities, or certain group gatherings, the U.S. Forest Service may request to provide additional special enforcement activities. The U.S. Forest Service will reimburse Cooperator for only the additional activities requested and not for activities that are regularly performed by Cooperator.

L. Reimbursement may include the costs incurred by Cooperator in equipping or training its officers/agents to perform the additional law enforcement activities authorized by this agreement. Unless specified otherwise in the Operating Plan, reimbursement for equipment and training will be limited to a pro rata share based on the percentage of time an officer/agent spends or equipment is used under this agreement.

M. When reimbursement for items such as radios, radar equipment, and boats is being contemplated, reimbursement for leasing of such equipment should be considered. If the U.S. Forest Service's equipment purchases are approved in the Operating Plan, an estimate of the useful life of such equipment shall be included. When purchased, equipment use rates shall include only operation and maintenance costs and will exclude depreciation and replacement costs. Whether Cooperator is/are reimbursed for lease/purchase costs, or the U.S. Forest Service purchases and transfers the equipment, the total cost for the equipment cannot exceed the major portion of the total cost of the Operating Plan unless approved by all parties in the agreement and shown in the Operating Plan.

N. When the U.S. Forest Service provides equipment, the transfer shall be documented on an approved property transfer form (AD-107) or equivalent. Title shall remain with the U.S. Forest Service, however; Cooperator shall ensure adequate safeguards and controls exist to protect loss or theft. Cooperator shall b e financially responsible for any loss at original acquisition cost less depreciation at the termination of the agreement. Cooperator is/are r esponsible for all operating and maintenance costs for equipment that the U.S. Forest Service has reimbursed Cooperator for and/or transferred to Cooperator under the AD-107 process or equivalent.

O. Equipment and supplies approved for purchase under this agreement are available only for use as authorized. The U.S. Forest Service reserves the right to transfer title to the U.S. Forest Service of equipment and supplies, with a current per-unit fair market value in excess of $5,000.00, purchased by Cooperator using any Federal funding. Upon expiration of this agreement Cooperator shall forward an equipment and supply inventory to the U.S. Forest Service, listing all equipment purchased throughout the life of the project and unused supplies. The U.S. Forest Service will

issue disposition instructions within 120 calendar days, in accordance with equipment regulations contained in 7 CFR 3016.32.

P. When no equipment or supplies are approved for purchase under an Operating Plan, U.S. Forest Service funding under this agreement is not available for reimbursement of Cooperator's purchase of equipment or supplies.

Q. When State conservation agencies have the responsibility for public protection in addition to their normal enforcement responsibility, their public protection enforcement activities may be included in Operating Plans and are then eligible for reimbursement. Reimbursement is not authorized to State Conservation Agencies for enforcement of fish and game laws in connection with activities on NFS lands.

R. Pursuant to 31 U.S.C. 3716 and 7 CFR, Part 3, Subpart B, any funds paid to Cooperator in excess of the amount to which Cooperator is/are finally determined to be entitled under the terms and conditions of the award constitute a debt to the federal Government. If not paid within a reasonable period after the demand for payment, the Federal awarding agency may reduce the debt by:

1. Making an administrative offset against other requests for reimbursements.

2. Withholding advance payments otherwise due to Cooperator.

3. Taking other action permitted by statute.

Except as otherwise provided by law, the Federal awarding agency shall charge interest on an overdue debt in accordance with 4 CFR, Chapter II "Federal Claims Collection Standards" and 31 U.S.C. Chapter 37.

S. Modifications within the scope of the agreement shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by both parties, prior to any changes being performed. The U.S. Forest Service is not obligated to fund any changes not properly approved in advance.

T. Either party, in writing, may terminate this agreement in whole, or in part, at any time before the date of expiration. Neither party shall incur any new obligations for the terminated portion of this agreement after the effective date and shall cancel as many obligations as is possible. Full credit shall be allowed for each party's expenses and all noncancelable obligations properly incurred up to the effective date of termination.

U. PROHIBITION AGAINST INTERNAL CONFIDENTIAL AGREEMENTS. All non federal government entities working on this agreement will adhere to the below provisions found in the Consolidated Appropriations Act, 2016, Pub. L. 114-113, relating to reporting fraud, waste and abuse to authorities:

USDA Forest Service
U.S. DEPARTMENT OF AGRICULTURE
FS-1500-8 (VER. 05/24)
OMB No. 0596-0217
EXP: 05/31/2027

(a) The recipient may not require its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The recipient must notify its employees, contractors, or subrecipients that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (a) of this award provision are no longer in effect.

(c) The prohibition in paragraph (a) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d) If the Government determines that the recipient is not in compliance with this award provision, it:

(1) Will prohibit the recipient's use of funds under this award, in accordance with sections 743, 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; and

(2) May pursue other remedies available for the recipient's material failure to comply with award terms and conditions.

V. This agreement in no way restricts the U.S. Forest Service or Cooperator from participating in similar activities with other public or private agencies, organizations, and individuals.

W. In accordance with Executive Order (EO) 13513, “Federal Leadership on Reducing Text Messaging While Driving,” any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All cooperators, their employees, volunteers, and contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.

X. Any information furnished to the U.S. Forest Service under this agreement is subject to the Freedom of Information Act (5 U.S.C. 552).

Docusign Envelope ID: 30177EC8-BF73-4334-A6EC-99EF7B770FCC

USDA Forest Service
U.S. DEPARTMENT OF AGRICULTURE

FS-1500-8 (VER. 05/24)
OMB No. 0596-0217
EXP: 05/31/2027

DocuSigned by:
Walt McNeil
A5584F3B4C045F...

2/20/2025 | 12:47 PM PST

WALT MCNEIL, Sheriff — Date
Leon County Sheriffs Office

02/18/2025

IVAN GREEN, Forest Supervisor — Date
U.S. Forest Service, National Forests in Florida

AARON DOBSON
Digitally signed by AARON DOBSON
Date: 2025.06.16 15:40:51 -04'00'

AARON DOBSON — Date
Special Agent in Charge, Southern Region Law Enforcement and Investigations

The authority and format of this agreement have been reviewed and approved for signature.

MEGAN LOCKE
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Date: 2025.02.13 16:04:26 -05'00'

MEGAN LOCKE — Date
U.S. Forest Service Grants Management Specialist

Docusign Envelope ID: 30177EC8-BF73-4334-A6EC-99EF7B770FCC

USDA Forest Service
U.S. DEPARTMENT OF AGRICULTURE

FS-1500-8 (VER. 05/24)
OMB No. 0596-0217
EXP: 05/31/2027

Plez West Digitally signed by Plez West
Date: 2025.06.17 14:59:33
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Plez West, Director
Southern Region, Grants and Agreements

Date

Paperwork Reduction Act Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond, to a collection of information unless it displays a valid OMB control number. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0596-0217. Response to this collection of information is mandatory. The authority to collect the information Section 7 of the Granger-Thye Act (16 U.S.C. 580d) and Title IV of the Federal Land Policy and Management Act of 1976 (43 U.S.C. 1751-1753). The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Clearance Officer, OIRM, 1400 Independence Avenue, SW, Room 404-W, Washington, D.C. 20250; and to the Office of Management and Budget, Paperwork Reduction Project (OMB# 0596-0217), 725 17th Street NW, Washington, D.C. 20503.

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USDA Forest Service
U.S. DEPARTMENT OF AGRICULTURE

FS-1500-8a (VER. 05/24)
OMB No. 0596-0217
EXP: 05/31/2027

FS Agreement No. 25-LE-11080500-159

Cooperator Agreement No.

EXHIBIT A

COOPERATIVE LAW ENFORCEMENT OPERATING & FINANCIAL PLAN
Between
LEON COUNTY SHERIFFS OFFICE
And the
USDA, FOREST SERVICE
NATIONAL FORESTS IN FLORIDA

FY2025 OPERATING AND FINANCIAL PLAN

This Financial and Operating Plan (Operating Plan), is hereby made and entered into by and between Leon County Sheriffs Office, hereinafter referred to as "Cooperator," and the United States Department of Agriculture (USDA), Forest Service, National Forests in Florida, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #25-LE-11080500-159. This Operating and Financial Plan is made and agreed to as of the last signature date on the Cooperative Law Enforcement Agreement and is in effect through 01/16/2029, unless modified during the annual review.

Current FY2025 Year Obligation: $100,000.00
FY2025 Total Operating Plan: $100,000.00

I. GENERAL:

A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Name: Walt McNeil, Sheriff Address: 2825 Municipal Way, City, State, Zip: Tallahassee, FL 323047 Telephone: 850-606-3300 Email: mccneilw@leoncountyfl.gov	Name: Walt McNeil, Sheriff Address: 2825 Municipal Way, City, State, Zip: Tallahassee, FL 323047 Telephone: 850-606-3300 Email: mccneilw@leoncountyfl.gov

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Name: Logan Linnan, Patrol Captain Address: 325 John Knox Road, Suite F-100 City, State, Zip: Tallahassee, FL 32303 Telephone: 435-630-5598 Email: logan.linnan@usda.gov	Name: Megan Locke, Grants Management Specialist Address: 1720 Peachtree Rd. NW City, State, Zip: Atlanta, GA 30309 Email: megan.locke@usda.gov

B. Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise:

.35/mile patrolled
Overtime rate of $70.00/hour.
Any funds not utilized for patrol may be used for equipment/equipment supplies or fixes, vehicle maintenance or other emergency services up to $100,000.00 total.

II. PATROL ACTIVITIES:

A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both Cooperator and the U.S. Forest Service. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.

1. Patrol on following U.S. Forest Service roads:

U.S. Forest Service roads and/or U.S. Forest Service property within Leon County (includes roads, sites, property on the U.S. Forest Service lands.)

2. Patrol in the following campgrounds, developed sites, or dispersed areas:

Assign a Deputy Sheriff to conduct vehicle and foot patrols in the Apalachicola National Forest, LEON County, Florida with specific attention given to Blue Sink, Sam Allen Pond, dispersed camping area behind Publix, and other Government owned properties and areas of concentrated public use. Particular attention should be given to the above on the federally recognized summer weekends (Memorial Day, Independence Day and Labor Day). The assigned Deputy/Deputies should visit these sites as often as possible. That assignment of patrols for holidays is intended to cover the actual holiday, and may include weekend days surrounding some holidays that fall accordingly.

Total reimbursement for this category shall not exceed the amount of: $100,000.00.

III. SPECIAL ENFORCEMENT SITUATIONS:

A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.

B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Operating Plan. The designated representative will then notify Leon County Sheriffs Department whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Operating Plan.

1. Drug Enforcement: This will be handled on a case-by-case basis. The request will normally come from the patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to the incident will coordinate all of their activities with the designated officer in charge of the incident.

2. Fire Emergency: During emergency fire suppression situations and upon request by the U.S. Forest Service pursuant to an incident resource order, the Cooperator agrees to provide special services beyond those provided under Section II-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the U.S. Forest Service will specify times and schedules. Upon concurrence of the local patrol Captain or their designated representative, an official from the Incident Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals.

3. Group Gatherings: This includes but is not limited to situations which are normally unanticipated, or which typically include very short notices, large group gatherings such as rock concerts, demonstrations, and organization rendezvous. Upon authorization by a U.S. Forest Service representative listed in Section I-A for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident.

This includes but is not limited to situations which are normally unanticipated, or which typically include very short notice, large group gatherings such as rock concerts, demonstrations, and organizational rendezvous.

IV. BILLING FREQUENCY:

See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.

A. Billing frequency will be monthly.
Include Agreement #25-LE-11080500-159 on all invoices and correspondence.

Email the invoice to:
Alburquerque Service Center @ sm.fs.asc_ga@usda.gov

Payments – Grants and Agreements
Email the invoice and supporting documentation to:
Patrol Captain Logan Linnan at logan.linnan@usda.gov

B. The following is a breakdown of the total estimated costs associated with this Operating Plan.

Category	Estimated Costs	Not to Exceed by %
Patrol Activities	$100,000.00	N/A
Training	N/A	N/A
Equipment	as noted	N/A
Special Enforcement Situations	N/A	N/A
Total	**$100,000.00**	**N/A**

C. Any remaining funding in this Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or deobligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-C.*

United States Department of Agriculture | Forest Service | Southern Region Law Enforcement and Investigations | 325 John Knox Road Bldg. F STE 210-B Tallahassee, FL 32303

File Code: 5300 **Date: February 27, 2025**
Route To:

Subject: Hurricane Helene Law Enforcement Statement of Work

To: Ivan Green

Hurricane Helene impacted approximately 600,000 acres of National Forest System lands, on the Apalachicola National Forest to include its roadways, facilities, campgrounds, heritage sites and dispersed recreation areas. These areas continue to receive high recreation visibility and use.

The purpose of this disaster recovery work agreement is to document a cooperative effort between Leon County Sheriff's Department and the U.S Forest Service to enhance public health and safety, preserve and protect the restoration project areas and disaster recovery activities on the Apalachicola National Forest, due to the impacts of Hurricane Helene. Hurricane Helene caused significant damages to the resources and infrastructure of the Apalachicola National Forest, to include historical landmarks. The Apalachicola National Forest continues its restorative effects but continues to see degradation of restored areas due to high levels of public use. This statement of work covers Law Enforcement activities within the boundaries of Leon County.

1. Collaborate in the strategic planning of law enforcement activities during habitat and forest facilities restoration within the Apalachicola National Forest.
2. Mitigate safety hazards on Forest development roadways, trail systems, developed recreation sites and dispersed recreation areas.
3. There have been an extended number of calls for service due to ATV and dirt bike accidents, some resulting in death, due to the impacts of Hurricane Helene. This work provides extended EMS and law enforcement services to the public who are injured and or stranded within the boundaries of Leon County, Apalachicola National Forest.
4. Provide enforcement initiatives toward urban development and construction dumping within the Leon County boundaries on the Apalachicola National Forest due to Hurricane Helene repairs. Enforcement work actions will be documented on but not limited to USFS Law Enforcement and Investigations Incident Reports, District Court Violation Notices and the State of Florida violations notices system.
5. Provide winch, dirt bike, ATV and UTV training to the deputies. The Apalachicola terrain and vegetation are complex due to the large number of users created trail/road systems. Many areas of concern require the use of dirt bike, ATV/UTV to gain access to affected areas. These affected areas are also subject to down trees and hazards remain present to this day. The use of winches is vital to opening up affected areas.
6. Provide law enforcement safety support to ongoing Hurricane Helene project areas to forest personnel and contractors, to include Forest road projects and timber removals.
7. Provide search and rescue efforts to the public due to scale of down trees, accidents in areas of concern as well as areas under closure.

8. Protection of rehabilitated property remains of the highest concerns. The costs associated with restoration of NFS lands remain extensive. Additional vehicle and foot patrols into sensitive areas under restoration will ensure protections and integrity of the Apalachicola heritage/archeological sites.
9. The Apalachicola National Forest continues to have an increasing transient population. This population is under continuous exposure of the elements and hazards, particularly near but not limited to Publix, Sam Allen Pond and the Blue Sink area. Due to shallow rooted trees and variable environmental conditions and damage, these areas will be patrolled heavily to ensure public health and safety is met.
10. At the conclusion of this agreement, any remaining materials and supplies with remaining serviceable life, purchased under this agreement will become the property of the US Forest Service.

LOGAN LINNAN Digitally signed by LOGAN LINNAN Date: 2025.04.10 10:08:18 -04'00'

LOGAN LINNAN
Patrol Captain
National Forests in Florida

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Sheriff **Walt McNeil**
LEON COUNTY SHERIFF'S OFFICE

HONESTY & INTEGRITY ACCOUNTABILITY TEAMWORK TRUST & RESPECT COMMITMENT TO EXCELLENCE

August 21, 2025

Honorable Brian Welch, Chair
Board of County Commissioners
Leon County Courthouse
Tallahassee, FL 32301

Dear Chair Welch:

The Leon County Sheriff's Office respectfully requests a draw from the Law Enforcement Trust Fund for Fiscal Year 2025 in the amount of $143,449.13 to be utilized in support of various crime prevention activities and programs.

I hereby certify the expenditures are allowable and comply with Section 932.7055 F.S. Please feel free to call me if you have questions.

Sincerely,

DocuSigned by:
Walt McNeil
C55841F868C045F...

Walt McNeil
Sheriff

WM/emg

Post Office Box 727 ★ Tallahassee, Florida 32302-0727
Office (850) 606-3300 ★ Detention (850) 606-3500
www.leoncountyso.com

ALLin
Working together to make Leon County safer

Posted on September 8, 2025

Leon County
Board of County Commissioners

Notes for Agenda Item #6

Leon County Board of County Commissioners

Agenda Item #6

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of a Florida Department of Health Emergency Medical Services Matching Grant

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

Statement of Issue:

This item seeks Board acceptance of a Florida Department of Health Emergency Medical Services Matching Grant in the amount of $12,000 to support the County's annual "Press the Chest" Cardiopulmonary Resuscitation training event. A Resolution and associated budget amendment request is provided to realize the grant funding into the Fiscal Year 2025 budget.

Fiscal Impact:

This item has a fiscal impact. The associated grant requires a 25% local match of $4,000. Funding to provide the County's matching contribution is budgeted and available in the Emergency Medical Services operating budget.

Staff Recommendation:

Option # 1: Accept the Florida Department of Health Emergency Medical Services Matching Grant for a total of $12,000 (Attachment #1), and authorize the County Administrator to execute all associated Agreements, documents, and amendments thereto, subject to legal review by the County Attorney.

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

Report and Discussion

Background:

This item seeks Board acceptance of a Florida Department of Health (FDOH) Emergency Medical Services (EMS) Matching Grant in the amount of $12,000 to support the County's annual "Press the Chest" event which provides Cardiopulmonary Resuscitation (CPR) training to the public (Attachment #1). A Resolution and associated Budget Amendment request is provided to realize the grant funding into the Fiscal Year (FY) 2025 budget (Attachment #2).

This FDOH grant advances the following FY 2022 – FY 2026 Strategic Initiative and five-year Target:

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

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

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

The County submitted a grant application in January 2025 to the FDOH to support citizen CPR training. Annually, the FDOH makes competitive grant funding available to Emergency Medical Services organizations in Florida to improve and enhance pre-hospital emergency medical services. The grant provides 75% of the funding toward the project and requires the grantee to provide 25% as local matching funding. In June 2025, the County was notified by the FDOH Division of Emergency Preparedness and Community Support of a grant award to fund citizen CPR training.

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 state and federal lobbyists 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 $5.29 to $1; excluding the septic-to-sewer grants which require significant County match, the leveraging ratio would be $23.63 to $1.

Analysis:

The FDOH grant will support the County's 2026 "Press the Chest" community CPR training event which is anticipated to take place in spring 2026. The annual "Press the Chest" community CPR training event provides CPR training for nearly 500 citizens each year. As a result, "Press the Chest" has trained over 7,000 citizens in CPR and has resulted in an increase in the number of citizens performing CPR prior to arrival of EMS. Early intervention with bystander CPR is critical to the survival and outcomes of individuals that need CPR. The FDOH grant project for community CPR training is $16,000, consisting of $12,000 in FDOH grant funds and $4,000 in Leon County's matching share.

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

Options:

1. Accept the Florida Department of Health Emergency Medical Services Matching Grant for a total of $12,000 (Attachment #1) and authorize the County Administrator to execute all associated Agreements, documents, and amendments thereto, subject to legal review by the County Attorney.
2. Approve the Resolution and associated Budget Amendment Request (Attachment #2).
3. Do not accept the Florida Department of Health Emergency Medical Services Matching Grant.
4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Grant Agreement for Community CPR Training
2. Resolution and associated Budget Amendment Request

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CONTRACT SUMMARY

This contract action has completed the Department's routing process and has received the required approvals for execution.

Division/CHD/Office:	Division of Emergency Preparedness and Community Support
Provider Name:	Leon County EMS
Contract Number:	M2531
Original Contract Amount:	$12,000.00
Total Contract Amount (executed actions):	N/A
Original Contract Start Date:	7/1/2025
Original Contract End Date:	6/30/2026
New Contract End Date:	

DESCRIPTION OF CONTRACTUAL SERVICES:

Expansion and enhancement of Emergency Medical Services in area of coverage as outlined in the approved grant application (Attachment A).

CONTRACT ACTION:

AMENDMENT(Y/N): N/A	AMENDMENT AMOUNT: N/A	
CHANGE TO TERM(Y/N): N/A	START DATE: N/A	END DATE: N/A
RENEWAL: N/A	RENEWAL AMOUNT: N/A	
START DATE: N/A	END DATE: N/A	

DESCRIPTION OF CONTRACT AMENDMENT ACTION:

N/A

This contract complies with all of the following requirements:

- **A statement of work.**
- **Quantifiable and measurable deliverables.**
- **Performance measures.**
- **Financial consequences for non-performance.**
- **Terms and conditions which protect the interest of the state.**
- **All requirements of law have been met regarding the contract.**
- **Documentation in the contract file is sufficient to support the contract and the attestation (examples: business case; directive to establish contract; subject research and analysis, etc.).**
- **If the contract is established by way of a competitive solicitation as identified in section 287.057(1), Florida. Statutes, the costs of the contract are the most advantageous to the state or offer the best value.**

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

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

SECTION I: DEFINITIONS

A. Definition of Terms:

1) Quarter: A three-month period of the executed agreement. The quarters for this Agreement are July through September (Quarter One); October through December (Quarter Two); January through March (Quarter Three); and April through June (Quarter Four).

56) Emergency Medical Services (EMS): A system that responds to emergencies in need of highly skilled pre-hospital clinicians.

57) Emergency Medical Services Matching Grant: Grant funds available to local agencies, municipalities, emergency medical services organizations, and youth athletic organizations for the purpose of conducting research, increasing existing levels of emergency medical services, evaluation, community education, injury prevention programs, and training in cardiopulmonary resuscitation and other lifesaving and first aid techniques that are contingent upon the recipient providing a matching cash sum.

58) Grantee: A local agency, municipality, EMS organization, or youth athletic organization for which the Department has approved an application for an Emergency Medical Services Matching Grant.

SECTION II: GENERAL TERMS AND CONDITIONS

A. General Statement: The Grantee will receive $12,000.00, the grantee will be required to match at either 10% or 25%, $4,000.00, for a total project amount of $16,000.00 from General Appropriation 515 of the 2024-2025 Appropriations Act Laws of Florida," Grants and Aids – Emergency Medical Services Matching Grants from Emergency Medical Services Trust Fund."

B. Legal Authority: This Agreement is made pursuant to the Specific Appropriation Line item 515, 2024-2025 Appropriations Act and Section 401.111, Florida Statutes.

C. Entire Agreement: This Agreement embodies the entire Agreement and understanding between the Parties, on the subject hereof.

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D. Term: The term of this Agreement is upon completion of the approved Project, or one calendar year from the date of execution, whichever is earlier.

SECTION III: PROPERTY AND EQUIPMENT

A. Property and equipment are defined as non-expendable, tangible property having a useful life of more than one year with a cost of $5,000.00 or more.

1. All property and equipment purchased with Emergency Medical Services Matching Grant funds must be:

a. Necessary to carry out the approved project;

b. Justified and pre-approved by the Department;

c. Inventoried and tracked throughout the grant period; and

d. Protected with sufficient insurance and security safeguards.

B. All approved property and equipment must be purchased and received prior to the last three months of the grant period unless prior written approval from the Department has been obtained.

C. All equipment purchased with grant funds is the property of the grantee, and is subject to Chapter 273, Florida Statutes, dealing with state-owned tangible personal property and the disposition thereof. For research institutions not covered under Chapter 1000, Florida Statutes, equipment no longer deemed to be useful will remain state property and must be transferred or donated to a state agency or public university for redistribution or disposition.

SECTION IV: SERVICES TO BE PROVIDED

A. Task List: Grantee will perform the following tasks:

1) Ensure the following tasks are performed as needed:

a. Grantee must complete the project as specified in the Department approved Emergency Medical Services Matching Grant Program application (Attachment A hereinafter referred to as the “Project”).

b. Grantee will obtain all supplies, services, and labor for use in the performance of this MOA at the lowest practicable cost and by means of competitive bidding wherever practicable or required by Florida law.

c. Provide a quarterly report to the Department outlining all items that were purchased during the quarter, as well as any remaining items to be purchased during the contract term.

SECTION V: DELIVERABLES AND METHOD OF PAYMENT

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

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

B. Method of Payment:

1) Payment: This is a 100% advance payment.

2) Reporting Requirements: Grantee must submit a properly completed quarterly report to the Agreement Manager within 15 days of the end of each quarter. At a minimum, each report must be submitted on Grantee's letterhead, provide the invoice date, and all activities completed during the invoice period. On a separate page, the Grantee must provide the following:

a) Beginning budget amount;

b) Amount spent year to date;

c) Amount remaining in budget;

d) Statement certifying the accuracy of the invoice; and

e) Signature of an individual with the authority to bind the Grantee.

C. Special Provisions:

1) Allowable Costs: The Grantee may expend funds only for allowable costs resulting from obligations incurred during the Agreement term. Allowable costs are those that are related to the approved Attachment A.

2) Return of Funds: Any balance of unobligated funds advanced or paid, or funds that were not expended in accordance with the Attachment A, must be refunded to the Department within three months of the grant end date.

3) Monitoring: The Grantee must permit persons duly authorized by the Department to inspect any records, papers, documents, facilities, or goods and services of the Grantee that are relevant to this grant, and interview any clients, sub-contractors, and employees of the Grantee to assure the Department of satisfactory performance of the Terms and Conditions of this grant. Monitoring may take place at any time during the grant period or records retention period, with reasonable advance notice, during normal business hours. Following such evaluation, the Department may deliver to Grantee a written report of its findings and may include written recommendations with regard to Grantee's performance of the Terms and Conditions of this grant. Grantee will correct all noted deficiencies identified by the Department within the specified period of time set forth in the recommendations. Grantee's failure to correct noted deficiencies

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may, at the sole and exclusive discretion of the Department, result in any one or a combination of the following: 1) Grantee being deemed in breach or default of this Agreement; 2) the termination of this grant.

4) Duties of Designated Grant Manager: The Grant Manager designated by the Department shall reconcile and verify all funds received against all funds expended during the term of this Agreement period and produce a final reconciliation report. The final report for this project must identify any funds paid in excess of the expenditures incurred by the Grantee or Sub-recipient.

5) Sovereign Immunity: Pursuant to section 768.28, Florida Statutes, the Department is immune from civil or criminal liability resulting from acts or omissions of the Grantee and the Grantee's agents, employees, or assigns.

6) Governing Law and Venue: This Agreement is executed and entered into in the State of Florida and will be construed and performed under the laws, rules, and regulations of the State of Florida. Venue must be in Leon County, Florida to the exclusion of all other jurisdictions.

7) Indemnification: Grantee will be liable for, and indemnify, defend, and hold the Department harmless from and against all claims, demands, suits, judgments, or damages, including, but not limited to, court costs and attorneys' fees and damages resulting from personal injury, including death or damage to property, arising out of the negligence, intentional or unintentional acts or omissions of the Grantee, and the Grantee's agents, assignees, sub-contractors, and employees, that may arise during the course of the operation of this Agreement, or that arise out of or relating to the subject property, the Project, or the use of grant money.

8) Modification: This Agreement may only be amended in writing and upon mutual agreement by the Parties.

9) Termination:

a) Termination Because of Lack of Funds: It is agreed that in the event funds to finance this Agreement, or part of this Agreement, become unavailable, the obligations of each Party, hereunder may be terminated upon no less than 24 hours' notice in writing to the other Party. Said notice will be delivered by certified mail, return receipt requested, or in person with proof of delivery. The Department will be the final authority as to the availability of state funds, and how any remaining funds will be allocated among Grantees.

b) Termination for Breach: Unless the Grantee's breach is excused by the Department, the Department may provide written notice to the Grantee specifically setting forth the breach and allow a 30-calendar day period whereby the Grantee may cure any such breach. The Department may terminate any part or the whole of this Agreement in any of the following circumstances:

i. If Grantee fails to provide services called for by this Agreement within the time specified herein or any extension thereof.

Docusign Envelope ID: 7E07AF59-E149-4174-9766-5DA604187DEA

ii. If Grantee fails to perform any of the other provisions of this Agreement.

iii. Except as set forth above, termination will be upon no less than 24 hours' notice in writing delivered by certified mail, return receipt requested, or in person with proof of delivery.

c) All provisions of this Agreement that were not terminated, amended, or modified will remain in full effect and Grantee will continue performance under any remaining provisions.

d) After receipt of a notice of termination, and except as otherwise directed in writing, the Grantee will:

i. Stop work under this Agreement on the date and to the extent specified in the notice of termination and take any other actions as directed in writing from the Department.

ii. Place no further orders or contracts for materials, services, or facilities except as may be necessary for completion of such portion of work under the Agreement as is not terminated.

iii. Terminate all outstanding orders and contracts to the extent that they relate to the performance of work under this Agreement.

iv. Prepare all necessary reports and documents required under the terms of this Agreement. Documents must be prepared up to the date of termination and include the final report due upon completion of this Agreement. The Department will provide no additional funds for administrative fees or for the completion of final reports after the date of termination.

v. Notwithstanding anything to the contrary set forth herein, upon termination of this Agreement, the Grantee may continue work on the Project that is the subject of this MOA so long as such work is funded by sources other than the Department.

10) Notice: Any notices given by either party to the other party under this Agreement will be in writing and sent either: via email to the designated email address, by overnight courier, with a verified receipt; or by registered or certified United States Mail, postage prepaid. Either party's specified point of contacts may be changed by notifying the other party a minimum of one week prior to such change. Notice will be deemed sufficiently given upon receipt at the following addresses:

Docusign Envelope ID: 7E07AF59-E149-4174-9766-5DA604187DEA

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

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

11) Cooperation with Inspectors General: To the extent applicable, the Parties will cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to section 20.055(5), Florida Statutes.

12) Public Records: The Grantee must keep and maintain public records, as defined in Chapter 119, Florida Statutes that are required by the Department to perform the services required by the grant. Questions regarding the application of Chapter 119, Florida Statutes, and its duty to provide public records relating to this Agreement, contact the custodian of public records at (850) 245-4005, PublicRecordsRequest@flhealth.gov or 4052 Bald Cypress Way, Bin A02, Tallahassee, FL 32399.

13) Prohibition on Use of Funds for DEI: Prohibition on Use of Funds for DEI: No state funding under this Agreement may be used for promoting, advocating for, or providing training or education on "Diversity, Equity, and Inclusion" ("DEI"). DEI is any program, activity, or policy that classifies individuals on the basis of race, color, sex, national origin, gender identity, or sexual orientation and promotes differential or preferential treatment of individuals on the basis of such classification or promotes the position that a group or an individual's action is inherently, unconsciously, or implicitly biased on the basis of such classification.

SECTION V: AUTHORIZATION

IN WITNESS THEREOF, the Parties hereto have caused this 16-page Agreement to be executed by their undersigned, duly authorized, officials:

Grantee: Leon County EMS

_____ Date: _____
Name: Vincent Long
Title: County Administrator

Florida Department of Health

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

Docusign Envelope ID: 7E07AF59-E149-4174-9766-5DA604187DEA

AUDIT REQUIREMENTS FOR AWARDS OF STATE AND FEDERAL FINANCIAL ASSISTANCE

The administration of resources awarded by the Department of Health to recipient organization may be federal or state financial assistance as defined by 2 CFR § 200.40 and/or section 215.97, Florida Statutes, and may be subject to audits and/or monitoring by the Department of Health, as described in this section. For this agreement, the Department of Health has determined the following relationship exist:

1. _____ **Vendor/Contractor (215.97(z), F.S.) and (2 CFR § 200.23)**. Funds used for goods and services for the Department of Health's own use and creates a procurement relationship with Recipient which is not subject to single audit act compliance requirements for the Federal/State program as a result of this contract agreement.

   A vendor/contractor agreement may also be used with an established Service Organization (SO) that is serving as a Third-Party Administrator and in this case, is subject to SSAE18 audit reporting requirements (see Part III. Other Audit Requirements).

2. ___X___ **Recipient/Subrecipient of state financial assistance (215.97(o)(y), F.S.)**. Funds may be expended only for allowable costs resulting from obligations incurred during the specified contract period. In addition, any balance of unobligated funds which has been advanced or paid must be refunded to the Department of Health as the state awarding agency. As well as funds paid in excess of the amount to which the recipient/subrecipient is entitled under the terms and conditions of the contract must be refunded to the Department of Health.

3. _____ **Recipient/Subrecipient of federal financial assistance (2 CFR § 200.40)** . Funds paid in excess of the amount to which the recipient/subrecipient is entitled under the terms and conditions of the contract must be refunded to the Department of Health as the Pass-Through state awarding agency. In addition, the recipient/subrecipient may not earn or keep any profit resulting from Federal financial assistance, unless explicitly authorized by the terms and conditions of the Federal award or this agreement.

Note: A vendor/contractor vs. recipient/subrecipient determination must conclude with the completion of **Exhibit 2** to identify the recipient's audit's relationship with the department.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F (formerly A-133) - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (see AUDITS below), monitoring procedures may include, but not be limited to, on-site visits by Department of Health staff, limited scope audits as defined by 2 CFR §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures or processes deemed appropriate by the Department of Health. In the event the Department of Health determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by Department of Health staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

Docusign Envelope ID: 7E07AF59-E149-4174-9766-5DA604187DEA

AUDIT GUIDANCE

PART I: FEDERALLY FUNDED

This part is applicable if Recipient is a State or local government or a non-profit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. If a recipient expends $1,000,000 or more in Federal awards during its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. **EXHIBIT 1** to this form lists the federal resources awarded through the Department of Health by this agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of Health. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.

2. In connection with the audit requirements addressed in Part I, paragraph 1, Recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§ 200.508-.512.

3. If a recipient expends less than $1,000,000 in Federal awards in its fiscal year, the recipient is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the recipient expends less than $1,000,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).

Note: Audits conducted in accordance with this part shall cover the entire organization for the organization's fiscal year. Compliance findings related to contracts with the Department of Health shall be based on the contract agreement's requirements, including any rules, regulations, or statutes referenced in the contract. The financial statements shall disclose whether the matching requirement was met for each applicable contract. All questioned costs and liabilities due to the Department of Health shall be fully disclosed in the audit report with reference to the Department of Health contract involved. If not otherwise disclosed as required by 2 CFR § 200.510, the schedule of expenditures of Federal awards shall identify expenditures by funding source and contract number for each contract with the Department of Health in effect during the audit period.

Financial reporting packages required under this part must be submitted within the earlier of 30 days after receipt of the audit report or 9 months after the end of Recipient's fiscal year end.

Docusign Envelope ID: 7E07AF59-E149-4174-9766-5DA604187DEA

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by section 215.97(1)(n), Florida Statutes.

1. If a recipient expends a total amount of state financial assistance equal to or in excess of $750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017 or thereafter), recipient must have a State single or project-specific audit for such fiscal year in accordance with section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; Chapter 10.550 (local governmental entities) or Chapter 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. **EXHIBIT I** to this contract indicates state financial assistance awarded through the Department of Health by this contract. In determining the state financial assistance expended in its fiscal year, recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Health, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

2. In connection with the audit requirements addressed in Part II, paragraph 1, recipient shall ensure that the audit complies with the requirements of section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by section 215.97(2), Florida Statutes, and Chapter 10.550 (local governmental entities) or Chapter 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

3. If a recipient expends less than $750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, ,2017 or thereafter), an audit conducted in accordance with the provisions of section 215.97, Florida Statutes, is not required. In the event that a recipient expends less than $750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, Florida Statutes, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than state funds).

Note: An audit conducted in accordance with this part shall cover the entire organization for the organization's fiscal year. Compliance findings related to contracts with the Department of Health shall be based on the contract's requirements, including any applicable rules, regulations, or statutes. The financial statements shall disclose whether the matching requirement was met for each applicable contract. All questioned costs and liabilities due to the Department of Health shall be fully disclosed in the audit report with reference to the Department of Health contract involved. If not otherwise disclosed as required by Florida Administrative Code Rule 69I-5.003, the schedule of expenditures of state financial assistance shall identify expenditures by contract number for each contract with the Department of Health in effect during the audit period.

Financial reporting packages required under this part must be submitted within 45 days after delivery of the audit report, but no later than 9 months after recipient's fiscal year end for local governmental entities. Non-profit or for-profit organizations are required to be submitted within 45 days after delivery of the audit report, but no later than 9 months after recipient's fiscal year end. Notwithstanding the applicability of this portion, the Department of Health retains all right and obligation to monitor and oversee the performance of this contract as outlined throughout this document and pursuant to law.

Docusign Envelope ID: 7E07AF59-E149-4174-9766-5DA604187DEA

PART III: OTHER AUDIT REQUIREMENTS

This part is applicable to a contractor, vendor and/or provider organization serving as a third-party administrator on behalf of FDOH programs and is classified or determined in the FDOH contract agreement to be a Service Organization (SO).

If the contracted entity is determined to be a Service Organization (SO), the entity must perform an attestation to the System Organization Controls (SOC) and submit to FDOH a "Statement on Standards for Attestation Engagements (SSAE18) audit report within the assigned timeframe as agreed upon in the SO's contract agreement. The hired Auditor must make an evaluation consistent with the FDOH contract terms and conditions to determine which SSAE18 report types to perform for the required SOC types. Below are the options available for the SSAE18 reports;

TYPES:

1. **SOC 1** – A report on controls over financial reporting.

   - **Type 1 Report** - Report on the fairness of the presentation of management's description of the service organization's system and the suitability of the design of the controls to achieve the related control objectives included in the description as of a specified date.

   - **Type 2 Report** - Report on the fairness of the presentation of management's description of the service organization's system and the suitability of the design and **operating effectiveness** of the controls to achieve the related control objectives included in the description throughout a specified period. (**Auditor conducts testing**)

2. **SOC 2** – A report on controls that may be relevant to security, availability, processing Integrity, confidentiality or privacy. These reports are intended to meet the needs of a broad range of users that need detailed information and assurance about the controls at a service organization relevant to security, availability, and processing integrity of the systems the service organization uses to process users' data and the confidentiality and privacy of the information processed by these systems. These reports can play an important role in:

   - Oversight of the organization
   - Vendor management programs
   - Internal corporate governance and risk management processes
   - Regulatory oversight

   - **Type 1 Report** - Report on the fairness of the presentation of management's description of the service organization's system and the suitability of the design of the controls to achieve the related control objectives included in the description as of a specified date.

   - **Type 2 Report** - Report on the fairness of the presentation of management's description of the service organization's system and the suitability of the design and **operating effectiveness** of the controls to achieve the related control objectives included in the description throughout a specified period. (**Auditor conducts testing**)

Docusign Envelope ID: 7E07AF59-E149-4174-9766-5DA604187DEA

PART IV: REPORT SUBMISSION

1. Copies of single audit reporting packages for state financial assistance (CSFA) and federal financial assistance (CFDA) conducted in accordance with **2 CFR § 200.512 and section 215.97(2), Florida Statutes**, shall be submitted by or on behalf of recipient electronically to the Federal and the FDOH Single Audit Clearinghouse website addresses below:

   A. The Department of Health, Single Audit Clearinghouse (SAC) website portal:

      SAC Submission (https://fdohsac.azurewebsites.net/)

      Pursuant to 2 CFR § 200.521, and section 215.97(2), Florida Statutes, recipient shall submit a complete audit report package and any management letter issued by an auditor electronically to the Department.

      Audits must be submitted in accordance with the instructions set forth in Exhibit 3 hereto and accompanied by the "Single Audit Data Collection Form, Exhibit 4." Absent of electronic submission capability or during system maintenance or downtime, prior approval can be obtained to submit report package via email to SingleAudits@flhealth.gov or on an approved electronic storage medium via mail to:

      Florida Department of Health
      Contracts and Grants Management Unit
      Attention: FCAM, Single Audit Review
      4052 Bald Cypress Way, Bin B01
      Tallahassee, FL 32399-1701.

   B. The Federal Audit Clearinghouse (**FAC**), the Internet Data Entry System (IDES) is the place to submit the Federal single audit reporting package, including form SF-SAC, for Federal programs. Single audit submission is required under the Single Audit Act of 1984 (amended in 1996) and 2 CFR § 200.36 and § 200.512. The Federal Audit Clearinghouse requires electronic submissions as the only accepted method for report compliances. FAC's website address is:

      https://harvester.census.gov/facweb/

   C. The Florida Auditor General's Office:

      One electronic copy email by or on behalf of recipient directly to the Auditor General's Office at: flaudgen_localgovt@aud.state.fl.us.

2. In addition to item 1, electronic copies of reporting packages for federal financial assistance (ALN formerly, CFDA) conducted in accordance with **2 CFR § 200.512** shall also be submitted by or on behalf of recipient directly to each funded passed through entity:

   A. When applicable, and/or other Federal agencies in accordance with 2 CFR §200.331 and § 200.517.

3. Copies of SSAE18 reports and supporting documents shall be submitted by or on behalf of SO/Third Party Administrator directly to the FDOH designated Contract Manager (CM) as outlined in each SO contract agreement.

Note: Any reports, management letter, or other information required to be submitted to the Department of Health pursuant to this contract shall be submitted timely in accordance with 2 CFR § 200.512 and Florida Statutes, Chapter 10.550 (local governmental entities) or Chapter 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

Recipients, when submitting financial reporting packages to the Department of Health for audits done in accordance with 2 CFR § 500.512 or Chapter 10.550 (local governmental entities) or Chapter 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to recipient in correspondence accompanying the reporting package.

Docusign Envelope ID: 7E07AF59-E149-4174-9766-5DA604187DEA

PART V: RECORD RETENTION

Recipient shall retain sufficient records demonstrating its compliance with the terms of this contract for a period of six years from the date the audit report is issued and shall allow the Department of Health or its designee, the CFO, or the Auditor General access to such records upon request. Recipient shall ensure that audit working papers are made available to the Department of Health, or its designee, CFO, or Auditor General upon request for a period of six years from the date the audit report is issued, unless extended in writing by the Department of Health.

End of Text

Docusign Envelope ID: 7E07AF59-E149-4174-9766-5DA604187DEA

EXHIBIT 1

Contract #: M2531

Federal Award Identification #:_____

1. FEDERAL RESOURCES AWARDED TO THE SUBRECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Federal Agency 1_____ ALN# _____Title_____$_____

Federal Agency 2 _____ALN# _____Title_____$_____

TOTAL FEDERAL AWARDS $_____

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

_____

_____

_____

2. STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

State financial assistance subject to section 215.97, Florida Statutes: CSFA# 64.003 Title EMS Matching Awards

$ 12,000.00

State financial assistance subject to section 215.97, Florida Statutes: CSFA# _____ Title_____

$_____

TOTAL STATE FINANCIAL ASSISTANCE AWARDED PURSUANT TO SECTION 215.97, FLORIDA STATUTES

$_____

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

_____

_____

State financial assistance not subject (exempt) to section 215.97, Florida Statutes: $ 0

State financial assistance not subject (exempt) to section 215.97, Florida Statutes: $ 0

Matching and Maintenance of Effort *

State Matching resources for federal award(s):

Agency: N/A_____ALN#_____Title_____ $_____

State Maintenance of Effort (MOE) for federal program(s):

Agency: N/A_____ALN#_____Title_____ $_____

***Matching** Resources are subject to Federal single audit and shall be included by recipient when computing the threshold for Federal single audit requirements totals. These amounts shall also be included under notes in the financial audit or footnoted in the Schedule of Expenditures of Federal Awards. **Whereas **MOE** Resources awarded as state financial assistance are subject to Florida single audit and shall be included by recipient when computing the threshold for Florida single audit requirements totals under section 215.97, Florida Statutes and included in the Schedule of Expenditures of State Awards (SESA).

Docusign Envelope ID: 7E07AF59-E149-4174-9766-5DA604187DEA

EXHIBIT 2

PART I: AUDIT RELATIONSHIP DETERMINATION

Recipients who receive state or federal resources may or may not be subject to the audit requirements of 2 CFR § 200.500, and/or section 215.97, Florida Statutes, recipients who are determined to be recipients or subrecipients of federal awards and/or state financial assistance may be subject to the audit requirements if the audit threshold requirements set forth in Part I and/or Part II of Exhibit 1 is met. Recipients who have been determined to be vendors are not subject to the audit requirements of 2 CFR § 200.501, and/or section 215.97, Florida Statutes. Recipients who are "higher education entities" as defined in Section 215.97(2)(h), Florida Statutes, and are recipients or subrecipients of state financial assistance, are also exempt from the audit requirements of Section 215.97(2)(a), Florida Statutes. Regardless of whether the audit requirements are met, recipients who have been determined to be recipients or subrecipients of Federal awards and/or state financial assistance must comply with applicable programmatic and fiscal compliance requirements.

For the purpose of single audit compliance requirements, the Recipient has been determined to be:

_____Vendor/Contractor not subject to 2 CFR § 200.501 and/or section 215.97, Florida Statutes
__X__ Recipient/subrecipient subject to 2 CFR § 200.501and/or section 215.97, Florida Statutes
_____ Exempt organization not subject to 2 CFR § 200.501; For Federal awards for-profit subrecipient organizations are exempt as specified in 2 CFR § 200.501(h).
_____ Exempt organization not subject to section 215.97, Florida Statutes, for state financial assistance projects, public universities, community colleges, district school boards, branches of state (Florida) government, and charter schools are exempt. Exempt organizations must comply with all compliance requirements set forth within the contract.

For other audit requirements, the Recipient has been determined to be:

_____ Service Organization (SO) subject to SSAE18 reporting requirements

NOTE: If a recipient is determined to be a recipient/subrecipient of federal and/or state financial assistance and has been approved by the department to subcontract, it must comply with section 215.97(7), Florida Statutes, and Florida Administrative Code Rule 69I-.5006, [state financial assistance] and 2 CFR § 200.330 [federal awards].

PART II: FISCAL COMPLIANCE REQUIREMENTS

FEDERAL AWARDS OR STATE MATCHING FUNDS ON FEDERAL AWARDS. Recipients who receive Federal awards, state maintenance of effort funds, or state matching funds on Federal awards and who are determined to be a subrecipient must comply with the following fiscal laws, rules and regulations:

1. 2 CFR Part 200- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
2. Reference Guide for State Expenditures
3. Other fiscal requirements set forth in program laws, rules, and regulations.

*Some Federal programs may be exempted from compliance with the Cost Principles Circulars as noted in the 2 CFR § 200.401(5)(c). In all instances, Recipients are required to follow the FDOH agreement terms and conditions, and the Federal passed through agency's grant guidance under **2 CFR, Subtitle B** for additional citations.

STATE FINANCIAL ASSISTANCE. Recipients who receive state financial assistance and who are determined to be a recipient/subrecipient must comply with the following fiscal laws, rules and regulations:

1. Section 215.97, Florida Statutes
2. Florida Administrative Code Chapter 69I-5,
3. State Projects Compliance Supplement
4. Reference Guide for State Expenditures
5. Other fiscal requirements set forth in program laws, rules and regulations.

This document and other FDOH instructions may be obtained online through the FL Health website under Audit Guidance. *Enumeration of laws, rules and regulations herein is not exhaustive or exclusive. Funding to recipients will be held to applicable legal requirements whether or not outlined herein.

End of Text

Docusign Envelope ID: 7E07AF59-E149-4174-9766-5DA604187DEA

EXHIBIT 3

INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF SINGLE AUDIT REPORTS

Part I: Submission to FDOH

Single Audit reporting packages ("SARP") must be submitted to the Department in an electronic format. This change will eliminate the need to submit multiple copies of the reporting package to the Contract Managers and various sections within the Department and will result in efficiencies and cost savings to recipient and the Department. Upon receipt, the SARP's will be posted to a secure server and accessible to Department staff.

The electronic copy of the SARP should:

- Be in a Portable Document Format (PDF).
- Include the appropriate letterhead and signatures in the reports and management letters.

  Be a single document. However, if the financial audit is issued separately from the Single Audit reports, the financial audit reporting package may be submitted as a single document and the Single Audit reports may be submitted electronically as a single document to the FDOH SAC website address: fdohsac.azurewebsites.net
- Be an exact copy of the final, signed SARP provided by the Independent Audit firm.
- Not have security settings applied to the electronic file.
- Be named using the following convention under the CPA's issued license number: [fiscal year] [name of the audited entity exactly as stated within the audit report].pdf. For example, if the SARP is for the 2016-17 fiscal year for the City of Gainesville, the document should be entitled 2016 City of Gainesville.pdf.
- Be accompanied by the attached "Single Audit Data Collection Form." This document is necessary to ensure that communications related to SARP issues are directed to the appropriate individual(s) and that compliance with Single Audit requirements is properly captured.

Questions regarding electronic submissions may be submitted via e-mail to SingleAudits@flhealth.gov or by telephone to the Single Audit Review Section at (850) 245-4520.

Part II: Submission to Federal Audit Clearinghouse

Click Here for instructions and guidance to submit the completed SF-SAC report to the Federal Audit Clearinghouse website or click Here to access the SF-SAC Worksheet & Single Audit Component Checklist Form.

Part III: Submission to Florida Auditor General

Click Here for questions and other instructions for submitting Single SAC reports to the State of Florida, Auditor General's Office

Docusign Envelope ID: 7E07AF59-E149-4174-9766-5DA604187DEA

EXHIBIT 4

Single Audit Data Collection Form

Part 1: GENERAL INFORMATION

1. Fiscal period ending date for the Single Audit.

Month	Day	Year
/	/	

2. Auditee Identification Number

a. Primary Employer Identification Number (EIN)

		--							

b. Are multiple EINs covered in this report ☐Yes ☐No

c. If "yes", complete No. 3.

3. ADDITIONAL ENTITIES COVERED IN THIS REPORT

Employer Identification #										Name of Entity
		--								
		--								
		--								
		--								

4. AUDITEE INFORMATON

a. **Auditee name:**

Auditee Primary DUNS#:

b. **Auditee address (number and street)**

City

State **Zip Code**

c. **Auditee contact**
Name:

Title:

d. **Auditee contact telephone**
( ) -

e. **Auditee contact FAX**
( ) -

f. **Auditee contact E-mail**

5. PRIMARY AUDITOR INFORMATION

a. **Primary auditor name:**

b. **Primary auditor address (number and street)**

City

State **Zip Code**

c. **Primary auditor contact**
Name:

Title:

d. **Primary auditor contact telephone**
( ) -

e. **Primary auditor E-mail**
( ) -

f. **Audit Firm License Number**

6. AUDITEE CERTIFICATION STATEMENT – This is to certify that, to the best of my knowledge and belief, the auditee has: (1) engaged an auditor to perform an audit in accordance with the provisions of 2 CFR § 200. 512 and/or section 215.97, Florida Statutes, for the period described in Item 1; (2) the auditor has completed such audit and presented a signed audit report which states that the audit was conducted in accordance with the aforementioned Circular and/or Statute; (3) the attached audit is a true and accurate copy of the final audit report issued by the auditor for the period described in Item 1; and (4) the information included in this data collection form is accurate and complete. I declare the foregoing is true and correct.

AUDITEE CERTIFICATION Date _____/_____/_____

Date Audit Received from Auditor: _____/ _____/ _____

Name of Certifying Official: _____
(Please print clearly)

Title of Certifying Official: _____
(Please print clearly)

Signature of Certifying Official: _____

docusign

Certificate Of Completion

Envelope Id: 7E07AF59-E149-4174-9766-5DA604187DEA
Subject: Contract M2531: Is routing for execution
Source Envelope:
Document Pages: 17
Certificate Pages: 5
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Signatures: 0
Initials: 0

Status: Sent

Envelope Originator:
Galen Johnson
galen.johnson@flhealth.gov
IP Address: 167.78.4.20

Record Tracking

Status: Original
6/30/2025 10:59:31 AM

Holder: Galen Johnson
galen.johnson@flhealth.gov

Location: DocuSign

Signer Events	Signature	Timestamp
Vincent Long longv@leoncountyfl.gov County Administrator Leon County Government Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 6/24/2024 10:51:16 AM ID: 1e278c9a-c19b-4092-b179-c54364f2bb58		Sent: 6/30/2025 11:14:23 AM Resent: 7/11/2025 10:42:58 AM Viewed: 7/18/2025 10:41:56 AM
Doug Woodlief douglas.woodlief@flhealth.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 7/18/2025 9:08:38 AM ID: f8bac648-8c54-4aa3-92aa-c6768af1a20c		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
Tamara McElroy Tamara.McElroy@flhealth.gov Director, Contract Administration and Oversight Department of Health Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	VIEWED Using IP Address: 167.78.4.19	Sent: 6/30/2025 11:02:44 AM Viewed: 6/30/2025 11:14:23 AM

Carbon Copy Events	Status	Timestamp
Amy Lefstead amy.lefstead@flhealth.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:**	COPIED	Sent: 6/30/2025 11:02:44 AM

Carbon Copy Events	Status	Timestamp
Accepted: 6/28/2024 11:06:35 AM ID: 9fa033a1-cb62-410e-b311-1ba025c68af2		
Sam Samlal sam.samlal@flhealth.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 7/11/2025 4:01:47 PM ID: 5475f660-0708-436f-a88a-3fcf4a11f482	COPIED	Sent: 6/30/2025 11:02:44 AM Viewed: 6/30/2025 11:09:19 AM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/30/2025 11:02:44 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

Electronic Record and Signature Disclosure created on: 3/24/2017 1:05:43 PM
Parties agreed to: Vincent Long, Doug Woodlief, Amy Lefstead, Sam Samlal

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO Florida Department of Health (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Florida Department of Health:
You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: antonio.dawkins@flhealth.gov

To advise Carahsoft OBO Florida Department of Health of your new e-mail address
To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at antonio.dawkins@flhealth.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..
In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.
To request paper copies from Carahsoft OBO Florida Department of Health
To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to antonio.dawkins@flhealth.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.
To withdraw your consent with Carahsoft OBO Florida Department of Health
To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
ii. send us an e-mail to antonio.dawkins@flhealth.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	•Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically
To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.
By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and

- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and

- Until or unless I notify Carahsoft OBO Florida Department of Health as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Carahsoft OBO Florida Department of Health during the course of my relationship with you.

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 15th day of September, 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: BAB25024
Date: 08/19/25

Agenda Item No:
Agenda Item Date: 09/15/25

County Administrator
Vincent S. Long

Assistant County Administrator
Ken Morris

Request Detail

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	*Org*	*Acct*	*Prog*	*Title*			
135	185	53400	526	Other Contractual Services	4,845,607	(4,000)	4,841,607
135	950	591127	581	Transfer to Grant Fund	27,375	4,000	31,375
				Subtotal:		-	

Revenues

Account Information					Current Budget	Change	Adjusted Budget
Fund	*Org*	*Acct*	*Prog*	*Title*			
127	950	381135	000	Transfer from EMS Fund	27,375	4,000	4,000
127	961089	334202	000	EMS Matching Grant (CPR Training)	-	12,000	12,000
				Subtotal:		16,000	

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	*Org*	*Acct*	*Prog*	*Title*			
127	961089	54800	526	Promotional Activities	-	16,000	16,000
				Subtotal:		16,000	

Purpose of Request

This budget amendment appropriates $12,000 in funding from the Florida Department of Health for an Emergency Medical Services matching grant. The grant program requires a 25% local match. The grant is for CPR training to the public in the amount of $12,000 with a County match of $4,000 for a total of $16,000.

Division/Department
2620/26

Brandy Furbee, Budget Manager

Roshaunda Bradley, Budget Director

Approved By: **Resolution** [x] **Motion** [ ] **Administrator** [ ]

Leon County
Board of County Commissioners

Notes for Agenda Item #7

Leon County Board of County Commissioners

Agenda Item #7

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of Ground Ambulance Services Certificates of Public Convenience and Necessity

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

Statement of Issue:

This item seeks Board approval of Advanced Life Support and Basic Life Support Ground Transport Services Certificates of Public Convenience and Necessity (COPCN) to Leon County and Tallahassee Memorial Healthcare, Inc., to provide ground ambulance services based in Leon County.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the Advanced Life Support and Basic Life Support Ground Transport Services Certificate of Public Convenience and Necessity and issue a certificate to Leon County, Florida, (Attachment #1).

Option #2: Approve the limited Advanced Life Support and Basic Life Support Ground Transport Services Certificate of Public Convenience and Necessity and issue a certificate to Tallahassee Memorial Healthcare, Inc. (Attachment #2).

Report and Discussion

Background:

This item seeks Board approval of Advanced Life Support and Basic Life Support Ground Transport Services Certificates of Public Convenience and Necessity (COPCN) to Leon County, Florida (County) (Attachment #1), and Tallahassee Memorial Healthcare, Inc. (TMH) (Attachment #2), to provide ground ambulance services in Leon County (County).

Approval of the issuance of the COPCNs advances the following FY 2022 – FY 2026 Strategic Initiative:

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

This 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.*

COPCNs are issued by counties under Section 401.25, Florida Statutes and Chapter 64J-1, Florida Administrative Code, to entities requesting to deliver emergency medical services within that county. A COPCN sets standards and regulations for the provision of emergency medical services in the jurisdiction and is established by local ordinance. The County's Code provides that COPCNs are valid for three years and requires certificate holders that intend to continue to provide services beyond that period to renew the certificate. Pursuant to Chapter 8, Article III, Section 8-63, of the Leon County Code of Laws, COPCNs require Board consideration for approval upon a recommendation of the County's Emergency Medical Services Advisory Council (EMSAC). Membership of the EMSAC consists of the County Administrator or designee, who acts as the chairman of the EMSAC, the Assistant County Administrator or designee, the City Manager of the City of Tallahassee or designee, the Leon County EMS Medical Director, and the administrator of each hospital (TMH and HCA Florida Capital Hospital), or designee, and the emergency department medical director of each hospital.

On March 28, 2025, the County submitted a renewal application for its Advanced Life Support and Basic Life Support Ground Transport COPCN to EMSAC (Attachment #3). On June 23, 2025, TMH submitted a renewal application for its Advanced Life Support and Basic Life Support Ground Transport COPCN to EMSAC (Attachment #4). The COPCNs would authorize the respective organizations to provide ground ambulance services 24 hours a day, seven days per week, within the territorial limits of the County as further described in the analysis section. On August 12, 2025, the EMSAC met and recommended approval of a COPCN for the County and TMH.

Analysis:

Leon County

The County applied for renewal of an Advanced Life Support and Basic Life Support Ground Transport COPCN to continue to operate a ground ambulance service (Attachment #3). On September 13, 2022, the Board issued an Advanced Life Support Ground Transport COPCN to Leon County to operate ground ambulance services. That certificate expires on September 30, 2025. Under the current COPCN, the County is the primary provider of advanced and basic life support ground transport and non-transport services in the County. The County has continuously held such a COPCN since 2004 and has delivered compassionate and clinically superior services as demonstrated by national accreditation and frequent recognition for meeting or exceeding national standards of care. Since 2004, Leon County EMS has responded to over 840,000 calls for service and has transported over 530,000 patients.

In accordance with Chapter 8, Article III, Emergency Medical Transportation Services, Section 8-62 of the Leon County Code of Laws (Code), the application was transmitted on April 3, 2025, to: the City of Tallahassee, the Tallahassee Fire Department, Leon County Emergency Management, the medical directors of the emergency departments of HCA Florida Capital Hospital and TMH, current COPCN holders, and the members of the EMSAC for review. Written comments were due back to the County by May 5, 2025. No written comments were received by the County.

Tallahassee Memorial Healthcare, Inc.

TMH applied for renewal of a limited Advanced Life Support and Basic Life Support Ground Transport Service COPCN to continue to provide neonatal, infant, and pediatric Advanced Life Support transport services; the transport of patients between TMH properties (i.e., THM Emergency Center Main, TMH Northeast, etc.); the transport of patients who do not meet medical necessity criteria from TMH to other local or regional facilities or to the patient's residence; and medically necessary interfacility transports with prior approval of Leon County (Attachment #4). On September 13, 2022, the Board issued an Advanced Life Support Ground Transport COPCN to TMH to operate ground ambulance services. That COPCN expires December 31, 2025.

In accordance with the Code, the application was transmitted on June 24, 2025, to: the City of Tallahassee, the Tallahassee Fire Department, Leon County Emergency Management, the medical directors of the emergency departments of HCA Florida Capital Hospital and TMH, current COPCN holders, and the members of the EMSAC for review. Written comments were due back to the County by July 24, 2025. No written comments were received by the County.

Emergency Medical Services Advisory Council

On July 23, 2025, the required Public Notice of the EMSAC meeting was published. In addition, to accommodate citizens who wished to provide comments to the EMSAC but were unable to attend an in-person meeting, instructions were provided for the submission of public comments. Written comments were due back to the County by August 11, 2025. No written comments from the public were received by the County.

Subsequently, on August 12, 2025, the EMSAC met to investigate and review the applications and to formulate recommendations to the Board for consideration. The EMSAC voted unanimously to recommend the issuance of a COPCN to the County and to TMH for the three-year period from the expiration date of their current respective COPCN.

Options:

1. Approve the Advanced Life Support and Basic Life Support Ground Transport Services Certificate of Public Convenience and Necessity and issue a certificate to Leon County, Florida (Attachment #1).
2. Approve the limited Advanced Life Support and Basic Life Support Ground Transport Services Certificate of Public Convenience and Necessity and issue a certificate to Tallahassee Memorial Healthcare, Inc. (Attachment #2).
3. Do not approve the Certificate of Public Convenience and Necessity or issue a certificate to Leon County.
4. Do not approve the Certificate of Public Convenience and Necessity or issue a certificate to Tallahassee Memorial Healthcare.
5. Board direction.

Recommendation:

Options #1 & #2

Attachments:

1. Proposed Certificate of Public Convenience and Necessity issued to Leon County, Florida
2. Proposed Certificate of Public Convenience and Necessity issued to Tallahassee Memorial Healthcare, Inc.
3. Application for renewal of COPCN from Leon County, Florida
4. Application for renewal of COPCN from Tallahassee Memorial Healthcare

LEON COUNTY

Certificate of Public Convenience and Necessity
Emergency Medical Services

Whereas, Leon County, Florida, has made application for the grant of authority to provide Advanced Life Support and Basic Life Support Ground Transport and Non-Transport Services, twenty-four hours per day / seven days per week, to the citizens of Leon County, Florida; and

Whereas, the above-named service provider affirms that it will maintain compliance with the requirements of the Raymond H. Alexandar, M.D., Emergency Medical Transportation Services Act (Chapter 401, Part III, F.S.) and rules (Chapter 64J-1, F.A.C.); and

Whereas, the above-named service provider affirms that it will comply with Chapter 8, Article III of the Code of Laws of Leon County, Florida; and

Whereas, the governing body of Leon County, Florida has considered recommendations of the Emergency Medical Services Advisory Council.

Now, therefore, the Board of County Commissioners of Leon County, Florida hereby issues a Certificate of Public Convenience and Necessity with limitations as prescribed on the Certificate, to Leon County, Florida to provide the following services: Advanced Life Support and Basic Life Support Ground Transport and Non-Transport Services, twenty-four hours per day / seven days per week. The services shall be provided within the territorial limits of Leon County, Florida. The Certificate holder shall maintain the level of service as outlined in their application throughout the term of this Certificate and shall conform and comply with all rights and duties granted by the certificate.

Date Issued: October 1, 2025
Date of Expiration: September 30, 2028
(Unless Certificate is sooner revoked or suspended)

LEON COUNTY, FLORIDA

By: _____
Brian Welch, Chairman
Board of County Commissioners

ATTEST:
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

Certificate of Public Convenience and Necessity
Emergency Medical Services

Whereas, Tallahassee Memorial Healthcare, Inc., (TMH) has made application for the grant of authority to provide limited Advanced Life Support and Basic Life Support Ground Transport Services to the citizens of Leon County, Florida; and

Whereas, the above-named service provider affirms that it will maintain compliance with the requirements of the Raymond H. Alexandar, M.D., Emergency Medical Transportation Services Act (Chapter 401, Part III, F.S.) and rules (Chapter 64J-1, F.A.C.); and

Whereas, the above-named service provider affirms that it will comply with Chapter 8, Article III of the Code of Laws of Leon County, Florida; and

Whereas, the governing body of Leon County, Florida has considered recommendations of the Emergency Medical Services Advisory Council.

Now, therefore, the Board of County Commissioners of Leon County, Florida hereby issues an Advanced Life Support Ground Transport Services and Basic Life Support Transport Certificate of Public Convenience and Necessity, to Tallahassee Memorial Healthcare, Inc. with the following limitations: neonatal, infant, and pediatric interfacility transports; interfacility transports from TMH Emergency Center Northeast to main TMH campus; long-distance interfacility transports, with prior authorization from Leon County; return trips for TMH patients back to local facilities, regional facilities, or home; on-campus transports to and from TMH facilities; and, non-medically necessary transports (as defined by the Center for Medicare and Medicaid Services). These services shall be provided within the territorial limits of Leon County, Florida. The Certificate holder shall maintain the level of service as outlined in their application throughout the term of this Certificate and shall conform and comply with all rights and duties granted by the certificate.

Date Issued: January 1, 2026
Date of Expiration: December 31, 2028
(Unless Certificate is sooner revoked or suspended)

LEON COUNTY, FLORIDA

By: _____
Brian Welch, Chairman
Board of County Commissioners

ATTEST:
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: _____

Chad Abrams

From: Timothy Carlson
Sent: Friday, March 28, 2025 4:21 PM
To: Chad Abrams
Subject: Leon County EMS COPCN

Chief,

Our COPCN application is on the G drive EMSAC folder ready to be transmitted to the EMSAC committee once you review.

Tim

Get Outlook for iOS



Leon County
Board of County Commissioners
301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5300 www.leoncountyfl.gov

Emergency Medical Services
911 Easterwood Drive
Tallahassee, Florida 32311
(850) 606-2100

Commissioners

BRIAN WELCH
District 4
Chairman

CHRISTIAN CABAN
District 2
Vice Chairman

BILL PROCTOR
District 1

RICK MINOR
District 3

DAVID T. O'KEEFE
District 5

CAROLYN D. CUMMINGS
At-Large

NICK MADDOX
At-Large

VINCENT S. LONG
County Administrator

CHASITY H. O'STEEN
County Attorney

March 28, 2025

Emergency Medical Services Advisory Council of Leon County
911 Easterwood Dr.
Tallahassee, Florida 32311

Re: Application for the renewal of a Certificate of Public Convenience and Necessity to provide basic and advanced life support ground and non-transport services

Dear Members,

In compliance with Section 8-64 of Article III – Emergency Medical Transportation Services, Leon County Code of Laws, we are pleased to submit this application for the renewal of a Certificate of Public Convenience and Necessity to provide basic and advanced life support ground transport and non-transport services.

As you are aware, Leon County has been providing basic and advanced life support ground transport and non-transport services since December 31, 2003. Since then, the division has responded to over 800,000 requests for service and has become a recognized national leader in EMS. The division was the eighth government operated EMS system in the United States to be accredited by the Commission on Accreditation of Ambulance Services.

We look forward to continuing this tradition of excellence in the delivery of pre-hospital medical services to our community. Should you have any questions regarding this application, please contact me at (850) 606-2100. Thank you for your consideration.

Sincerely,

Chad Abrams, Chief
Emergency Medical Services

Attachments:
1. Application for the renewal of a Certificate of Public Convenience and Necessity

People Focused. Performance Driven.

Leon County
Board of County Commissioners

County Commissioners

District 1	Bill Proctor
District 2	Christian Caban, Vice Chairman
District 3	Rick Minor
District 4	Brian Welch, Chairman
District 5	David O'Keefe
At-Large	Carolyn Cummings
At-Large	Nick Maddox

Management Team

County Administrator	Vincent S. Long
County Attorney	Chasity O'Steen
Assistant County Administrator	Shington Lamy
EMS Division Director	Chief Chad Abrams

Contact Information

County Commission	Leon County Courthouse 301 South Monroe Street Tallahassee, FL 32301	Phone: 850.606.5302 Fax: 850.606.5303
County Administration	Leon County Courthouse 301 South Monroe Street Tallahassee, FL 32301	Phone: 850.606.5300 Fax: 850.606.5301
County Attorney	Leon County Courthouse 301 south Monroe Street Tallahassee, FL 32301	Phone: 850.606.2500 Fax: 850.606.2501
Division of Emergency Medical Services	911 Easterwood Drive Tallahassee, FL 32311	Phone: 850.606.2100 Fax: 850.606.2101

LEON COUNTY GOVERNMENT ORGANIZATIONAL CHART



BOARD OF COUNTY COMMISSIONERS



VINCENT S. LONG
County Administrator



CHASITY H. O'STEEN
County Attorney



MATHIEU CAVELL
Director, Community Relations and Resilience



CANDICE WILSON
Director, Human Resources



KEVIN PETERS
Director

Emergency Management

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



KIANNA GILLEY
Manager

Community and Media Relations

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



KERRI POST
Director

Tourism

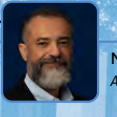
- Destination Marketing
- Sports Tourism
- Signature Event Grants
- Amphitheater Concert Series
- Culture and Arts



SHINGTON LAMY
Assistant County Administrator



KEN MORRIS
Assistant County Administrator



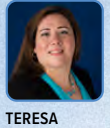
NAWFAL R. EZZAGAGHI
Assistant County Administrator



CHAD ABRAMS
Chief

Office of Public Safety

- Emergency Medical Services
- Consolidated Dispatch Agency
- Animal Control



TERESA BROXTON
Director

Office of Intervention and Detention Alternatives

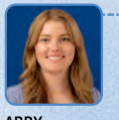
- Probation
- Supervised Pretrial Release
- Drug and Alcohol Testing
- PSCC



PAMELA MONROE
Director

Library Services

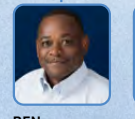
- Branch Libraries
- Ask a Librarian and Reference
- Community Programming
- Learning Resources
- Technology and Media



ABBY SANDERS
Director

Human Services and Community Partnerships

- Health and Human Services
- Housing Services
- Veterans Services



BEN BRADWELL
Manager

Veterans Services

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



JELANI MARKS
Manager

Housing Services

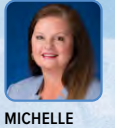
- Affordable Housing
- Down Payment Assistance
- Rehabilitation



ROSHAUNDA BRADLEY
Director

Office of Management and Budget

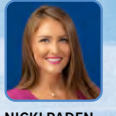
- Budget Development
- Grants
- Fiscal Planning
- Risk Management



MICHELLE TAYLOR
Chief Information Officer

Office of Information and Technology

- Management Information Services
- Geographical Information Systems



NICKI PADEN
Assistant to the County Administrator

Legislative and Strategic Initiatives

- Strategic Planning
- Legislative Affairs

Purchasing

Real Estate



BRENT PELL
Director

Public Works

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



MAGGIE THERIOT
Director

Office of Resource Stewardship

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



BARRY WILCOX
Director

Development Support and Environmental Mgmt.

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

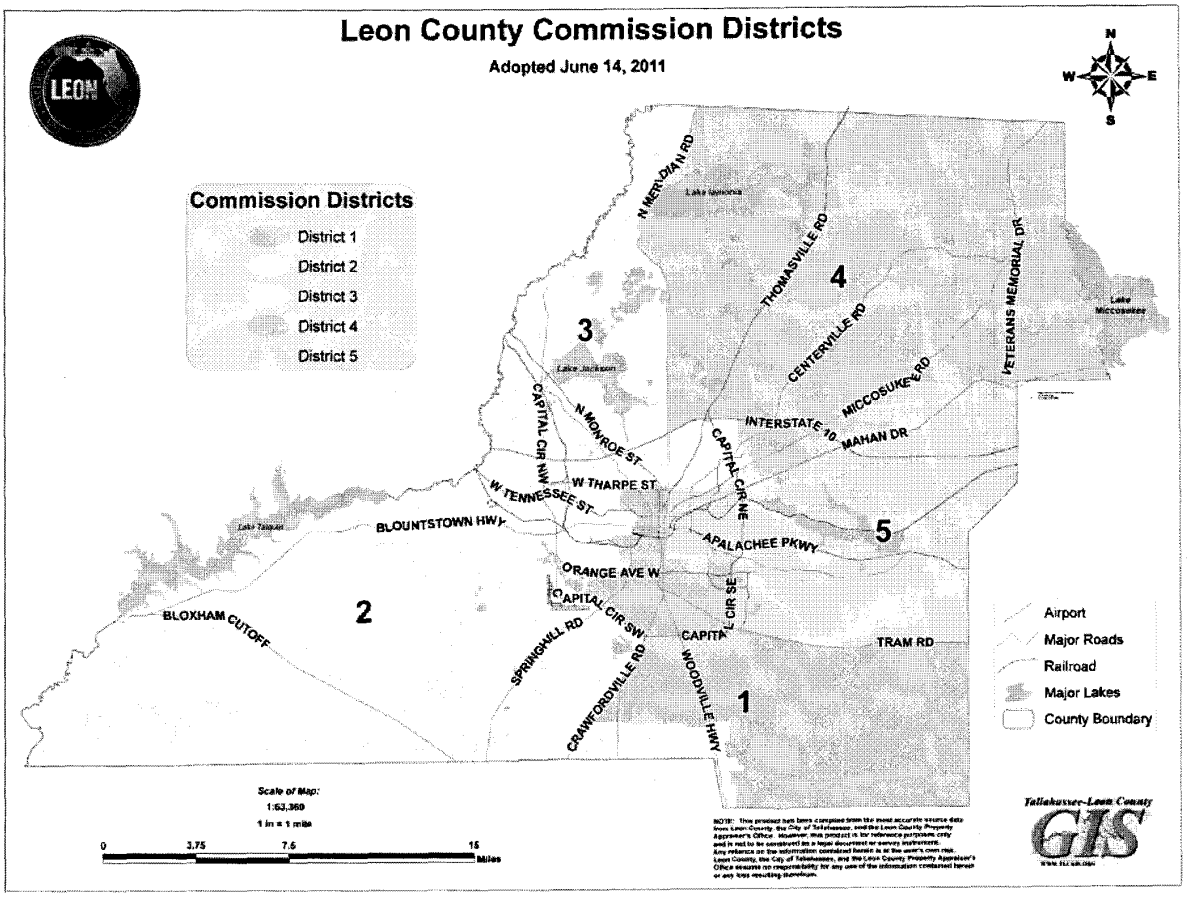


ARTIE WHITE
Director

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

(Planning, Land Management and Community Enhancement)

- Planning
- Blueprint
- Office of Economic Vitality
- M\WSBE


Leon County Commission Districts
Adopted June 14, 2011
N
W
E
S
Commission Districts
District 1
District 2
District 3
District 4
District 5
1
2
3
4
5
N MERIDIAN RD
THOMASVILLE RD
CENTERVILLE RD
VETERANS MEMORIAL DR
MICCOSUKEE RD
INTERSTATE 10
MAHAN DR
CAPITAL CIR NW
N MONROE ST
W THARPE ST
W TENNESSEE ST
BLOUNTSTOWN HWY
CAPITAL CIR NE
APALACHEE PKWY
ORANGE AVE W
CAPITAL CIR SW
CAPITAL CIR SE
TRAM RD
BLOXHAM CUTOFF
SPRINGHILL RD
CRAWFORDVILLE RD
WOODVILLE HWY
Airport
Major Roads
Railroad
Major Lakes
County Boundary
Scale of Map:
1:63,360
1 in = 1 mile
0
3.75
7.5
15
Miles
Tallahassee-Leon County
GIS

SECTION 1. HOME RULE CHARTER

The proposed Home Rule Charter of Leon County, Florida, shall read as follows:

PREAMBLE

We, the citizens of Leon County, Florida, united in the belief that governmental decisions affecting local interests should be made locally, rather than by the State, and that County government should be reflective of the people of the County and should serve them in achieving a more responsive and efficient form of government and in order to empower the people of this County to make changes in their own government, do ordain and establish this Home Rule Charter for Leon County, Florida.

ARTICLE I. CREATION, POWERS AND ORDINANCES OF HOME RULE CHARTER GOVERNMENT

Sec. 1.1. Creation and general powers of Home Rule Charter government.

The County shall have all powers of self- government not inconsistent with general law, with special law approved by vote of the electors, or with this Charter. The County shall have all county and municipal powers of self-government granted now or in the future by the Constitution and laws of the State of Florida.

Sec. 1.2. Body corporate, name and boundaries.

Leon County shall be a body corporate and politic. The corporate name shall be Leon County, Florida. The County seat and boundaries shall be those designated by law on the effective date of this Home Rule Charter.

Sec. 1.3. Construction.

The powers granted by this Home Rule Charter shall be construed broadly in favor of the charter government. The specified powers in this Charter shall not be construed as limiting, in any way, the general or specific power of the government as stated in this article. It is the intent of this article to grant to the charter government full power and authority to exercise all governmental powers necessary for the effective operation and conduct of the affairs of the charter government.

Sec. 1.4. County purposes.

The County, operating under this Charter, shall have all special powers and duties which are not inconsistent with this Charter, heretofore granted by law to the Board of County Commissioners, and shall have such additional county and municipal powers as may be required to fulfill the intent of this Charter.

Sec. 1.5. Municipal purposes.

The County shall have all necessary municipal powers to accomplish municipal purposes within the County.

In the event the board of county commissioners levies the municipal public services tax on utilities, any additional recurring or non-recurring fee or charge imposed on a utility relating to the use or occupation of the public rights-of-way shall not exceed what is reasonably necessary to properly monitor and enforce compliance with the county's rules and regulations concerning placement and maintenance of utility facilities in the public rights-of-way.

Sec. 1.6. Relation to municipal ordinances.

(1) Except as otherwise provided by law or this Charter, municipal ordinances shall prevail over County ordinances to the extent of any conflict within the boundaries of the municipality. To the extent that a county ordinance and a municipal ordinance shall cover the same subject without conflict, then both the municipal ordinance and the county ordinance shall be effective, each being deemed supplemental to the other.

(2) *Minimum Environmental Regulations.* County ordinances shall establish minimum standards, procedures, requirements and regulations for the protection of the environment and shall be effective within the unincorporated and incorporated areas of the County. Such standards, procedures, requirements and regulations shall include, but shall not be limited to, tree protection, landscaping, aquifer protection, stormwater, pro-

tection of conservation and preservation features, and such other environmental standards as the Board of County Commissioners determines to be necessary for the protection of the public health, safety, and welfare of the citizens throughout Leon County. Standards shall be designed to place emphasis on supporting healthy natural systems occurring in the environment. However, nothing contained herein shall prohibit a municipality from adopting ordinances, standards, procedures, requirements or regulations establishing a more stringent level of environmental protection within the incorporated area of the County. (Ord. No. 2010-22, § 1, 8-17-10)

Sec. 1.7. Transfer of power.

Whenever a municipality, special district or agency shall request by a majority vote of the governing body the performance or transfer of a function to the County, the County is so authorized by a majority vote of the Board of County Commissioners to have the power and authority to assume and perform such functions and obligations. This section does not authorize a transfer in violation of Article VIII, § 4 of the Constitution of Florida.

Sec. 1.8. Division of powers.

This Charter establishes the separation between legislative and administrative functions of this government. The establishment and adoption of policy shall be the responsibility of the Board of County Commissioners and the execution of that policy shall be the responsibility of the County Administrator.

Sec. 1.9. Relation to state law.

Special laws of the state legislature relating to or affecting Leon County and general laws of local application which apply only to Leon County, except those laws relating exclusively to a municipality, the school board, or a special district, shall be subject to approval by local referendum to the extent that they are not in conflict with this Charter. All special laws so approved shall become ordinances, and may be subject to amendment or repeal by the Board of County Commissioners.

ARTICLE II. ORGANIZATION OF COUNTY GOVERNMENT

Sec. 2.1. Elected Commission and appointed County Administrator form of government.

Leon County shall operate under an elected County Commission and an appointed County Administrator form of government with separation of legislative and executive functions in accordance with the provisions of this Home Rule Charter. The legislative responsibilities and powers of the County shall be assigned to, and vested in, the Board of County Commissioners. The executive responsibilities and power of the County shall be assigned to, and vested in, the County Administrator, who shall carry out the directives and policies of the Board of County Commissioners and enforce all orders, resolutions, ordinances and regulations of the Board, the Charter and all applicable general law to assure that they be faithfully executed.

Sec. 2.2. Legislative branch.

(1) *The County Commission.* The governing body of the County shall be a Board of County Commissioners composed of seven (7) members serving staggered terms of four (4) years. There shall be one (1) Commissioner elected for each of the five (5) County Commission districts, established pursuant to general law or by ordinance, and they shall be elected by the electors of that district. There shall be two (2) At-large Commissioners elected on a countywide basis by the electors of the County. Elections for all seven (7) members of the County Commission shall be non-partisan. Each candidate for the office of district County Commissioner shall reside within the district from which such candidate seeks election at the time of qualifying to run for that office, and during the term of office each Commissioner shall reside in the district from which such Commissioner ran for office, provided that any Commissioner whose residence is removed from a district by redistricting may continue to serve during the balance of the term of office.

(2) *Redistricting.* Redistricting of County Commission district boundaries shall be in accordance with general law, changed only after notice and a public hearing as provided by general law.

(3) *Salaries and Other Compensation.* Salaries and other compensation of the County Commissioners shall be established by ordinance, and salary shall not be lowered during an officer's term in office.

(4) *Authority.* The Board of County Commissioners shall exercise all legislative authority provided by this Home Rule Charter in addition to all other powers and duties authorized by general law or special law approved by a vote of the electorate.

(5) *Vacancies.* A vacancy in the office of County Commissioner shall be defined and filled as provided by general law.

(6) *Administrative Code.* The County Commission shall adopt an administrative code in accordance with general law.

(7) *Limitation on Campaign Contributions.* No candidate for any County office for which compensation is paid shall accept any contribution from any contributor, including a political committee, as defined by state law, in cash or in kind, in an amount in excess of $250 per election.
(Ord. No. 2010-21, § 1, 8-17-10)

Sec. 2.3. Executive branch.

(1) *The County Administrator.*

(A) The County Administrator shall be appointed by an affirmative vote of a majority plus one (1) of the entire membership of the Board of County Commissioners. The County Administrator shall serve at the pleasure of the Board of County Commissioners until such time as the County Administrator shall be removed by a vote for removal of a majority plus one (1) of the entire membership of the Board of County Commissioners voting during the first regularly scheduled meeting occurring after a meeting of the Board at which a motion expressing the intent of the Board to remove the County Administrator was adopted by majority vote of those present and voting. The County Administrator shall be the chief executive officer of the County and all executive responsibilities and powers shall be assigned to, and vested in, the County Administrator. The County Administrator shall exercise all executive authority provided by this Home Rule Charter and all other powers and duties authorized by general or special law.

(B) The County Administrator shall be chosen on the basis of his/her professional qualifications, administrative and executive experience, and ability to serve as the chief administrator of the County. The County Administrator shall reside within the County during his/her tenure as County Administrator.

(C) The compensation of the County Administrator shall be fixed by the Board of County Commissioners at a level commensurate with the responsibilities of the position, with performance appraisals conducted by the Board of County Commissioners at least annually.

(D) A vacancy in the office shall be filled in the same manner as the original appointment. The County Administrator may appoint an Acting County Administrator in the case of his/her temporary vacancy.

(2) *Senior Management.*

The County's senior management employees, with the exception of the County Attorney's Staff, shall serve at the pleasure of the County Administrator, who may suspend or discharge senior management personnel with or without cause.

(3) *Non-interference by Board of County Commissioners.* Except for the purpose of inquiry and information, members of the Board of County Commissioners are expressly prohibited from interfering with the performance of the duties of any employee of the county government who is under the direct or indirect supervision of the County Administrator or County Attorney by giving said employees instructions or directives. Such action shall constitute malfeasance within the

meaning of Article IV, Section 7(a) of the Florida Constitution. However, nothing contained herein shall prevent a County Commissioner from discussing any county policy or program with a citizen or referring a citizen complaint or request for information to the County Administrator or County Attorney.
(Ord. No. 2010-23, § 1, 8-17-10; Ord. No. 2010-24, § 1, 8-17-10; Ord. No. 2010-25, § 1, 8-17-10)

Sec. 2.4. County attorney.

(1) There shall be a County Attorney selected by the Board of County Commissioners who shall serve at the pleasure of, and report directly to, the Board of County Commissioners, and shall reside within the County during his/her tenure as County Attorney.

(A) The County Attorney shall provide legal services to the Board of County Commissioners, the County Administrator, and County departments, boards and agencies organized under the Board of County Commissioners.

(B) The compensation of the County Attorney shall be fixed by the Board of County Commissioners at a level commensurate with the responsibilities of the position with performance appraisals conducted by the Board of County Commissioners at least annually.

ARTICLE III. ELECTED COUNTY CONSTITUTIONAL OFFICERS

Sec. 3.1. Preservation of constitutional offices.

The offices of the Sheriff, Property Appraiser, Tax Collector, Clerk of the Circuit Court and Supervisor of Elections shall remain as independently elected constitutional offices, and the status, powers, duties and functions of such offices, shall not be altered by this Home Rule Charter, or any revisions or amendments hereto, except as provided in Section 5.2 below. The constitutional officers shall perform their executive and administrative functions as provided by law.

Sec. 3.2. Non-partisan elections.

(1) *Non-Partisan Offices.* The Supervisor of Elections shall be non-partisan.

(A) *Non-Partisan Election Procedures.* If three or more candidates, none of whom is a write-in candidate, qualify for such office, the names of those candidates shall be placed on a non-partisan ballot at the first primary election. If no candidate for such office receives a majority of the votes cast for such office in the first primary election, the names of the two candidates receiving the highest number of votes for such office shall be placed on the general election ballot.

(B) *Qualification by Petition.* A candidate for non-partisan office may qualify for election to such office by means of the petitioning process provided in general law.

Sec. 3.3. Clerk auditor.

(1) The Leon County Clerk of the Court shall serve as the Auditor to the Commission as specified by law. The Clerk shall employ a Certified Internal Auditor, Certified Public Accountant, or such other person qualified by education or experience in governmental accounting, internal auditing practices and fiscal controls, which shall include at least five (5) years experience in professional accounting, auditing, governmental fiscal administration or related experience, unless the Clerk holds such qualifications. The Board of County Commissioners shall fund the audit function of the Clerk.

(2) Audit Committee. There shall be a five member Audit Committee of which two members shall be appointed by the County Commission and three by the Clerk. The Audit Committee shall adopt an annual plan of work for the Auditor and shall oversee the work of the Auditor. The Audit Committee members shall be residents of Leon County, none of whom may be an employee or officer of County government, and who have experience as a public accountant, internal auditor, or as a financial manager for a public, private or not for profit institution. The purpose of the Committee is to promote, maintain, and enhance the independence and objectivity of the internal

audit function by ensuring broad audit coverage, adequate consideration of audit reports, and appropriate action on recommendations. Clerk shall provide for the organization and duties of the audit committee, including membership terms, voting procedures, officers, sub-committees, meeting schedules and staff support.

Sec. 3.4. Limitation on campaign contributions.

No candidate for any County office for which compensation is paid shall accept any contribution from any contributor, including a political committee, as defined by state law, in cash or in kind, in an amount in excess of $250 per election. (Ord. No. 2010-21, § 2, 8-17-10)

ARTICLE IV. POWERS RESERVED TO THE PEOPLE: INITIATIVE AND RECALL

Sec. 4.1. Citizen initiative.

(1) *Right to Initiate.* The electors of Leon County shall have the right to initiate County ordinances in order to establish new ordinances and to amend or repeal existing ordinances, not in conflict with the Florida Constitution, general law or this Charter, upon petition signed by at least ten percent (10%) of the total number of electors qualified to vote in the County reflecting ten percent (10%) of the total number of electors qualified to vote within each of the five (5) commission districts. The total number of electors qualified shall mean the total number of electors qualified to vote in the last preceding general election.

(2) *Procedure for Petition.* The sponsor of an initiative shall, prior to obtaining any signatures, submit the text of a proposed ordinance to the Supervisor of Elections, with the proposed ballot summary and the form on which signatures will be affixed and obtain a dated receipt therefor. Any such ordinances shall embrace but one (1) subject and matter directly connected therewith. The sponsor shall cause a notice of such submission to be published within fourteen (14) days thereof in a newspaper of general circulation in the County. The allowable period for obtaining signatures on the petition shall be completed not later than one (1) year after initial receipt of the petition by the Supervisor of Elections. The sponsor shall comply with all requirements of general law for political committees, and shall file quarterly reports with the Supervisor of Elections stating, to the best of the sponsor's information and belief, the number of signatures procured. The time and form of such reports may be prescribed by ordinance. When a sufficient number of signatures is obtained, the sponsor shall thereupon submit signed and dated forms to the Supervisor of Elections, and upon submission, shall pay all fees required by general law. The Supervisor of Elections shall, within sixty (60) days after submission of signatures, verify the signatures thereon, or specify a reason for the invalidity of each rejected signature, if the petition is rejected for insufficiency of the number of valid signatures. If the petition is rejected for insufficiency of the number of signatures, the sponsor shall have an additional thirty (30) days within which to submit additional signatures for verification. The Supervisor of Elections shall, within thirty (30) days of submission of additional signatures, verify the additional signatures. In the event sufficient signatures are still not acquired, the Supervisor of Elections shall declare the petition null and void and none of the signatures may be carried over onto another identical or similar petition.

(3) *Consideration by Board of County Commissioners.* Within sixty (60) days after the requisite number of signatures has been verified by the Supervisor of Elections and reported to the Board of County Commissioners, the Board of County Commissioners shall give notice and hold public hearing(s) as required by general law on the proposed ordinance and vote on it. If the Board fails to enact the proposed ordinance it shall, by resolution, call a referendum on the question of the adoption of the proposed ordinance to be held at the next general election occurring at least forty-five (45) days after the adoption of such resolution. If the question of the adoption of the proposed ordinance is approved by a majority of those registered electors voting on the question, the proposed ordinance shall be declared, by resolution of the Board of County Commissioners, to be enacted and shall become effective on the date specified in the ordinance, or if not so specified, on January 1 of the succeeding year. The Board of

County Commissioners shall not amend or repeal an ordinance adopted by initiative prior to the next succeeding general election, without the approval of a majority of the electors voting at a referendum called for that purpose.

(4) *Limitation on Ordinances by Initiative.* The power to enact, amend or repeal an ordinance by initiative shall not include ordinances or provisions related to County budget, debt obligations, capital improvement programs, salaries of County officers and employees, the assessment or collection of taxes, or the zoning of land.

Sec. 4.2. Recall.

All members of the Board of County Commissioners shall be subject to recall as provided by general law.

ARTICLE V. HOME RULE CHARTER TRANSITION, AMENDMENTS, REVIEW, SEVERANCE, EFFECTIVE DATE

Sec. 5.1. Home Rule Charter Transition.

(1) *General Provisions.* Unless expressly provided otherwise in this Home Rule Charter, the adoption of this Charter shall not affect any existing contracts or obligations of Leon County; the validity of any of its laws, ordinances, regulations, and resolutions; or the term of office of any elected County officer, whose term shall continue as if this charter had not been adopted.

(2) *Initial County Commissioners.* The persons comprising the Leon County Board of County Commissioners on the effective date of this Charter shall become the initial members of the Board of County Commissioners of the Charter government and shall perform the functions thereof until the normal expiration of their terms or until the election and qualification of their successors as provided by law.

(3) *Outstanding Bonds.* All outstanding bonds, revenue certificates, and other financial obligations of the County outstanding on the effective date of this Charter shall be obligations of the Charter government. All actions taken by the former government relating to the issuance of such obligations are hereby ratified and confirmed. Payment of such obligations and the interest thereon shall be made solely from, and charged solely against, funds derived from the same sources from which such payment would have been made had this Charter not taken effect.

(4) *Employees Continuation.* All employees of the former County government shall, on the effective date of this Charter, become employees of the County government created by this Charter. All existing wages, benefits, and agreements, and conditions of employment shall continue, until modified by lawful action of the County Commission.

Sec. 5.2. Home rule charter amendments.

(1) *Amendments Proposed by Petition.*

(A) The electors of Leon County shall have the right to amend this Home Rule Charter in accordance with Sec. 4.1 of this Charter.

(B) Each proposed amendment shall embrace but one (1) subject and matter directly connected therewith. Each Charter amendment proposed by petition shall be placed on the ballot by resolution of the Board of County Commissioners for the general election occurring in excess of ninety (90) days from the certification by the Supervisor of Elections that the requisite number of signatures has been verified. If approved by a majority of those electors voting on the amendment at the general election, the amendment shall become effective on the date specified in the amendment, or, if not so specified, on January 1 of the succeeding year.

(2) *Amendments and Revisions by Citizen Charter Review Committee.*

(A) A Citizen Charter Review Committee shall be appointed by the Board of County Commissioners at least twelve (12) months before the general election occurring every eight (8) years thereafter, to be composed and organized in a manner to be determined by the Board of County Commissioners, to review the Home Rule Charter and propose any amendments or revi-

sions which may be advisable for placement on the general election ballot. Public hearings shall be conducted as provided by F.S. § 125.63.

(B) No later than ninety (90) days prior to the general election, the Citizen Charter Review Committee shall deliver to the Board of County Commissioners the proposed amendments or revisions, if any, to the Home Rule Charter, and the Board of County Commissioners shall consider such amendments or revisions to be placed on the general election ballot, in accordance with F.S. § 125.64.

(C) If the Citizen Charter Review Committee does not submit any proposed Charter amendments or revisions to the Board of County Commissioners at least ninety (90) days prior to the general election, the Citizen Charter Review Committee shall be automatically dissolved.

(3) *Amendments Proposed by the Board of County Commissioners.*

(A) Amendments to this Home Rule Charter may be proposed by ordinance adopted by the Board of County Commissioners by an affirmative vote of a majority plus one (1) of the membership of the Board. Each proposed amendment shall embrace but one (1) subject and matter directly connected therewith. Each proposed amendment shall only become effective upon approval by a majority of the electors of Leon County voting in a referendum at the next general election. The Board of County Commissioners shall give public notice of such referendum election at least ninety (90) days prior to the general election referendum date.

(B) If approved by a majority of those electors voting on the amendment at the general election, the amendment shall become effective on the date specified in the amendment, or, if not so specified, on January 1 of the succeeding year.

Sec. 5.3. Severance.

If any provision of this Charter or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the Charter which can be given effect without the invalid provision or application, and to this end the provisions of the Charter are declared severable.

Sec. 5.4. Home rule charter effective date.

This Charter shall become effective November 12, 2002.

Description of Services to be Provided

Leon County Division of Emergency Medical Services provides basic and advanced life support ground transport services throughout Leon County. This includes emergency requests for service; non-emergency, medically necessary requests for service, critical care services; medical standby services at events; and tactical medic services.

Emergency Services

The division responds to 9-1-1 requests for medical treatment and transportation to citizens throughout Leon County and provides basic and advanced life support ground transport services.

Non-Emergency Services

The division provides non-emergency basic and advanced life support ground transport services for patients with a medical condition that meets medical necessity requirements. These patients generally require transportation between medical facilities for further medical care.

Critical Care Services

The division provides critical care services for acutely ill and injured patients that require specialized medical treatment during transport. Critical care services are generally provided from a medical facility located in Leon County to a tertiary care facility in another community for patients that require medical services not available in Tallahassee. Paramedics providing these services are certified as Critical Care Paramedics through a national accrediting board.

Medical Standby Services

The division provides basic and advanced life support services at events throughout the county. Paramedics and Emergency Medical Technicians provide on-site first aid services and basic and advanced life support care and when appropriate, transportation to a medical facility. Event sponsors are required to pay a fee for these services.

Tactical Medic Services

The division provides basic and advanced life support services to the Leon County Sheriff's Office Special Weapons and Tactics team (SWAT). During a crisis situation, Tactical Medics will accompany SWAT team members in the "hot zone" to provide basic and advanced life support to patients prior to a crisis scene being cleared. Paramedics providing these services are certified as Tactical Combat Casualty Care paramedics through a national accrediting board.

The division proposes to continue to provide basic and advanced life support transport services on a county-wide basis for emergency, non-emergency, critical care, medical standby services, and tactical situation services. In addition, the division will provide advanced life support non-transport services in situations where that service delivery is required.

Leon County

Division of Emergency Medical Services

Service Locations

Base Station Location	Headquarters	911 Easterwood Dr Tallahassee, FL 32311
Sub-Station Location	Fire Station 11	8752 Centerville Rd, Tallahassee, FL 32309
Sub-Station Location	Fire Station 12	4701 Chaires Cross Road Tallahassee, FL 32311
Sub-Station Location	Fire Station 13	1555 Oak Ridge Road Tallahassee, FL 32305
Sub-Station Location	Fire Station 14	16614 Blountstown Highway Tallahassee, FL 32310
Post Location	Post 1	HCA FL Capital 2626 Capital Medical Blvd Tallahassee, FL 32308
Post Location	Post 2	2825 Major James Morgan Jr Way Tallahassee, FL 32304
Post Location	Post 3	South Monroe & Orange Avenue Tallahassee, FL 32301
Post Location	Post 4	TMH 1300 Miccosukee Road Tallahassee, FL 32308
Post Location	Post 5	North Monroe Street & I-10 Tallahassee, FL 32303
Post Location	Post 6	Apalachee Parkway & North Blair Stone Road Tallahassee, FL 32301
Post Location	Post 7	Copeland & West Tennessee Tallahassee, FL 32304
Post Location	Post 8	Thomasville Road & Timberlane Road Tallahassee, FL 32309
Post Location	Post 9	Thomasville Road & Kerry Forest Parkway Tallahassee, FL 32312
Post Location	Post 10	N Blair Stone Road & Capital Circle SE Tallahassee, FL 32301
Post Location	Post 16	West Tennessee & Capital Circle SW Tallahassee, FL 32303
Post Location	Post 17	1583 Pedrick Rd. Tallahassee, FL 32317
Post Location	Post 18	North Monroe Street & Fred George Rd. Tallahassee, FL 32303

The Division of Emergency Medical Services utilizes a combination of dynamic and static deployment to provide services throughout the County. A majority of the ambulances on duty are deployed in a dynamic model where they are assigned to a post location instead of a physical station location. Dynamic deployment allows for the continual evaluation of call demand and adjustment of ambulance deployment. Ambulances are located at three station locations in rural areas of the County. Geo-spacial analysis is conducted on a regular basis to ensure proper post locations positioning. This combination system allows for maximization of efficiency while optimizing effectiveness of providing county-wide services.

Leon County

Board of County Commissioners

Division of Emergency Medical Services

I, Chad Abrams, the undersigned authority of the Leon County Division of Emergency Medical Services, do hereby affirm that the information provided by the Leon County Division of Emergency Medical Services in this application for the renewal of a Certificate of Public Convenience and Necessity is true and correct to the best of my knowledge

02/25/2025

Chad Abrams Date

STATE OF FLORIDA
COUNTY OF LEON

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Chad Abrams, who after first being sworn by me, affixed his signature in the space provided above on the 25 day of February, 2025

My commission expires:

Signature of Notary Public of Florida

NOTARY PUBLIC STATE OF FLORIDA
ASHLEE BECRAFT
MY COMMISSION # HH 453903
EXPIRES: February 12, 2028

Print, Type, or Stamp Name of Notary Public

Personally Known X
OR
Produced Identified ____
Type of Identification Produced _____

Last Name	First Name	DOH License
ABELS	DAVID	PMD530778
ABRAMS	CHAD	PMD504989
ADAMS	MICHAEL	PMD541796
ADAMS	KAYLA	EMT588371
ALLEN	TYLER	PMD544755
ANTWORTH	JONATHAN	PMD3101
ANZALONE	ISABELLA	EMT586397
ARIES	MICHAEL	EMT307349
BARBEY	BRENNA	EMT589898
BARKER	SASHA	PMD539084
BARRETT	BRAD	PMD518087
BELL	JASON	PMD522534
BETANCUR	FERNEY	EMT578396
BISHOP	TERRANCE	PMD526401
BLANCHARD	SAMUEL	EMT571069
BLANCHARD	STEPHEN	PMD537448
BLOODWELL	ERIN	EMT574315
BRADFORD	LIAM	PMD543852
BRENNAN	LOGAN	PMD522618
BRILEY	KEVIN	PMD515555
BROWN	CODY	EMT576711
BROWN	RAQUIB	EMT579013
BURRUS	TIM	PMD534347
BYLER	JAMES	PMD526194
CAO	TIEN	PMD206902
CARPENTER	DANNY	PMD544736
CARSON	REGINA	PMD541628
CAVITT	JOSHUA	PMD536721
CEJAS CARBONELL	ALEXIS	PMD546003
CHOICE	DAPHNE	EMT565515
COFFEY	CHRISTINA	EMT581493
COLSON	KIARA	EMT559907
CRONLEY	TYLER	EMT578939
CROSBY	HANNAH	EMT585981
CRUCE	JACKSON	PMD546123
CRUM	VICTORIA	PMD547119
CUSHING	JOSHUA	PMD530741
DANIELS	JESSICA	PMD523620
DAUGHERTY	NATALEE	PMD546027
DAVIDSON	BRETT	PMD206918
DAVIS	PAUL	PMD205381
DAVIS	SALLY	PMD6485
DAWSON	PYKE	EMT581226
DEES	TARA	PMD527540
DEJERINETT	ANTHONY	PMD201879
DELACENSERIE	CATHERINE	EMT523253

DEMONBRUN	MORGAN	EMT586751
DENSON	KELLEY	PMD205811
DICKINSON	AVERI	EMT589957
DIETZ	JARED	PMD537751
DUDLEY	JAZMINE	PMD546013
DUNPHY	CAMERON	PMD541588
ECKEL	JUSTIN	EMT581566
EDWARDS	JUDSON	PMD543879
ENGLISH	ROBBY	PMD19309
EVANS	JOHN	PMD9484
FAHERTY	MADISON	PMD545996
FERGUSON	TANNER	PMD544712
FERR	ALEXANDRA	EMT589697
FISHER	SAVANNAH	EMT576824
FLAHART	JOHN	PMD546038
FLETCHER	JACOB	PMD536180
FLETCHER	NOAH	EMT588364
FLOYD	KAIA	EMT577167
FOSTER	CHRISTIAN	PMD537415
FRANCES	LAURENCE	PMD200632
FRIEDMAN	TYLER	PMD543762
FRISON	JERMAIN	EMT307216
GALLUS	ZACHARY	EMT585997
GARCIA	LILIANA	PMD544246
GAY	JOHN	PMD18580
GERBRANDT	CORY	PMD545438
GIBSON	DALLAS	EMT583488
GODWIN	MATTHEW	EMT583442
GORMAN	ANTHONY	PMD527769
GROOM	DAVID	PMD513673
GROSSE	KRISTY	PMD541752
HALL	DARRYL	PMD9779
HALL	ALLISON	PMD206732
HARRIS	WILLIAM	EMT542975
HARRIS	D'NIYA	EMT583125
HARRIS	NICHOLE	PMD525880
HASKINS	JOSEPH	EMT524390
HATCHMAN	RAYMOND	EMT581478
HEAD	LENA	EMT568783
HEARN	PATRICK	PMD533908
HEBDING	ANDREW	PMD527774
HENGSTEBECK	HAYLEY	PMD521803
HEYDENREICH	CHARLES	PMD541473
HILL	TERRY	EMT554075
HILL	ALEXANDRIA	EMT575322
HOLDER	MIKAYLA	PMD547069
HOVERSEN	BRETT	PMD538276

HUBBARD	HALIANA	EMT581241
HUBBELL	ALEXA	PMD547070
INGERSOLL	RYAN	PMD522924
JOHNSON	JAPRIELLE	EMT568834
JOHNSON	SUMMER	EMT574648
JORDAN	JEREMY	PMD537158
KENDALL	LEE	PMD540562
KHANDJIAN	STEPHEN	PMD540495
KILCULLEN	TIMOTHY	PMD515477
KITZMILLER	BRETT	PMD542197
LANDRY	KIM	ME63901
LAPE	SHANIA	PMD546018
LASSITER	MICHAEL	PMD525194
LAYTON	CAROLINA	EMT585754
LEWIS	RYAN	EMT588469
LINDBERG	MALISCIA	PMD533226
LINDER	KENNETH	PMD518698
LONEY	WILLIAM	PMD545611
LOPEZ	JAEL	PMD529241
MARDER	WYCHE	EMT586642
MARSH	CAITLIN	PMD542457
MARTEL II	GILFRED	PMD17145
MATHEWS	PAUL	PMD201891
MCCOY	SHANNON	PMD535733
MCCOY	CHRISTOPHER	PMD537146
MCCOY	KERIGAN	PMD542456
MCCULLOUGH	JASON	PMD530300
MCFADDEN	SHAWN	PMD530647
MCLEOD	DANIEL	PMD518361
MCPHAIL	IAIN	PMD513583
MEDIATE	WILLIAM	EMT576177
MENDOZA	CONNY	EMT577720
METCALF	ANTHONY	PMD546825
MICHAEL	ALEXANDER	PMD528003
MITCHKA	DEREK	PMD206426
MIXON	SARAH	EMT583869
MOFFETT	SIGNISHA	PMD546029
MOSPENS	ADAM	PMD540217
MOTTER	RONALD	PMD515532
MUFFLEY	JOSIE	EMT586034
NOWAK	DAVID	PMD507103
O'BRIEN	KOHBE	EMT585874
O'NEAL	TRINESHA	EMT571396
ORTEGA	ALEJANDRO	PMD542392
OWENS	JONATHAN	PMD541544
PANTON	JAMES	EMT578456
PAREDES	MATTHEW	PMD518362

PARKER	CRISTINA	PMD523673
PAULSEN	ANTON	EMT588741
PERDUE	MICAH	EMT587902
PETERS	TAWNEE	PMD532044
PICARD	SAMUEL	PMD541490
POSTON	MATTHEW	EMT518166
POWELL	DANIEL	PMD508375
RABERGE	CHASE	EMT585795
RHODES	ALEXANDER	PMD542469
RICHARDSON	MICHAEL	EMT535628
RICKETSON	CHALYNDRIA	EMT559145
RICKETSON	CHRISTOPHER	PMD530352
RODRIGUEZ	KELLY	PMD520967
ROSEBERRY	CHRISTOPHER	EMT535960
ROSERO	DANIELA	PMD546086
ROSIER	PATRICE	PMD541945
ROTHROCK	KIMBERLY	PMD9240
ROUNDS	JONAH	PMD541746
RUSSO	TREVER	EMT582630
SAMPSON	KAYLA	PMD541683
SARVER	JOHSUA	EMT586387
SCHNEGGENBURG	TERRY	PMD541623
SCOTT	KILEY	EMT583730
SHEPARD	LINDSEY	PMD540580
SIMPSON	SETH	EMT586140
SIPLES	MICHELLE	PMD519634
SKINNER JR.	EDWARD	PMD12355
SLOAN	JAMIE	PMD527842
SMITH	CHRISTOPHER	PMD519213
STAPP	TRISTON	PMD541634
STEWART	SENDAL	PMD532142
SULLENBERGER	THOMAS	EMT587095
SULLIVAN	JENNIFER	EMT571565
SWICKLEY	JORDAN	EMT588151
SYFRETT	BRADI	PMD536470
THOMPSON	JOHN	PMD536893
THORNTON	ANTHONY	EMT586080
TOY	ALENA	EMT588357
TYGRES	CURTIS	PMD524666
VAIL	JACOB	PMD539935
WALKER	CAMERON	PMD544700
WALKER	BRIDGET	PMD546057
WELSH	TAYLOR	EMT588115
WHITING	CODY	EMT572367
WILLIAMS	ANDREANA	EMT588064
WILLIAMSON	ETHAN	PMD534704
WOOD	MERCY	EMT586147

WOOD	BRIANNA	EMT581903

VEHICLE DATA

Permit #	Type	Sub-Type	Make	Model	Year	License Status	Issue Date	Vehicle Identifier	Permit Fee
19079	ALS	T	FORD	F450	2015	Null and Void	05/26/2015	1FDOX4GT2FEB81484	25.00
19082	ALS	T	FORD	F450	2015	Null and Void	05/26/2015	1FDOX4GTXFEB81487	25.00
20147	ALS	T	FORD	F450	2016	Clear	10/24/2016	1FDOX4GT9GEB78856	25.00
20148	ALS	T	FORD	F450	2016	Null and Void	10/24/2016	1FDOX4GT0GEB78857	25.00
20817	ALS	T	FORD	F450	2017	Clear	07/25/2017	1FDOX4GT0HED12865	25.00
20818	ALS	T	FORD	F450	2017	Null and Void	07/25/2017	1FDOX4GT6HED19707	25.00
20819	ALS	T	FORD	F450	2017	Clear	07/25/2017	1FDOX4GT8HED19708	25.00
20820	ALS	T	FORD	F450	2017	Clear	07/25/2017	1FDOX4GTXHED19709	25.00
21144	ALS	T	FORD	F550	2017	Null and Void	12/07/2017	1FDUF5HTXHDA07758	25.00
21145	ALS	T	FORD	F550	2017	Null and Void	12/07/2017	1FDUF5HT1HDA07759	25.00
21146	ALS	T	FORD	F550	2017	Null and Void	12/07/2017	1FDUF5HT8HDA07760	25.00
21315	ALS	T	FORD	F550	2017	Clear	03/02/2018	1FDUF5GTH8EF26366	25.00
21770	ALS	T	FORD	F550	2017	Clear	09/20/2018	1FDUF5GT6HEF26365	25.00
21771	ALS	T	FORD	F550	2017	Clear	09/20/2018	1FDUF5GT9HDA10314	25.00
22182	ALS	T	FORD	F550	2019	Clear	05/01/2019	1FDUF5GT6KDA09824	25.00
22308	ALS	T	FORD	F450	2019	Clear	07/09/2019	1FD0X4GTXKEE28274	25.00
22309	ALS	T	FORD	F450	2019	Clear	07/09/2019	1FDOX4GT1KEE28275	25.00
22669	ALS	T	FORD	F550	2019	Clear	12/13/2019	1FDUF5GT8KEE9517	25.00
22670	ALS	T	FORD	F550	2019	Clear	12/13/2019	1FDUF5GTXKEE9518	25.00
22671	ALS	T	FORD	F550	2019	Clear	12/13/2019	1FDUF5GT1KEE59519	25.00
22672	ALS	T	FORD	F550	2019	Clear	12/13/2019	1FDUF5GT7KEF24552	25.00
23596	ALS	T	FORD	F450	2020	Clear	03/23/2021	1FD0X4GT6LEE47776	25.00
23597	ALS	T	FORD	F450	2020	Clear	03/23/2021	1FD0X4GT7LEE52016	25.00
23598	ALS	T	FORD	F450	2020	Clear	03/23/2021	1FD0X4GT9LEE52017	25.00
23757	ALS	T	FORD	F450	2020	Clear	06/10/2021	1FDOX4GT8LEE4777	25.00
23823	ALS	T	FORD	F450	2020	Clear	07/16/2021	1FDOX4GT2LEE27475	25.00
23824	ALS	T	FORD	F450	2020	Clear	07/16/2021	1FDOX4GT3MED06004	25.00
23984	ALS	N	CHEVROLET	SUBURBAN	2019	Null and Void	09/30/2021	1GN5KKEC1KR336781	25.00
23985	ALS	N	CHEVROLET	TAHOE	2020	Clear	09/30/2021	1GNKDEC4LR218575	25.00
24042	ALS	N	CHEVROLET	TAHOE	2020	Clear	11/05/2021	1GNSKLED8MR350419	25.00
24223	ALS	T	FORD	F450	2020	Clear	03/04/2022	1FD0X4GT5MED06005	25.00
24224	ALS	T	FORD	F450	2020	Clear	03/04/2022	1FD0X4GT7MED06006	25.00
24473	ALS	T	FORD	F450	2016	Null and Void	08/16/2022	1FDOX4GT7GEB78855	6.00
25021	ALS	T	FORD	F450	2022	Clear	04/13/2023	1FD0X4GT1NEF86510	25.00
25022	ALS	T	FORD	F450	2022	Clear	04/13/2023	1FD0X4GT5NEF86511	25.00
25023	ALS	T	FORD	F450	2022	Clear	04/13/2023	1FD0X4GT5NEG14728	25.00
25024	ALS	T	FORD	F450	2022	Clear	04/13/2023	1FD0X4GT3NEG14727	25.00
25025	ALS	T	FORD	F450	2022	Clear	04/13/2023	1FD0X4GT1NEG14726	25.00
25026	ALS	T	FORD	F450	2022	Clear	04/13/2023	1FD0X4GTXNEG14725	25.00
25027	ALS	N	CHEVY	TAHOE	2023	Clear	04/13/2023	1GNSCLED2PR239141	25.00
25647	ALS	T	FORD	F550	2023	Clear	12/06/2023	1FDOX4GT8PED02471	25.00
25648	ALS	T	FORD	F450	2023	Clear	12/06/2023	1FDOX4GTXPED02472	25.00
25649	ALS	T	FORD	F450	2023	Clear	12/06/2023	1FDOX4GT6PED41611	25.00
25650	ALS	T	FORD	F450	2023	Clear	12/06/2023	1FDOX4GT1NEG14726	25.00
25651	ALS	T	FORD	F450	2023	Clear	12/06/2023	1FDOX4GT4PED73506	25.00
25652	ALS	T	FORD	F450	2023	Clear	12/07/2023	1FDUF4HN7PEC72948	25.00

Report Date & Time: 2/11/2025 2:58:29PM

25653	ALS	T	FORD	F450	2023	Clear	12/07/2023	1FDUF4HN5PEC72947	25.00
25654	ALS	T	FORD	F550	2023	Clear	12/07/2023	1FDUF5HT6PEC94699	25.00
26294	ALS	T	FORD	E450	2023	Clear	08/27/2024	1FDUF5HT4RDA03223	25.00
26734	ALS	N	CHEVROLET	TAHOE	2024	Clear	01/25/2025	1GNSCLED8RR311754	25.00
26735	ALS	N	CHEVROLET	TAHOE	2024	Clear	01/25/2025	1GNSCLED5RR273030	25.00
26787	ALS	T	FORD	F450	2024	Clear	02/06/2025	1FDOX4GT1RED53880	25.00
26788	ALS	T	FORD	F450	2024	Clear	02/06/2025	1FD0X4GT7RED60168	25.00
26789	ALS	T	FORD	F450	2024	Clear	02/06/2025	1FD0X4GT5RED60394	25.00
26790	ALS	T	FORD	F450	2024	Clear	02/06/2025	1FDOX4GT0RED59993	25.00
6527	BLS	T	FORD	F550	2019	Clear	09/30/2021	1FDUF5GT8KEE59517	25.00
6528	BLS	T	FORD	F550	2019	Clear	09/30/2021	1FDUF5GT8XEE59518	25.00
6529	BLS	T	FORD	F550	2019	Clear	09/30/2021	1FDUF5GT1XEE59519	25.00
6530	BLS	T	FORD	F550	2019	Clear	09/30/2021	1FDUF5GT7KEF24552	25.00

Count of vehicles with status of "Issued"

Total	BLS	ALS (Transport)	ALS (Non-Transport)	AIR
50	4	41	5	0

Report Date & Time: 2/11/2025 2:58:29PM

2.14

Board of County Commissioners
Leon County, Florida

Policy No. 12-1

Title:	Green Fleet Policy
Date Adopted:	April 24, 2012
Effective Date:	April 24, 2012
Reference:	N/A
Policy Superseded:	Policy No. 93-20, "Vehicle Replacement Policy," adopted January 12, 1993

The Policy No. 93-20, "Vehicle Replacement" adopted by the Board of County Commissioners during the January 12, 1993 Commission Meeting, is hereby repealed and superseded, and a new Policy is hereby adopted in its place, to wit:

In order to purchase County vehicles and equipment in a more fuel-efficient, cost-effective, and environmental-friendly manner, the criteria, which is incorporated into this Policy, will be employed by all County departments when considering replacements for County vehicles or equipment. These criteria are intended to serve as methodology for need analysis when a vehicle replacement is requested, and to downsize vehicles when appropriate. After the vehicle requested has met the criteria, the evaluation will be made by the Fleet Management Division of Public Works, with recommendations from the Green Fleet Committee. In certain categories, sub-compacts and/or compacts will replace full size units. Vehicles, which primarily transport only one driver, may be downsized to smaller, fuel-efficient units at the time of replacement where functional use allows. The State contract will be utilized as a pricing guideline.

1. Purpose

Leon County appreciates the benefits of operating the most functional, fuel efficient, and least polluting fleet available to support county operations, while at the same time being fiscally prudent in vehicle purchase and operational costs. It is important to evaluate the size and make-up of the fleet to ensure it is efficiently supporting county operations on a regular basis. It is recognized that a transition to smaller, more efficient vehicles as well as alternative fuels, hybrid or other "clean" vehicles are options for achieving these goals.

Accordingly, it is the intent of this Policy to establish a green fleet through a process of consideration of all aspects of fleet operations that will contribute to:

1) improved fuel efficiency;
2) use of cleaner technology with reduced emissions;
3) lowered or contained fuel costs; and,
4) reduced dependency on any particular energy source.

Leon County is committed to accomplish, through the implementation of this Policy, the transition of the current fleet to an environmentally, efficient "green" fleet which will make it more self-sufficient, reduce or contain fleet costs and be environmentally best for our community.

This Policy covers all Departments and Divisions under the Board of County Commissioners that have vehicles or metered equipment that operate on gasoline, diesel, or other types of fuel or energy.

2. Definitions

a. Alternate Fuel: Any fuel other than gasoline, diesel, and other substantially petroleum based fuels that is less polluting than gasoline or diesel fuel. Alternate fuel will include, but is not limited to, natural gas, propane, ethanol (E-85), biodiesel (B5 or higher), and electricity, etc.

b. Alternate Fuel Vehicle: Any motor vehicle powered in whole or in part by non-petroleum-based fuels.

c. Bi-Fuel Vehicle: Also known as a duel-fuel vehicle. Any motor vehicle designed to operate on two distinct fuels (including "Flex-Fuel" vehicles), one of which is an alternative fuel.

d. Biodiesel: Fuel refined from agriculturally (including vegetable and animal) derived oils that is suitable for use in diesel engines. Often blended with traditional petroleum-based diesel in amounts connoted by the letter "B" and number (e.g., B20=20% Biodiesel and 80% petroleum diesel).

e. Carbon Dioxide (CO_2): A standard component of conventionally powered vehicle emissions and a principal greenhouse gas.

f. Carbon Monoxide (CO): A standard component of conventionally powered vehicle emissions.

g. Compressed Natural Gas (CNG): Natural gas under pressure; vehicles can use natural gas as either a liquid or a gas; most vehicles use the gaseous form.

h. Eco Driving: Driving best practices that reduce fuel consumption, GHG emissions, and accident rates.

i. Electric Vehicle: Any vehicle that uses one more electric motors for propulsion.

j. Emergency Medical Services Fleet: Ambulances used by Leon County's Emergency Medical Services Department

k. Fleet: Leon County's inventory of motorized vehicles and metered equipment.

l. Fleet Management: Division of Leon County, Public Works Department

m. GHG: stands for Greenhouse Gas: Any of the atmospheric gases that contribute to the greenhouse effect by absorbing infrared radiation produced by solar warming of the Earth's surface. They include carbon dioxide (CO_2), methane (CH_4), nitrous oxide (NO_2), and water vapor.

n. Green Vehicles: Vehicles that emit low or zero emissions; typically powered by fuels other than gasoline or diesel

o. Heavy Duty Vehicle: Any vehicle, licensed for use of roadways within FHWA Class 6-8, having a manufacturer's gross vehicle weight of 19,501 pounds and above. Heavy-duty vehicles include construction equipment, tractors, and dump trucks.

p. Hybrid Vehicle: A motor vehicle that draws propulsion energy from onboard sources of stored energy that are both an internal combustion/heat engine that runs on combustible fuel, and a rechargeable energy storage system.

q. Idling: The practice of keeping a vehicle or equipment engine running, without moving the vehicle or not using the equipment.

r. Incremental Cost: The difference in the acquisition cost between a conventionally powered vehicle and a comparable alternative fuel vehicle.

s. Light Duty Vehicle: Any vehicle within FHWA Class 1 or 2 with a gross vehicle weight up to 10,000 pounds. Light duty vehicles include automobiles, sport utility vehicles (SUV), vans, and small pick-up trucks.

t. Life-Cycle Environmental Impacts: Life cycle assessment determines the environmental impacts of products, processes, or services, through production, usage, and disposal.

u. Low Emission Vehicle (LEV): Any motor vehicle that meets or exceeds the standards set forth by the US Environmental Protection Agency for Low Emission Vehicles.

v. Medium Duty Vehicle: Any vehicle within FHWA Class 3-5 with a gross vehicle rating of 10,001 pounds through 19,500 pounds. Medium duty vehicles include diesel powered pick-up trucks.

w. Metered Equipment: Any powered implement that is metered for hours of use.

3. Green Fleet Team

a. The County Administrator will establish a Green Fleet Team. It will include, at a minimum, one representative from the following work areas: Facilities Management, Fleet Management, Department of Development Support & Environmental Management, Office of Management and Budget, Office of Resource Stewardship, and Public Works Operations.

The Team will meet as appropriate during the budget development process in the second quarter. They will meet, at a minimum, annually. The team's responsibilities include:

1) Remain knowledgeable of new technologies, fuels, and current fleet operation.
2) Consider of potential application of alternative technology or fuels for the county's fleet
3) Offer recommendations for improvements and replacements.

b. The Green Fleet Team will strive to achieve these goals:

1) Increase the number of vehicles and heavy equipment in fleet inventory using alternative fuel and increase the average miles per gallon for the fleet, based on the replacement policy in section 6.
2) Reduce overall fuel consumption in Leon County by a total of 3% by FY 2015, taking into consideration any fleet expansions associated with level of service changes.
3) Implement a green driver education program for all County employees who drive County vehicles.
4) Implement an anti-idling program prohibiting County employees from idling County owned or operated vehicles for an excessive period of time.

c. The Green Fleet Team will continually evaluate the merits of alternative technologies and fuels to identify appropriate adoption by the County. Consideration will be given to opportunities to retrofit existing equipment to improve efficiency and emissions.

4. Establishing a Baseline Inventory

a. Leon County will establish and maintain a complete inventory of the vehicles in its fleet. The inventory will include not only the type and number of fleet vehicles, but also the amount and types of fuel used, the costs associated with their use, and the corresponding emissions.

b. The baseline year for the inventory and for the Green Fleet Policy will be Fiscal Year 2012.

c. The baseline inventory metrics should include, at minimum, for each vehicle class and fuel or energy type the following information:

1) Number of vehicles
2) Average miles per gallon (mpg)
3) Average time spent idling
4) Annual miles driven (or annual hours of metered equipment)
5) GHG emissions (i.e. carbon dioxide equivalent)
6) Quantity of fuel consumed by fuel type
7) Cost of fuel consumed by fuel type.

d. The baseline inventory will include the Metrics 1-6 for each vehicle class rating for Leon County on road fleet or metered-equipment class, and fuel or energy type, including, but not limited to:

1) Gasoline
2) E-85
3) Diesel
4) Biodiesel
5) Compressed natural gas
6) Electricity (i.e. kWh taken from the grid)

5. Implementation Strategies

a. Vehicle Purchase: The goal of purchasing low emitting fuel efficient vehicles and equipment for both vehicle replacement and additions to the fleet where practicable and reasonably cost competitive.

b. Optimum Fleet Size: Only vehicles that have a recognized need and demonstrated use will be maintained. There will be periodic reviews with recommendations to the County Administrator.

c. Vehicle Specifications: Prior to the purchase of any new vehicle or equipment the user department will develop specifications with the Fleet Manager to ensure appropriateness for its mission. Life cycle costs, standardization, ease of use, and emissions quality are several of the issues that need to be addressed.

d. Vehicle Maintenance: There will be evaluation of the maintenance practices for all types of equipment. This includes consideration of frequency, supplies, fluids, and tires. This has important impact on the equipment's efficiency, miles per gallon, costs of fuel, and reduced emissions.

e. Vehicle Technology: A primary goal of this Policy is to change fleet equipment from high pollution, low-mileage petroleum based fuel equipment to clean, more efficient, higher mileage, and alternative fuel use equipment. Currently, technology is transitioning to hybrid, full electric, and hydrogen equipment. Research will refine these and offer others in the future.

f. Fuel: A primary goal is to use a highly efficient, clean readily available fuel(s) to operate all type equipment in the fleet. There is merit in use of several alternative fuels to avoid reliance on one source and, possibly, supply disruption.

Among fuel or energy sources to be considered for the fleet are biodiesel, E-85, CNG (compressed natural gas), propane, hybrid, electric, and combinations. The intent is to phase out or "retire" conventional, fossil-fuel vehicles.

g. Fuel Sources: To secure reliable and cost contained fuel sources.

6. Vehicle Acquisition & Replacement Guidelines

a Prior to the acquisition of any replacement vehicle, the following purchasing values will be considered and carefully examined by the Green Fleet Team:

1) Repair costs exceed 2/3 of the acquisition cost
2) Life cycle cost
3) Frequency of use (utilization)
4) Justification for the vehicle
5) Safety and repair record
6) Impact on technician's workload
7) Hybrid or alternative fuel vehicle availability or preference

b. Prior to the acquisition of any new vehicle, the following purchasing values will be considered and carefully examined by the Green Fleet Team:

1) Frequency of use (utilization)
2) Suitability for intended job
3) Fuel efficiency and vehicle size
4) Environmental impact
5) Initial and long-term cost

c. For each vehicle class there will be a minimum efficiency standard in miles per gallon. This will be used during the consideration of vehicle replacements as well as for new vehicle acquisitions.

d. Fleet Management will make very effort to purchase and use the lowest emission vehicle or equipment item possible, while taking into account the vehicle's lifecycle costs, miles per gallon, life cycle environmental impacts, and ability to support Leon County's operation and services. This will be achieved through the utilization of the green fleet committee and the monitoring of the objectives.

7. Eco Driving and Driver Education

a. Eco Driving

Leon County will implement an anti-idling policy that will apply to County vehicles operated by Leon County. The objectives of this Policy are:

1) To eliminate unnecessary idling of vehicles in order to reduce the community's exposure to exhaust from gasoline and diesel engines and reduce unnecessary consumption of fuel.
2) To educate and inform County employees about the health and environmental effects of gasoline and diesel exhaust.

It will be the policy of Leon County to minimize unnecessary idling of County vehicles and equipment to reduce CO_2 and other greenhouse gas emissions, conserve fuel, and reduce maintenance and fuel expenses associated with excessive idling.

All County employees will take actions to reduce fuel consumption as follows:

1) When employees arrive at a job site, they are required to turn off their vehicles as soon as practical to eliminate idling time and reduce excess consumption of fuel.
2) Vehicles will not be restarted until all passengers are ready to depart, or work is ready to resume.
3) Equipment will be turned off when inactive or not in use.
4) No driver of a County owned vehicle will cause or allow the vehicle to idle for a period of more than five (5) minutes.
5) Vehicles will not idle for purposes of "warming up" the engine, except where manufacture's operating instructions require or recommend it, or where it is necessary to defrost windows and make the vehicle safe for driving and occupancy.
6) EMS/Public Safety vehicles are exempt from this Policy

b. Driver Education

Leon County will develop an employee education program designed to instruct drivers of county vehicles in best eco driving practices. The topics will include fuel usage/conservation, maintenance, using alternatives to driving, defensive driving, and education on vehicle idling. The use of this program will reduce incidents, which in turn will reduce the cost of vehicle insurance.

7. Exemptions

a. The County Administrator or designee may grant an exemption from the requirements of this Policy under any one of the following circumstances:

b. Where the analysis demonstrates to the satisfaction of Fleet Services Division that any amortized additional incremental cost of purchasing a lower emission vehicle that complies with the requirements of this Policy cannot be recovered over the operational life of the vehicle or metered equipment through a reduction in fuel, maintenance, and other costs incurred during the operating life of such vehicle or equipment; and

c. New emergency vehicles purchased under this Policy must provide comparable performance, safety, and fuel availability during emergencies as conventionally powered emergency vehicles.

Adopted April 24, 2012

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Re-using Medical Equipment
CAAS:	203.05.01
Effective:	June 1, 2005
Reviewed:	March, 2005, December 2012, January 2013, December 2015, December 2018
Revision:	3
Pages:	1

I. GUIDELINE:

To ensure a clean and safe environment for our staff and patients it is the policy of LCEMS to clean all reusable medical equipment after each use using currently accepted methods. LCEMS medical equipment designed for single patient use shall be properly disposed of and not re-used.

II. PROCEDURE;

- All reusable medical equipment will be cleaned after each patient use as outlined in the exposure control plan.
- All single use medical equipment will be properly discarded in biohazardous waste receptacles. Single use medical equipment will not be re-used. Replacement equipment can be obtained at EMS Logistics.
- If an ambulance crew exhausts their supply of replacement single-use supplies, the crew will contact the System Status Controller and request permission to go to HQ to resupply from the EMS Logistics.
- Single-use items are any items that the manufacturer has deemed as single-use. These items include and are not limited to trauma dressings, airway adjuncts, oxygen delivery devices, stretcher sheets, IV supplies, and all medications not already in multi-use containers.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Storage, Use and Replacement of Time Dated Drugs and Supplies

CAAS: 203.03.02

Effective: January 1, 2004

Reviewed: March 2008, October 2011, December 2012, December 2015, December 2018



Revision: 3

Kim Landry, MD – Medical Director

Pages: 2

I. PURPOSE:

To provide a guide for meeting requirements of DEA and FL State Bureau of EMS on non-controlled drugs, IV fluids and dated supplies.

II. GUIDELINE:

All requirements of the DEA and FL State Bureau of EMS on non-controlled drugs, IV fluids and dated supplies will be met by LCEMS. Non-narcotic medications and IV fluids not assigned to vehicles will be stored in a locked climate controlled storeroom in the EMS Division.

III. PROCEDURE:

Non-Controlled Drugs, IV Fluids and Dated Supplies (Controlled Drugs– Refer to SOG 407.00)

1. Vehicle Inventory

   On the first of the month, the Shift Supervisor will have the on-duty LCEMS crew's inventory and confirm date compliance of all drugs, IV fluids and dated supplies on the ambulances, using the monthly Vehicle Drug, IV Fluid and Dated Supplies Expiration Inventory Form. All outdated non-narcotics or damaged drugs, IV fluids, or dated supplies will be pulled and stored in the "Expired Drugs Box" located in the Soiled Utility Room until they are properly disposed of by the Supply Technician.

2. Inventory/Ordering of Narcotic and Non-Narcotic Medications, IV Fluids and Dated Supplies

A. Monday through Friday, the department's Supply Technicians monitor all supply room item levels and orders stock PRN.

B. During the first week of each month, the process includes inventory of supplies and checking the expiration dates of all IV fluids, narcotic medications, non-controlled drugs and dated supplies in stock. Any out-of-date items will be removed and replaced. The non-narcotic out-of-date items will be stored in the "Expired Drugs Box" located in the Soiled Utility Room until they are properly disposed of.

C. Narcotic medications expired will be stored in a locked box designated as expired narcotics and will be disposed of by the Logistician in accordance with DEA standards by a DEA approved reverse distributor. Proper DEA forms will be completed and filed (Refer to SOG 407.00)

D. Depleted IV fluids, non-narcotic medications and dated supplies in the ambulances will be resupplied via the LCEMS Supply Technicians or EMS staff.

3. Temperature Extremes

A. The temperature in drug cabinets aboard ambulances will be monitored and documented daily as part of the vehicle check-in process. If a cabinet is found to be out of compliance with established standards then the crew will immediately notify the on-duty supervisor and logistics personnel to replace all medications and IV fluids in the cabinet found out of compliance.

B. Temperature in the drug cabinets will be monitored by portable thermometers that will mark the highest and lowest temperatures reached, allowing the crew members to know, upon truck check in, that the medications and IV fluids were exposed to extreme temperatures.

C. Medication and IV fluids will be removed from the drug cabinets if temperatures reach, or exceed, 104° F (40° C) and discarded (this is defined as "extreme heat" by the United States Pharmacopeia 10.30.80.). Medications and IV fluids will also be removed and discarded if temperatures in the drug cabinet drop below 14° F (-10° C) (this is defined as the highest degree of "freezer" range by the United States Pharmacopeia 10.30.10.).

Leon County EMS

Communications Abilities

The Leon County EMS Communications Center, housed in the Consolidated Dispatch Agency (CDA), is a 24 hour per day, 7 day per week operation. It is staffed by Leon County EMS NAEDEMD certified Paramedic System Controllers and NAED-EMD certified EMT Dispatchers. In addition, 9-1-1 EMS call taking is performed by NAED-EMD certified Communications Officers from the CDA.

The Communications Center has multiple avenues of communication with field personnel at their disposal including:

RADIO:
800 MHz, digital trunking
400 MHz, statewide simplex MED 8
All field personnel are assigned and issued a portable radio to provide instant radio communication with dispatch. Radio traffic is also broadcast to and from dispatch to mobile radios mounted in vehicles and base radios at fixed post locations.

Mobile Data Computers:
Each ambulance is equipped with a MDC that provides call related information including address, nature of call, run times, CAD notes, and mapping.

Cellular Phones:
Each on-duty ambulance is issued a cellular telephone for necessary business-related telephone calls.
This phone is also used as a backup system for crews to be notified of calls as well.

Critical Care Team:
All ambulances utilized by Leon County EMS are equipped with a window between the vehicle cab and ambulance box allowing for communication between the driver and crew members. On long distance transports, crews utilize their issued cell phones to contact medical control and maintain communication with the communications center.

REFERENCE COPY
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Federal Communications Commission
Public Safety and Homeland Security Bureau

RADIO STATION AUTHORIZATION

LICENSEE: TALLAHASSEE, CITY OF

ATTN: CHRISTOPHER PANDOLFI
TALLAHASSEE, CITY OF
642C MABRY ST
TALLAHASSEE, FL 32304

Call Sign	File Number
WPBH782	0010347896

Radio Service
YE - PubSafty/SpecEmer/PubSaftyNtlPlan,806-817/851-862MHz,Trunked

Regulatory Status
PMRS

Frequency Coordination Number

FCC Registration Number (FRN): 0004572426

Grant Date	Effective Date	Expiration Date	Print Date
01-12-2023	01-12-2023	02-02-2033	01-12-2023

STATION TECHNICAL SPECIFICATIONS

Fixed Location Address or Mobile Area of Operation

Loc. 1 **Address:** POLICE DEPT 234E 7TH AVE
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-27-29.7 N **Long (NAD83):** 084-16-46.6 W **ASR No.:** 1063790 **Ground Elev:** 58.0

Loc. 2 **Address:** CORNER OF BANERMAN RD & MERIDIAN RD
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-34-43.7 N **Long (NAD83):** 084-15-56.6 W **ASR No.:** 1063810 **Ground Elev:** 64.0

Loc. 3 **Address:** 5KM N OF CR59 & US90 INTERSECTION ON CR59
City: MICCOSUKEE **County:** LEON **State:** FL
Lat (NAD83): 30-33-59.7 N **Long (NAD83):** 084-02-37.6 W **ASR No.:** 1063814 **Ground Elev:** 57.0

Loc. 4 **Address:** INTERSECTION OF HWY 29 & CROOKED RD
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-22-58.7 N **Long (NAD83):** 084-38-59.7 W **ASR No.:** 1063816 **Ground Elev:** 23.0

Loc. 5 **Address:** OPKINS POWER PLANT 1125 GEDDIE RD
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-27-02.7 N **Long (NAD83):** 084-23-56.7 W **ASR No.:** 1063815 **Ground Elev:** 32.0

Loc. 6 **Address:** 5053 TRAM RD SPRAY FIELD
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-21-16.7 N **Long (NAD83):** 084-11-36.6 W **ASR No.:** 1206977 **Ground Elev:** 14.0

Loc. 7 **Area of operation**
Land Mobile Control Station meeting the 6.1 Meter Rule: FL

Conditions:
Pursuant to §309(h) of the Communications Act of 1934, as amended, 47 U.S.C. §309(h), this license is subject to the following conditions: This license shall not vest in the licensee any right to operate the station nor any right in the use of the frequencies designated in the license beyond the term thereof nor in any other manner than authorized herein. Neither the license nor the right granted thereunder shall be assigned or otherwise transferred in violation of the Communications Act of 1934, as amended. See 47 U.S.C. § 310(d). This license is subject in terms to the right of use or control conferred by §706 of the Communications Act of 1934, as amended. See 47 U.S.C. §606.

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WPBH782 **File Number:** 0010347896 **Print Date:** 01-12-2023

Fixed Location Address or Mobile Area of Operation

Loc. 8 Area of operation
Operating within a 45.0 km radius around fixed location 1

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
1	1	000855.96250000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	
1	1	000856.46250000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	
1	1	000856.71250000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	
1	1	000856.96250000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	
1	1	000857.21250000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	
1	1	000857.46250000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	
1	1	000855.08750000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	06-18-2010
1	1	000855.41250000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	06-18-2010
1	1	000855.91250000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	06-18-2010
1	1	000856.81250000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	06-18-2010
1	1	000857.31250000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	06-18-2010
1	1	000855.76250000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	06-18-2010
1	1	000854.86250000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	06-18-2010
1	1	000855.03750000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	06-18-2010
1	1	000855.16250000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	06-18-2010
1	1	000855.33750000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	06-18-2010
1	1	000855.63750000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	06-18-2010
1	1	000855.81250000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	06-18-2010

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WPBH782 **File Number:** 0010347896 **Print Date:** 01-12-2023

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
1	1	000855.88750000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	06-18-2010
1	1	000856.28750000	FB2C	1		20K0F9W	150.000	611.000	113.0	139.0	06-18-2010
2	1	000855.96250000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-27-2001
2	1	000856.46250000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-27-2001
2	1	000856.71250000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-27-2001
2	1	000856.96250000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-27-2001
2	1	000857.46250000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-27-2001
2	1	000857.21250000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-27-2001
2	1	000855.08750000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-18-2010
2	1	000855.41250000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-18-2010
2	1	000855.91250000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-18-2010
2	1	000856.81250000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-18-2010
2	1	000857.31250000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-18-2010
2	1	000855.76250000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-18-2010
2	1	000854.86250000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-18-2010
2	1	000855.03750000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-18-2010
2	1	000855.16250000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-18-2010
2	1	000855.33750000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-18-2010
2	1	000855.63750000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-18-2010
2	1	000855.81250000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-18-2010

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Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WPBH782 **File Number:** 0010347896 **Print Date:** 01-12-2023

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
2	1	000855.88750000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-18-2010
2	1	000856.28750000	FB2C	1		20K0F9W	100.000	728.000	128.0	155.0	06-18-2010
3	1	000855.96250000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	
3	1	000856.46250000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	
3	1	000856.71250000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	
3	1	000856.96250000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	
3	1	000857.21250000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	
3	1	000857.46250000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	
3	1	000855.08750000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	06-18-2010
3	1	000855.41250000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	06-18-2010
3	1	000855.91250000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	06-18-2010
3	1	000856.81250000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	06-18-2010
3	1	000857.31250000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	06-18-2010
3	1	000855.76250000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	06-18-2010
3	1	000854.86250000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	06-18-2010
3	1	000855.03750000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	06-18-2010
3	1	000855.16250000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	06-18-2010
3	1	000855.33750000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	06-18-2010
3	1	000855.63750000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	06-18-2010
3	1	000855.81250000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	06-18-2010

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Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
3	1	000855.88750000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	06-18-2010
3	1	000856.28750000	FB2C	1		20K0F9W	100.000	895.000	128.0	149.0	06-18-2010
4	1	000855.96250000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-27-2001
4	1	000856.46250000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-27-2001
4	1	000856.71250000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-27-2001
4	1	000856.96250000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-27-2001
4	1	000857.21250000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-27-2001
4	1	000857.46250000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-27-2001
4	1	000855.08750000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-18-2010
4	1	000855.41250000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-18-2010
4	1	000855.91250000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-18-2010
4	1	000856.81250000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-18-2010
4	1	000857.31250000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-18-2010
4	1	000855.76250000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-18-2010
4	1	000854.86250000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-18-2010
4	1	000855.03750000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-18-2010
4	1	000855.16250000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-18-2010
4	1	000855.33750000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-18-2010
4	1	000855.63750000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-18-2010
4	1	000855.81250000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-18-2010

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Call Sign: WPBH782 **File Number:** 0010347896 **Print Date:** 01-12-2023

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
4	1	000855.88750000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-18-2010
4	1	000856.28750000	FB2C	1		20K0F9W	150.000	895.000	128.0	124.0	06-18-2010
5	1	000855.96250000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-27-2001
5	1	000856.46250000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-27-2001
5	1	000856.71250000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-27-2001
5	1	000856.96250000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-27-2001
5	1	000857.21250000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-27-2001
5	1	000857.46250000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-27-2001
5	1	000855.08750000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-18-2010
5	1	000855.41250000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-18-2010
5	1	000855.91250000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-18-2010
5	1	000856.81250000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-18-2010
5	1	000857.31250000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-18-2010
5	1	000855.76250000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-18-2010
5	1	000854.86250000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-18-2010
5	1	000855.03750000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-18-2010
5	1	000855.16250000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-18-2010
5	1	000855.33750000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-18-2010
5	1	000855.63750000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-18-2010
5	1	000855.81250000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-18-2010

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Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
5	1	000855.88750000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-18-2010
5	1	000856.28750000	FB2C	1		20K0F9W	100.000	490.000	82.0	88.0	06-18-2010
6	1	000855.96250000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-27-2001
6	1	000856.46250000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-27-2001
6	1	000856.71250000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-27-2001
6	1	000856.96250000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-27-2001
6	1	000857.21250000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-27-2001
6	1	000857.46250000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-27-2001
6	1	000855.08750000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-18-2010
6	1	000855.41250000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-18-2010
6	1	000855.91250000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-18-2010
6	1	000856.81250000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-18-2010
6	1	000857.31250000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-18-2010
6	1	000855.76250000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-18-2010
6	1	000854.86250000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-18-2010
6	1	000855.03750000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-18-2010
6	1	000855.16250000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-18-2010
6	1	000855.33750000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-18-2010
6	1	000855.63750000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-18-2010
6	1	000855.81250000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-18-2010

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Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WPBH782 **File Number:** 0010347896 **Print Date:** 01-12-2023

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
6	1	000855.88750000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-18-2010
6	1	000856.28750000	FB2C	1		20K0F9W	100.000	631.000	128.0	122.0	06-18-2010
7	1	000810.96250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000811.46250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000811.71250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000811.96250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000812.21250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000812.46250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000810.08750000	FX1	75		20K0F9W	35.000	35.000			
7	1	000810.41250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000810.91250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000811.81250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000812.31250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000810.76250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000809.86250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000810.03750000	FX1	75		20K0F9W	35.000	35.000			
7	1	000810.16250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000810.33750000	FX1	75		20K0F9W	35.000	35.000			
7	1	000810.63750000	FX1	75		20K0F9W	35.000	35.000			
7	1	000810.81250000	FX1	75		20K0F9W	35.000	35.000			

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WPBH782 **File Number:** 0010347896 **Print Date:** 01-12-2023

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
7	1	000810.88750000	FX1	75		20K0F9W	35.000	35.000			
7	1	000811.28750000	FX1	75		20K0F9W	35.000	35.000			
8	1	000810.96250000	MO	2500		20K0F9W	35.000	35.000			
8	1	000811.46250000	MO	2500		20K0F9W	35.000	35.000			
8	1	000811.71250000	MO	2500		20K0F9W	35.000	35.000			
8	1	000811.96250000	MO	2500		20K0F9W	35.000	35.000			
8	1	000812.21250000	MO	2500		20K0F9W	35.000	35.000			
8	1	000812.46250000	MO	2500		20K0F9W	35.000	35.000			
8	1	000855.96250000	MO	2500		20K0F9W	35.000	35.000			
8	1	000856.46250000	MO	2500		20K0F9W	35.000	35.000			
8	1	000856.71250000	MO	2500		20K0F9W	35.000	35.000			
8	1	000856.96250000	MO	2500		20K0F9W	35.000	35.000			
8	1	000857.21250000	MO	2500		20K0F9W	35.000	35.000			
8	1	000857.46250000	MO	2500		20K0F9W	35.000	35.000			
8	1	000810.08750000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000810.41250000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000810.91250000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000811.81250000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000812.31250000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000810.76250000	MO	2500		20K0F9W	35.000	35.000			06-18-2010

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WPBH782 **File Number:** 0010347896 **Print Date:** 01-12-2023

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
8	1	000809.86250000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000810.03750000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000810.16250000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000810.33750000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000810.63750000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000810.81250000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000810.88750000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000811.28750000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000855.08750000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000855.41250000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000855.91250000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000856.81250000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000857.31250000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000855.76250000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000854.86250000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000855.03750000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000855.16250000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000855.33750000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000855.63750000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000855.81250000	MO	2500		20K0F9W	35.000	35.000			06-18-2010

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WPBH782 **File Number:** 0010347896 **Print Date:** 01-12-2023

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
8	1	000855.88750000	MO	2500		20K0F9W	35.000	35.000			06-18-2010
8	1	000856.28750000	MO	2500		20K0F9W	35.000	35.000			06-18-2010

Control Points

Control Pt. No. 1

Address: TALLAHASSEE POLICE DEPT 234 E 7TH A

City: TALLAHASSEE **County:** LEON **State:** FL **Telephone Number:** (850)891-5370

Control Pt. No. 2

Address: 642C Mabry St.

City: Tallahassee **County:** LEON **State:** FL **Telephone Number:** (850)544-3756

Associated Call Signs

<NA>

Waivers/Conditions:

AUTHORIZED TO OPERATE ON MOBILE FREQUENCIES ASSOCIATED WITH THE FREQUENCIES AUTHORIZED BY THE BASE STATIONS.

Reference Copy

REFERENCE COPY
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Federal Communications Commission
Public Safety and Homeland Security Bureau

RADIO STATION AUTHORIZATION

LICENSEE: TALLAHASSEE, CITY OF

ATTN: CHRISTOPHER PANDOLFI
TALLAHASSEE, CITY OF
642C MABRY ST
TALLAHASSEE, FL 32304

Call Sign	File Number
WPMP726	0010666433

Radio Service
YE - PubSafty/SpecEmer/PubSaftyNtlPlan,806-817/851-862MHz,Trunked

Regulatory Status
PMRS

Frequency Coordination Number

FCC Registration Number (FRN): 0004572426

Grant Date	Effective Date	Expiration Date	Print Date
08-24-2023	08-24-2023	10-28-2033	08-24-2023

STATION TECHNICAL SPECIFICATIONS

Fixed Location Address or Mobile Area of Operation

Loc. 1 **Address:** 234 EAST 7TH AVENUE
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-27-29.7 N **Long (NAD83):** 084-16-46.6 W **ASR No.:** 1063790 **Ground Elev:** 57.9

Loc. 2 **Address:** CORNER OF BANNERMAN RD. @ MERIDIAN RD.
City: TALLAHASSE **County:** LEON **State:** FL
Lat (NAD83): 30-34-44.5 N **Long (NAD83):** 084-15-56.7 W **ASR No.:** 1063810 **Ground Elev:** 64.0

Loc. 3 **Address:** 3 MILES N OF CR59 & US 90 INTER. ON CR5
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-34-00.4 N **Long (NAD83):** 084-02-38.5 W **ASR No.:** 1063814 **Ground Elev:** 59.4

Loc. 4 **Address:** INTERSECTION OF HWY 20 & CROOKED RD.
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-22-59.0 N **Long (NAD83):** 084-39-00.2 W **ASR No.:** 1063816 **Ground Elev:** 23.5

Loc. 5 **Address:** HOPKINS POWER PLANT 1125 GEDDIE RD.
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-27-02.3 N **Long (NAD83):** 084-23-56.5 W **ASR No.:** 1063815 **Ground Elev:** 41.7

Loc. 6 **Address:** 5031 TRAM ROAD
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-21-16.7 N **Long (NAD83):** 084-11-36.6 W **ASR No.:** 1206977 **Ground Elev:** 14.0

Loc. 7 **Area of operation**
Land Mobile Control Station meeting the 6.1 Meter Rule: FL

Conditions:
Pursuant to §309(h) of the Communications Act of 1934, as amended, 47 U.S.C. §309(h), this license is subject to the following conditions: This license shall not vest in the licensee any right to operate the station nor any right in the use of the frequencies designated in the license beyond the term thereof nor in any other manner than authorized herein. Neither the license nor the right granted thereunder shall be assigned or otherwise transferred in violation of the Communications Act of 1934, as amended. See 47 U.S.C. § 310(d). This license is subject in terms to the right of use or control conferred by §706 of the Communications Act of 1934, as amended. See 47 U.S.C. §606.

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WPMP726 **File Number:** 0010666433 **Print Date:** 08-24-2023

Fixed Location Address or Mobile Area of Operation

Loc. 8 Area of operation
Operating within a 45.0 km radius around fixed location 1

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
1	1	000854.96250000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	
1	1	000855.23750000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	
1	1	000855.46250000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	
1	1	000855.71250000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	
1	1	000856.23750000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	
1	1	000854.43750000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	06-18-2010
1	1	000855.51250000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	06-18-2010
1	1	000857.33750000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	06-18-2010
1	1	000856.91250000	FB2C	1		20K0F9W	100.000	379.000	113.0	133.7	06-18-2010
2	1	000854.96250000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	09-06-2001
2	1	000855.23750000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	09-06-2001
2	1	000855.46250000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	09-06-2001
2	1	000855.71250000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	09-06-2001
2	1	000856.23750000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	09-06-2001
2	1	000854.43750000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	06-18-2010
2	1	000855.51250000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	06-18-2010
2	1	000857.33750000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	06-18-2010
2	1	000856.91250000	FB2C	1		20K0F9W	100.000	728.000	128.3	146.5	06-18-2010

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WPMP726 **File Number:** 0010666433 **Print Date:** 08-24-2023

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
3	1	000854.96250000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	
3	1	000855.23750000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	
3	1	000855.46250000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	
3	1	000855.71250000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	
3	1	000856.23750000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	
3	1	000854.43750000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	06-18-2010
3	1	000855.51250000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	06-18-2010
3	1	000857.33750000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	06-18-2010
3	1	000856.91250000	FB2C	1		20K0F9W	100.000	597.000	128.3	145.9	06-18-2010
4	1	000854.96250000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	09-06-2001
4	1	000855.23750000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	09-06-2001
4	1	000855.46250000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	09-06-2001
4	1	000855.71250000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	09-06-2001
4	1	000856.23750000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	09-06-2001
4	1	000854.43750000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	06-18-2010
4	1	000855.51250000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	06-18-2010
4	1	000857.33750000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	06-18-2010
4	1	000856.91250000	FB2C	1		20K0F9W	100.000	597.000	128.3	116.9	06-18-2010
5	1	000854.96250000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	09-06-2001
5	1	000855.23750000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	09-06-2001

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WPMP726 **File Number:** 0010666433 **Print Date:** 08-24-2023

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
5	1	000855.46250000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	09-06-2001
5	1	000855.71250000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	09-06-2001
5	1	000856.23750000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	09-06-2001
5	1	000854.43750000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	06-18-2010
5	1	000855.51250000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	06-18-2010
5	1	000857.33750000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	06-18-2010
5	1	000856.91250000	FB2C	1		20K0F9W	100.000	749.000	82.3	88.6	06-18-2010
6	1	000854.96250000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	09-06-2001
6	1	000855.23750000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	09-06-2001
6	1	000855.46250000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	09-06-2001
6	1	000855.71250000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	09-06-2001
6	1	000856.23750000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	09-06-2001
6	1	000854.43750000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	06-18-2010
6	1	000855.51250000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	06-18-2010
6	1	000857.33750000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	06-18-2010
6	1	000856.91250000	FB2C	1		20K0F9W	100.000	770.000	137.2	131.6	06-18-2010
7	1	000809.96250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000810.23750000	FX1	75		20K0F9W	35.000	35.000			
7	1	000810.46250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000810.71250000	FX1	75		20K0F9W	35.000	35.000			

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WPMP726 **File Number:** 0010666433 **Print Date:** 08-24-2023

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
7	1	000811.23750000	FX1	75		20K0F9W	35.000	35.000			
7	1	000809.43750000	FX1	75		20K0F9W	35.000	35.000			
7	1	000810.51250000	FX1	75		20K0F9W	35.000	35.000			
7	1	000812.33750000	FX1	75		20K0F9W	35.000	35.000			
7	1	000811.91250000	FX1	75		20K0F9W	35.000	35.000			
8	1	000809.96250000	MO	1850		20K0F9W	35.000	35.000			
8	1	000810.23750000	MO	1850		20K0F9W	35.000	35.000			
8	1	000810.46250000	MO	1850		20K0F9W	35.000	35.000			
8	1	000810.71250000	MO	1850		20K0F9W	35.000	35.000			
8	1	000811.23750000	MO	1850		20K0F9W	35.000	35.000			
8	1	000854.96250000	MO	1850		20K0F9W	35.000	35.000			
8	1	000855.23750000	MO	1850		20K0F9W	35.000	35.000			
8	1	000855.46250000	MO	1850		20K0F9W	35.000	35.000			
8	1	000855.71250000	MO	1850		20K0F9W	35.000	35.000			
8	1	000856.23750000	MO	1850		20K0F9W	35.000	35.000			
8	1	000809.43750000	MO	1850		20K0F9W	35.000	35.000			06-18-2010
8	1	000810.51250000	MO	1850		20K0F9W	35.000	35.000			06-18-2010
8	1	000812.33750000	MO	1850		20K0F9W	35.000	35.000			06-18-2010
8	1	000811.91250000	MO	1850		20K0F9W	35.000	35.000			06-18-2010
8	1	000854.43750000	MO	1850		20K0F9W	35.000	35.000			06-18-2010

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Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WPMP726 **File Number:** 0010666433 **Print Date:** 08-24-2023

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
8	1	000855.51250000	MO	1850		20K0F9W	35.000	35.000			06-18-2010
8	1	000857.33750000	MO	1850		20K0F9W	35.000	35.000			06-18-2010
8	1	000856.91250000	MO	1850		20K0F9W	35.000	35.000			06-18-2010

Control Points

Control Pt. No. 1

Address: TALLAHASSEE POLICE DEPT 234 E 7TH A

City: TALLAHASSEE **County:** LEON **State:** FL **Telephone Number:** (850)891-5626

Associated Call Signs

WPBH782, WQJQ232

<NA>

Waivers/Conditions:

Request for waiver of Section 1.946(e) granted on April 23, 2008. The licensee must comply with the Commission's rules in the future, and may not rely on this waiver grant as an indication that a future request for waiver will be granted. The licensee iscautioned that, in the event of a future failure to timely file in accordance with the Commission's licensing rules, the Commission's automated termination process, adopted in February, 2006, may result in the automatic termination of the license, location or frequency at issue, as well as possible enforcement action for unlicensed use of spectrum. See Wireless Telecommunications Bureau Announces February 1, 2006, as the Implementation Date of the Automated Feature in its Universal Licensing System That Identifies Unconstructed Stations Resulting in Automatic Termination of Licenses, Public Notice, 20 FCC Rcd 19805 (WTB 2005); Biennial Regulatory Review Amendment of Parts 0, 1, 13, 22, 24, 26, 27, 80, 87, 90, 95, and 101 of the Commission's Rules to Facilitate Development and Use of the Universal Licensing System in the Wireless Telecommunications Service, WT Docket No. 98-20, Memorandum Opinion and Order on Reconsideration, 14 FCC Rcd 11476 (1999).

Reference Copy

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Federal Communications Commission
Public Safety and Homeland Security Bureau

RADIO STATION AUTHORIZATION

LICENSEE: TALLAHASSEE, CITY OF

ATTN: CHRISTOPHER R PANDOLFI
TALLAHASSEE, CITY OF
642C MABRY ST
TALLAHASSEE, FL 32304

Call Sign	File Number
WQJQ232	0009710475

Radio Service
YE - PubSafty/SpecEmer/PubSaftyNtlPlan,806-817/851-862MHz,Trunked

Regulatory Status
PMRS

Frequency Coordination Number

FCC Registration Number (FRN): 0004572426

Grant Date	Effective Date	Expiration Date	Print Date
09-18-2018	09-15-2021	11-21-2028	09-15-2021

STATION TECHNICAL SPECIFICATIONS

Fixed Location Address or Mobile Area of Operation

Loc. 1 **Address:** 501 EASTERWOOD DRIVE
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-26-36.2 N **Long (NAD83):** 084-13-08.0 W **ASR No.:** 1264330 **Ground Elev:** 49.3

Loc. 2 **Address:** 1204 MYERS PARK DRIVE
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-25-59.8 N **Long (NAD83):** 084-16-30.3 W **ASR No.:** 1265393 **Ground Elev:** 46.0

Loc. 3 **Area of operation**
Land Mobile Control Station meeting the 6.1 Meter Rule: FL

Loc. 4 **Area of operation**
Operating within a 45.0 km radius around fixed location 1

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
1	1	000857.46250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	11-21-2009
1	1	000857.21250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	11-21-2009

Conditions:
Pursuant to §309(h) of the Communications Act of 1934, as amended, 47 U.S.C. §309(h), this license is subject to the following conditions: This license shall not vest in the licensee any right to operate the station nor any right in the use of the frequencies designated in the license beyond the term thereof nor in any other manner than authorized herein. Neither the license nor the right granted thereunder shall be assigned or otherwise transferred in violation of the Communications Act of 1934, as amended. See 47 U.S.C. § 310(d). This license is subject in terms to the right of use or control conferred by §706 of the Communications Act of 1934, as amended. See 47 U.S.C. §606.

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WQJQ232 **File Number:** 0009710475 **Print Date:** 09-15-2021

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
1	1	000855.96250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	11-21-2009
1	1	000856.46250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	11-21-2009
2	1	000857.46250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	11-21-2009
2	1	000857.21250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	11-21-2009
2	1	000856.46250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	11-21-2009
2	1	000855.96250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	11-21-2009
2	1	000856.71250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	12-03-2020
2	1	000856.96250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	12-03-2020
2	1	000855.46250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	12-03-2020
3	1	000812.46250000	FX1	78		8K70D1W	35.000	100.000			
3	1	000812.21250000	FX1	78		8K70D1W	35.000	100.000			
3	1	000811.46250000	FX1	78		8K70D1W	35.000	100.000			
3	1	000810.96250000	FX1	78		8K70D1W	35.000	100.000			
3	1	000811.71250000	FX1	78		8K70D1W	35.000	100.000			
3	1	000811.96250000	FX1	78		8K70D1W	35.000	100.000			
3	1	000810.46250000	FX1	78		8K70D1W	35.000	100.000			
4	1	000857.46250000	MO	3200		8K70D1W	35.000	36.000			11-21-2009
4	1	000812.46250000	MO	3200		8K70D1W	35.000	36.000			11-21-2009
4	1	000810.96250000	MO	3200		8K70D1W	35.000	36.000			11-21-2009
4	1	000857.21250000	MO	3200		8K70D1W	35.000	36.000			11-21-2009

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WQJQ232 **File Number:** 0009710475 **Print Date:** 09-15-2021

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
4	1	000812.21250000	MO	3200		8K70D1W	35.000	36.000			11-21-2009
4	1	000856.46250000	MO	3200		8K70D1W	35.000	36.000			11-21-2009
4	1	000811.46250000	MO	3200		8K70D1W	35.000	36.000			11-21-2009
4	1	000855.96250000	MO	3200		8K70D1W	35.000	36.000			11-21-2009
4	1	000856.71250000	MO	3200		8K70D1W	35.000	36.000			12-03-2020
4	1	000811.71250000	MO	3200		8K70D1W	35.000	36.000			12-03-2020
4	1	000856.96250000	MO	3200		8K70D1W	35.000	36.000			12-03-2020
4	1	000811.96250000	MO	3200		8K70D1W	35.000	36.000			12-03-2020
4	1	000855.46250000	MO	3200		8K70D1W	35.000	36.000			12-03-2020
4	1	000810.46250000	MO	3200		8K70D1W	35.000	36.000			12-03-2020

Control Points

Control Pt. No. 1

Address: 642-C MABRY STREET

City: TALLAHASSEE **County:** LEON **State:** FL **Telephone Number:** (850)891-5626

Associated Call Signs

<NA>

Waivers/Conditions:

NONE

Reference Copy

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Federal Communications Commission
Public Safety and Homeland Security Bureau

RADIO STATION AUTHORIZATION

LICENSEE: TALLAHASSEE, CITY OF

ATTN: CHRISTOPHER R PANDOLFI
TALLAHASSEE, CITY OF
642C MABRY ST
TALLAHASSEE, FL 32304

Call Sign	File Number
WQMF293	0009710476

Radio Service
YE - PubSafty/SpecEmer/PubSaftyNtlPlan,806-817/851-862MHz,Trunked

Regulatory Status
PMRS

Frequency Coordination Number

FCC Registration Number (FRN): 0004572426

Grant Date	Effective Date	Expiration Date	Print Date
06-11-2020	09-15-2021	07-22-2030	09-15-2021

STATION TECHNICAL SPECIFICATIONS

Fixed Location Address or Mobile Area of Operation

Loc. 1 **Address:** 501 EASTERWOOD DRIVE
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-26-36.2 N **Long (NAD83):** 084-13-08.0 W **ASR No.:** 1264330 **Ground Elev:** 49.3

Loc. 2 **Address:** 1204 MYERS PARK DRIVE
City: TALLAHASSEE **County:** LEON **State:** FL
Lat (NAD83): 30-25-59.8 N **Long (NAD83):** 084-16-30.3 W **ASR No.:** 1265393 **Ground Elev:** 46.0

Loc. 3 **Area of operation**
Operating within a 45.0 km radius around fixed location 1

Loc. 4 **Area of operation**
Land Mobile Control Station meeting the 6.1 Meter Rule: FL

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
1	1	000856.91250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.81250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011

Conditions:
Pursuant to §309(h) of the Communications Act of 1934, as amended, 47 U.S.C. §309(h), this license is subject to the following conditions: This license shall not vest in the licensee any right to operate the station nor any right in the use of the frequencies designated in the license beyond the term thereof nor in any other manner than authorized herein. Neither the license nor the right granted thereunder shall be assigned or otherwise transferred in violation of the Communications Act of 1934, as amended. See 47 U.S.C. § 310(d). This license is subject in terms to the right of use or control conferred by §706 of the Communications Act of 1934, as amended. See 47 U.S.C. §606.

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WQMF293 **File Number:** 0009710476 **Print Date:** 09-15-2021

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
1	1	000855.63750000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000857.31250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000854.43750000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000854.86250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.03750000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.08750000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.16250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.33750000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.41250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.51250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.76250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.88750000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000855.91250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000856.28750000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000856.81250000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
1	1	000857.33750000	FB2	1		8K70D1W	100.000	200.000	98.4	116.0	07-22-2011
2	1	000856.91250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000855.81250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000855.63750000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000857.31250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011

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Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WQMF293 **File Number:** 0009710476 **Print Date:** 09-15-2021

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
2	1	000854.43750000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000854.86250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000855.03750000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000855.08750000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000855.16250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000855.33750000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000855.41250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000855.51250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000855.76250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000855.88750000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000855.91250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000856.28750000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000856.81250000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
2	1	000857.33750000	FB2	1		8K70D1W	100.000	339.000	113.6	129.1	07-22-2011
3	1	000856.91250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.81250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.63750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000857.31250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000812.31250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.81250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WQMF293 **File Number:** 0009710476 **Print Date:** 09-15-2021

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
3	1	000810.63750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000811.91250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000809.43750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000854.43750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000854.86250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000809.86250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.03750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.03750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.08750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.08750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.16250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.16250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.33750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.33750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.41250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.41250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.51250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.51250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.76250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.76250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011

Reference Copy

Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WQMF293 **File Number:** 0009710476 **Print Date:** 09-15-2021

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
3	1	000855.88750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.88750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000855.91250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000810.91250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000856.28750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000811.28750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000856.81250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000811.81250000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000857.33750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
3	1	000812.33750000	MO	3200		8K70D1W	35.000	36.000			07-22-2011
4	1	000812.33750000	FX1	78		8K70D1W	35.000	100.000			
4	1	000811.91250000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.81250000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.63750000	FX1	78		8K70D1W	35.000	100.000			
4	1	000812.31250000	FX1	78		8K70D1W	35.000	100.000			
4	1	000809.43750000	FX1	78		8K70D1W	35.000	100.000			
4	1	000809.86250000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.03750000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.08750000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.16250000	FX1	78		8K70D1W	35.000	100.000			

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Licensee Name: TALLAHASSEE, CITY OF

Call Sign: WQMF293 **File Number:** 0009710476 **Print Date:** 09-15-2021

Antennas

Loc No.	Ant No.	Frequencies (MHz)	Sta. Cls.	No. Units	No. Pagers	Emission Designator	Output Power (watts)	ERP (watts)	Ant. Ht./Tp meters	Ant. AAT meters	Construct Deadline Date
4	1	000810.33750000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.41250000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.51250000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.76250000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.88750000	FX1	78		8K70D1W	35.000	100.000			
4	1	000810.91250000	FX1	78		8K70D1W	35.000	100.000			
4	1	000811.28750000	FX1	78		8K70D1W	35.000	100.000			
4	1	000811.81250000	FX1	78		8K70D1W	35.000	100.000			

Control Points

Control Pt. No. 1

Address: 642-C MABRY STREET

City: TALLAHASSEE **County:** LEON **State:** FL **Telephone Number:** (850)891-5626

Associated Call Signs

WPMP726, WPBH782

<NA>

Waivers/Conditions:

NONE

Reference Copy

ULS License

PubSafty/SpecEmer/PubSaftyNtlPlan,806-817/851-862MHz,Trunked License - WQMF293 - TALLAHASSEE, CITY OF

Locations Summary

Call Sign	WQMF293	Radio Service	YE - PubSafty/SpecEmer/PubSaftyNtlPlan,806-817/851-862MHz,Trunked

4 Total Locations
10 Locations per Summary Page

SC = Special Condition = Termination Pending

Location	Transmitter Address /Area of Operation	Latitude, Longitude	Status
1 - Fixed	501 EASTERWOOD DRIVE TALLAHASSEE, FL LEON County	30-26-36.2 N, 084-13-08.0 W	P
2 - Fixed	1204 MYERS PARK DRIVE TALLAHASSEE, FL LEON County	30-25-59.8 N, 084-16-30.3 W	P
3 - Mobile	45.0 km radius around a fixed location 1		
4 - 6.1 meter control station	FL		

4 Total Locations
10 Locations per Summary Page

ULS License

PubSafty/SpecEmer/PubSaftyNtlPlan,806-817/851-862MHz,Trunked License - WQMF293 - TALLAHASSEE, CITY OF

Call Sign	WQMF293	Radio Service	YE - PubSafty/SpecEmer/PubSaftyNtlPlan,806-817/851-862MHz,Trunked
Status	Active	Auth Type	Regular

Dates

Grant	06/11/2020	Expiration	07/22/2030
Effective	09/15/2021	Cancellation	

Control Points

1	642-C MABRY STREET, LEON, TALLAHASSEE, FL P: (850)891-5626

Licensee

FRN	0004572426	Type	Governmental Entity

Licensee

TALLAHASSEE, CITY OF
642C Mabry St
TALLAHASSEE, FL 32304
ATTN Christopher R Pandolfi

P:(850)544-3756
F:(850)891-5374
E:chris.pandolfi@talgov.com

Contact

City of Tallahassee
Christopher R Pandolfi
642C Mabry St
Tallahassee, FL 32304
ATTN Chris Pandolfi

P:(850)544-3756
F:(850)891-5374
E:chris.pandolfi@talgov.com

Land Mobile Data

Extended Implementation (Slow Growth)

Assoc.Call Signs WPMP726, WPBH782

Eligibility

90.617 - APPLICANT IS A GOVERNMENT ENTITY & WILL OPERATE STATION FOR TRANSMISSION OF COMMUNICATIONS ESSENTIAL TO ITS OFFICIAL ACTIVITIES.

Ownership and Qualifications

Radio Service Type	Mobile		
Regulatory Status	Private Comm	Interconnected	No

Alien Ownership

Is the applicant a foreign government or the representative of any foreign government?	No
Is the applicant an alien or the representative of an alien?	
Is the applicant a corporation organized under the laws of any foreign government?	
Is the applicant a corporation of which more than one-fifth of the capital	

stock is owned of record or voted by aliens or their representatives or by a foreign government or representative thereof or by any corporation organized under the laws of a foreign country?

Is the applicant directly or indirectly controlled by any other corporation of which more than one-fourth of the capital stock is owned of record or voted by aliens, their representatives, or by a foreign government or representative thereof, or by any corporation organized under the laws of a foreign country?

The Alien Ruling question is not answered.

Basic Qualifications
The Applicant answered "No" to each of the Basic Qualification questions.

Demographics

Race

Ethnicity

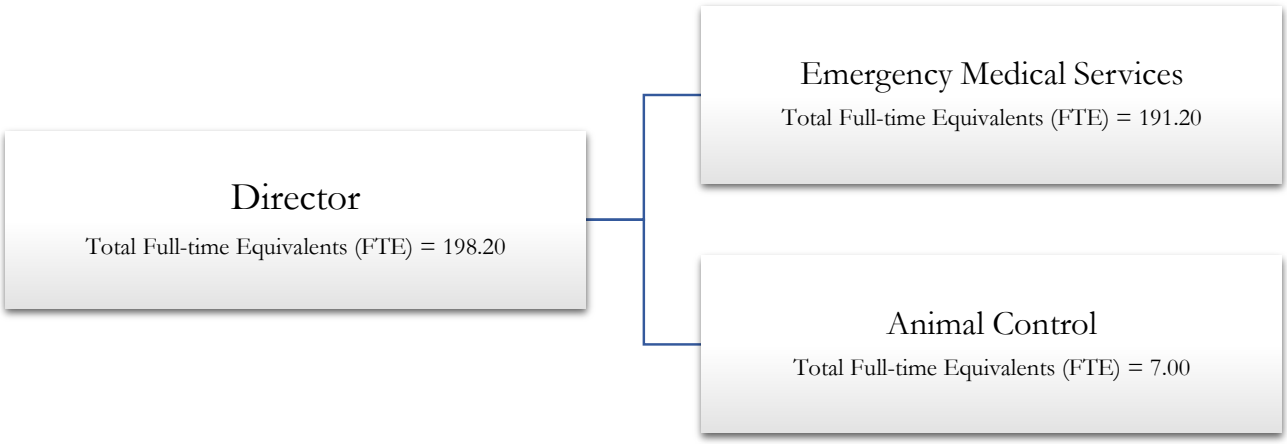
Gender

LEON COUNTY FISCAL YEAR 2025 ADOPTED BUDGET

Office of Public Safety
Index

Organizational Chart	16-2
Executive Summary	16-3
Business Plan	16-4
Public Safety Summary	16-6
Emergency Medical Services	16-7
Animal Control	16-11

Office of Public Safety Organizational Chart



»Office of Public Safety Executive Summary

The Office of Public Safety section of the Leon County FY 2025 Annual Budget is comprised of Emergency Medical Services and Animal Control.

Emergency Medical Services provides emergency medical services to all residents and visitors of Leon County. Animal Control provides humane education, prevention, and enforcement programs for the citizens and domestic animals in the unincorporated areas of Leon County.

Leon County follows an annually updated five-year planning cycle, as reflected in the LEADS/Strategic Plan Section. As part of the Leon LEADS Strategic Planning process, the Office of Public Safety Business Plan communicates the continued alignment of the Board's strategic priorities and initiatives with the department's actions and performance measures. The Business Plan is a road map and a broad plan of action for accomplishing the Board's priorities and serves as a gauge to assist the department in measuring outcomes of the Strategic Plan.

HIGHLIGHTS

Emergency Medical Services (EMS) continues to provide award-winning services through the delivery of cost-effective emergency treatment and transportation of the sick and injured, resulting in improved patient outcomes and decreased mortality. EMS has maintained accreditation through the Commission on Accreditation of Ambulance Services (CAAS) which requires meeting strict national standards of excellence that signify EMS has met the "gold standard" of providing ambulance service. Meeting CAAS standards results in strengthened community confidence in the quality and safety of care, treatment and services provided by EMS. The EMS Division was recognized by the Florida Department of Health as the Florida EMS Provider of the Year. In addition, the Division was recognized by the American Heart Association with the Mission Lifeline Gold Plus EMS Award for exceeding national standards on the care of heart attack and stroke patients. EMS implemented the use of ultrasound and the delivery of whole blood in the field to ensure Leon County paramedics are providing the best available emergency care to the community.

The EMS Division continued to invest in our members by successfully implementing an EMT to Paramedic training program by sponsoring and supporting current EMTs in completing paramedic training. This program has provided the Division most of the new paramedics brought on during the year. Current members were supported through providing resilience resources in partnership with the 2nd Alarm Project.

The EMS Division's annual "Press the Chest" CPR community training event trained hundreds of citizens in CPR at one time. EMS continued to provide support to Honor Flight and assisted in taking veterans to visit their memorials in Washington, D.C. EMS continues to provide critical care paramedic ground transport services, transporting seriously ill patients between healthcare facilities, with specially trained and credentialed paramedics that are Critical Care Paramedic-Certified by the International Board of Specialty Certification. EMS continued to provide tactical paramedics as a part of the Sheriff's Office Special Weapons and Tactics team. In FY 2024, EMS partnered with Tallahassee State College to offer a one-year EMT certification program to Godby High School seniors and seven students are expected to complete the program. Partners intend on extending the program into the next school year. The addition of six (6) new positions in FY 2025 will allow EMS to maintain current service levels and ensure adequate resources are available for the increased demand for services.

Animal Control is responsible for enforcing state and local ordinances concerning matters such as stray animals, rabies control, animal cruelty, and dangerous animals in the unincorporated areas of the County. Animal Control also provides training through the conduction of the animal bite prevention and safety program and advocates for the altering of animals to decrease pet overpopulation through educational programs and the distribution of vouchers for free or low cost spay and neutering of animals. Animal Control is also responsible for administering the $71,250 injured wildlife contract for St. Francis Wildlife services.

» Office of Public Safety Business Plan

MISSION STATEMENT

The mission of the Leon County Office of Public Safety is to enrich, preserve and improve the lives of citizens and visitors to Leon County by:

1. Promoting safety through clinically superior and compassionate pre-hospital care and life safety education through the Division of Emergency Medical Services.

2. Provide education, prevention, and enforcement programs and humane animal care and control services through the Division of Animal Control

STRATEGIC PRIORITIES

ECONOMY	
	EC2 - Support programs, policies and initiatives to attract, create, and promote expansion of business, entrepreneurship, job creation, workforce development, economic equity and mobility.

QUALITY OF LIFE	
	Q3 - Provide essential public safety infrastructure and services while supporting early intervention and prevention strategies.
	Q4 - Support and promote access to basic healthcare, mental health, affordable housing, and homeless prevention services to our community members most in need.

STRATEGIC INITIATIVES

QUALITY OF LIFE

1. (Q3) Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (2022-22)

ACTIONS

QUALITY OF LIFE

1. a) Continue to engage with TMH and HCA Florida Capital Hospital to improve systems of care and further advance medical outcomes through process improvements, data sharing, and participation in multi-disciplinary quality initiatives. (Ongoing)

   b) Review stroke protocols to consider HCA FL Capital Hospital offering thrombectomy stroke care. (Complete)

   c) Participate in the National EMS Quality Alliance to study and adopt best practices in the delivery of EMS services. (In Progress)

   d) Seek re-accreditation from the Commission on Accreditation of Ambulance Services. (Ongoing)

   e) Provide community risk reduction programs such as CPR and AED, "Stop the Bleed", and bicycle, pedestrian, and vehicle safety training. (Ongoing)

   f) Continue to participate in the Big Bend Healthcare Coalition, the Tallahassee Coalition for Coordinated Care, and with community stakeholders to coordinate services and improve medical outcomes. (Ongoing)

   g) Implement the use of whole blood transfusions for qualifying trauma patients. (Ongoing)

BOLD GOALS & 5-YEAR TARGETS

Target: Connect 7,000 students to skilled job opportunities through Leon Works and other talent development initiatives. (T3)

	FY 2022	FY 2023	FY 2024*	FY 2025*	FY 2026	TOTAL
Students Connected	344	160	250	265	TBD	1,019

Note: Since the start of FY 2022, over 5,500 students have been connected to skilled job opportunities, **79% of the County's five-year Target.** This progress was achieved largely in part to the County's addition of the Leon Works Fall Preview hosted virtually in the Fall of 2021. This only reflects the number of students connected to skilled job opportunities by EMS through internships and the EMT to Paramedic Trainee Program. Other program areas, such as Human Resources and the Office of Economic Vitality also connect students to skilled job opportunities.

***Bold Goal & Target figures for FY 2024 and FY 2025 are estimates. Actuals for FY 2024 will be reported at the Annual Board Retreat in January 2025.**

LEON COUNTY FISCAL YEAR 2025 ADOPTED BUDGET

Office of Public Safety

Budgetary Costs	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Personnel Services	17,812,502	18,476,288	19,524,582	730,987	20,255,569	21,429,549
Operating	9,961,511	10,446,885	10,543,369	492,497	11,035,866	11,021,521
Capital Outlay	31,300	51,000	38,000	145,000	183,000	148,000
Grants-in-Aid	71,250	71,250	71,250	-	71,250	71,250
Total Budgetary Costs	27,876,563	29,045,423	30,177,201	1,368,484	31,545,685	32,670,320

Appropriations	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Emergency Medical Services	25,918,409	27,012,324	28,042,879	1,286,871	29,329,750	30,387,996
Animal Control	1,958,154	2,033,099	2,134,322	81,613	2,215,935	2,282,324
Total Budget	27,876,563	29,045,423	30,177,201	1,368,484	31,545,685	32,670,320

Funding Sources	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
135 Emergency Medical Services MSTU	25,918,409	27,012,324	28,042,879	1,286,871	29,329,750	30,387,996
140 Municipal Service	1,958,154	2,033,099	2,134,322	81,613	2,215,935	2,282,324
Total Revenues	27,876,563	29,045,423	30,177,201	1,368,484	31,545,685	32,670,320

Staffing Summary	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Animal Control	7.00	7.00	7.00	-	7.00	7.00
Emergency Medical Services	161.40	172.60	185.20	6.00	191.20	191.20
Total Full-Time Equivalents (FTE)	168.40	179.60	192.20	6.00	198.20	198.20

OPS Staffing Summary	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Emergency Medical Services	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Office of Public Safety

Emergency Medical Services (135-185-526)

Goal	The goal of Leon County EMS Division is to provide clinically superior, compassionate, cost-effective emergency medical services to all citizens and visitors of Leon County; regardless of social economic status, utilizing the latest technologies and medical care standards, within the bounds of available resources.
Core Objectives	1. Provide basic and advanced life support emergency medical services to the citizens and visitors of Leon County. 2. Provide medically necessary inter-facility and critical care emergency medical services to the citizens and visitors of Leon County. 3. Provide medical coverage at special event venues. 4. Provide injury and disease prevention and community risk reduction training programs to citizens. 5. Provide bystander care educational programs to citizens. 6. Maintain the County's Heart Ready initiative through the further development of the public access automated external defibrillator (AED) program and by training citizens in cardio-pulmonary resuscitation (CPR) and AED use. 7. Maintain a constant state of readiness to respond to major disasters, both man-made and natural. 8. Provide support to the six volunteer fire departments.
Statutory Responsibilities	Article III Leon County Code of Law Chapter 401 Florida Statute Chapter 64J-1 Florida Administrative Code
Advisory Board	Leon County Emergency Medical Services Advisory Council

Benchmarking

Strategic Priorities	Benchmark Data	Leon County	Benchmark
	Percent of cardiac arrest patients that experience Return of Spontaneous Circulation (ROSC) upon arrival at the Emergency Room.	36%	22%[1]
	Percent of requests for services that result in a patient transport	63%	56%[2]
	EMS responses per 1,000 residents	151.7[4]	95.0[3]

Notes:
1. Florida EMSTARS Database, 2022
2. Florida EMSTARS Database, 2022
3. International City/County Management Association FY 2020 Benchmark Data for Jurisdictions with 250,000-499,000 population
4. Due to the rate of increase in call volume outpacing the rate of increase in population, Leon County far exceeds the standard benchmark.

FY 2022-2026 Strategic Plan

Bold Goals & Five-Year Targets	FY 2022 Actual	FY 2023 Actual	FY 2024[2] Estimate	FY 2025[2] Estimate	FY 2026 Estimate	TOTAL[2]
Connect 7,000 students to skilled job opportunities through Leon Works and other talent development initiatives. (T3)[1]	344	160	250	265	TBD	1,019

Notes:
1. This only reflects the number of students connected to skilled job opportunities by EMS through internships and the EMT to Paramedic Trainee Program.
2. Bold Goal & Target figures for FY 2024 and FY 2025 are estimates. Actuals for FY 2024 will be reported at the Annual Board Retreat in January 2025.

Office of Public Safety

Emergency Medical Services (135-185-526)

Performance Measures

Strategic Priorities	Performance Measures	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimate	FY 2025 Estimate
	Number of calls for service responded to[1]	50,605	53,647	60,084	63,088
	Number of transports made[2]	31,988	34,010	38,008	39,908
	Number of public education events conducted annually[3]	44	91	120	120
	Number of public access Automated External Defibrillators (AEDs) registered with the Division[4]	1,266	1,375	1,420	1,490
	Percent of trauma alert patients correctly identified by paramedics annually[5]	98%	99%	98%	98%
	Percent of stoke alert patients correctly identified by paramedics annually[6]	98%	95%	97%	97%
	Percent of STEMI patients correctly identified by paramedics annually[7]	100%	100%	98%	98%
	Percent of STEMI EKGs transmitted to receiving hospital by paramedics annually[8]	100%	97%	99%	99%

ST-Elevation Myocardial Infarction (STEMI) is a serious type of heart attack during which one of the heart's major arteries is blocked.

Notes:

1. In FY 2023, the Division experienced a 6% increase in the number of requests for service over the previous fiscal year. The total number of requests for service represents the busiest year on record for the division. Based on historical trends, the number of calls is anticipated to increase significantly in FY 2024 and FY 2025.
2. Actual transports to the hospital increased by 6% in FY 2023, corresponding to the similar increase in requests for service. The number of transports is projected to increase consistent with calls for service.
3. In FY 2023, the Division provided 91 public education and injury prevention programs to community groups to reduce the overall community health risk. The increase in the number of events, as well as citizen participation, was indicative of a return to pre-COVID-19 public event levels.
4. The number of AEDs in the community registered with the Division increased to 1,375 or 9% in FY 2023 due to continuing efforts to get new and existing AEDs registered. The number is anticipated to steadily increase in FY 2024 and FY 2025.
5. Based on Leon County EMS criteria, paramedics correctly identified 99% of trauma alert patients in FY 2023. This trend is expected to continue in FY 2024 and FY 2025.
6. Based on Leon County EMS criteria, paramedics correctly identified 95% of stroke alert patients in FY 2023. This trend is expected to continue in FY 2024 and FY 2025.
7. Patients experiencing a myocardial infarction were identified correctly 100% of the time in FY 2023. Accurate assessment of a heart attack by paramedics results in faster in-hospital times and corresponding improved mortality rates. This trend is expected to continue in FY 2024 and FY 2025.
8. Paramedics continue to transmit 97% of EKGs identified to the receiving hospital due to on-going emphasis on quality control activities and technology improvements used during transmission. This trend is expected to continue in FY 2024 and FY 2025.

Emergency Medical Services (135-185-526)

Budgetary Costs	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Personnel Services	17,336,455	17,952,664	18,976,768	730,987	19,707,755	20,865,125
Operating	8,550,654	9,008,660	9,028,111	410,884	9,438,995	9,374,871
Capital Outlay	31,300	51,000	38,000	145,000	183,000	148,000
Total Budgetary Costs	25,918,409	27,012,324	28,042,879	1,286,871	29,329,750	30,387,996

Funding Sources	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
135 Emergency Medical Services MSTU	25,918,409	27,012,324	28,042,879	1,286,871	29,329,750	30,387,996
Total Revenues	25,918,409	27,012,324	28,042,879	1,286,871	29,329,750	30,387,996

Staffing Summary	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
Director Office of Public Safety & EMS Chief	1.00	1.00	1.00	-	1.00	1.00
EMS Division Manager	2.00	2.00	2.00	-	2.00	2.00
EMS Quality Improvement & Education Manager	1.00	1.00	1.00	-	1.00	1.00
EMS Field Operations Supervisor	6.00	6.00	6.00	-	6.00	6.00
EMS Billing Coordinator	1.00	1.00	1.00	-	1.00	1.00
Charge Paramedic	14.00	14.00	14.00	-	14.00	14.00
Senior Administrative Associate	2.00	2.00	2.00	-	2.00	2.00
Paramedic II (Level 1) - System Status	18.00	18.00	18.00	-	18.00	18.00
Paramedic I	6.00	6.00	6.00	-	6.00	6.00
Quality Assurance Coordinator	1.00	1.00	1.00	-	1.00	1.00
EMT I	3.00	3.00	3.00	-	3.00	3.00
EMS Supply Technician	4.00	4.00	4.00	-	4.00	4.00
Medical Director	1.00	1.00	1.00	-	1.00	1.00
Paramedic I - Part-Time	2.40	3.60	3.20	-	3.20	3.20
EMT I - Part-Time	0.60	1.00	1.00	-	1.00	1.00
EMS Financial Analyst	1.00	1.00	1.00	-	1.00	1.00
EMT I - System Status	20.00	26.00	26.00	3.00	29.00	29.00
Paramedic I - System Status	32.00	32.00	32.00	3.00	35.00	35.00
Paramedic II (Level I) - Part-Time	1.80	3.00	3.00	-	3.00	3.00
Paramedic - System Status	10.00	11.00	11.00	-	11.00	11.00
Paramedic II (Level 2) - System Status	5.00	5.00	5.00	-	5.00	5.00
EMT II - System Status	13.00	13.00	13.00	-	13.00	13.00
Paramedic II (Level 1) - System Status	2.00	2.00	2.00	-	2.00	2.00
EMT II	7.00	8.00	8.00	-	8.00	8.00
EMT II -Part-Time	0.60	1.00	1.00	-	1.00	1.00
Financial Compliance Manager	1.00	1.00	1.00	-	1.00	1.00
Paramedic Trainee	5.00	5.00	18.00	-	18.00	18.00
Total Full-Time Equivalents (FTE)	161.40	172.60	185.20	6.00	191.20	191.20

OPS Staffing Summary	FY 2023 Actual	FY 2024 Adopted	FY 2025 Continuation	FY 2025 Issues	FY 2025 Budget	FY 2026 Budget
EMS Consolidated OPS	1.00	1.00	1.00	-	1.00	1.00
Total OPS Full-Time Equivalents (FTE)	1.00	1.00	1.00	-	1.00	1.00

Emergency Medical Services (135-185-526)

The major variances for the FY 2025 Emergency Medical Services budget are as

follows: Increases to Program Funding:
1. Costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates at 6%, increase in workers' compensation costs, and funding for 5% raises for all employees.
2. Addition of six positions to maintain current service levels and ensure adequate resources are available for the increased demand for services.
3. Special day and extra shift stipends to incentivize staff to work extra shifts during critical staffing periods, in addition to costs associated with employee training and continuing education.
4. Inflationary costs associated with EMS contracts, medical supplies, and repair and maintenance of equipment.
5. Costs associated with the County's sponsorship with Tallahassee State College to offer children safety workbooks for Annual TSC Heroes in Public Safety Event, in addition to new bikes in support of bicycle pedestrian safety initiatives.

STATE OF FLORIDA
DEPARTMENT OF HEALTH
BUREAU OF EMERGENCY MEDICAL OVERSIGHT

ADVANCED LIFE SUPPORT SERVICE LICENSE

This is to certify that: **LEON COUNTY EMERGENCY MEDICAL SERVICES** **Provider Number # 3703**
Name of Provider

911 EASTERWOOD DRIVE TALLAHASSEE, FL 32311
Address

has complied with Chapter 401, Florida Statutes, and Chapter 64J-1, Florida Administrative Code, and is authorized to operate as an Advanced Life Support Service subject to any and all limitations specified in the applicable Certificate(s) of Public Convenience and Necessity and/or Mutual Aid Agreements for the County(s) listed below:

LEON
County (s)

Michael Hall, Section Administrator
Emergency Medical Services
Florida Department of Health

THIS CERTIFICATE EXPIRES ON: 12/30/2025

This certificate shall be posted in the above mentioned establishment

DocuSign Envelope ID: EDD596E1-2E6C-4FA7-8EF5-AE2BBD518889

LEON COUNTY

Certificate of Public Convenience and Necessity

Emergency Medical Services

Whereas, Leon County, has made application for the grant of authority to provide Advanced Life Support and Basic Life Support ground transport and non-transport services, twenty-four hours per day / seven days per week, to the citizens of Leon County, Florida; and

Whereas, there has been demonstrated a need to provide these essential services to the citizens of Leon County, Florida; and

Whereas, the above-named service provider affirms that it will maintain compliance with the requirements of the Emergency Medical Services Act (Chapter 401, F.S.) and rules (Chapter 64J-1, F.A.C.); and

Whereas, the above-named service provider affirms that it will comply with Article III of the Code of Laws of Leon County, Florida; and

Whereas, the governing body of Leon County has considered recommendations of the Emergency Medical Services Advisory Council.

Now therefore, The Board of County Commissioners of Leon County hereby issues a Certificate of Public Convenience and Necessity to Leon County to provide the following services only: Advanced Life Support and Basic Life Support Ground Transport and Non-Transport Services, twenty-four hours per day / seven days per week with limitations as prescribed on this Certificate. The service shall be provided within the territorial limits of Leon County, Florida. The Certificate holder shall maintain the level of service as outlined in their application throughout the term of this Certificate and shall conform and comply with all rights and duties granted by the certificate.

Date Issued: September 30, 2022
Date of Expiration: September 30, 2025
(Unless Certificate is sooner revoked or suspended)

LEON COUNTY, FLORIDA

DocuSigned by:
By: Bill Proctor
E6F9A59141C244C...
Bill Proctor, Chair
Board of County Commissioners

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

DocuSigned by:
By: Chasity H. O'Steen
BCE5E0EFD079484...

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

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

DEA REGISTRATION NUMBER	THIS REGISTRATION EXPIRES	FEE PAID
BL8698524	03-31-2028	Exempt

SCHEDULES	BUSINESS ACTIVITY	ISSUE DATE
2,2N,3, 3N,4,5	PRACTITIONER	02-21-2025

LANDRY, KIM M
LEON COUNTY EMS OPERATIONS CENTER
911 EASTERWOOD DR BLDG 2
TALLAHASSEE, FL 323113518

CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE
UNITED STATES DEPARTMENT OF JUSTICE
DRUG ENFORCEMENT ADMINISTRATION
WASHINGTON D.C. 20537

Restricted to Government personnel for official duties only.

Sections 304 and 1008 (21 USC 824 and 958) of the Controlled Substances Act of 1970, as amended, provide that the Attorney General may revoke or suspend a registration to manufacture, distribute, dispense, import or export a controlled substance.

THIS CERTIFICATE IS NOT TRANSFERABLE ON CHANGE OF OWNERSHIP, CONTROL, LOCATION, OR BUSINESS ACTIVITY, AND IT IS NOT VALID AFTER THE EXPIRATION DATE.

CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE
UNITED STATES DEPARTMENT OF JUSTICE
DRUG ENFORCEMENT ADMINISTRATION
WASHINGTON D.C. 20537

DEA REGISTRATION NUMBER	THIS REGISTRATION EXPIRES	FEE PAID
BL8698524	03-31-2028	Exempt

SCHEDULES	BUSINESS ACTIVITY	ISSUE DATE
2,2N,3, 3N,4,5	PRACTITIONER	02-21-2025

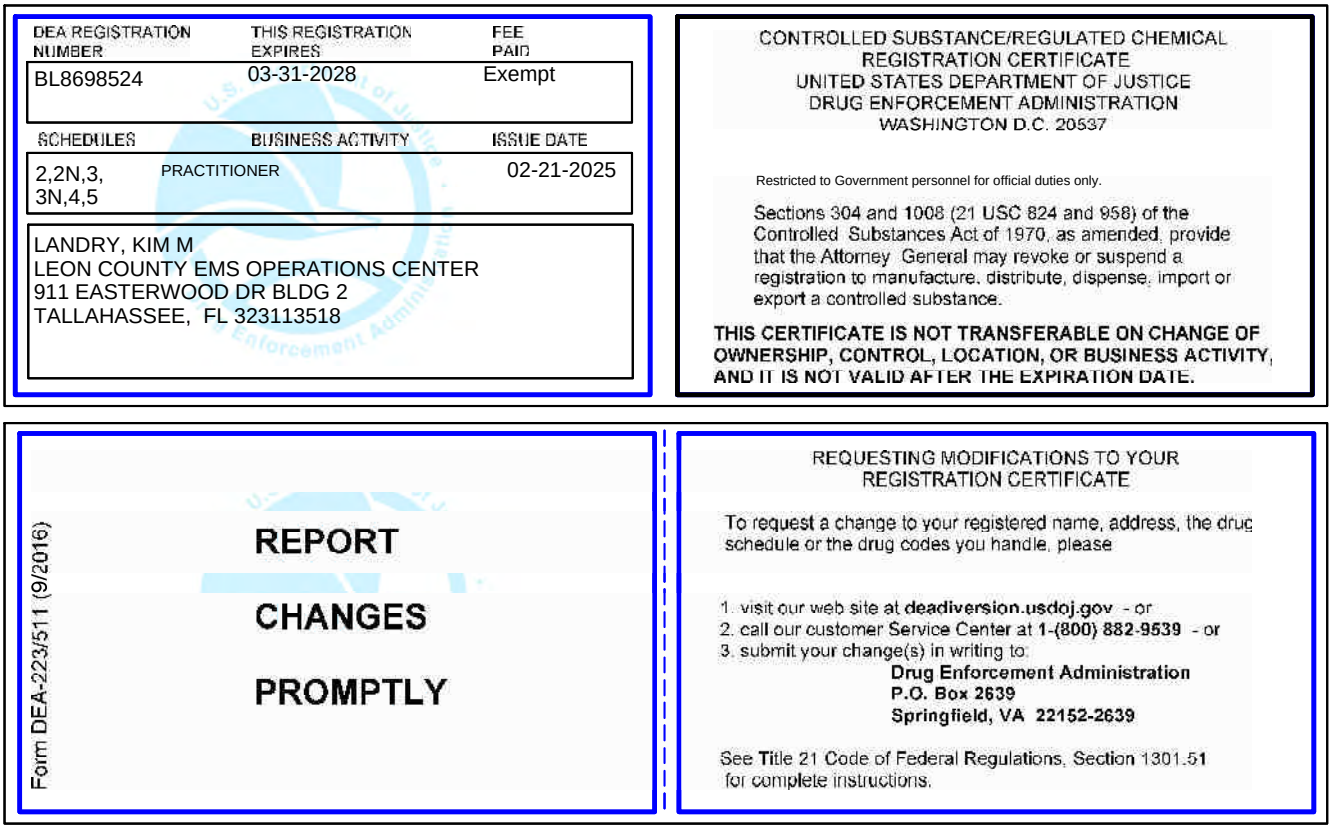
LANDRY, KIM M
LEON COUNTY EMS OPERATIONS CENTER
911 EASTERWOOD DR BLDG 2
TALLAHASSEE, FL 323113518

Restricted to Government personnel for official duties only.

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THIS CERTIFICATE IS NOT TRANSFERABLE ON CHANGE OF OWNERSHIP, CONTROL, LOCATION, OR BUSINESS ACTIVITY, AND IT IS NOT VALID AFTER THE EXPIRATION DATE.

Form DEA-223 (9/2016)



DEA REGISTRATION NUMBER	THIS REGISTRATION EXPIRES	FEE PAID
BL8698524	03-31-2028	Exempt

SCHEDULES	BUSINESS ACTIVITY	ISSUE DATE
2,2N,3, 3N,4,5	PRACTITIONER	02-21-2025

LANDRY, KIM M
LEON COUNTY EMS OPERATIONS CENTER
911 EASTERWOOD DR BLDG 2
TALLAHASSEE, FL 323113518

CONTROLLED SUBSTANCE/REGULATED CHEMICAL
REGISTRATION CERTIFICATE
UNITED STATES DEPARTMENT OF JUSTICE
DRUG ENFORCEMENT ADMINISTRATION
WASHINGTON D.C. 20537

Restricted to Government personnel for official duties only.

Sections 304 and 1008 (21 USC 824 and 958) of the Controlled Substances Act of 1970, as amended, provide that the Attorney General may revoke or suspend a registration to manufacture, distribute, dispense, import or export a controlled substance.

THIS CERTIFICATE IS NOT TRANSFERABLE ON CHANGE OF OWNERSHIP, CONTROL, LOCATION, OR BUSINESS ACTIVITY, AND IT IS NOT VALID AFTER THE EXPIRATION DATE.

Form DEA-223/511 (9/2016)

REPORT

CHANGES

PROMPTLY

REQUESTING MODIFICATIONS TO YOUR REGISTRATION CERTIFICATE

To request a change to your registered name, address, the drug schedule or the drug codes you handle, please

1. visit our web site at **deadiversion.usdoj.gov** - or
2. call our customer Service Center at **1-(800) 882-9539** - or
3. submit your change(s) in writing to:

Drug Enforcement Administration
P.O. Box 2639
Springfield, VA 22152-2639

See Title 21 Code of Federal Regulations, Section 1301.51 for complete instructions.

You have been registered to handle the following chemical/drug codes:

CENTERS FOR MEDICARE & MEDICAID SERVICES

CLINICAL LABORATORY IMPROVEMENT AMENDMENTS

CERTIFICATE OF WAIVER

LABORATORY NAME AND ADDRESS

LEON COUNTY EMERGENCY MEDICAL SERVICES
911 EASTERWOOD DR
TALLAHASSEE, FL 32311

CLIA ID NUMBER

10D1018121

EFFECTIVE DATE

10/14/2023

LABORATORY DIRECTOR

KIM M LANDRY M.D.

EXPIRATION DATE

10/13/2025

Pursuant to Section 353 of the Public Health Services Act (42 U.S.C. 263a) as revised by the Clinical Laboratory Improvement Amendments (CLIA), the above named laboratory located at the address shown hereon (and other approved locations) may accept human specimens for the purposes of performing laboratory examinations or procedures.

This certificate shall be valid until the expiration date above, but is subject to revocation, suspension, limitation, or other sanctions for violation of the Act or the regulations promulgated thereunder.

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

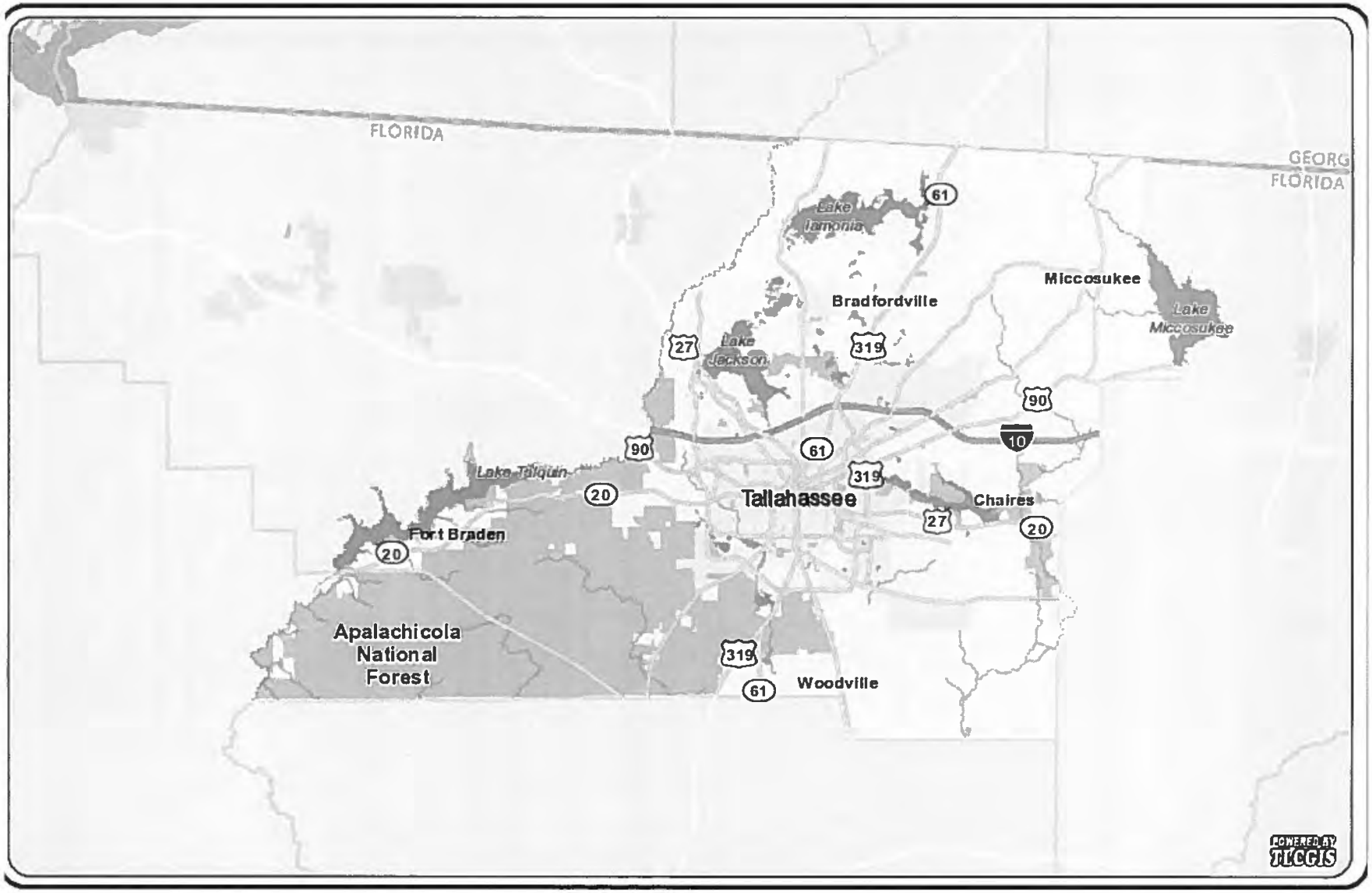
Gregg Brandush, Director
Division of Clinical Laboratory Improvement & Quality
Quality & Safety Oversight Group
Center for Clinical Standards and Quality

Leon County

Division of Emergency Medical Services

Service Locations Previously Authorized to Serve

Locality	County	State	COPCN Issued by	COPCN Issue Date	COPCN Expiration Date
City of Tallahassee	Leon	Florida	Leon County Board of County Commissioners	9/30/2022	9/30/2025
Unincorporated Area	Leon	Florida	Leon County Board of County Commissioners	9/30/2022	9/30/2025



Leon County EMS Response Area

DISCLAIMER

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

N

Scale:	Tallahassee/Leon County GIS Management Information Services Leon County Courthouse 301 S. Monroe St, P3 Level Tallahassee, Fl. 32301 850/606-5504 http://www.tlcgis.org
Not To Scale:	
Date Drawn:	
June 28, 2016	

RESOLUTION NO. 2018 - 10

A RESOLUTION OF THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS ADOPTING EMS RATES TO BE CHARGED RECIPIENTS OF EMS SERVICES

WHEREAS, the Leon County Board of County Commissioners is committed to providing Emergency Medical Services to all residents of Leon County; and

WHEREAS, the Board desires to provide the most efficient service to all residents; and

WHEREAS, the Board recognizes that in order to provide this service that users of the system must pay a fee; and

WHEREAS, the Board desires to establish EMS rates in accordance with industry best practices; and,

WHEREAS, the Board desires that rates should be adjusted annually to address normal inflationary increases.

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

1. Effective June 1, 2018 the EMS rates to be charged by Leon County to recipients of ambulance transportation services are hereby designated below:

EMS Services – Ambulance Transportation	Rate
Basic Life Support Non-Emergency Base	$446
Basic Life Support Emergency Base	$713
Advanced Life Support 1 - Non-Emergency Base	$535
Advanced Life Support 1 - Emergency Base	$847
Advanced Life Support 2 - Base	$1,225
Specialty Care Transport Base	$1,448
Mileage – per mile	$14.74

2. Effective October 1, 2018 and every subsequent October 1, EMS rates for ambulance transportation services shall be adjusted to 200% of the then current Medicare fee schedule. In the event that the Medicare fee schedule is decreased over the previous year, the EMS rates shall be left unchanged.

3. Effective June 1, 2018 the EMS rates to be charged by Leon County to recipients of non-transport services are hereby designated below:

EMS Service – Non-Transport	Rate
Stand-by, 2 staff with vehicle, 3 hour minimum	$153 / hour
Stand-by, 1 staff no vehicle, 3 hour minimum	$76 / hour
First Aid/Assessment	$293

4. EMS rates for non-transport services shall remain in place unless otherwise adjusted by the Leon County Board of County Commissioners.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 8TH day of May 2018.

LEON COUNTY, FLORIDA

BY: _____
Nick Maddox, Chairman
Board of County Commissioners

ATTEST:

Gwendolyn Marshall, Clerk of Court and
Comptroller, Leon County, Florida

By: _____

APPROVED AS TO FORM:

Office of the County Attorney
Leon County, Florida

By: _____ for
Herbert W. A. Thiele
County Attorney

EMS Billing Rates

Type of Service	FY 2025 rate
Stand-by, two crew members w/ vehicle	$153/hr (3 hour min)
Stand-by, one crew member, no vehicle	$76/hr (3 hour min)
First Aid Assessment	$293
Basic Life Support Non-Emergency Base	$532
Basic Life Support Emergency Base	$852
Advanced Life Support 1 Non-Emergency Base	$639
Advanced Life Support 1 Emergency Base	$1,012
Advanced Life Support 2 Base	$1,464
Specialty Care Transport Base	$1,730
Transport Mileage	$17.88/mile

EMS Billing Rates - Updated October 2024

Leon County

Board of County Commissioners

Division of Emergency Medical Services

I, Chad Abrams, the undersigned authority of the Leon County Division of Emergency Medical Services, do hereby affirm that the information provided by the Leon County Division of Emergency Medical Services in this application for the renewal of a Certificate of Public Convenience and Necessity is true and correct to the best of my knowledge

02/25/2025

Chad Abrams Date

STATE OF FLORIDA
COUNTY OF LEON

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Chad Abrams, who after first being sworn by me, affixed his signature in the space provided above on the 25 day of February, 2025

My commission expires:

Signature of Notary Public of Florida

NOTARY PUBLIC STATE OF FLORIDA
ASHLEE BECRAFT
MY COMMISSION # HH 453903
EXPIRES: February 12, 2028

Print, Type, or Stamp Name of Notary Public

Personally Known X
OR
Produced Identified ____
Type of Identification Produced _____

1.5.3 Minimum Equipment on each Ambulance

(FLORIDA SPECIFIC)

I. STATEMENT:
This is the minimum equipment list to comply with section 64J – Florida Administrative Code.

II. GUIDELINE:
The following list of equipment is the minimum equipment to be carried on board all Leon County EMS ALS Ambulances.

III. EQUIPMENT LIST:

Bandaging, dressing, and taping supplies:
- (1 roll) Adhesive, silk, or plastic tape – assorted sizes.
- (2) Sterile 4 × 4 inch gauze pads.
- (2) Triangular bandages.
- (2) Roller gauze.
- (2) ABD (minimum 5 × 9 inch) pads.

(1) Bandage shears.
(2) Patient restraints, wrist and ankle.
(1 each) Blood pressure cuffs: infant, pediatric, and adult.
(1 each) Stethoscopes: pediatric and adult.
(1) Blankets.
(1 packet) Sheets (not required for non-transport vehicle.)
(1) Pillows with waterproof covers and pillow cases or disposable single use pillows (not required for non-transport vehicle).
(1 packet) Disposable blanket or patient rain cover.
(1) Long spine board and three straps or equivalent.
(1) Short spine board and two straps or equivalent.
(1 each) Adult and Pediatric cervical immobilization devices (CID), approved by the medical director of the service.
(1) Padding for lateral lower spine immobilization of pediatric patients or equivalent.
(1) Portable oxygen tanks, “D” or “E” cylinders, with one regulator and gauge. Each tank must have a minimum pressure of 1000 psi, and liter flow at 15 liters per minute.
(1 each size) Transparent oxygen masks; adult, child and infant sizes, with tubing.
(2 each size) Sets of pediatric and adult nasal cannulae with tubing.
(1 each size) Hand operated bag-valve mask resuscitators with PEEP valves, adult and pediatric accumulator, including adult, child and infant transparent masks capable of use with supplemental oxygen.
(1) Portable suction, electric or gas powered, with wide bore tubing and tips which meet the minimum standards as published by the GSA in KKK-A 1822E specifications.
(1 each) Extremity immobilization devices. Pediatric and Adult.
(1 each) Lower extremity traction splint. Pediatric and Adult.
(2) Sterile obstetrical kit to include, at minimum, bulb syringe, sterile scissors or scalpel, and cord clamps or cord-ties.
(2) Burn sheets.
(1) Flashlight with batteries.

(2) Occlusive dressings.
(1 each of various sizes) Oropharyngeal airways. Pediatric and Adult.
(1) Installed oxygen with regulator gauge and wrench, minimum "M" size cylinder (minimum 500 PSI) with oxygen flowmeter to include a 151pm setting, (not required for non-transport vehicles.) (Other installed oxygen delivery systems, such as liquid oxygen, as allowed by medical director.)
(1 box each size) Gloves – suitable to provide barrier protection for biohazards.
(2 each size N95 and simple) Face Masks – both surgical and respiratory protective. (Dual pupose acceptable)
(2) Adjustable C-collars (Rigid cervical collars as approved in writing by the medical director and available for review by the department.)
(1 each of various sizes) Nasopharyngeal airways, pediatric, and adult.
(1) Approved biohazardous waste plastic bag or impervious container per Chapter 64J, F.A.C.
(2) Safety goggles/glasses or equivalent meeting A.N.S.I. Z87.1 standard.
(1) Bulb syringe separate from obstetrical kit.
(1) Thermal absorbent reflective blanket.
(2) Multitrauma dressings.
(1) Pediatric length based measurement device for equipment selection and drug dosage.

MEDICATIONS
(2) Atropine Sulfate
(2) Dextrose 10 percent
(2) Epinephrine HCL 1 mg/1 ml (1:1,000)
(4) Epinephrine HCL 1 mg/ 10 ml (1:10,000)
(2) Ventricular dysrhythmic
(1) Benzodiazepine sedative/anticonvulsant
(2) Naloxone (Narcan)
(1 bottle) Nitroglycerin
(4) Albuterol (Inhalant beta adrenergic agent with nebulizer apparatus, as approved by the Medical Director.)

I.V. SOLUTIONS
(2) Lactated Ringers
(2) Normal Saline.

EQUIPMENT
(1) Laryngoscope handle with batteries.
(1 each various sizes) Laryngoscope blades; adult, child and infant sizes.
(1) Pediatric I.V. arm board or splint appropriate for I.V. stabilization.
(1 each various sizes) Disposable endotracheal tubes; adult, child and infant sizes. Those below 5.5 mm shall be uncuffed. 2.5 mm – 5.0 mm uncuffed; 5.5 mm – 7.0 mm; 7.5 mm – 9.0 mm).
(1 each) Endotracheal tube stylets pediatric and adult.
(1 each) Magill forceps, pediatric and adult sizes.
(1) Device for intratracheal meconium suctioning in newborns.
(4) Tourniquets (in start kits)

(2 each various sizes) I.V. cannulae 14 thru 24 gauge.
(2) Micro drip sets. (Or Muli-select sets)
(2) Macro drip sets. (Or Muli-select sets)
(1) I.V. pressure infuser.
(1 each various sizes) Needles 18 thru 25 gauge.
(1 each various sizes) Intraosseous needles
(1) three way stop cock.
(1 each various sizes) Syringes, from 1 ml. to 20 ml.
(1) D.C. battery powered portable monitor with defibrillation and pacing capabilities, ECG printout and spare battery. The unit shall be capable of delivering pediatric defibrillation (energy below 25 watts/sec and appropriate equipment).
(1 bag each) Monitoring electrodes for adults and pediatrics.
(1 each) Pacing electrodes. Pediatric and Adult.
(1) Glucometer.
(1) Approved sharps container per Chapter 64J, F.A.C.
(1 each various sizes) Flexible suction catheters.
(1) Electronic waveform capnography capable of real-time monitoring and printing record of the intubated patient (effective 01/01/2008)
(1) Atomizer for medication administration

Approved by:



Kim Landry, M.D., FACEP, FAAEM

Reviewed & Updated March 2025

Unit Inventory Report

Displays Current Inventory by Unit Including Expiration Dates

Unit Number: Medic 05- 4109

Cabinet: Above Bench Seat

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Gloves, LG	Gloves, Large		1	1
Gloves, MED	Gloves, Medium		1	1
Gloves, SM	Gloves, Small		1	1
Gloves, XL	Gloves, Xtra Large		1	1
Pillow, Disposable	206-089-7015EA		2	2
Sheet, Stretcher	92-EFORCE		1	1
Sheet, Top	3271-61002		5	5

Cabinet: Airway

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Bougie	2120-21282	3/9/2029	1	1
BVM Adult W/Peep	2442-BVMPAD	2/22/2029	1	1
BVM, Pedi,Infant,Neo	2442-21400		1	1
Catheter, Suction, #10	358597		2	2
Catheter, Suction, #12	358598		2	2
Catheter, Suction, #14	358599		2	2
Catheter, Suction, #16	14584		2	2
Catheter, Suction, #18	320018		2	2
Catheter, Suction, #6	358595		2	2
Catheter, Suction, #8	358596		2	2
Cricothyrotomy Kit (TMM-CR)	2160-36401		1	1
ET Holder, Adult	020500		2	2
ET Holder, Pedi	1107045		2	2
ET Tube #2.5	2113-10325	2/28/2027	2	2
ET Tube #3.0	2113-10330	3/30/2025	2	2
ET Tube #3.5	2113-10335	3/30/2025	2	2
ET Tube #4.0	2113-10340	2/7/2026	2	2
ET Tube #5.0	2113-10350	7/2/2026	2	2
ET Tube #6.0	2113-10260	2/28/2027	2	2
ET Tube #7.0	2113-10270	6/4/2026	2	2
ET Tube #7.5	2113-10275	7/2/2026	2	2

ET Tube #8.0	2113-10280	1/14/2027	2	2
ET Tube #9.0	2113-10290	6/28/2025	2	2
Filterline Set CO2	174620		1	1
Laryngoscope Blade, Mac #2	2142-84202		1	1
Laryngoscope Blade, Mac #3	2145-13403		1	1
Laryngoscope Blade, Mac #4	2145-13404		1	1
Laryngoscope Blade, Miller #0	2145-13501		1	1
Laryngoscope Blade, Miller #1	2142-82101		1	1
Laryngoscope Blade, Miller #2	2142-82202		1	1
Laryngoscope Blade, Miller #3	2142-82303		1	1
Laryngoscope Handle, Med	7896		1	1
Lubricating jelly	1066698	1/1/2026	4	4
Nasal Airway #14	2021-14630	7/28/2025	2	2
Nasal Airway #16	2021-14635	5/7/2028	2	2
Nasal Airway #18	2021-14640	9/28/2025	2	2
Nasal Airway #20	2021-14650	6/29/2026	2	2
Nasal Airway #22	2021-14655	3/29/2025	2	2
Nasal Airway #24	2021-14660	8/29/2025	2	2
Nasal Airway #26	2021-14665	6/24/2028	2	2
Nasal Airway #28	2021-14670	2/10/2027	2	2
Nasal Airway #30	2021-14675	12/28/2025	2	2
Nasal Airway #32	2021-14680	8/9/2027	2	2
Nasal Airway #34	346047	4/28/2025	2	2
Nasal Airway #36	2021-14690	5/28/2025	2	2
NG Tube #10	8888266106	4/30/2028	1	1
NG Tube #12	2231-92912	4/28/2026	1	1
NG Tube #14	2231-94514	5/31/2025	1	1
NG Tube #16	160841	12/31/2025	1	1
NG Tube #18	160842	8/31/2025	1	1
Oral Airway #100, Purple	2010-34100		2	2
Oral Airway #110, Orange	021006		2	2
Oral Airway #40, Pink	021001		2	2
Oral Airway #50, Teal	76-121850EA		2	2
Oral Airway #60, Black	021002		2	2
Oral Airway #70, White	D4244		2	2
Oral Airway #80, Green	021003		2	2
Oral Airway #90, Yellow	021004		2	2
Stylette, Large	420191	11/28/2026	1	1
Stylette, Medium	421453	6/28/2025	1	1
Stylette, Small	421136	4/30/2028	1	1

Syringe, 60cc, Cath Tip	010060C	12/31/2026	1	1
Syringe, 60cc, LL	620060		1	1
Tubing, Suction	483597		2	2
Yankuer	594241		2	2

Cabinet: Back of Stretcher

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Cannula, Adult	301-107ea		1	1
Capnoline Plus O2	177268		1	1
Chucks	724031		1	1
Emesis Bag	1071-17367		1	1
NRB, Adult	533-MS-25060EA		1	1
Sheet, Top	3271-61002		1	1
Stretcher X Shoulder restraint	6500-001-401		2	2
Stretcher X-ankle restraint belts	6500-001-405		1	1
Stretcher X-buckle tongue and strap	6500-001-403		1	1
Stretcher X-double buckle	6500-001-402		1	1
Titan Mover	43-TITANPC		1	1

Cabinet: Bandaging, BLS

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
ABD Pads	1212-12110		6	6
Ace Bandage	080504		4	4
Baby Foil Bunting	246486		1	1
Band-aids	466878		10	10
Bandage, Stretch, Kerlix	1121-36645		6	6
Bandage, Stretch, Kling	1121-36556		6	6
Bandage,Triangular	540284		4	4
Burn Sheet	533-MS-BS0033EA		2	2
Cold Compress	1431-77000		2	2
Gauze, 2 x 2 Non-Sterile	1212-12114		1	1
Gauze, 2 x 2 Sterile	446032		5	5
Gauze, 4 x 4 Non-Sterile	440028		1	1
Gauze, 4 x 4 Sterile	1212-12113		5	5
Hot Compress	1432-67000		1	1
Infant Knitted Hat	442114		1	1
Mask, 3M N95-Regular	291860		6	6
Mask, N95-Large	420655		6	6

Mask, N95-Small	366290		6	6
Multi-Trauma Dressing	150062		2	2
OB Kit	488227	1/30/2027	2	2
Self-Adherent Elastic Wrap	1121-035AS		1	1
Spit Sock	1033-15311		2	2
Surgical Mask(eye guard)	446811		6	6
Syringe, Bulb	348520		1	1
Tape, Cloth, 3"	1089545		1	1
Vaseline Gauze	150066K1	8/31/2025	2	2

Cabinet: Bottom Shelf

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Cleaner, Foam	Cleaner, Foam		1	1
PPK	295814		3	3
Sheet, Stretcher	92-EFORCE		1	1
Wipes, Sani Cloth	297272		1	1

Cabinet: Console

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Gloves, LG	Gloves, Large		1	1
Gloves, MED	Gloves, Medium		1	1
Gloves, SM	Gloves, Small		1	1
Gloves, XL	Gloves, Xtra Large		1	1
Micro - Kill wipes (COVID-19)	COVID19		1	1
Pulsara Patient Wristband	PULSARA		20	20
Sanitizer, Hand	Sanitizer, Hand		1	1

Cabinet: Drug Drawer

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
20cc syringe luer slip for oral med	5810-45SE		2	2
Activated Charcoal	MD60	10/31/2025	1	1
ADENOSINE 12mg	0301-68	6/30/2025	1	1
ALBUTEROL 2.5mg	0200-25	10/30/2025	4	4
AMIODARONE 150mg	1062036	3/26/2025	2	4
Assure Platinum Glucose Test Strips	2763-50050		1	1
ATROPINE 1mg	371006	10/31/2025	2	2

Atrovent 0.02%	379801	6/30/2026	4	4
Carpuject	439774		1	1
D10%	218100	3/31/2026	2	2
D5W 100ml	118-2B0087EA	4/30/2026	1	1
D5W 50mL	161887	8/30/2025	1	1
Dial-a-Flow Extension Set	1712-74218		1	1
DIPHENHYDRAMINE 50mg/mL	101-25	10/31/2026	2	2
Dog Leash	123456789		1	1
Drip Set (10 Drop ML)	1712-10830		1	1
Drip Set (60 Drop ML)	1712-60830		1	1
Droperidol	9702-25	9/30/2025	4	4
EPINEPHRINE 1:1000	103-10	11/30/2025	2	2
EPINEPHRINE 1:10000	373316	3/31/2026	2	2
Esmolol 100mg/10mL	1010119	12/28/2025	1	1
FUROSEMIDE 100mg	0284-25	8/30/2025	1	1
Glucagen 1mg	0593-03	7/31/2025	1	1
Labetalol 20mg/4mL	372339	8/31/2025	2	2
LIDOCAINE 100mg	373390	5/31/2025	2	2
MAD	2170-20300	7/30/2026	2	2
Mag Sulfate 50% 5gm Vial	064-10EA	6/30/2026	1	1
Medicine cup 1oz	F558614E		5	5
Mixed Medication Label	MEDLAB		1	1
NARCAN 2mg	373369	11/30/2025	2	2
Nitro Paste	373830	4/30/2026	1	1
NS 0.9% 100 ML	358437		2	2
Oral Glucose	580125	9/11/2025	2	2
Pepcid (Famotidine)	642276	2/28/2027	1	1
Prednisolone 15mg/5mL	1759-08	9/30/2025	1	1
SODIUM BICARB 4.2%	0074553401	1/1/2026	1	1
SODIUM BICARBONATE 8.4%	371035	12/31/2025	2	2
Solumedrol	0409-0047-22	5/31/2027	2	2
Stopcock	453327		1	1
Tetracaine	0741-14	6/30/2025	1	1
Toradol 30mg	3795-01	5/31/2025	2	2
Tranexamic Acid, 100mg/ml, 10ml Preservative Free Vial	6169-01	12/31/2025	2	2
Tylenol 325mg	0330-60	7/31/2025	2	2
Tylenol 500mg, 2 per Pack	PK20-450TYL	1/30/2027	2	2
Zofran 4mg	6130-05	4/30/2027	4	4

Cabinet: Fluids, Right Cabinet

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Burrette	472784	12/31/2025	1	1
Drip Set (10 Drop ML)	1712-10830		5	5
Drip Set (60 Drop ML)	1712-60830		3	3
IV Extension	1714-31081		6	6
IV start Kit	540-1358-A		6	6
LR 1000mL	357500	8/30/2026	4	4
Needle, Power Loc	721265	1/9/2026	1	1
NS 0.9% 1000mL	7800-09	8/1/2025	4	4
NS 0.9% 500 mL	358001	8/1/2025	4	4
Pressure Infuser	1850-10010		1	1

Cabinet: Immobilization

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Back Board	68597		1	1
Back Board-Pedi	36111		1	1
Bag, Immobilization	685800		1	1
C-Collar, Adult	260281		4	4
C-Collar, Pediatric	260280		2	2
Head Immobilizer	3141-64034		4	4
Splint, Padded, 54"	780731		2	2
Strap, Spine Board	50962SM		6	6
Stretcher, Reeves	476153		1	1
Stretcher, Scoop	781285		1	1

Cabinet: Irrigation, Capt's Chair

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Morgan Lens Delivery Set	234891		2	2
Morgan medi-Flow Lens	710100	10/26/2028	2	2
NS IRRIGATION 1000ML	13878	3/31/2027	2	2
Sterile Water Irrigation	14045	2/27/2027	2	2

Cabinet: IV Tray

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Alcohol, prep	191320		20	20

ASA 81mg	555693	9/30/2025	1	1
Assure Platinum Glucometer	ALB500001		1	1
Band-aids	466878		10	10
Blood Tube, Blue	363083	12/31/2025	8	8
Blood Tube, Green	367962	12/31/2025	8	8
Blood Tube, Purple	367861	12/31/2025	8	8
Catheter, IV-14 ga.	355141	4/30/2025	4	4
Catheter, IV-16 ga.	330006	11/19/2026	4	4
Catheter, IV-18 ga.	355181	6/30/2026	6	6
Catheter, IV-20 ga.	355201	9/30/2025	6	6
Catheter, IV-22 ga.	354221	9/1/2026	6	6
Catheter, IV-24 ga.	353241	4/30/2026	4	4
Filter Straw	354150	4/30/2026	4	4
Gauze, 2 x 2 Non-Sterile	1212-12114		1	1
IV Extension	1714-31081		6	6
IV start Kit	540-1358-A		6	6
Lancets	511848		12	12
Lubricating jelly	1066698	9/30/2027	5	5
Nail polish remover	279-1501BX		10	10
Needle 18g	1114988	12/31/2025	3	3
Needle 22g	747240	12/31/2026	3	3
Needle 25g	448644	10/1/2027	3	3
Nitro Tabs	DR0436-01	6/7/2025	1	1
Saline Flush	1920-01010	8/31/2026	8	8
Swabs, Benzoin	135754	1/26/2027	2	2
Syringe, 10cc	750658		4	4
Syringe, 1cc	741114		4	4
Syringe, 20cc	1254421		4	4
Syringe, 3cc	741113		4	4
Tape, Transpore	151527		1	1
Vacutainer Holder	458363		6	6
Vacutainer Needle	344332	1/1/2027	6	6
Venoscope	863-VT03		1	1

Cabinet: Miscellaneous

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Electrodes Adult	E5910		2	2
LP Paper	2745-10108		1	1
Sanitizer, Hand	Sanitizer, Hand		1	1

Sharps Container, Small	5810-8513		1	1
Thermometer	471589		1	1
Thermometer Oral Probe	485849		1	1
Thermometer Probe Covers	953916		3	3
Thermometer Rectal Probe	471581		1	1

Cabinet: O2, Capt's Chair

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Cannula, Adult	301-107ea		6	6
Cannula, Pedi.	30056	4/12/2026	4	4
CPAP, O2-MAX Large Mask	313-7030EA		1	1
CPAP, O2-MAX with Nebulizer	313-7556XN-1EA		1	1
Infant Oxygen Mask	355-3262-EEA	10/25/2025	2	2
Nebulizer	301-200EA		2	2
Nebulizer w/mask	301-202EA		2	2
NRB, Adult	533-MS-25060EA		6	6
NRB, Pedi.	4990381		2	2
O2 Tubing	D6146		1	1

Cabinet: Oxygen Tanks

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
O2 Main	5000		1	1
O2 Portable	5001		2	2

Cabinet: Refrigerator

Inspection Date: 3/25/2025 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Cardizem (Diltiazem Hydrochloride)	944336	8/31/2026	2	2

Cabinet: Safe

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Pulse Ox Ext, Rainbow	11996-000340		1	1
Pulse Ox, Rainbow, Adult 3ft	11171-000049		1	1
Pulse Ox, Rainbow, Pedi.	11171-000037		1	1

Cabinet: Spineboards

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Back Board	68597		1	1
Splint, Padded, 54"	780731		2	2

Cabinet: Splinting Supplies

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
KED	KE705		1	1
Splint, Hare	95001		1	1
Splint, Ladder	486369		2	2
Splint, Padded, 15"	780729		2	2
Splint, Padded, 36"	ESP-1836		2	2
Splint, Sager	496768		1	1
Splint, Sam	1068342		2	2

Cabinet: Top Shelf

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
BP Cuff Manual, Thigh	257021		1	1
Disposable Face Shield	DFS		6	6
Hydrogen Peroxide	1421-40012		1	1
ISO Gowns	ISOCOVID19		10	10
Restraints, Soft	501110		2	2
Ring Cutter	400010		1	1
Seat Belt Cutter	K4026		1	1
Simple Surgical Mask	simpmask		20	20
Window Center Punch	G1741		1	1

Cabinet: Under Bench Seat

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Ambulance Child Restraint - L (Green)	3250-0R04L		1	1
Ambulance Child Restraint - M (Orange)	3250-0R03M		1	1
Ambulance Child Restraint - S (Yellow)	3250-0R02S		1	1
Ambulance Child Restraint - XS (Grey)	3250-0CR03		1	1
Bedpan	721-H120-05EA		1	1
Bio Bag	520-R116		2	2
Blanket, Rescue (Thermal)	12945		1	1

C-Collar, Adult	260281		1	1
Canister, Suction	598041		1	1
Chucks	724031		5	5
Emesis Bag	1071-17367		6	6
Lift Harness, Large-Doty Belt	3330-35012		1	1
Urinal	1072-23519		1	1

Cabinet: Wall Suction

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Canister, Suction	598041		1	1
Tubing, Suction	483597		1	1
Yankuer	594241		1	1

Unit Inventory Report

Displays Current Inventory by Unit Including Expiration Dates

Unit Number: Medic 05- Equip.

Cabinet: Airway Cell

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
ET Holder, Adult	020500		1	1
ET Holder, Pedi	1107045		1	1
ET Tube #2.5	2113-10325	9/3/2026	1	1
ET Tube #3.0	2113-10330	7/2/2026	1	1
ET Tube #3.5	2113-10335	10/8/2026	1	1
ET Tube #4.0	2113-10340	2/18/2027	1	1
ET Tube #4.5	2113-10345	9/25/2025	1	1
ET Tube #5.0	2113-10350	7/2/2026	1	1
ET Tube #5.5	2113-10255	12/28/2026	1	1
ET Tube #6.0	2113-10260	11/27/2025	1	1
ET Tube #6.5	2113-10265	6/4/2026	1	1
ET Tube #7.0	2113-10270	5/19/2027	1	1
ET Tube #7.5	2113-10275	12/10/2026	1	1
ET Tube #8.0	2113-10280	1/26/2028	1	1
ET Tube #9.0	2113-10290	2/28/2027	1	1
Filterline Set CO2	174620		1	1
Forceps, Adult	400008		1	1
Forceps, Pedi.	400007		1	1
Laryngoscope Blade, Mac #2	2142-84202		1	1
Laryngoscope Blade, Mac #3	2145-13403		1	1
Laryngoscope Blade, Mac #4	2145-13404		1	1
Laryngoscope Blade, Miller #1	2142-82101		1	1
Laryngoscope Blade, Miller #2	2142-82202		1	1
Laryngoscope Blade, Miller #3	2142-82303		1	1
Laryngoscope Handle, Med	7896		1	1
Lubricating jelly	1066698	9/30/2027	2	2
Scalpel	454983	10/31/2026	1	1
Stylette, Large	420191	12/28/2026	1	1
Stylette, Medium	421453	12/28/2026	1	1
Syringe, 10cc	750658		1	1

Cabinet: Back Pouch

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
BP Cuff Vinyl, Adult	2614-63516		2	2
BP Cuff Vinyl, Child	2614-32016		1	1
BP Cuff Vinyl, Large adult	2614-54416		1	1
BP Cuff Vinyl, Small Adult	2614-82616		1	1
BP Cuff Vinyl, Thigh	2614-25016		1	1
Capnoline Plus O2	177268		2	2
Electrodes Adult	E5910		2	2

Cabinet: BD IO Driver Kit

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Alcohol, prep	191320		2	2
IO Needle Set - 15mm	1650-70151	2/1/2026	1	1
IO Needle Set - 25mm	1650-70152		1	0
IO Needle Set - 45mm	1650-70154	2/1/2026	2	2
Iodine prep	632679		2	2
LIDOCAINE 100mg	373390	2/1/2026	1	1
Saline Flush	1920-01010	12/31/2025	2	2

Cabinet: Compartment - Left

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Bio Bag	520-R116		1	1
Flashlight	4450069		1	1
Safety Glasses	1115062		3	3
Surgical Mask(eye guard)	446811		3	3
Tourniquet, CAT	1880-23315		1	1
Trauma Sleeves	295561		2	2
Vaseline Gauze	150066K1	8/31/2025	2	2

Cabinet: Compartment - Main

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
BP Cuff Manual, Adult	803197		1	1
BP Cuff Manual, Small Adult	803196		1	1
BP Cuff Manual,Child	1067633		1	1
CPAP, O2-MAX with Nebulizer	313-7556XN-1EA		1	1

OB Kit	488227	3/30/2027	1	1
Sharps Tube	DY4630		1	1
Splint, Pedi., 9"	1830-24293		2	2
Stethoscope, Adult	761428		1	1
Stethoscope, Pedi.	992850		1	1

Cabinet: Compartment - Right

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
ABD Pads	1212-12110		2	2
Ace Bandage	080504		2	2
Band-aids	466878		10	10
Bandage, Stretch, Kerlix	1121-36645		1	1
Bandage, Stretch, Kling	1121-36556		1	1
Bandage,Triangular	540284		4	4
Gauze, 2 x 2 Sterile	446032		5	5
Gauze, 4 x 4 Non-Sterile	440028		1	1
Gauze, 4 x 4 Sterile	1212-12113		5	5
Multi-Trauma Dressing	150062		1	1
Tape, Cloth, 3"	1089545		1	1
Tape, Transpore	151527		1	1

Cabinet: Compartment - Top

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Alcohol, prep	191320		6	6
ASA 81mg	555693	10/28/2026	1	1
Assure Platinum Glucometer	ALB500001		1	1
Assure Platinum Glucose Test Strips	2763-50050		1	1
Band-aids	466878		6	6
Emesis Bag	1071-17367		2	2
Filter-Newport vent.	70-002862		1	1
Fingertip Pulse Ox	2711-30310		1	1
Lancets	511848		6	6
Nitro Tabs	DR0436-01	1/1/2026	1	1
Oral Glucose	580125	11/1/2025	1	1
Shears, Trauma	1094561		1	1

Cabinet: Intravenous Cell

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Catheter, IV-14 ga.	355141	3/31/2026	2	2
Catheter, IV-16 ga.	330006	7/31/2025	2	2
Catheter, IV-18 ga.	355181	6/30/2026	2	2
Catheter, IV-20 ga.	355201	12/31/2026	2	2
Catheter, IV-22 ga.	354221	12/31/2026	2	2
Catheter, IV-24 ga.	353241	9/30/2025	2	2
D10%	218100	9/30/2026	1	1
Drip Set (10 Drop ML)	1712-10830		1	1
IV Extension	1714-31081		2	2
IV start Kit	540-1358-A		2	2
Needle 18g	1114988	3/31/2025	2	2
NS 0.9% 1000mL	7800-09	3/31/2027	1	1
Saline Flush	1920-01010	2/27/2027	5	5
Syringe, 3cc	741113		2	2
Syringe, 60cc, LL	620060		1	1

Cabinet: Left Compartment

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Cannula, Adult	301-107ea		1	1
Cannula, Pedi.	30056	2/27/2027	1	1
Capnoline Plus O2	177268		1	1
Infant Oxygen Mask	355-3262-EEA	5/14/2025	1	1
NRB, Adult	533-MS-25060EA		1	1
NRB, Pedi.	4990381		1	1

Cabinet: Left Pocket

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Cable, Main Trunk & 4 Lead	11111-000018		1	1
Modem	6379		1	1
Pulse Ox Ext	661433		1	1
Pulse Ox, Adult	2712-01701		1	1

Cabinet: Lucas 2

Part Description	Part Number	Expiration Date	Par	Quantity On Hand

Suction Cup, Lucas 2	4510-04776	2	2

Cabinet: Main Compartment

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Bougie	2120-21282		1	1
BVM Adult W/Peep	2442-BVMPAD	6/18/2029	1	1
BVM, Pedi,Infant,Neo	2442-21400		1	1
I-Gel Airway size 1	2114-08201	8/31/2025	1	1
I-Gel Airway size 1.5	2114-08215	8/1/2025	1	1
I-Gel Airway size 2	2114-08202	9/30/2025	1	1
I-Gel Airway size 2.5	2114-08225	5/31/2025	1	1
I-Gel Airway size 3	2114-87301	4/30/2026	1	1
I-Gel Airway size 4	2114-87302	9/30/2026	1	1
I-Gel Airway size 5	2114-87303	6/30/2026	1	1
I-Gel strap	2130-80000		1	1

Cabinet: McGrath

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Battery-McGrath	11996-000394		2	2
Laryngo-Tracheal MAD700	843100		1	1
Laryngoscope Blade, Mac 1-McGrath	2146-72000		1	1
Laryngoscope Blade, Mac 2-McGrath	2146-17000		1	1
Laryngoscope Blade, Mac 3-McGrath	11996-000415		1	1
Laryngoscope Blade, Mac 4-McGrath	199081		1	1
Laryngoscope Blade, X3-McGrath	2146-30030		1	1

Cabinet: MCI Bag

Inspection Date: 2/20/2025 12:00:00 AM

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
MCI Vest	MCIV01		2	2
Quiklitter	50-0457		2	2

Cabinet: MCI Vest 1

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Bandage, Stretch, Kling	1121-36556		2	2
Decompression Needle	816875	4/1/2029	2	2

Hyfin Vent Chest Seal	1051792	1/31/2028	2	2
Israeli Bandage	1112943	11/8/2028	4	4
Shears, Trauma	1094561		1	1
Tape, Transpore	151527		1	1
Tourniquet, CAT	1880-23315		4	4

Cabinet: MCI Vest 2

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Bandage, Stretch, Kling	1121-36556		2	2
Decompression Needle	816875	6/10/2027	2	2
Hyfin Vent Chest Seal	1051792	1/31/2028	2	2
Israeli Bandage	1112943	11/8/2028	4	4
Shears, Trauma	1094561		1	1
Tape, Transpore	151527		1	1
Tourniquet, CAT	1880-23315		4	4

Cabinet: Medicine Cell

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
ADENOSINE 12mg	0301-68	5/31/2025	1	1
AMIODARONE 150mg	1062036	3/31/2025	2	2
ATROPINE 1mg	371006	8/30/2026	2	2
D5W 100ml	118-2B0087EA	4/30/2026	1	1
D5W 50mL	161887	10/30/2025	1	1
DIPHENHYDRAMINE 50mg/mL	101-25	3/31/2026	2	2
EPINEPHRINE 1:1000	103-10	5/31/2025	2	2
EPINEPHRINE 1:10000	373316	3/31/2026	4	4
Filter Straw	354150	8/30/2027	2	2
LIDOCAINE 100mg	373390	2/28/2026	2	2
MAD	2170-20300	4/28/2025	1	1
NARCAN 2mg	373369	12/30/2025	2	2
Needle 18g	1114988	4/30/2025	2	2
Needle 22g	747240	3/31/2025	2	2
Needle 25g	448644	11/30/2028	2	2
SODIUM BICARBONATE 8.4%	371035	7/31/2026	2	2
Syringe, 10cc	750658		2	2
Syringe, 1cc	741114		2	2
Syringe, 3cc	741113		2	2

Cabinet: Molle A

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Body Armor A	BAA		1	1
Decompression Needle	816875	9/15/2028	2	2
Hyfin Vent Chest Seal	1051792	2/28/2028	2	2
Israeli Bandage	1112943	3/31/2027	3	3
QuikClot Dressing	1206925	4/30/2026	3	3
Shears, Trauma	1094561		1	1
Tourniquet, CAT	1880-23315		3	3

Cabinet: Molle B

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Body Armor B	BAB		1	1
Decompression Needle	816875	3/31/2028	2	2
Hyfin Vent Chest Seal	1051792	2/28/2028	2	2
Israeli Bandage	1112943	3/31/2027	3	3
QuikClot Dressing	1206925	7/28/2025	3	3
Shears, Trauma	1094561		1	1
Tourniquet, CAT	1880-23315		3	3

Cabinet: Outside Top Compartment

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Bougie- Pediatric -10fr	AC90211		1	1
Stethoscope, Adult	761428		1	1

Cabinet: Portable Suction

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Canister, Suction	598041		1	1
Tubing, Suction	483597		1	1
Yankuer	594241		1	1

Cabinet: Right Compartment

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
ALBUTEROL 2.5mg	0200-25	4/30/2025	4	4

Atrovent 0.02%	379801	4/30/2025	4	4
Nebulizer	301-200EA		1	1
Nebulizer Aerosoless	AM-NEB-FP-100	5/30/2026	1	1

Cabinet: Right Pocket

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Cable, 12 Lead	11111-000022		1	1
Cable, Defib	11113-000004		1	1
Defib Pads, Adult/Pedi combo	218-2516MPK	5/9/2027	2	2
Defib Pads, infant	218-2603MPK	3/31/2025	2	2
Electrode Peds	47-31439766PK	3/31/2025	4	4
LP Paper	2745-10108		1	1

Cabinet: Top pouch

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
Clipper, Blade	347468		2	2
Filterline Set CO2	174620		1	1
Pulse Ox, Pedi.	2712-32126		2	2
Pulse Ox., Neo	2712-02811		1	1
Razor, Prep, Manual	169654		2	2
USB LifePak download cable	11996-000369		1	1

Cabinet: Universal Cell

Part Description	Part Number	Expiration Date	Par	Quantity On Hand
BVM Adult W/Peep	2442-BVMPAD	3/11/2028	1	1
Lubricating jelly	1066698	5/31/2026	2	2
Nasal Airway #14	2021-14630	3/31/2028	1	1
Nasal Airway #16	2021-14635	2/28/2026	1	1
Nasal Airway #18	2021-14640	8/9/2027	1	1
Nasal Airway #20	2021-14650	9/8/2027	1	1
Nasal Airway #22	2021-14655	12/31/2026	1	1
Nasal Airway #24	2021-14660	11/28/2027	1	1
Nasal Airway #26	2021-14665	4/30/2028	1	1
Nasal Airway #28	2021-14670	12/28/2025	1	1
Nasal Airway #30	2021-14675	6/14/2027	1	1
Nasal Airway #32	2021-14680	8/9/2027	1	1

Nasal Airway #34	346047	7/4/2026	1	1
Nasal Airway #36	2021-14690	5/28/2025	1	1
Oral Airway #100, Purple	2010-34100		1	1
Oral Airway #110, Orange	021006		1	1
Oral Airway #40, Pink	021001		1	1
Oral Airway #50, Teal	76-121850EA		1	1
Oral Airway #60, Black	021002		1	1
Oral Airway #70, White	D4244		1	1
Oral Airway #80, Green	021003		1	1
Oral Airway #90, Yellow	021004		1	1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/29/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown Insurance Services, Inc. P.O. Box 2412 Daytona Beach FL 32115-2415	**CONTACT NAME:** Mily Soto **PHONE (A/C, No, Ext):** (386) 333-6129 **FAX (A/C, No):** (386) 323-9122 **E-MAIL ADDRESS:** Mily.Soto@bbrown.com
INSURED Leon County Board of County Commissioners 301 S Monroe St STE 201 Tallahassee FL 32301	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** The Travelers Indemnity Company — 25623 **INSURER B :** Travelers Property Casualty Company of America — 25674 **INSURER C :** XL Speciality Insurance Company — 16535 **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 24-25 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] PUBLIC OFFICIALS GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			ZLP-15T68024-24-PB	12/15/2024	12/15/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Deductible	$ 1,000,000 $ 1,000,000 $ EXCLUDED $ 1,000,000 $ 3,000,000 $ 3,000,000 $ 25,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [X] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			H-810-4F269223-IND-24	12/15/2024	12/15/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) PIP-Basic	$ 1,000,000 $ $ $ $ 10,000
B	[X] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			ZUP-15T68048-24-PB	12/15/2024	12/15/2025	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000 $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
C	RENTED/LEASED EQUIPMENT			UM00151226MA24A	12/15/2024	12/15/2025	PER OCCURRENCE	50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

FOR INFORMATION ONLY.

AUTO LIABILITY COVERAGE APPLIES TO ALL AUTOS EXCEPT AUTOS OWNED AND OR OPERATED THROUGH LEON COUNTY'S SHERIFF DEPARTMENT AND THE LEON COUNTY VOLUNTEER FIRE DEPARTMENT.

CERTIFICATE HOLDER

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
301 S MONROE ST, STE 201
TALLAHASSEE FL 32301

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Leon County, Florida



Annual Financial Report

For the Fiscal Year Ended September 30, 2023

Prepared by the Clerk of the Circuit Court and Comptroller
Department of Finance

Leon County, Florida,
Annual Financial Report

Year ended September 30, 2023

Table of Contents

Report of Independent Auditors 1

Management's Discussion and Analysis 5

A. Basic Financial Statements

Government-wide Financial Statements:
- Statement of Net Position 16
- Statement of Activities 18

Fund Financial Statements:
- Governmental Fund Financial Statements:
  - Balance Sheet - Governmental Funds 20
  - Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position 22
  - Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds 23
  - Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities 25
  - Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual for Major Funds with Annually Appropriated Budgets:
    - General Fund 26
    - Fine & Forfeiture Fund 27
    - Grants Fund 28
    - Local Provider Participation Fund 29
- Proprietary Fund Financial Statements:
  - Statement of Net Position - Proprietary Funds 30
  - Statement of Revenues, Expenses, and Changes in Net Position - Proprietary Funds 31
  - Statement of Cash Flows - Proprietary Funds 32
- Fiduciary Fund Statement:
  - Statement of Fiduciary Net Position - Custodial Funds 34
  - Statement of Changes in Fiduciary Net Position - Custodial Funds 35

Notes to Financial Statements 36

Leon County, Florida
Annual Financial Report

Year ended September 30, 2023

Table of Contents (continued)

B. Required Supplementary Information

Proportionate Share of Net Pension Liability – Florida Retirement System 86

Schedule of Contributions – Florida Retirement System 87

Proportionate Share of Net Pension Liability – Health Insurance Subsidy Program 88

Schedule of Contributions - Health Insurance Subsidy Program 89

Schedule of Changes in the County's Net OPEB Liability and Related Ratios 90

Notes to the Required Supplementary Information 91

C. Internal Control and Compliance Reports

Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards 93

Report of Independent Auditors on Compliance for Each Major Federal Program and State Project; Internal Control Over Compliance; and Schedule of Expenditures of Federal Awards and State Financial Assistance Required by the Uniform Guidance and Chapter 10.550, Rules of the Auditor General 95

Schedule of Expenditures of Federal Awards and State Financial Assistance 99

Schedule of Findings and Questioned Costs 101

Summary Schedule of Prior Audit Findings 103

D. Management Letter

Letter to the Leon County Board of County Commissioners 104

Thomas Howell Ferguson P.A.
Certified Public Accountants

LAW REDD
CPAs & ADVISORS

Report of Independent Auditors

The Honorable Board of County Commissioners
Leon County, Florida

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information and the budgetary comparison statements of Leon County, Florida (the County) as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the County's basic financial statements as listed in the table of contents.

In our opinion, based on our audit and the report of the other auditor, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the County as of September 30, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof and the respective budgetary comparison statements for the General Fund, the Fine and Forfeiture Fund, the Grants Funds, and the Local Provider Participation Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of the Housing Finance Authority of Leon County, a discretely presented component unit of Leon County, which represent 0.4%, 0.9%, and 0.2%, respectively, of the assets, net position, and revenues of the County as of September 30, 2023. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Housing Finance Authority of Leon County, is based solely on the report of the other auditors.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States *(Government Auditing Standards)*. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the County and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

As discussed in Note I to the financial statements, in the fiscal year ended September 30, 2023, the County adopted Governmental Accounting Standards Board Statement No. 91, *Conduit Debt Obligations*. Our opinions are not modified with respect to this matter.

As discussed in Note I to the financial statements, in the fiscal year ended September 30, 2023, the County adopted Governmental Accounting Standards Board Statement No. 96, *Subscription-Based Information Technology Arrangements*. Our opinions are not modified with respect to this matter.

As discussed in Note XVIII to the financial statements, October 1, 2022 net position for the Governmental Activities and fund balances for the General and Nonmajor Governmental Funds have been restated to correct previously reported misstatements. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the County's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the County's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5–15 and the supplementary schedules on pages 86–92 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the County's basic financial statements. The schedule of expenditures of federal awards and state financial assistance, schedule of findings and questioned costs, and summary schedule of prior audit findings, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and* Chapter 10.550 *Rules of the Auditor General* are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the supplementary information as presented in the table of contents is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 22, 2024, on our consideration of the Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Board's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Board's internal control over financial reporting and compliance.

Thomas Howell Ferguson P.A. Law Redd Crona + Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
May 22, 2024

Law, Redd, Crona & Munroe, P.A.

Management's Discussion and Analysis

This discussion and analysis of Leon County's (the County) financial statements is designed to introduce the basic financial statements and provide an analytical overview of the County's financial activities for the fiscal year ended September 30, 2023. The basic financial statements are comprised of the government-wide financial statements, fund financial statements, and footnotes. We trust that the basic financial statements will, in conjunction with additional information provided in our letter of transmittal (pages xii – pages xxi), assist readers in identifying significant financial issues, and in future years, changes in the County's financial position. In this Management's Discussion and Analysis (MD&A), all amounts, unless otherwise indicated, are expressed in thousands of dollars.

Overview of the Financial Statements

The County's basic financial statements are comprised of the following elements:

Government-wide Financial Statements

The government-wide financial statements (Statement of Net Position and Statement of Activities found on pages 16-17 and 18-19, respectively) concentrate on the County as a whole and do not emphasize fund types, but rather a governmental or a business-type classification, which are presented in separate columns. The governmental and business-type activities comprise the primary government and are reported separately from the component unit for which the County is accountable. In addition, neither fiduciary funds nor component units that are fiduciary in nature are included in the government-wide financial statements.

General governmental and intergovernmental revenues support the governmental activities, whereas user fees and charges for services primarily support the business-type activities. The purpose of the government-wide financial statements is to allow the user to be able to determine if the County is in a better or worse financial position than the prior year.

The Statement of Net Position presents information on all of the County's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the County is improving or deteriorating.

The Statement of Activities reflects the expenses of a given function or segment, which are offset by program revenues. Program revenues are defined as charges for services, operating grants and contributions, and capital grants and contributions directly associated with a given function. Taxes, state shared revenues, and net change in fair market value of investments are reported under general revenue. The effects of interfund activity have been removed from the government-wide financial statements and internal service activity has been eliminated. However, the interfund services between functions have not been eliminated.

Fund Financial Statements

The accounts of the County are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, deferred outflows of resources, deferred inflows of resources, net position, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

Fund Financial Statements (continued)

The County's funds are presented in separate fund financial statements, the governmental fund financial statements and proprietary fund financial statements. The County's major funds are presented in separate columns on the fund financial statements. The definition of a major fund is one that meets certain criteria set forth in Governmental Accounting Standards Board Statement Number 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments (GASB 34)*. The funds that do not meet the criteria of a major fund are considered non-major funds and are combined into a single column on the fund financial statements. Table 1 below summarizes the major features of the basic financial statements.

Table 1 Major Features of the Basic Financial Statements

	Government-wide Fund Financial Statements	***Governmental Funds***	***Proprietary Funds***	***Fiduciary Funds***
Scope	Entire County government (except fiduciary funds) and the County's component unit	Activities of the County that are not proprietary or fiduciary	Activities of the County that are similar to private businesses	Instances in which the County is the trustee or agent for someone else's resources
Required financial statements	• Statement of Net Position • Statement of Activities	• Balance Sheet • Statement of Revenues, Expenditures, and Changes in Fund Balances	• Statement of Net Position • Statement of Revenues, Expenses, and Changes in Net Position • Statement of Cash Flows	• Statement of Fiduciary Net Position • Statement of Changes in Fiduciary Net Position
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus	Accrual accounting and economic resources focus
Type of asset/liability information	All assets, deferred outflows of resources, liabilities, and deferred inflows of resources, both, financial and capital, and short-term and long-term	Only assets and deferred outflows of resources expected to be used up and liabilities and deferred inflows of resources that come due during the year or soon thereafter; no capital assets included	All assets, deferred outflows of resources, liabilities, and deferred inflows of resources, both financial and capital, and short-term and long-term	All assets, deferred outflows of resources, liabilities, and deferred inflows of resources, both short-term and long-term
Type of inflow/outflow information	All revenues and expenses during the year, regardless of when cash is received or paid	• Revenues for which cash is received during or soon after the end of the year • Expenditures when goods or services have been received and payment is due during the year or soon thereafter	All revenues and expenses during the year, regardless of when cash is received or paid	All revenues and expenses during the year, regardless of when cash is received or paid

Notes to the Financial Statements

Notes to the financial statements provide additional information that is essential to the full understanding of the data provided in the government-wide and fund financial statements. Refer to Note I to the financial statements for more detailed information on the elements of the financial statements.

Infrastructure Assets

GASB 34 not only mandated changes in the financial statements, but it also set forth reporting changes. One such change is to capitalize infrastructure both prospectively and retrospectively for fiscal years that end after June 30, 1981. The County for FY 2002 and subsequent years has been reporting the entire valuation of infrastructure.

Condensed Statement of Net Position

The net investment in capital assets is the largest portion of the County's net position. This represents capital assets (land, buildings, improvements, equipment, furniture, vehicles, and construction in progress, and infrastructure), net of accumulated depreciation, and the outstanding related debt used to acquire the assets in the amount of $274.7 million as compared to $271.6 million a year ago; this is an increase of $3.1 million. These capital assets are used to provide services to the citizens and businesses in the County; consequently, the net position is not available for future spending.

Condensed Statement of Net Position (continued)

Table 2 below presents the County's condensed Statement of Net Position as of September 30, 2023 and 2022, as derived from the government-wide Statement of Net Position.

Table 2

Leon County, Florida
Condensed Statement of Net Position
As of September 30
(in thousands)

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2023	2022	2023	2022	2023	2022
Current and other assets	$ 279,784	$ 239,875	$ 17,688	$ 15,585	$ 297,472	$ 255,460
Capital assets	313,969	311,532	6,763	6,526	320,732	318,058
Total assets	593,753	551,407	24,451	22,111	618,204	573,518
Deferred outflows	56,456	62,010	0	0	56,456	62,010
Total assets and deferred outflows	650,209	613,417	24,451	22,111	674,660	635,528
Current liabilities	85,834	64,584	2,212	1,313	88,046	65,897
Noncurrent liabilities	263,069	249,328	22,438	18,302	285,507	267,630
Total liabilities	348,903	313,912	24,650	19,615	373,553	333,527
Deferred inflows	39,559	36,907	0	0	39,559	36,907
Total liabilities and deferred outflows	388,462	350,819	24,650	19,615	413,112	370,434
Net position:						
Net investment in capital assets	267,934	265,087	6,763	6,526	274,697	271,613
Restricted	121,995	111,560	0	0	121,995	111,560
Unrestricted	(128,182)	(114,049)	(6,962)	(4,030)	(135,144)	(118,079)
*Total net position	$ 261,747	$ 262,598	$ (199)	$ 2,496	$ 261,548	$ 265,094

*Differences due to rounding

Condensed Statement of Activities

Table 3 on page 10 presents the County's condensed Statement of Activities for the fiscal years ended September 30, 2023 and 2022, as derived from the government-wide Statement of Activities. Over time, increases and decreases in net position may measure whether the County's financial position is improving or deteriorating. During the fiscal year, the net position of the governmental activities decreased by ($.851) million, or (.003) percent, and the net position of the business-type activities decreased by $(2.7) million, or (108.0) percent. The decrease in Governmental Activities is primarily due to a decrease inflows of resources from operating grants and contributions and an increase in program expenses. The decrease in Business-Type Activities is due to an increase in current year expenditures and a decrease in revenues to the Landfill in 2023.

In 2003, the Board of County Commissioners adopted an ordinance levying a Utility Services Tax on the unincorporated area of Leon County. This tax generated $8.6 million in FY 2022 versus $9.9 million in FY 2023. The County also adopted a Communications Services Tax in FY 2003, with revenues in the amount of $2.74 million in FY 2023 compared to revenues of $2.71 million in FY 2022. These two taxes have been a stabilizing factor in the County's financial picture, which was the intent of the ordinances.

Condensed Statement of Activities (continued)

On January 29, 2008, the Florida electorate approved an amendment to the Florida Constitution relative to property taxation. This amendment (referred to as Amendment 1) was placed on the ballot by the Florida Legislature at a special session held in October 2007. With respect to homestead property, Amendment 1 increases the current $25,000 homestead exemption by an additional $25,000 (for property values ranging from $50,000 to $75,000), except for school district taxes. Since the new $25,000 homestead exemption does not apply to school district taxes, this effectively amounts to a $15,000 increase to the existing homestead exemption, resulting in an estimated annual savings of $240 for an average homeowner. Amendment 1 also allows property owners to transfer (make portable) up to $500,000 of their Save Our Homes benefits to their next homestead when they move. Save Our Homes became effective in 1995 and limits (caps) the annual increase in assessed value for homestead property to three percent (3%) or the percentage change in the Consumer Price Index, whichever is less. 'Save Our Homes' was an amendment passed by citizens to help limit the effects of fair value on property taxes.

With respect to non-homestead property, Amendment 1 limits (caps) the annual increase in assessed value for non-homestead property (businesses, industrial property, rental property, second homes, etc.) to ten percent (10%), except for school district taxes. The Amendment also provides a $25,000 exemption for tangible personal property. Amendment 1 became effective on October 1, 2008, but the ten percent (10%) assessment cap on non-homestead property became effective on January 1, 2009. Property tax revenues in FY 23 increased by 9.2%, and future growth will be tempered by the above tax changes, with increases mirroring population growth.

The Board of County Commissioners (the Board) Investment Policy is very risk averse and places a premium on security. With the effective rate of return of the portfolio averaging 3.48% for the year, the net change in fair market value of investments in the portfolio totaled $12.5 million, an increase of $17.0 million from 2022. The primary reasons for the increase in fair market value are from unrealized gains marked to market totaling $3.9 million, while the investment portfolio earned a total return of $8.6 million.

Miscellaneous revenues are made up of revenues that will fluctuate annually as a result of various activities throughout the County. All other changes in activities are a result of the normal operations of the County.

Table 3

Leon County, Florida
Condensed Statement of Activities
For Fiscal Year Ended September 30
(in thousands)

	Governmental Activities		Business-Type Activities		Total Primary Government		Total % Change 2022 to 2023
	2023	2022	2023	2022	2023	2022	
Revenues							
Program Revenues:							
Charges for services	$ 47,532	$ 47,537	$ 11,216	$ 11,514	$ 58,748	$ 59,051	(1)%
Operating grants & contributions	18,415	48,898	0	0	18,415	48,898	(62)%
Total Program Revenues	65,947	96,435	11,216	11,514	77,163	107,949	(29)%
General Revenues:							
Property taxes	184,764	169,138	0	0	184,764	169,138	9 %
Local option taxes	62,017	46,480	0	0	62,017	46,480	33 %
Communications services taxes	2,743	2,711	0	0	2,743	2,711	1 %
Motor fuel taxes	1,388	1,425	0	0	1,388	1,425	(3)%
Utility services taxes	9,885	8,642	0	0	9,885	8,642	14 %
Other taxes	0	0	1,892	1,976	1,892	1,976	(4)%
State shared revenues	14,514	14,353	0	0	14,514	14,353	1 %
Net Change in Fair Market Value of Investments	12,366	(4,487)	159	30	12,525	(4,457)	381 %
Miscellaneous revenues	5,319	3,500	6	17	5,325	3,517	51 %
Total General Revenues	292,996	241,762	2,057	2,023	295,053	243,785	21 %
Total Revenues	358,943	338,197	13,273	13,537	372,216	351,734	6 %
Program Expenses							
General government	72,157	68,696	0	0	72,157	68,696	5 %
Public safety	164,680	145,396	0	0	164,680	145,396	13 %
Physical environment	16,019	14,119	18,901	15,906	34,920	30,025	16 %
Transportation	17,546	16,043	0	0	17,546	16,043	9 %
Economic environment	12,762	14,399	0	0	12,762	14,399	(11)%
Human services	34,858	20,755	0	0	34,858	20,755	68 %
Culture and recreation	15,537	13,210	0	0	15,537	13,210	18 %
Judicial	19,298	16,885	0	0	19,298	16,885	14 %
Interest on long-term debt	852	848	0	0	852	848	0 %
***Total Program Expenses**	353,709	310,351	18,901	15,906	372,610	326,257	14 %
Excess (deficiency) before transfers (net)	5,234	27,846	(5,628)	(2,369)	(394)	25,477	(102)%
Transfers	(4,039)	(1,524)	2,933	1,524	(1,106)	0	0 %
Change In Net Position	1,195	26,322	(2,695)	(845)	(1,500)	25,477	(106)%
Beginning net position	262,598	235,997	2,496	3,341	265,094	239,338	11 %
Prior period adjustments	(2,046)	279	0	0	(2,046)	279	
Beginning net position, as restated	260,552	236,276	2,496	3,341	263,048	239,617	9 %
*Ending net position	$ 261,747	$ 262,598	$ (199)	$ 2,496	$ 261,548	$ 265,094	(1)%

*Differences due to rounding

Program Expenses and Revenues for Governmental Activities

Table 4 below presents program expenses and revenues for governmental activities. The nature of governmental activities is to be funded primarily from taxes and not to be self-supporting. As a result, overall program revenues were not sufficient to cover program expenses for governmental activities. General revenues, mainly taxes, therefore supported the net program expenses of these governmental activities. Program revenues as a percentage of program expenses decreased to 19% from fiscal year 2022 to fiscal year 2023.

Table 4

Program Expenses and Revenues
for Governmental Activities
For the Fiscal Year Ended September 30
(in thousands)

	Program Expenses	Less Program Revenues	Net Program Expenses (a)		Program Revenues as a Percentage Program Expenses	
	2023	2023	2023	2022	2023	2022
General government	$ 72,157	$ 8,387	$ 63,770	$ 58,325	12 %	15 %
Public safety	164,680	39,999	124,681	76,700	24 %	47 %
Physical environment	16,019	2,149	13,870	7,346	13 %	48 %
Transportation	17,546	243	17,303	15,470	1 %	4 %
Economic environment	12,762	3,149	9,613	14,295	25 %	1 %
Human services	34,858	904	33,954	20,497	3 %	1 %
Culture and recreation	15,537	341	15,196	12,770	2 %	3 %
Judicial	19,298	10,775	8,523	7,666	56 %	55 %
Interest on long-term debt	852	0	852	848	N/A	N/A
*Total governmental activities	$ 353,709	$ 65,947	$ 287,762	$ 213,917	19 %	31 %

(a) Net Program Expenses are mainly supported by taxes.

*Differences from financial statements due to rounding

Program Expenses and Revenues for Business-type Activities

Table 5 below presents program expenses and revenues for business-type activities. Revenues are not sufficient to cover program expenses in FY 2023. Program revenues as a percentage of expenses decreased to 59% from 2022 to 2023. The program expenses increased by $3.3 million compared to 2022. In 2023, the estimated liability for closure/post closure cost for the Landfill increased by $4.1 million, whereas in 2022 there was an increase of $707.1 thousand. This increase along with operating expense increases resulted in a decrease in the program revenues as a percentage of expenses.

Table 5

Program Expenses and Revenues
for Business-type Activities
For the Year Ended September 30
(in thousands)

	Program Expenses	Less Program Revenues	Net Program Expenses		Program Revenues as a Percentage Program Expenses	
	2023	2023	2023	2022	2023	2022
Landfill	$ 18,901	$ 11,216	$ 7,685	$ 4,392	59 %	72 %

*Differences from financial statements due to rounding

Overall Analysis

Financial highlights for the County as a whole include the following:

- The County's net position (excess of assets and deferred outflows over liabilities and deferred inflows) at the close of fiscal year 2023 is $261,747,988, as compared to $262,597,603 for fiscal year 2022, for governmental activities. The County's business-type activities net position (excess of assets and deferred outflows over liabilities and deferred inflows) at the close of fiscal year 2023 is $(199,733) as compared to $2,496,810 for fiscal year 2022. (Please see the Statement of Activities discussed previously for an explanation of the differences above.)

- The County’s total net position decreased by $(3,546,158) during fiscal year 2023, as compared to a $25,478,623 increase in fiscal year 2022. The net position of governmental activities decreased by $1,196,450 in fiscal year 2023, as compared to an increase of $26,322,508 in 2022. The net position of business-type activities decreased by $2,696,543 in 2023, as compared to an decrease of $(843,885) in 2022. (Please see the Statement of Activities discussed previously for an explanation of the differences above.)

Fund Analysis

The following funds experienced significant changes during the year:

Governmental Funds

The County's governmental funds reported a combined ending fund balance of $204,145,455 for fiscal year 2023, as compared to $182,890,457 for fiscal year 2022. This increase in fund balance is a planned appropriation of expenditures primarily in the General Fund, Grants Fund, Fine and Forfeiture Fund and the Capital Improvement Fund. These appropriations allow the Board to maintain existing infrastructure over the next five years.

General Fund

Fund balance at September 30, 2023 has decreased to a total of $49,225,710, as compared to $53,034,909 for September 30, 2022. This $(3,809,199) decrease in fund balance in the General Fund represents an increase in transfers out and increased liabilities. The General Fund reserves are within policy limits and allow the County to maintain the same property millage rates for 2024.

The General Fund of the Board of County Commission, as displayed on the Combining Balance Sheet, contains both Countywide General Revenue funds and the Non-Countywide General Revenue fund. The sole purpose of the Non-Countywide General Revenue funds is to capture discrete revenues and transfer those revenues to the various funds needing support (i.e. various Debt Service, Municipal Services, Growth Management, etc.) from unincorporated revenues. The Non-Countywide General Revenue funds do not contain any countywide property tax revenues.

Fine & Forfeiture Fund

Fund balance at September 30, 2023 totaled $7,238,685, as compared to $1,789,316 for September 30, 2022. This is an increase for the fiscal year and can be attributed to signifcant increases in tax revenues and transfers in to public safety.

Grants Fund

The fund balance at September 30, 2023 totaled $17,462,584, as compared to the September 30, 2022 balance of $29,305,024. This was a decrease of $(11,842,440), primarily related to an decrease of pandemic recovery and relief efforts from the federal governement in the current fiscal year. Grant expenditures increased as expected and will continue in following years to increase as projects close.

Capital Improvement Fund

Fund balance at September 30, 2023 totaled $37,986,593, as compared to $23,952,946 for September 30, 2022. This was an increase of $14,033,647. This increase can be attributed to unrealized gains in the fair market value of investements and an increase in intergovernmental and miscellaneous revenues during September 30, 2023.

Enterprise Funds

The County's enterprise funds reported net position of $(520,338) for September 30, 2023, as compared to $2,202,987 for September 30, 2022, which is a decrease of $(2,723,325). The decrease in net position is due to an increase in current year expenses and and increase in the estimated change in liability for landfill closure and post closure costs compared to 2022.

Budget Variances in the General Fund

The County made no significant revisions and had no significant variations in its budget during the year. Refer to the budgetary comparison schedule for the General Fund in the Other Required Supplementary Information section of the ACFR.

Capital Asset and Long-term Debt Activity

Capital Asset Activity

The County reported $313,969,372 in capital assets for governmental activities and $6,762,523 in capital assets for business-type activities at September 30, 2023, versus $311,532,148 for governmental and $6,526,377 for business-type activities at September 30, 2022. Please refer to Note V in the Notes to the Financial Statements for additional information on capital assets and Note XVI in the Notes to the Financial Statements for additional information on construction commitments.

Debt Administration Activity

At September 30, 2023, the County had $14,653,116 of outstanding bonded debt, as compared to $18,760,643 at September 30, 2022. All of the County's debt is secured by specific general fund revenues, including sales tax, state revenue sharing, and specific other general fund revenues. The County has no general obligation bonds, which would be backed by the full faith and credit of the County. Leon County will finish paying off debt in 2036. There are no plans for financing any future infrastructure projects over the next five years. For more information on long-term debt activity, please see Note IX on Long-term Obligations in the Notes to the Financial Statements.

Economic Factors

Economic activity took a down turn as the pandemic significantly affected revenues and unemployment within Leon County.

- Leon County's unemployment rate remained at 3.1% in FY 2023, which was higher compared to the State of Florida's unemployment rate of 2.9%.
- Visitors to Leon County had an economic impact of $1.248 billion in 2023, an increase of $96.9 million or 8.4% compared to 2022.
- The Florida Price Index Level for Leon County decreased from 95.83 in 2022 to 94.08 in 2023.
- The total fair value of parcels with homestead exemption in Leon County increased from $14.95 billion in 2022 to $16.58 billion in 2023.
- Total employment in Leon County increased by 2.8% compared to the prior year.
- The estimated population in Leon County increased from 299,130 to 301,724 during FY 2023.
- New construction permits in Leon County decreased by 9.8% in FY 2023, from 5979 to 5392.
- Mortgage foreclosure cases in Leon County increased by 1% in 2023 when compared to 2022.

Request for Information

This financial report is designed to provide a general overview of Leon County Government's finances for all those with an interest in our government's finances. Questions concerning any of the information provided in this report or request for additional financial information may be addressed to the Clerk of Circuit Court & Comptroller, Finance Department Leon County, 301 S. Monroe Street, Room #100, Tallahassee, Florida 32301. Requests can also be made telephonically at (850) 606-4020 or by fax at (850) 606-4171. We also suggest visiting our website at www.clerk.leon.fl.us for further financial information.

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Leon County, Florida

Statement of Net Position

September 30, 2023

	Governmental Activities	Business-Type Activities	Total	Component Unit Housing Finance Authority
Assets				
Current assets:				
Cash	$ 29,552,739	$ 559,991	$ 30,112,730	$ 1,902,636
Investments	186,444,617	0	186,444,617	0
Accounts receivable	9,121,697	2,520,793	11,642,490	30,147
Lease receivables	1,409,868	0	1,409,868	0
Receivables from other governments	20,707,949	0	20,707,949	12,613
Special assessments receivable	25,254,314	0	25,254,314	0
Due from other county units	0	0	0	31,000
Inventories	1,274,753	1,733	1,276,486	0
Prepaids	1,325,952	0	1,325,952	0
Total current assets	275,091,889	3,082,517	278,174,406	1,976,396
Noncurrent assets:				
Restricted assets:				
Cash and investments	0	14,605,274	14,605,274	0
Lease receivables	4,692,269	0	4,692,269	0
Mortgage loans, net of allowance	0	0	0	287,238
Capital assets:				
Land and construction in progress, nondepreciable	86,742,235	3,165,465	89,907,700	0
Capital assets (net)	227,227,137	3,597,058	230,824,195	0
Total noncurrent assets	318,661,641	21,367,797	340,029,438	287,238
Total assets	593,753,530	24,450,314	618,203,844	2,263,634
Deferred outflows of resources				
Deferred outflows of resources	56,455,624	0	56,455,624	0
Total deferred outflows of resources	56,455,624	0	56,455,624	0
Total assets and deferred outflows of resources	$ 650,209,154	$ 24,450,314	$ 674,659,468	$ 2,263,634

The accompanying notes are an integral part of these financial statements.

	Governmental Activities	Business-Type Activities	Total	Component Unit Housing Finance Authority
Liabilities				
Current liabilities:				
Accounts payable and accrued liabilities	$ 16,625,464	$ 2,588,291	$ 19,213,755	$ 0
Payable to other governments	31,660,544	2,063	31,662,607	0
Internal balances	477,337	(477,337)	0	0
Accrued compensated absences	6,302,487	85,679	6,388,166	0
Unearned revenues	10,381,538	13,206	10,394,744	0
Bonds payable	4,190,149	0	4,190,149	0
Notes payable	1,010,000	0	1,010,000	0
Other post employment benefits obligations	4,023,896	0	4,023,896	0
Claims payable	6,847,147	0	6,847,147	0
Lease liability	3,883,821	0	3,883,821	0
Subscription liability	430,749	0	430,749	0
Total current liabilities	85,833,132	2,211,902	88,045,034	0
Noncurrent liabilities:				
Deposits	231,544	0	231,544	0
Estimated liability for landfill closure and postclosure care costs	0	22,076,218	22,076,218	0
Arbitrage rebate liability	25,000	0	25,000	0
Accrued compensated absences	11,639,044	130,697	11,769,741	0
Other postemployment benefits obligation	27,322,500	231,230	27,553,730	0
Net pension liability	187,331,075	0	187,331,075	0
Bonds payable	10,557,749	0	10,557,749	0
Notes payable	13,580,000	0	13,580,000	0
Lease liability	10,833,953	0	10,833,953	0
Suscription liabilty	1,548,494	0	1,548,494	0
Total noncurrent liabilities	263,069,359	22,438,145	285,507,504	0
Total liabilities	348,902,491	24,650,047	373,552,538	0
Deferred inflows of resources				
Deferred inflows of resources	39,558,675	0	39,558,675	0
Total deferred inflows of resources	39,558,675	0	39,558,675	0
Net position				
Net investment in capital assets	267,934,457	6,762,523	274,696,980	0
Restricted for:				
Federal and state grants and other purpose	19,345,204	0	19,345,204	0
Major non-transportation related capital projects and facilities	70,200,686	0	70,200,686	0
Public improvement revenue bond projects	20,401,911	0	20,401,911	0
Enabling legislation	11,491,477	0	11,491,477	0
User restricted	555,987	0	555,987	0
Unrestricted	(128,181,734)	(6,962,256)	(135,143,990)	2,263,634
Total net position	$ 261,747,988	$ (199,733)	$ 261,548,255	$ 2,263,634

Leon County, Florida
Statement of Activities
For the Year Ended September 30, 2023

Function/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions
Primary Government:				
Governmental activities:				
General government	$ 72,156,813	$ 7,813,340	$ 573,383	$ -
Public safety	164,679,539	30,756,160	9,243,202	-
Physical environment	16,019,320	1,199,785	949,198	-
Transportation	17,546,206	242,690	-	-
Economic environment	12,761,519	386,490	2,762,281	-
Human services	34,858,171	-	904,560	-
Culture and recreation	15,536,713	204,929	135,733	-
Judicial	19,297,707	6,928,245	3,846,747	-
Interest on long-term debt	851,905	-	-	-
Total governmental activities	353,707,893	47,531,639	18,415,104	-
Business-type activities:				
Landfill	18,900,852	11,215,796	-	-
Total business-type activities	18,900,852	11,215,796	-	-
Total primary government	$ 372,608,745	$ 58,747,435	$ 18,415,104	$ -
Component Unit:				
Economic environment	164,422	78,780	-	-
Total component unit	$ 164,422	$ 78,780	$ -	$ -

General Revenues:	
Property taxes	
Local option taxes	
Communication services taxes	
Motor fuel taxes	
Utility services taxes	
Other taxes	
State shared revenues	
Net Change in Fair Market Value of Investments	
Miscellaneous revenues	
Transfers and contributions	
Total general revenues and transfers	
Change in net position	
Net position - beginning	
Prior period adjustments	
Net position - beginning, as restated	
Net position - ending	

The accompanying notes are an integral part of these financial statements.

Net (Expenses) Revenues and Changes in Net Position			
Primary Government			Component Unit
Governmental Activities	Business-type Activities	Total	Housing Finance Authority
$ (63,770,090)	$ -	$ (63,770,090)	$ -
(124,680,177)	-	(124,680,177)	-
(13,870,337)	-	(13,870,337)	-
(17,303,516)	-	(17,303,516)	-
(9,612,748)	-	(9,612,748)	-
(33,953,611)	-	(33,953,611)	-
(15,196,051)	-	(15,196,051)	-
(8,522,715)	-	(8,522,715)	-
(851,905)	-	(851,905)	-
(287,761,150)	-	(287,761,150)	-
-	(7,685,056)	(7,685,056)	-
-	(7,685,056)	(7,685,056)	-
$ (287,761,150)	$ (7,685,056)	$ (295,446,206)	$ -
-	-	-	(85,642)
$ -	$ -	$ -	$ (85,642)
$ 184,764,172	$ -	$ 184,764,172	$ -
62,017,106	-	62,017,106	-
2,743,295	-	2,743,295	-
1,387,836	-	1,387,836	-
9,885,075	-	9,885,075	-
-	1,892,060	1,892,060	-
14,514,012	-	14,514,012	-
12,366,276	158,555	12,524,831	72,417
5,318,540	5,447	5,323,987	476,522
(4,038,712)	2,932,451	(1,106,261)	-
288,957,600	4,988,513	293,946,113	548,939
1,196,450	(2,696,543)	(1,500,093)	463,297
262,597,603	2,496,810	265,094,413	1,800,337
(2,046,065)	-	(2,046,065)	-
260,551,538	2,496,810	263,048,348	1,800,337
$ 261,747,988	$ (199,733)	$ 261,548,255	$ 2,263,634

Leon County, Florida
Balance Sheet
Governmental Funds
September 30, 2023

	General Fund	Fine & Forfeiture Fund	Grants Fund	Capital Improvement Fund	Local Provider Participation Fund	Nonmajor Governmental Funds
Assets:						
Cash	$ 18,134,843	$ 60,160	$ 692,098	$ 0	$ 0	$ 9,392,614
Investments	34,762,058	4,771,671	20,033,312	38,515,434	2,696,838	77,317,765
Receivables:						
Accounts	2,364,033	8,079	0	67,162	0	6,364,778
Lease receivables	0	0	0	0	0	6,102,137
Due from other governments	6,749,126	0	6,927,475	0	0	7,023,536
Special assessments	0	0	0	0	24,251,888	1,002,426
Due from other funds	2,288,950	3,816,165	735,271	416,438	0	1,403,257
Inventories	1,174,170	0	0	0	0	5,612
Prepaids	720,748	0	179,271	154,952	0	154,790
Total assets	$ 66,193,928	$ 8,656,075	$ 28,567,427	$ 39,153,986	$ 26,948,726	$ 108,766,915
Liabilities, deferred inflows of resources, and fund balances						
Liabilities:						
Accounts payable	$ 4,566,735	$ 5,303	$ 1,577,707	$ 1,167,393	$ 0	$ 2,859,843
Accrued liabilities	5,284,498	0	4,480	0	0	687,900
Due to other governments	1,334,328	690	1,004	0	24,639,976	5,692,601
Due to other funds	5,759,660	1,226,657	549,389	0	127,213	1,293,532
Deposits	22,997	184,740	0	0	0	36,772
Unearned revenues	0	0	8,972,263	0	0	1,409,275
Total liabilities	16,968,218	1,417,390	11,104,843	1,167,393	24,767,189	11,979,923
Deferred inflows of resources:						
Deferred inflows of resources	0	0	0	0	0	6,736,646
Total deferred inflows	0	0	0	0	0	6,736,646
Fund balances:						
Nonspendable	1,894,918	0	179,271	154,952	0	160,402
Restricted	0	225,998	16,636,457	35,678,641	2,181,537	67,272,632
Committed	7,660,233	1,055,341	695,723	2,153,000	0	19,700,826
Assigned	6,139,030	5,957,346	0	0	0	3,043,830
Unassigned	33,531,529	0	(48,867)	0	0	(127,344)
Total fund balances	49,225,710	7,238,685	17,462,584	37,986,593	2,181,537	90,050,346
Total liabilities, deferred inflows of resources, and fund balances	$ 66,193,928	$ 8,656,075	$ 28,567,427	$ 39,153,986	$ 26,948,726	$ 108,766,915

The accompanying notes are an integral part of these financial statements.

Total Governmental Funds
$ 28,279,715
178,097,078
8,804,052
6,102,137
20,700,137
25,254,314
8,660,081
1,179,782
1,209,761
$ 278,287,057
$ 10,176,981
5,976,878
31,668,599
8,956,451
244,509
10,381,538
67,404,956
6,736,646
6,736,646
2,389,543
121,995,265
31,265,123
15,140,206
33,355,318
204,145,455
$ 278,287,057

Leon County, Florida
Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position
September 30, 2023

Total fund balances of governmental funds		$ 204,145,455
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets used in governmental activities are not financial resources, and therefore are not reported as assets in governmental funds.		
Governmental capital assets	817,231,223	
Less accumulated depreciation/amortization	(503,261,851)	313,969,372
Long-term liabilities, and deferred outflows/inflows of resources including bonds payable are not due and payable in the current period and, therefore, are not reported in the governmental funds.		
Bonds and notes payable	(29,243,116)	
Unamortized premium on bonds payable	(94,782)	
Lease liability	(14,717,774)	
Subscription liability	(1,979,243)	
OPEB related deferred inflows	(20,498,202)	
OPEB related deferred outflows	17,698,439	
Pension related deferred outflows	38,757,185	
Pension related deferred inflows	(12,323,827)	
Net pension liability	(187,331,075)	
Compensated absences, net of internal service amount	(17,482,897)	
Other postemployment benefits, net of internal service amount	(31,249,567)	
Arbitrage rebate liability	(25,000)	(258,489,859)
Internal service funds are used by management to charge the costs of gasoline, vehicle repair, risk management, and telephone services to individual funds. The assets and liabilities of the internal service funds are included in governmental activities in the Statement of Net Position.		2,123,020
Total net position of governmental activities		$ 261,747,988

The accompanying notes are an integral part of these financial statements.

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Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
Year Ended September 30, 2023

	General Fund	Fine & Forfeiture Fund	Grants Fund	Capital Improvement Fund	Local Provider Participation Fund	Nonmajor Governmental Funds
Revenues:						
Taxes	$ 88,331,602	$ 101,194,886	$ 0	$ 0	$ 24,251,888	$ 47,019,108
Licenses and permits	0	0	0	0	0	2,838,138
Intergovernmental	13,201,743	16,993	6,001,857	1,376,196	0	13,842,129
Charges for services	7,884,371	643,655	92,916	0	0	35,932,249
Fines and forfeitures	0	77,237	0	0	0	223,102
Interest	2,479,719	769,135	1,197,228	934,274	131,029	3,017,963
Net change in fair market value of investments	1,304,493	(5,206)	0	604,260	0	1,932,543
Miscellaneous	828,526	40,834	47,062	1,520,000	0	2,514,909
Total revenues	114,030,454	102,737,534	7,339,063	4,434,730	24,382,917	107,320,141
Expenditures:						
Current:						
General government	45,486,017	0	0	2,139,429	0	770,390
Public safety	88,621,673	3,431,871	4,634,912	0	0	49,195,259
Physical environment	2,462,874	0	174,312	557,514	0	8,054,083
Transportation	535	0	6,138	0	0	14,145,592
Economic environment	4,409,165	0	1,074,268	0	0	6,096,119
Human services	8,349,612	0	42,807	0	22,353,917	2,290,894
Culture and recreation	5,817,465	0	157,630	54,194	0	7,802,774
Judicial	8,672,077	2,046,078	2,222	190,375	0	6,831,382
Debt service:						
Principal retirement	3,396,454	0	0	488,257	0	5,098,012
Interest and fiscal charges	253,734	0	0	28,052	0	617,509
Capital outlay	9,139,437	0	7,925,010	10,241,468	0	10,669,123
Total expenditures	176,609,043	5,477,949	14,017,299	13,699,289	22,353,917	111,571,137
Excess (deficiency) of revenues over (under) expenditures	(62,578,589)	97,259,585	(6,678,236)	(9,264,559)	2,029,000	(4,250,996)
Other financing sources (uses):						
Transfers in	99,199,716	4,637,429	972,462	22,478,250	0	34,215,058
Lease financing	5,666,612	0	0	0	0	0
Subscription financing	1,629,353	0	0	819,956	0	0
Transfer out	(48,176,116)	(96,447,645)	(6,136,666)	0	0	(14,984,075)
Total other financing sources (uses)	58,319,565	(91,810,216)	(5,164,204)	23,298,206	0	19,230,983
Net change in fund balances	(4,259,024)	5,449,369	(11,842,440)	14,033,647	2,029,000	14,979,987
Fund balances, October 1	53,034,909	1,789,316	29,305,024	23,952,946	152,537	74,655,725
Prior period adjustments	449,825	0	0	0	0	414,634
Fund balances, October 1, as restated	53,484,734	1,789,316	29,305,024	23,952,946	152,537	75,070,359
Fund balances, September 30	$ 49,225,710	$ 7,238,685	$ 17,462,584	$ 37,986,593	$ 2,181,537	$ 90,050,346

The accompanying notes are an integral part of these financial statements.

Total Governmental Funds
$ 260,797,484
2,838,138
34,438,918
44,553,191
300,339
8,529,348
3,836,090
4,951,331
360,244,839
48,395,836
145,883,715
11,248,783
14,152,265
11,579,552
33,037,230
13,832,063
17,742,134
8,982,723
899,295
37,975,038
343,728,634
16,516,205
161,502,915
5,666,612
2,449,309
(165,744,502)
3,874,334
20,390,539
182,890,457
864,459
183,754,916
$ 204,145,455

Leon County, Florida

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities
Year Ended September 30, 2023

Net change in fund balances - total governmental funds		$ 20,390,539
Amounts reported for governmental activities in the Statement of Activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.		
Expenditures for capital assets/leases	34,507,530	
Less current year depreciation and amortization	(29,159,776)	5,347,754
Repayment of leases/subscription liabilities/bond/loan principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.		9,013,372
Lease financings and debt issuances provide current financial resources to governmental funds, but increase long-term liabilities in the Statement of Net Position.		(8,115,921)
Some expenses reported in the Statement of Activities do not require the use of current financial resources, and therefore are not reported as expenditures in the governmental funds.		
Amortization of current year bond discount/premium	47,390	
Change in other postemployment benefits	(2,379,808)	
Change in compensated absences	(351,059)	
Change in net pension liability	(22,884,053)	
		(25,567,530)
Internal service funds are used by management to charge the costs of gasoline, vehicle repair, risk management, and telephone services to individual funds.		128,236
Change in net position of governmental activities		$ 1,196,450

The accompanying notes are an integral part of these financial statements.

Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
General Fund
Year Ended September 30, 2023

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Taxes	$ 87,156,892	$ 87,926,916	$ 88,331,602	$ 404,686
Intergovernmental	10,149,314	10,149,314	13,201,743	3,052,429
Charges for services	7,914,573	7,897,979	7,884,371	(13,608)
Interest	1,093,622	1,093,622	2,479,719	1,386,097
Net change in fair market value of investments	0	0	1,304,493	1,304,493
Miscellaneous	269,439	614,439	828,526	214,087
Total revenue	106,583,840	107,682,270	114,030,454	6,348,184
Expenditures:				
Current:				
General government	52,185,357	57,901,996	45,486,017	12,415,979
Public safety	92,184,763	92,307,676	88,621,673	3,686,003
Physical environment	2,756,638	2,632,884	2,462,874	170,010
Transportation	0	0	535	(535)
Economic environment	4,483,196	4,449,895	4,409,165	40,730
Human services	9,426,020	9,420,170	8,349,612	1,070,558
Culture and recreation	6,330,494	5,945,061	5,817,465	127,596
Judicial	5,556,223	5,766,873	8,672,077	(2,905,204)
Debt service:				
Principal retirement	0	0	3,396,454	(3,396,454)
Interest and fiscal charges	0	0	253,734	(253,734)
Capital outlay	2,958,328	3,390,268	9,139,437	(5,749,169)
Total expenditures	175,881,019	181,814,823	176,609,043	5,205,780
Excess (deficiency) of revenues over (under) expenditures	(69,297,179)	(74,132,553)	(62,578,589)	11,553,964
Other financing sources (uses):				
Transfers in	124,688,024	125,563,159	99,199,716	(26,363,443)
Lease financing	0	0	5,666,612	5,666,612
Subscription financing	0	0	1,629,353	1,629,353
Transfers out	(56,619,719)	(71,798,533)	(48,176,116)	23,622,417
Total other financing sources (uses)	68,068,305	53,764,626	58,319,565	4,554,939
Net change in fund balance	(1,228,874)	(20,367,927)	(4,259,024)	16,108,903
Fund balances, October 1	53,034,909	53,034,909	53,034,909	0
Prior period adjustments	0	0	449,825	449,825
Fund balances, October 1, as restated	53,034,909	53,034,909	53,484,734	449,825
Fund balances, September 30	$ 51,806,035	$ 32,666,982	$ 49,225,710	$ 16,108,903

The accompanying notes are an integral part of these financial statements.

Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Fine & Forfeiture Fund
Year Ended September 30, 2023

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Taxes	$ 99,289,507	$ 99,289,507	$ 101,194,886	$ 1,905,379
Intergovernmental	20,086	20,086	16,993	(3,093)
Charges for services	710,315	710,315	643,655	(66,660)
Fines and forfeitures	106,115	106,115	77,237	(28,878)
Interest	393,076	393,076	769,135	376,059
Net change in fair market value of investments	0	0	(5,206)	(5,206)
Miscellaneous	0	0	40,834	40,834
Total revenue	100,519,099	100,519,099	102,737,534	2,218,435
Expenditures:				
Current:				
Public safety	3,532,711	3,632,711	3,431,871	200,840
Judicial	2,439,717	2,439,717	2,046,078	393,639
Total expenditures	5,972,428	6,072,428	5,477,949	594,479
Excess (deficiency) of revenues over (under) expenditures	94,546,671	94,446,671	97,259,585	2,812,914
Other financing sources (uses):				
Transfers in	0	641,354	4,637,429	3,996,075
Transfers out	(94,546,671)	(95,833,155)	(96,447,645)	(614,490)
Total other financing sources (uses)	(94,546,671)	(95,191,801)	(91,810,216)	3,381,585
Net change in fund balance	0	(745,130)	5,449,369	6,194,499
Fund balances, October 1	1,789,316	1,789,316	1,789,316	0
Fund balances, September 30	$ 1,789,316	$ 1,044,186	$ 7,238,685	$ 6,194,499

The accompanying notes are an integral part of these financial statements.

Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Grants Fund
Year Ended September 30, 2023

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Intergovernmental	$ 553,136	$ 33,400,245	$ 6,001,857	$ (27,398,388)
Charges for services	83,800	220,238	92,916	(127,322)
Interest	0	107,018	1,197,228	1,090,210
Miscellaneous	0	876,936	47,062	(829,874)
Total revenue	636,936	34,604,437	7,339,063	(27,265,374)
Expenditures:				
Current:				
Public safety	776,965	9,220,518	4,634,912	4,585,606
Physical environment	0	2,959,559	174,312	2,785,247
Transportation	0	378,623	6,138	372,485
Economic environment	50,000	2,447,635	1,074,268	1,373,367
Human services	38,026	75,660	42,807	32,853
Culture and recreation	5,500	425,504	157,630	267,874
Judicial	88,053	176,473	2,222	174,251
Capital outlay	9,500	49,303,436	7,925,010	41,378,426
Total expenditures	968,044	64,987,408	14,017,299	50,970,109
Excess (deficiency) of revenues over (under) expenditures	(331,108)	(30,382,971)	(6,678,236)	23,704,735
Other financing sources (uses):				
Transfers in	331,108	331,108	972,462	641,354
Transfers out	(3,071,844)	(6,136,666)	(6,136,666)	0
Total other financing sources (uses)	(2,740,736)	(5,805,558)	(5,164,204)	641,354
Net change in fund balance	(3,071,844)	(36,188,529)	(11,842,440)	24,346,089
Fund balances, October 1	29,305,024	29,305,024	29,305,024	0
Fund balances, September 30	$ 26,233,180	$ (6,883,505)	$ 17,462,584	$ 24,346,089

The accompanying notes are an integral part of these financial statements.

Leon County, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
Local Provider Participation Fund
Year Ended September 30, 2023

	Budget Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Revenues:				
Taxes	$ 0	$ 24,251,888	$ 24,251,888	$ 0
Interest	0	0	131,029	131,029
Total revenue	0	24,251,888	24,382,917	131,029
Expenditures:				
Current:				
Human services	0	24,251,888	22,353,917	1,897,971
Total expenditures	0	24,251,888	22,353,917	1,897,971
Net change in fund balance	0	0	2,029,000	2,029,000
Fund balances, October 1	152,537	152,537	152,537	0
Fund balances, September 30	$ 152,537	$ 152,537	$ 2,181,537	$ 2,029,000

The accompanying notes are an integral part of these financial statements.

Leon County, Florida
Statement of Net Position
Proprietary Funds
September 30, 2023

	Business-type Activities - Landfill Fund	Business-type Activities - Internal Service Funds
Assets		
Current assets:		
Cash	$ 559,991	$ 966,944
Cash with fiscal agent	0	306,082
Investments	0	8,347,539
Receivables:		
Accounts	2,520,793	317,643
Due from other funds	169,234	522,978
Due from other governments	0	23,223
Inventories	1,733	94,971
Prepaids	0	116,191
Total current assets	3,251,751	10,695,571
Noncurrent assets:		
Restricted cash and investments	14,605,274	0
Capital assets:		
Nondepreciable capital assets	3,165,465	0
Depreciable (net)	3,597,058	0
Total noncurrent assets	21,367,797	0
Total assets	$ 24,619,548	$ 10,695,571
Liabilities		
Current liabilities:		
Accounts payable	$ 2,566,837	$ 451,678
Due to other governments	2,063	7,356
Accrued liabilities	21,454	6,962
Due to other funds	12,502	383,340
Compensated absences	85,679	275,368
Claims payable	0	6,847,147
Deferred revenue	13,206	0
Total current liabilities	2,701,741	7,971,851
Noncurrent liabilities:		
Compensated absences	130,697	183,266
Liability for closure costs/maintenance	22,076,218	0
Other post employment benefits	231,230	96,829
Total noncurrent liabilities	22,438,145	280,095
Total liabilities	25,139,886	8,251,946
Net position		
Investment in capital assets	6,762,523	0
Unrestricted	(7,282,861)	2,443,625
Total net position	(520,338)	2,443,625
Total liabilities and net position	$ 24,619,548	$ 10,695,571
Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds	320,605	
Net position of business-type activities	$ (199,733)	

The accompanying notes are an integral part of these financial statements.

Leon County, Florida
Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Funds
Year Ended September 30, 2023

	Business-type Activities - Landfill Fund	Business-type Activities - Internal Service Funds
Operating revenues:		
Charges for services	$ 11,189,014	$ 11,511,551
Total operating revenues	11,189,014	11,511,551
Operating expenses:		
Personnel services	2,141,583	899,733
Contractual services	10,601,222	164,143
Supplies	403,942	2,299,207
Communications services	27,978	931,431
Insurance	44,313	5,375,392
Utility services	84,956	0
Depreciation	673,633	0
Other services and charges	4,923,225	2,223,799
Total operating expenses	18,900,852	11,893,705
Operating income (loss)	(7,711,838)	(382,154)
Nonoperating revenues:		
Taxes	1,892,060	0
Interest	127,014	311,992
Net change in fair market value of investments	31,541	0
Loss on disposal of assets	5,447	22,305
Total nonoperating revenues	2,056,062	334,297
Income (loss) before transfers	(5,655,776)	(47,857)
Transfers in	3,032,555	202,875
Transfers out	(100,104)	0
Change in net position	(2,723,325)	155,018
Net position, October 1	2,202,987	2,288,607
Net position, September 30	$ (520,338)	$ 2,443,625
Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds.	26,782	
Change in net position of business-type activities	$ (2,696,543)	

The accompanying notes are an integral part of these financial statements.

Leon County, Florida
Statement of Cash Flows
Proprietary Funds
Year Ended September 30, 2023

	Business-type Activities - Landfill Fund	Business-type Activities - Internal Service Funds
Cash flows from operating activities:		
Receipts from customers fees and other income	$ 10,547,578	$ 22,305
Payments to suppliers	(10,805,962)	(8,042,479)
Payments to employees	(2,120,888)	(853,175)
Internal activity - payments to other funds	(44,313)	0
Internal activity - cash received from other funds	12,502	11,601,302
Claims paid	0	(1,535,218)
Net cash provided by (used in) operating activities	(2,411,083)	1,192,735
Cash flows from noncapital financing activities:		
Tax proceeds	1,892,060	0
Repayments on interfund loans	(167,190)	(142,571)
Loan from other funds	(40,739)	0
Transfers received from other funds	3,032,555	202,875
Transfers to other funds	(100,104)	0
Net cash provided by (used in) noncapital financing activities	4,616,582	60,304
Cash flows from capital and related financing activities:		
Acquisition and/or construction of capital assets	(909,779)	0
Net cash provided by (used in) capital and related financing activities	(909,779)	0
Cash flows from investing activities:		
Net proceeds from sales and maturities of investments	(48,839)	(1,525,372)
Interest and dividends received	126,160	311,992
Net change in fair market value of investments	31,541	0
Net cash provided by (used in) investing activities	108,862	(1,213,380)
Net cash increase (decreases) in cash	1,404,582	39,659
Cash at beginning of year (including $12,441,089 included in restricted cash and investments)	12,864,930	1,233,367
Cash at end of year (including $13,709,521 included in restricted cash and investments)	$ 14,269,512	$ 1,273,026

The accompanying notes are an integral part of these financial statements.

Leon County, Florida
Statement of Cash Flows
Proprietary Funds
Year Ended September 30, 2023
(continued)

	Business-type Activities - Landfill Fund	Business-type Activities - Internal Service Funds
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities		
Operating income (loss)	$ (7,711,838)	$ (382,154)
Adjustments to reconcile operating income (loss) to net cash provided by (used in) operating activities:		
Depreciation expense	673,633	0
Other income	5,447	22,305
Changes in assets and liabilities:		
Receivables	(648,219)	1,297,442
Prepaids	0	38,027
Due from other governments	12,502	(95,002)
Accounts payable and other liabilities	1,112,210	66,702
Accrued expenses	20,695	12,203
Other current liabilities	0	198,857
Revenues received in advance	1,336	0
Estimated liability for closure costs/maintenance	4,123,151	0
Other accrued liabilities	0	34,355
Net cash provided by (used in) operating activities:	$ (2,411,083)	$ 1,192,735

The accompanying notes are an integral part of these financial statements.

Leon County, Florida
Statement of Fiduciary Net Position
Custodial Funds
September 30, 2023

	Total Custodial Funds
Assets	
Cash	$ 10,009,464
Accounts receivable	454,416
Due from other governments	977
Total assets	$ 10,464,857
Liabilities	
Accounts payable	$ 336,529
Due to other governments	2,386,105
Installment tax deposits	2,165,961
Total liabilities	4,888,595
Net Position:	
Restricted for:	
Individuals, organizations, and other governments	5,576,262
Total net position	5,576,262
Total liabilities and net position	$ 10,464,857

The accompanying notes are an integral part of these financial statements.

Leon County, Florida
Statement of Changes in Fiduciary Net Position - Custodial Funds
Year Ended September 30, 2023

	Total Custodial Funds
Additions	
Property taxes and fees collected	$ 382,843,794
Fees and other amounts collected on behalf of other governments	851,949
Tourist development taxes collected	8,342,181
License, registrations, and vessel fees collected	23,371,026
Receipt of registry for court from citizens	7,104,791
Sales taxes collected	6,451,722
Bonds, deposits and other court related collections	3,756,534
Other taxes and fees collected	60,554
Interest earnings	837,424
Inmate funds collected	815,750
Contracts and other miscellaneous collected	494,939
Evidence monies collected	64,445
Fines and forfeitures fees collected	571,462
Total additions	435,566,571
Deductions	
Property taxes and fees distributed	382,843,794
Fees and other amounts distributed to other governments	1,069,185
Tourist developmment taxes distributed	8,342,181
License, registrations, and vessel fees distributed	23,371,026
Disbursement of registry for court from citizens	7,651,015
Sales taxes distributed	6,451,722
Bonds, deposits and other court related distributions	3,520,657
Other taxes and fees distributed	60,554
Interest earnings	837,424
Inmate funds disbursed	813,136
Contracts and other miscellaneous disbursed	493,774
Evidence monies disbursed	93,529
Fines and forfeitures and fees disbursed	571,462
Total deductions	436,119,459
Net increase (decrease) in fiduciary net position	(552,888)
Net position at beginning of year	6,129,150
Net position at end of year	$ 5,576,262

The accompanying notes are an integral part of these financial statements.

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LEON COUNTY, FLORIDA
NOTES TO FINANCIAL
STATEMENTS SEPTEMBER 30, 2023

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
A. Reporting Entity 36
B. Measurement Focus and Basis of Accounting 39
C. Basis of Presentation 41
D. Assets, Liabilities, and Net Position 42

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY
Budgets and Budgetary Accounting 47

III. CASH AND INVESTMENTS 50

IV. PROPERTY TAXES 54

V. CAPITAL ASSETS 55

VI. LEASES 56

VII. SUBSCRIPTION LIABILITIES 59

VIII. INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS 60

IX. LONG-TERM OBLIGATIONS
A. Long-term Obligations 62
B. Schedule of Debt Service Requirements 63
C. Changes in the Long-term Debt 63
D. Financed purchase liability - ESCO 64
E. Purchase Cards 65
F. Special Assessment Debt 65
G. Demand Bonds 65
H. Conduit Debt Obligations 65
I. Debt Parity 66

X. CLOSURE AND POST CLOSURE CARE COST 66

XI. EMPLOYEE BENEFITS
A. Florida Retirement System 67
B. Deferred Compensation Plan 73
C. Liability for Compensated Absences 73
D. Executive Service Plan 73
E. Post Employment Benefits Other Than Pension Benefits 74

XII. DEFERRED OUTFLOWS AND INFLOWS OF RESOURCES 79

XIII. RISK MANAGEMENT AND CONVENTIONALLY INSURED CLAIMS & LOSSES
A. General Liability 80
B. Workers Compensation 80
C. Automobile Liability 81
D. Professional Liability 81

XIV. SEGMENT INFORMATION – ENTERPRISE FUNDS 82

XV. OTHER REQUIRED INDIVIDUAL FUND DISCLOSURES
A. Excess of Expenditures over Appropriations 82
B. Excess of Expenditures Over Revenue in the Budget Column 82
C. Deficit Fund Balances 82
D. Minimum Fund Balance Policy 82
E. Fund Balance 83

XVI. COMMITMENTS AND CONTINGENCIES
A. Contract Commitments 84
B. Potential Liabilities Resulting from Litigation 84
C. Subsequent Events 84
XVII. CONTINGENCIES - DEBT 84

XVIII. NET POSITION RESTATEMENT 85

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Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

Leon County, Florida (the County) is a political subdivision of the State of Florida and provides services to its residents in many areas, including public safety, transportation, recreation, and human services. The County is governed by an elected Board of County Commissioners (seven members). In addition to the members of the Board of County Commissioners (the Board), there are five elected Constitutional Officers: Clerk of the Circuit Court and Comptroller, Sheriff, Tax Collector, Property Appraiser, and Supervisor of Elections. The Constitutional Officers maintain separate accounting records and budgets. Effective for the 2003 fiscal year, the citizens of Leon County passed a voter referendum to make Leon County a Charter County. The Charter is a simple charter, which allows for the same powers and duties as provided in the Constitution of the State of Florida and Florida Statutes. However, in certain instances, the Charter may alter or expand the powers of the elected officials via voter referendum.

The accompanying financial statements present the combined financial position and results of operations of the entity as a whole, by major fund and nonmajor funds in aggregate, that are governed by the Board and the Constitutional Officers of Leon County, Florida.

The Board of County Commissioners funds a portion, or in some cases all, of the operating budgets of the County's Constitutional Officers. The payments by the Board of County Commissioners to fund the operating budgets of the Constitutional Officers are recorded as expenditures on the financial statements of the Board and as appropriations or charges for services on the financial statements of the Constitutional Officers. Accordingly, such amounts and the budget relating to those amounts have been eliminated in the accompanying combined financial statements.

Component Unit

The component units that are discussed below have been reviewed to see if they should be included in the County's reporting entity. They would be included in the County's reporting entity either because of the significance of the operational relationship or the County is financially accountable for the component unit. The County is financially accountable for an organization when the County appoints a voting majority of the organization's governing body and is able to impose its will on the organization. The County is also financially accountable when there is a potential for the organization to provide a financial benefit or impose a financial burden on the County, or the organization is fiscally dependent on the County.

Specific criteria used to determine financial accountability are:

- Selection of a voting majority of the governing body.

- Imposition of will: Ability to remove appointed members at will; ability to approve or modify charges affecting revenue; ability to appoint, hire or dismiss management.

- Financial benefit or burden relationship: The County is legally entitled to or can otherwise access the organization's resources; the County is legally obligated or has otherwise assumed the obligation to finance the deficits of or provide support to the organization; or the County is obligated in some manner for the debt of the organization.

- Fiscal dependency: Ability to approve or modify the organization's budget or rate charges and ability to approve debt issuances and/or tax levies.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

A. Reporting Entity (continued)

Component Unit (continued)

Financial statements of component units would be included in the financial reporting entity either as a blended component unit or as a discretely presented component unit in accordance with governmental accounting standards. At September 30, 2023, the only component unit of the County is the Housing Finance Authority of Leon County (the Authority) and it is presented in a separate column on the County's financial statements.

The Authority was created as a Florida public corporation in accordance with the Florida Housing Finance Authority Law, Part IV of Chapter 159, Florida Statutes (1979), following the adoption of an approving ordinance (#80-39) by the Board of County Commissioners of Leon County, Florida. The Authority is a Dependent Special District as defined in Section 189.4041, Florida Statutes.

The Authority's governing board is appointed by the Board of County Commissioners; the budget is reviewed by the County; all bonds issued and contracts entered into must be approved by the County; the County may, at its sole discretion, and at anytime, alter or change the structure, organization, programs or activities of the Authority, including the power to terminate the Authority. This unit is reported in a separate column to emphasize that it is legally separate from the County. Separate financial information for the Authority is available at 918 Railroad Avenue, Tallahassee, Florida 32310.

Excluded from the Reporting Entity

The Leon County Health Facilities Authority, Leon County Research and Development Authority, Leon County Education Facilities Authority and Leon County Energy Improvement District have been established under Florida Statutes, Chapter 159, Part V, Chapter 154, Part III, Chapter 243 and Chapter 189, Part II respectively. Operations of the above authorities are not included in this report because they do not meet the criteria for inclusion in the reporting entity as set forth in GASB Statement No. 39 and No. 61.

Other public entities located within Leon County and not included in the financial statements of the County include municipalities and the following independent taxing districts authorized and established by the laws of Florida:

Children's Service Council of Leon County

Leon County School Board District

Fallschase Special Taxing District

Northwest Florida Water Management District

Tallahassee-Leon County Civic Center Authority

These potential component units have been excluded because they do not meet the criteria for inclusion in the reporting entity.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

A. Reporting Entity (continued)

Consolidated Dispatch Agency

In May 2012, the City of Tallahassee, Leon County, Florida, and the Leon County Sheriff's Office entered into an inter-local agreement authorized by Section 163.01, Florida Statutes. This agreement created a Consolidated Dispatch Agency (CDA) for the purpose of dispatching law enforcement, fire and emergency medical services personnel. The term of this agreement is for a period of 10 years, commencing April 1, 2013, and will renew automatically thereafter. The CDA will govern and manage the provision of public safety consolidated dispatch services on a county-wide basis.

The governing body of the CDA consists of the City of Tallahassee City Manager, the Leon County Administrator and the Leon County Sheriff, hereinafter called the Council. The City and the County shall fund the CDA budget proportionately based upon the per capita population within the corporate limits of the City of Tallahassee for the city, and the per capita population within the unincorporated area of Leon County for the County, and a service cost allocation shall be included in the CDA's annual budget. Current audited financial statements may be obtained from the Consolidated Dispatch Agency, 300 S. Adams Street, Box A-19, Tallahassee, Florida 32301.

Capital Region Transportation Planning Agency

In December 2004, the Capital Region Transportation Planning Agency (CRTPA) was created through an inter-local agreement between the Florida Department of Transportation; the Counties of Leon, Gadsden, Jefferson and Wakulla; the Cities of Tallahassee, Chattahoochee, Gretna, Midway, Monticello, Quincy, St. Marks and Sopchoppy; the towns of Greensboro and Havana; and the Leon County School Board as authorized by Section 163.01 Florida Statues. It was established in order for the members to participate cooperatively in the development of transportation related plans and programs.

The governing board consists of voting representatives from the Counties of Leon, Gadsden, Jefferson, and Wakulla; the Cities of Midway, Quincy, Tallahassee, Chattahoochee and Gretna; the Towns of Greensboro and Havana, the Leon County School Board, and three nonvoting representatives from the Florida Department of Transportation, the Federal Highway Administration, and StarMetro, the City of Tallahassee's public transit system.

The CRTPA receives federal and state transportation funds for the performance of its transportation planning and programming activities. If operating expenses exceed the external funding obtained, the deficit is funded by the members of the CRTPA in proportion of their weighted votes. As a participating member of CRTPA, Leon County has a limited share of financial responsibility for any such deficits. Current audited financial statements may be obtained from the Capital Regional Transportation Planning Agency, 300 S. Adams Street, Box A-19, Tallahassee, Florida 32301.

Blueprint Intergovernmental Agency

In October 2000, Leon County entered into an interlocal agreement with the City of Tallahassee as authorized by Section 163.01(7) Florida Statutes. This agreement created the Blueprint 2000 Intergovernmental Agency, now known as the Blueprint Intergovernmental Agency (Blueprint) to govern the project management for the project planning and construction of a list of projects known as the Blueprint projects. The Board of County Commissioners and the City Commission constitute Blueprint's Board of Directors and jointly govern the organization. The revenues to fund the projects under this agreement are the collections of the local government infrastructure sales surtax, which began December 1, 2004. This tax was extended pursuant to the provisions in Section 212.055, Florida Statutes, until December 31, 2039.

The County and Blueprint have entered into a Joint Partnership Agreement whereby the County receives an annual allocation of $3,875,000 from Blueprint for the performance of various infrastructure initiatives. Current audited financial statements may be obtained from Blueprint, 315 S. Calhoun Street, Suite 450, Tallahassee, Florida 32301.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Measurement Focus and Basis of Accounting

The basic financial statements of the County are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to the financial statements
- Required Supplementary Information

Government-wide Financial Statements

Government-wide financial statements (the Statement of Net Position and Statement of Activities) provide financial information about Leon County government as a whole, except for its fiduciary activities. These statements include separate columns for the governmental and business-type activities of the primary government, as well as its discretely presented component unit and provide for a consolidated financial picture of the government. The Statement of Net Position reports all financial and capital resources of Leon County's governmental and business-type activities. The Statement of Activities reports functional categories of programs provided by the County and demonstrate how and to what degree those programs are supported by specific revenue. As part of the consolidation process, the effect of interfund activity has been removed from these statements to avoid distorted financial results. Any interfund services provided and used are not eliminated during this process, but reassigned to governmental activities. Any amounts reported as interfund balances represent the residual amounts due between governmental and business-type activities. Fiduciary funds of the government are also removed from this presentation since the resources are not available for general government funding purposes. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities. Business-type activities rely, to a significant extent, on fees and charges for support.

Likewise, the primary government is reported separately from the legally separate component unit for which the primary government is financially accountable. Government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and custodial fund financial statements. Under the accrual basis of accounting, revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, Accounting and Financial Reporting for Nonexchange Transactions. Program revenues include charges for services, fines and forfeiture, licenses and permits, and payments made by parties outside of the reporting government's citizenry if that money is restricted to a particular program. Program revenues are netted with program expenses in the Statement of Activities to present the net cost of each program. Amounts paid to acquire capital assets are capitalized as assets in the government-wide financial statements, rather than being reported as expenditures. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as other financing sources. Amounts paid to reduce long-term indebtedness of the reporting government are reported as reductions of the related liability, rather than as expenditures.

Fund Financial Statements

The accounts of the County are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenue and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Measurement Focus and Basis of Accounting (continued)

Fund Financial Statements (continued)

A fund financial statement for the primary government's governmental, proprietary, and fiduciary funds are presented after the government-wide financial statements. These statements show information about major funds individually and nonmajor funds in the aggregate for governmental and proprietary funds. The fiduciary statement includes financial information for the custodial funds. The custodial funds of the County primarily represent assets held by the County in a custodial capacity for other individuals or governments.

Governmental Funds

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the County considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Franchise fees, licenses, sales taxes, gas taxes, operating and capital grants, and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable only when the County receives cash.

Under the current financial resources measurement focus, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of "available spendable resources." Governmental funds operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

Noncurrent portions of long-term receivables (special assessment) due to governmental funds are reported on their balance sheets in spite of their spending measurement focus. Noncurrent portions of other long-term receivables are offset by deferred inflows of resources.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources were expended, rather than as fund assets. The proceeds of long-term debt are recorded as an other financing source rather than as a fund liability. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Proprietary Funds

The County's enterprise funds and internal service funds are proprietary funds. In the fund financial statements, proprietary funds are presented using the accrual basis of accounting.

Revenues are recognized when they are earned and expenses are recognized when the related goods or services are delivered. In the fund financial statements, proprietary funds are presented using the economic resources measurement focus. This means that all assets and all liabilities (whether current or noncurrent) associated with their activity are included on their balance sheets. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in total net position.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Measurement Focus and Basis of Accounting (continued)

Fund Financial Statements (continued)

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies, taxes, and investment earnings, result from nonexchange transactions or ancillary activities. Amounts paid to acquire capital assets are capitalized as assets in the fund financial statements, rather than reported as an expenditure. Proceeds of long-term debt are recorded as a liability in the fund financial statements, rather than as other financing sources. Amounts paid to reduce long-term indebtedness are reported as a reduction of the related liabilities, rather than as an expense.

C. Basis of Presentation

GASB 34 sets forth minimum criteria (percentage of the assets, liabilities, revenues or expenditures/expenses of either fund category and the governmental and enterprise combined) for the determination of major funds. The nonmajor funds are combined in a column in the fund financial statements and detailed in the combining section.

Governmental Major Funds:

The County reports the following major funds in the governmental fund financial statements:

General — The General Fund is the general operating fund of the County. This fund is used to account and report all financial resources not required to be accounted for and reported in another fund.

Fine & Forfeiture — This fund was established to account for and report the proceeds of specific revenues collected pursuant to the provisions of Section 142.01, Florida Statutes. It also accounts for and reports expenditures restricted or committed to the costs of criminal prosecutions and for the proceeds of certain court fines and costs as well as accounting for ad valorem tax revenues collected and used to support the Sheriff's Department.

Grants — This fund is used to account for and report the proceeds of revenues that are restricted or committed to expenditures of federal, state and local grants awarded to the County. This fund also includes the corresponding County matching funds for the various grants.

Capital Improvement — This fund is used to account for and report the financial resources restricted, committed, or assigned to the expenditures for the acquisition or construction of major non-transportation related capital facilities and/or projects other than those financed by proprietary funds.

Local Provider Participation — This fund is a special revenue fund, established to account for the non-ad valorem special asssessment revenue pursuant to the Directed Payment Program (DPP). The DPP is a local option that allows establishment of non-ad valorem assessments that are charged solely to hospitals. Revenue generated is matched with federal funds to provide hospitals with supplemental Medicaid reimbursements.

Proprietary Major Fund:

Landfill — This fund accounts for the revenues, expenses, assets, and liabilities associated with the County landfill and transfer station.

Note: The determination of which funds are major funds will vary from year to year because the determination is made using the calculation requirements established in GASB 34.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation (continued)

Other Fund Types:

Internal Service Funds — This fund accounts for fleet management, communications, and self insurance services provided to other departments of the County on a cost reimbursement basis, as well as to report the funded and accrued compensated absences for the Clerk of the Circuit Court and Comptroller (the Clerk) only.

Custodial Funds — This fund is used to account for the collection and disbursement of monies by the County on behalf of other governments and individuals, such as cash bonds, traffic fines, support payments, and ad valorem taxes.

Noncurrent Governmental Assets/Liabilities

GASB 34 requires noncurrent governmental assets, such as land and buildings, and noncurrent governmental liabilities, such as general obligation bonds, revenue bonds, and leases, be reported in the governmental activities column in the government-wide Statement of Net Position.

D. Assets, Liabilities, and Net Position

Cash and Cash Equivalents

Cash and cash equivalents are defined as short-term, highly liquid investments that are both readily convertible to known amounts of cash and have an original maturity of three months or less. This includes cash in banks, repurchase agreements with financial institutions, petty cash, and cash with claims administrators.

Investments

Florida Statutes authorize the County to invest in various instruments. The County reports investments in accordance with the requirements of GASB pronouncements.

Receivables and Payables

Receivables are shown net of an allowance for uncollectibles. The emergency medical services allowance is equal to 58% of outstanding gross charges at September 30, 2023.

Inventories and Prepaid Items

Inventories, consisting primarily of expendable items (materials and supplies), are determined by physical count at the County's fiscal year-end and valued at cost on the basis of the "first-in first-out" method of accounting. Inventory shown in the governmental funds consists of fuel, medical supplies, vehicle parts, and road materials. The inventory is recorded as an expenditure when consumed (consumption method) rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Assets, Liabilities, and Net Position (continued)

Restricted Assets

Certain funds of the County are classified as restricted assets on the Statement of Net Position because the restriction is either imposed by law through constitutional provisions or enabling legislation or imposed externally by creditors, grantors, contributors, or laws or regulations of other governments. Therefore, their use is limited by applicable laws and regulations. It is the practice of the County to utilize its restricted net position before its unrestricted net position. Certain Landfill Fund assets are required to be segregated from other current assets. These assets are legally restricted for specific purposes, such as landfill closure and post-closure care.

Capital Assets

Capital assets include property, plant, equipment, and infrastructure assets. Infrastructure assets are defined as public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems, and similar assets that are immovable and of value only to the government unit. All qualified infrastructure assets have been capitalized and included in the September 30, 2023 financial statements. Capital assets are reported in the government-wide financial statements in the applicable governmental or business-type activities column, as well as the proprietary fund financial statements. Capital assets are defined by Section 274.02, Florida Statutes, to include items of a nonconsumable nature with a value of at least $1,000 and a life of one year or more. The County maintains an administrative record of these assets. However, for reporting purposes, the threshold for capitalizing property, plant, and equipment is $20,000, building improvements $100,000, improvements other than buildings $50,000 and infrastructure is $200,000. It is the County's policy to capitallize all acquired land and buildings. Capital assets are recorded at cost or estimated historical cost. Donated capital assets, donated works of art or similar items, and capital assets received in any service concession arrangement is reported at acquisition value. Depreciation is calculated using the straight-line method over the estimated useful lives of the related assets.

The ranges of useful lives are as follows:

Assets	Years
Buildings	40
Building improvements	5-30
Improvements other than buildings	20-30
Machinery, vehicle, and equipment	5-20
Library collection	5
Works of art, historical treasures, & similar assets	20-50
Infrastructure	20-50

Florida Statutes require that the County maintain accountability for all assets used in operations, except those maintained by the Sheriff.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Assets, Liabilities, and Net Position (continued)

Leases

Leases are defined by the general government as the right to use an underlying asset. As lessee, the County recognizes a lease liability and an intangible right-of-use lease asset at the beginning of a lease unless the lease is considered a short-term lease or transfers ownership of the underlying asset. Right-of-use lease assets are measured based on the net present value of the future lease payments at inception, using the weighted average cost of capital, which approximates the incremental borrowing rate. Remeasurement of a lease liability occurs when there is a change in the lease term and/or other changes that are likely to have a significant impact on the lease liability. The County calculates the amortization of the discount on the lease liability and reports that amount as outflows of resources. Payments are allocated first to accrued interest liability and then to the lease liability. Variable lease payments based on the usage of the underlying assets are not included in the lease liability calculations but are recognized as outflows of resources in the period in which the obligation was incurred.

As lessor, the County recognizes a lease receivable. The lease receivable is measured using the net present value of future lease payments to be received for the lease term and deferred inflow of resources at the beginning of the lease term. Periodic amortization of the discount on the receivable is reported as interest revenue for that period. Deferred inflows of resources are recognized as inflows on a straight-line basis over the term of the lease. This recognition does not apply to short-term leases, contracts that transfer ownership, leases of assets that are investments, or certain regulated leases. Any initial direct costs are reported as an outflow of resources for that period. Remeasurement of lease receivables occur when there are modifications, including but not limited to changes in the contract price, lease term, and adding or removing an underlying asset to the lease agreements. In the case of a partial or full lease termination, the carrying value of the lease receivable and the related deferred inflow of resources will be reduced and will include a gain or loss for the difference. For lease contracts that are short-term, the County recognizes short-term lease payments as inflows of resources (revenues) based on the payment provisions of the lease contract. Liabilities are only recognized if payments are received in advance, and receivables are only recognized if payments are received subsequent to the reporting period. Refer to Note VI for additional information regarding leases.

Subscription Based Information Technology Arrangements

Subscription Based Information Technology Arrangements (SBITAs) are defined by the general government as a contract that conveys control of the right to use another party's (a SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction. The County recognizes a subscription liability and an intangible right-of-use subscription asset at the beginning of a subscription term unless the SBITA is considered short-term or transfers ownership of the underlying asset. Right-of-use subscription assets are measured based on the net present value of the future SBITA payments at inception, using the weighted average cost of capital, which approximate the incremental borrowing rate. Remeasurement of a subscription liability occurs when there is a change in the SBITA term and/or other changes that are likely to have a significant impact on the subscription liability. The County calculates the amortization of the discount on the subscription liability and reports that amount as outflows of resources. Payments are allocated first to accrued interest liability and then to the subscription liability. For SBITA contracts that are short-term, the County recognizes short-term subscription payments as outflows of resources (expenses) based on the payment provisions of the subscription contract. Additional disclosures regarding regulated SBITAs are in Note VII to the financial statements.

Unearned Revenues

Revenues received in advance reported in government-wide financial statements represent unearned revenues. The unearned revenues will be recognized as revenue in the fiscal year they are earned in accordance with the accrual basis of accounting. Deferred revenues reported in governmental fund financial statements represent unearned revenues or revenues which are measurable but not available. In accordance with the modified accrual basis of accounting, these items are reported as deferred revenues.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Assets, Liabilities, and Net Position (continued)

Landfill Closure Costs

The County has adopted a policy, based on U.S. Environmental Protection Agency rules and in accordance with Florida Law, to set aside funds for the post-closure care costs of the County's landfills.

Within the Landfill Fund, deposits are made to the fund's other cash and cash equivalents account for the purpose of complying with the escrow requirements of Rule 17-701.630, Florida Administrative Code. This rule requires the County to annually deposit funds in an interest bearing escrow account for the purpose of funding the minimum estimated landfill closure cost. This amount is represented as "restricted assets" on the Statement of Net Position.

Per the above rule, an audited report is filed each year with the Florida Department of Environmental Protection. The liability on the face of the County's statements is equal to the total estimated cost of closure and post-closure care. The estimates are reviewed and adjusted each year for changes due to inflation, technology or applicable laws or regulations.

Accrued Compensated Absences

The County accrues accumulated unpaid vacation and sick leave when earned by the employee. The current portion is the amount estimated to be used in the following year. The noncurrent portion is the amount estimated to be used in subsequent fiscal years. Both the current and noncurrent estimated accrued compensated absences amounts for governmental funds are maintained separately and represent a reconciling item between the fund and the government-wide presentations.

The Clerk is not legally required to accumulate expendable available financial resources to liquidate this obligation. However, to mitigate the impact of such obligations on future budgets, the Clerk has decided to fully fund the cost of the liability. Accordingly, an internal service fund has been established to record compensated absences earned but not paid for both the court and non-court functions.

Net Obligation for Pension Benefits

The County offers retiree pension benefits for qualifying employees through the Florida Retirement System (FRS) pension plan. Following the provisions of GASB Statement No. 68, the County recognized pension expenses along with the related net pension liability, deferred outflows and inflows of resources and is a reconciling item between the fund and the government-wide presentations.

Net Obligation for Other Postemployment Benefits

The County offers retiree medical and life insurance benefits for qualifying employees that have retired from the Florida Retirement System (FRS) pension plan. Following the provisions of GASB Statement No. 75, the County recognizes OPEB expenses along with the related liability, deferred outflows and inflows of resources. The OPEB liability is the difference between the total OPEB liability and the Plans fiduciary net position. The Plan is currently unfunded. OPEB liability is a reconciling item between the fund and the government-wide presentations.

Obligation for Bond Arbitrage Rebate

Pursuant to Section 148(f) of the U.S. Internal Revenue Code, the County must rebate to the United States Government the excess of interest earned from the investment of certain debt proceeds and pledged revenues over the yield rate of the applicable debt. The County uses the "revenue reduction" approach in accounting for rebatable arbitrage, which treats excess earnings as a reduction of revenue. The County has recorded an arbitrage liability outstanding as of September 30, 2023.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Assets, Liabilities, and Net Position (continued)

Due to/from Other Funds

These are activities between funds. Such amounts are representative of lending/borrowing arrangements outstanding at the end of the fiscal year and referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the noncurrent portion of interfund loans). Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

New accounting pronouncements

In May 2020, the GASB issued Statement No. 96, Subscription Based Information Technology Arrangements (SBITAs). This statement increases the usefulness of governments' financial statements by requiring recognition of certain subscription assets and liabilities for SBITAs that previously were classified as expenses based on the payment provisions of the contract. The requirements of this statement are effective for financial statements for periods beginning after June 15, 2022. The County implemented GASB Statement No. 96 as of October 1, 2022 using the facts and circumstances that existed at the beginning of the period of implementation. As a result, there was no impact to the County's beginning net position upon adoption of the new accounting standard.

In May 2019, the GASB issued Statement No 91, Conduit Debt Obligations. The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with commitments extended by issuers, arrangements associated with conduit debt obligations, and related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures. The County implemented GASB Statement No. 91 as of October 1, 2022. There was no impact to the County's beginning net position upon adoption of the new accounting standard.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Assets, Liabilities, and Net Position (continued)

Net Position/Fund Balances

Net Position is the difference between fund assets and liabilities on the government-wide, proprietary, and fiduciary fund statements. Fund Balances is the difference between assets and liabilities on the governmental fund statements. Net investment in capital assets consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of bonds, mortgages, notes, or other debt resulting from the acquisition, construction, or improvement of the assets.

In order to implement GASB Statement No. 54, a County financial policy was written to define the different fund balance classifications for governmental funds and the order that the resources are used. There are five classifications of fund balance for governmental funds.

Nonspendable Fund Balance - Balances are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance - Balances are comprised of funds that have legally enforceable constraints placed on their use or those funds that have externally-imposed restrictions by resource providers or creditors, grantors, contributors, voters, or interlocal agreement, or enabling legislation.

Committed Fund Balance - Balances are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action such as ordinances, resolutions, or legislation of Leon County. Each of these actions is equally binding and as such, remain binding unless removed by a majority vote of the Board of County Commissioners.

Assigned Fund Balance - Balances are comprised of unrestricted funds informally constrained by a majority vote of the Board of County Commissioners, or by a designated county officer, in a manner that reflects the County's use of those resources such as appropriations of fund balance at year end or at the beginning of the new fiscal year.

Unassigned Fund Balance - Balances are comprised of the residual of the unrestricted funds in the General Fund and are not nonspendable, restricted, committed, or assigned. Within all other governmental funds, unassigned fund balance is comprised of negative residual in excess of what can be properly classified as nonspendable, restricted, or committed.

The County's policy is that available resources will be spent in the following order: restricted, committed, assigned, and unassigned.

Reserves/Designations of Net Position

Net position of the Insurance Service Fund is maintained for anticipated future catastrophic losses pursuant to County policy and GASB Statement No. 10.

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgets and Budgetary Accounting

Section 129.01(2) (b), Florida Statutes, requires that "...the receipts division of the budget shall include ninety-five percent of all receipts reasonably expected to be anticipated from all sources, including taxes to be levied, and one hundred percent of the amount of the balances, both of cash and liquid securities, estimated to be brought forward at the beginning of the fiscal year." The County has complied with the provisions of the above Florida Statute.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY (continued)

Budgets and Budgetary Accounting (continued)

Annual budgets for the governmental fund types of Leon County are adopted on a basis consistent with generally accepted accounting principles. Budgets are not adopted for the fiduciary funds. The legal level of budgetary control is at the fund level; however, budgets are monitored at varying levels of detail. All annual appropriations lapse at fiscal year end, although the County expects to honor purchase orders and contracts in process, subject to authority provided in the subsequent year's budget.

The budget information, as amended and presented in the financial statements was prepared on the modified accrual basis of accounting. All County authorized amendments to the applicable budget originally approved, have been incorporated into data reflected in the financial statements. The County made several supplemental budgetary appropriations during the year.

The County uses the following procedures in establishing the budgetary data reflected in the financial statements:

1. On or before May 1 of each year, the Clerk, Sheriff, and Supervisor of Elections submit to the Board of County Commissioners a tentative budget for the ensuing fiscal year. The tentative budget includes proposed expenditures and funding sources.

2. Section 195.087, Florida Statutes, governs the preparation, adoption and administration of the annual budget of the Property Appraiser and Tax Collector. The proposed operating budget is presented to the Board of County Commissioners on or before June 1 of each year by the Property Appraiser and on or before August 1 of each year by the Tax Collector. Their budgets are simultaneously submitted to the State of Florida, Department of Revenue, from which the approval of the budget of the Property Appraiser and Tax Collector must emanate.

3. The tentative budget must be posted on the county's official website at least 2 days before the public hearing to consider such budget and must remain on the website for at least 45 days. Pursuant to the provisions of Section 129.01, Florida Statutes, the proposed budget as submitted contains balanced statements of estimated revenues (including unexpended fund balances to be carried forward) and proposed appropriations for each fund required to be presented by law or by sound financial practices, including the General, Special Revenue, Debt Service, and Capital Projects funds.

4. The County shall require such changes to be made as it shall deem necessary, provided the budget remains in balance and subject to the notice and public hearing requirements of Section 200.065, Florida Statutes, and the budget preparation and adoption procedures, as defined in Section 129.03, Florida Statutes.

5. Following the successful completion of the above referenced public hearings, the County advertises and subsequently conducts a second public hearing to finally adopt a millage rate and budget for each of the taxing entities under their jurisdiction. These public hearings are ordinarily held prior to October 1, of each year. If, however for some reason the County is unable to finally adopt a budget prior to October 1, state law permits the readoption by resolution of the budget of the preceding year as an interim measure. In its effort to get as much citizen input as possible, the County holds a third public hearing prior to the adoption of a tentative millage rate.

6. Pursuant to the provisions of Section 129.07, Florida Statutes, the Board of County Commissioners is prohibited from expending or contracting for the expenditure of any amount in excess of the total amount budgeted in any fund. It is, however, legally permissible at the present time for the budgets of individual departments included within a particular fund to be overexpended in total without requiring mandatory action by either the Board of County Commissioners, the Clerk of the Circuit Court and Comptroller (as Clerk to the Board of County Commissioners and finance officer), or the County Administrator (as budget officer). Transfers of appropriate amounts between funds require approval of the Board of County Commissioners.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY (continued)

Budgets and Budgetary Accounting (continued)

7. Adoption and execution of the budgets of the Clerk of the Circuit Court and Comptroller, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector are governed by applicable provisions of the Florida Statutes. Budgets for the Courts for each Clerk will be submitted by June 1 to be approved by the legislature. All court revenues will be collected monthly and available for use by the Clerks in the month following collection. By the 10th day of the each month, the Clerks will submit that portion of all fines, fees, service charges, and costs collected in the previous month that exceeds one twelfth of the Clerks' total budget. The remainder of the available revenues will be appropriated for the following month's court expenditures up to the budget cap authorized by the legislature. Any revenue deficits will be certified by the Florida Clerk of the Court Operations Corporation. Any unexpended appropriation for the court's budget will be paid to the State of Florida by January 25 of the following year.

8. Formal budgetary integration at the object level is used as a management control device for all governmental funds of the County for which annual budgets are adopted, including the General, Special Revenue, Debt Service, and Capital Projects funds. Proforma project length budgets are provided to the County for certain Capital Projects for informational purposes only. The level at which expenditures may not legally exceed appropriations is the fund level.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

III. CASH AND INVESTMENTS

As of September 30, 2023, the value of the County's deposits and investments, with their respective credit ratings, was as follows:

	Fair Value	Credit Rating	Duration
Deposits in qualified public depositories	$ 39,802,978	NA	NA
Restricted deposits in qualified public depositories	13,709,521	NA	NA
External investment in government pools:			
Florida State Treasury Special Purpose Investment Account (SPIA)	8,136,283	AA-f	3.24
Florida Local Government Investment Trust Day to Day Fund (FLGIT)	50,905,250	AAAm	0.10
Florida PRIME investment pool	73,540,912	AAAm	0.10
Externally managed portfolio:			
Money market	151,746	AAA	NA
U.S. treasuries	22,066,011	AA+	1.73
Government sponsored agencies:			
Federal Home Loan Bank	2,756,906	AA+	2.40
Federal National Mortgage Association	2,496,137	AA+	1.92
Other government sponsored agencies	4,449,407	AA+	1.92
Mortgage backed securities	6,646,205	AA+	2.55
Collateralized mortgage obligations	9,323	AA+	0.07
Corporate bonds	10,996,959	A-	1.09
State and local obligations	3,188,904	AA-	1.38
Asset-backed securities	2,258,146	AAA	0.98
Total cash and investments	$ 241,114,688		

* FLGIT Day to Day Fund, the Florida Prime, and Florida CLASS Investment Pool duration is calculated using the weighted average maturity method.

The County's deposits and investments excludes cash on hand and amounts held by third parties in trust for the county, but include $261,820 accrued interest as of September 30, 2023.

Credit Risk

The County Investment Policy provides a structure for the portfolio that is designed to minimize credit risk. The majority of the securities held will be those of the highest available credit quality ratings. These would include government pools, U. S. Government (AAA) securities, and commercial paper. Staff will notify the Investment Oversight Committee (IOC) at any time holdings drop below the minimum credit ratings specified in the policy.

The IOC will consider the market environment and make recommendations to hold and continue to monitor the investments or liquidate the investments. To further limit the Board's risk against possible credit losses, a maximum of 3% per issuer of the total portfolio managed by the Board's external manager may be held in corporate notes and bonds and 5% per issuer in commercial paper. The Policy also provides the following limits on the Board's external portfolio: 45% may be invested in Federal Instrumentalities, with a limit of 15% of the portfolio in any one issuer; 35% may be invested in Mortgage-Backed Securities, including CMOs with a limit of 15% in any one issuer further limited to 3% per CUSIP; 10% may be invested in Asset-Backed Securities with a 3% per issuer limit; and 8% in Commercial Mortgage-Backed Securities with a 3% per issuer limit. Credit-quality risk identified with S&P ratings, Moody or Fitch equivalents is provided in the preceding table. Deposits not exposed to credit quality risk, as defined by GASB Statement No. 40, are designated as "NA" in the credit rating column.

Section 218.415(16), Florida Statutes, stipulates the state-approved investment policy for all governmental entities and includes the following investments:

1. The Florida PRIME (formerly the Local Government Surplus Funds Trust Fund) or any authorized intergovernmental investment pool.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

III. CASH AND INVESTMENTS (continued)

2. Securities and Exchange Commission (SEC) registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

3. Interest-bearing time deposits or savings accounts in qualified public depositories.

4. Direct obligations of the U.S. Treasury.

5. Federal agencies and instrumentalities.

6. Securities of, or other interests in, any management-type investment company or trust registered under the Investment Company Act of 1940, where the investment portfolio is limited to United States Government Obligations.

7. Other investments authorized by law or by ordinance for a county or a municipality.

In addition, Section 17.61(1), Florida Statutes permits organizations created by the Florida Constitution to participate in the existing State Treasury Investment Pool "Special Purpose Investment Account (SPIA)."

The County Investment Policy limits credit risk by restricting authorized investments to the following: Florida Prime (Florida PRIME), SPIA, direct obligations of the United States or its agencies and instrumentalities, direct obligations of states and municipalities, repurchase agreements, commercial paper, bankers' acceptances, money market mutual funds, the Florida Local Government Investment Trust (FLGIT), and the Florida Municipal Investment Trust (FMIvT).

The Chief Financial Officer for the State of Florida (formerly the State Treasurer) has been investing state revenues, excess revenues of state universities and community colleges, and certain other public agencies in a commingled investment portfolio for several years. This program is authorized under Section 17.61(1),Florida Statutes and is called the Treasury Special Purpose Investment Account (SPIA). Historically, SPIA participants have received higher earnings reflecting the higher risk associated with the longer maturities and lower credit quality. The financial details and disclosures for the SPIA are made in Note 2 to the State of Florida Annual Comprehensive Financial Report (ACFR). The rating as of September 30, 2023 was AA-f. A copy of SPIA's most recent financial statements can be found at http://www.myfloridacfo.com/Division/Treasury/. Investments in this pool are limited to a maximum of 100% of the portfolio. At September 30, 2023, the County had $8,136,283 with SPIA.

The Florida Local Government Investment Trust (FLGIT) is a local government investment pool developed through the joint efforts of the Florida Court Clerks and Comptrollers (FCCC) and the Florida Association of Counties (FAC) for providing opportunities for the investment of excess public funds. FLGIT offers two investment funds to its participants, the Short Term Bond Fund and the Day to Day Fund. The Short Term Bond Fund is a longer term higher yielding fund, which is accounted for as a fluctuating Net Asset Value (NAV) pool. At September 30, 2023 the County did not have any balances in the Short Term Bond Fund. The Day to Day Fund is a highly liquid fund with underlying investments having a weighted average maturity of less than 90 days. The Day to Day Fund does meet the criteria and has adopted operating procedures consistent with the requirements for a SEC Rule 2a-7 fund. The Day to Day Fund maintained a credit rating of AAAm by Fitch as of September 30, 2023. At September 30, 2023, the County had $50,905,250 with the FLGIT Day to Day Fund. A copy of FLGIT's most recent financial statement can be found at http://www.floridatrustonline.com/funds-reports/day-to-day/. Investments with FLGIT are limited to a maximum of 40% of the portfolio.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

III. CASH AND INVESTMENTS (continued)

The County also invests in Florida PRIME administered by the Florida State Board of Administration (SBA). Florida PRIME is an external investment pool that is not a registrant with the SEC; however, the SBA has adopted operating procedures consistent with the requirements for a SEC Rule 2a-7 fund. Florida PRIME is governed by Chapter 19-7 of the Florida Administrative Code, which identifies the Rules of the SBA. These rules provide guidance and establish the general operating procedures for the administration of Florida PRIME. Additionally, the State of Florida, Office of the Auditor General performs the operational audit of the activities and investments of the SBA. On September 30, 2023, Florida PRIME was invested in fixed rate and floating rate bank instruments, repurchase agreements, fixed rate and floating rate corporate commercial paper, floating rate corporate notes, money market mutual funds, and fixed rate and floating rate asset backed commercial paper. Investments in this pool are limited to a maximum of 40% of the portfolio. Investments in Florida PRIME are not evidenced by securities that exist in physical or book entry form. The current rating for the Florida PRIME is AAAm by Standard and Poor's. The weighted average of days to maturity of the Florida PRIME at September 30, 2023 is 21 days. The fair value of the County's position in the pool approximates the value of the pool shares. At September 30, 2023, the County had $73,540,912 invested in Florida PRIME. Florida PRIME's most recent financial statements can be found at https://prime.sbafla.com/audits/.

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of a bank failure or the failure of the counterparty, the government's deposits may not be returned to it, or it may not be able to recover the value of its investments that are in the possession of an outside party.

Qualified public depositories of public funds are required to provide collateral each month pursuant to Chapter 280.04, Florida Statutes. The collateral is held by the Florida Division of Treasury or other custodian with full legal rights maintained by the Florida Division of Treasury to transfer ownership. Any loss not covered by the pledged securities and deposit insurance would be assessed by the Florida Division of Treasury and paid by the other public depositories. The County's deposits are therefore considered fully insured or collateralized. Bank balances at September 30, 2023, were $56,250,120, of which $13,709,521 was restricted deposits with qualified public depositories. Due to the nature of the County's cash and investments, there is no exposure to custodial credit risk and concentration of credit risk.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of investments. The County manages interest rate risk by setting the range of duration for the County's portfolio as 0.5 years to 2.5 years. Unusual market or economic conditions may mandate moving the portfolio outside of this range. The Investment Oversight Committee will be convened and will approve any portfolio duration outside of the range specified above. The effective duration of investments is listed in the preceding table.

The externally managed portfolio totaled $55,019,744 at September 30, 2023, and was invested for a weighted average term of approximately 622 days, as compared to a weighted average term of 631 days in fiscal year 2022. In accordance with its investment policy, the County requires a minimum balance of short-term investments. To meet the day-to-day operating needs of the County and to provide the ready cash to meet unforeseen temporary cash requirements, a liquidity base of approximately at least two months of anticipated disbursements is kept in relatively short term investments. This includes investments in government pools with daily liquidity such as Florida PRIME, FLGIT Day to Day Fund, or money markets. The County was in compliance with this requirement.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

III. CASH AND INVESTMENTS (continued)

Foreign Currency Risk

The County contributes to the Florida Retirement System (FRS), the investments of which are administered by the State Board of Administration. FRS's investment policy and exposure to foreign currency risk is disclosed in Note 2 of the State of Florida Annual Comprehensive Financial Report. A copy of this report is available at https://www.myfloridacfo.com/Division/AA/Reports/.

Fair Value Measurements

In February 2015, GASB issued GASB Statement No. 72. GASB 72 applicability related to the application of fair value is limited to assets and liabilities that are currently measured at fair value and certain investments that are not currently measured at fair value.

FLGIT Day to Day Fund and Florida PRIME currently meet all of the necessary criteria to elect to measure all of the investments in FLGIT Day to Day Fund and Florida PRIME at amortized cost. Therefore, the County participant account balance is considered the fair value of the investment. FLGIT Day to Day Fund and Florida PRIME investments are exempt from the GASB 72 fair value hierarchy disclosures.

FLGIT Short Term Bond Fund reports based on the fair market values of the underlying securities. Therefore, any participant account balance is measured at net asset value per share. Investments measured at net asset value are not subject to fair value hierarchy level classification under GASB 72. The County did not have a balance with the FLGIT Short Term Bond Fund at September 30, 2023.

The fair value factor for SPIA at September 30, 2023 was 0.9711. SPIA funds are combined with State of Florida funds and are invested in a combination of short-term liquid instruments and intermediate term fixed income securities. SPIA is measured at net asset value per share. Investments measured at net asset value are not subject to fair value hierarchy level classification under GASB 72.

Fair value measurement - The County categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset or liability. Level 1 inputs are quoted prices in active markets for identical assets or liabilities; Level 2 inputs are significant other observable inputs of which are quoted prices on assets and liabilities in similar markets; Level 3 inputs are significant unobservable inputs.

The following table summarizes the assets and liabilities of the County for which fair values are determined on a recurring basis as of September 30, 2023:

	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Fair Value
Asset Backed Security (Mortgage Backed) - Non US Agency Sponsored	$ 0	$ 2,258,146	$ 0	$ 2,258,146
Corporate Bonds	0	10,996,959	0	10,996,959
Government Sponsored Agencies	0	9,702,450	0	9,702,450
US Government Obligations	22,066,011	0	0	22,066,011
Mortgage Backed Security - US Agency Sponsored	0	6,646,205	0	6,646,205
State and Local Obligations	0	3,188,904	0	3,188,904
Collateralized Mortgage Obligations	0	9,323	0	9,323
Investments at fair value	$ 22,066,011	$ 32,801,987	$ 0	$ 54,867,998

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

IV. PROPERTY TAXES

Under Florida law, the assessment of all properties and the collection of all county, municipal, special taxing districts, and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector. The laws of Florida regulating tax assessment are also designed to assure a consistent property valuation method statewide. State statutes permit counties to levy property taxes at a rate of up to 10 mills. The tax levy of Leon County is established by the County prior to October 1 of each year. The millage rate collected by the County during the current fiscal year was 8.3144 mills. County citizens were also assessed for Emergency Medical Services (EMS) and primary health care services through Municipal Services Taxing Units at a millage rate of 0.5000 mills. For County citizens charged a special assessment, the required annual payment is also included on their tax bill.

All property is reassessed according to its fair market value as of January 1st of each year. Each assessment roll is submitted to the Executive Director of the State Department of Revenue for review to determine if the rolls meet all of the appropriate requirements of Florida Statutes.

All taxes are due and payable on November 1st of each year, or as soon thereafter as the assessment roll is certified and delivered to the Tax Collector. All unpaid taxes become delinquent on April 1 following the year in which they are assessed. Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January, and 1% in the month of February. The taxes paid in March are without discount. No accrual for the property tax levy becoming due in November 2023 is included in the accompanying financial statements, since such taxes are collected to finance expenditures of the subsequent period.

On or prior to June 1, following the tax year, tax certificates are sold for all delinquent taxes on real property in accordance with the laws of Florida. After sale, tax certificates bear interest of 18% per year or at any lower rate bid by the buyer. Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years.

Delinquent taxes on personal property bear interest at 18% per year until the tax is satisfied either by seizure and sale of the property or by the seven-year statute of limitations. Since tax certificates were sold for substantially all current year delinquent property taxes, there were no material property taxes receivable at September 30, 2023.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

V. CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2023 was as follows:

Primary Government

	Beginning Balance as Restated	Additions	Deletions	Ending Balance
Governmental activities:				
Capital assets not being depreciated:				
Land	$ 21,218,691	$ 1,500,000	$ 0	$ 22,718,691
Improvements other than buildings	25,105,583	0	0	25,105,583
Construction in progress	27,587,365	19,448,390	(8,117,794)	38,917,961
Total not being depreciated	73,911,639	20,948,390	(8,117,794)	86,742,235
Capital assets being depreciated:				
Buildings	235,835,887	5,005,826	0	240,841,713
Equipment	85,427,879	5,150,352	(2,405,103)	88,173,128
Library collection	2,862,784	585,087	(673,437)	2,774,434
Improvements other than buildings	23,776,625	989,896	0	24,766,521
Infrastructure	346,578,167	1,934,570	0	348,512,737
Leasehold Improvements	1,580,627	0	0	1,580,627
Total being depreciated	696,061,969	13,665,731	(3,078,540)	706,649,160
Less accumulated depreciation:				
Building	(145,511,747)	(5,467,730)	0	(150,979,477)
Equipment	(51,408,062)	(7,946,561)	2,321,213	(57,033,410)
Library collection	(1,801,033)	(554,887)	673,437	(1,682,483)
Improvements other than buildings	(3,469,874)	(1,091,357)	0	(4,561,231)
Infrastructure	(270,642,936)	(10,104,166)	0	(280,747,102)
Leasehold Improvements	(1,580,625)	0	0	(1,580,625)
Total accumulated depreciation	(474,414,277)	(25,164,701)	2,994,650	(496,584,328)
Total being depreciated, net	221,647,692	(11,498,970)	(83,890)	210,064,832
Right-to-use assets, being amortized				
Leased building	7,932,450	0	0	7,932,450
Leased equipment	9,237,508	5,440,344	(1,626,614)	13,051,238
Leased other	180,562	226,268	0	406,830
Subscription asset	2,185,092	264,217	0	2,449,309
Total Right-to-use assets, being amortized	19,535,612	5,930,829	(1,626,614)	23,839,827
Less accumulated amortization:				
Leased building	(682,270)	(682,270)	0	(1,364,540)
Leased equipment	(3,557,828)	(2,773,534)	1,605,780	(4,725,582)
Leased other	(48,129)	(60,698)	0	(108,827)
Subscription asset	0	(478,573)	0	(478,573)
Total accumulated amortization	(4,288,227)	(3,995,075)	1,605,780	(6,677,522)
Right-to-use assets, net	15,247,385	1,935,754	(20,834)	17,162,305
Governmental activities capital assets, net	$ 310,806,716	$ 11,385,174	$ (8,222,518)	$ 313,969,372
Business-type activities capital assets not being depreciated:				
Land nondepreciable	$ 1,809,844	$ 0	$ 0	$ 1,809,844
Construction in progress	853,834	501,787	0	1,355,621
Total not being depreciated	2,663,678	501,787	0	3,165,465
Business-type activities capital assets being depreciated:				
Buildings	3,622,268	0	0	3,622,268
Improvements other than buildings	15,361,025	0	0	15,361,025
Equipment	5,406,163	407,991	(36,706)	5,777,448
Total being depreciated	24,389,456	407,991	(36,706)	24,760,741
Less accumulated depreciation:				
Building	(1,383,133)	(97,282)	0	(1,480,415)
Improvements other than buildings	(15,154,853)	(199,777)	0	(15,354,630)
Equipment	(3,988,771)	(376,574)	36,706	(4,328,639)
Total accumulated depreciation	(20,526,757)	(673,633)	36,706	(21,163,684)
Total being depreciated, net	3,862,699	(265,642)	0	3,597,057
Business-type activities capital assets, net	$ 6,526,377	$ 236,145	$ 0	$ 6,762,522

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

V. CAPITAL ASSETS (continued)

Depreciation/amortization expense was charged to functions/programs of the primary government as follows:

Governmental activities:

General government	$ 17,712,756
Public safety	6,619,516
Physical environment	2,286,712
Transportation	2,032,633
Human services	138,727
Culture and recreation	254,080
Judicial	115,352
Total depreciation/amortization expense - governmental activities	$ 29,159,776

Business-type activities:

Landfill	$ 673,633
Total depreciation expense - business-type activities	$ 673,633

VI. LEASES

Effective October 1, 2021 the County adopted GASB Statement No. 87, Leases. The primary objective of this statement is to enhance the relevance and consistency of information about governments' leasing activities. This statement establishes a single model for lease accounting based on the principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. For additional information, refer to the disclosures below.

Lessee

The County through the Leon County Tax Collector's office has entered into two leases as lessee for the use of office space. One lease has been extended through June 30, 2033 and the second lease has been extended through December 31, 2027 and contains provisions for one five year renewal option, with a stated increase. It is anticipated that the lease will be renewed for an additional five years at that time. An initial lease liability was recorded in the amount of $7,932,450. As of September 30, 2023, the value of the lease liability is $6,669,990. The Tax Collector is required to make monthly payments ranging from $14,950 to $46,618 through the terms of the leases. The leases have interest rates of 1.4800%. The value of the right to use asset as of September 30, 2023 of $6,567,910, net of accumulated amortization of $1,364,540 is included with Leased buildings on the lease class activities table found in Note V.

The County through the Leon County Board of County Commissioners has entered into one lease as lessee for the use of equipment. The term of the lease extends through July 31, 2025. An initial lease liability was recorded in the amount of $769,104. As of September 30, 2023, the value of the lease liability is $157,386. The County is required to make annual payments of $160,029 through the term of the lease. The lease has an interest rate of 2.00%. The value of the right to use asset as of September 30, 2023 of $282,005, net of accumulated amortization of $487,099 is included with Leased equipment on the lease class activities table found in Note V.

The County through the Leon County Supervisor of Elections' office, has entered into eight leases as lessee for the use of various pieces of office equipment. The terms of the leases range from 24 to 60 months beginning on the contract commencement date. An initial lease liability was recorded in the amount of $572,937. As of September 30, 2023, the value of the lease liability is $373,761. The County is required to make monthly and quarterly payments ranging from $566 to $9,368 through the term of the lease. The leases have interest rate between 2.000% and 3.810%. The value of the right to use asset as of September 30, 2023 of $356,862, net of accumulated amortization of $216,075 is included with Leased equipment on the lease class activities table found in Note V.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

VI. LEASES (continued)

Lessee (continued)

The County through the Leon County Tax Collector's office, has entered into one lease as lessee for the use of office equipment. The terms are 36 months beginning on the contract commencement date. An initial lease liability was recorded in the amount of $25,613. As of September 30, 2023, the value of the lease liability is $2,888. The County is required to make monthly payments of $964 through the term of the lease. The lease has an interest rate of 1.4800%. The value of the right to use asset as of September 30, 2023 of $2,845, net of accumulated amortization of $22,768 is included with Leased equipment on the lease class activities table found in Note V.

The County through the Leon County Sheriff's office, has entered into seven leases as a lessee for the use of office equipment. The terms of the leases range from 36 to 60 months beginning on the contract commencement date. An initial lease liability was recorded in the amount of $163,232. As of September 30, 2023, the value of the lease liability is $67,411. The County is required to make monthly payments ranging from $66 to $1,476, and annual payments ranging from $9,366 to $18,732 through the terms of the leases. The leases have interest rate ranging from 0.5300% and 0.9800%. The value of the right to use assets as of September 30, 2023 of $74,732, with accumulated amortization of $88,502 and is included with Leased equipment on the lease class activities table found in Note V.

The County through the Leon County Sheriff's office, has entered into six leases as lessee for the use of law enforcement equipment. The terms of the leases range from 31 to 64 months beginning on the contract commencement date. An initial lease liability was recorded in the amount of $11,483,111. As of September 30, 2023, the value of the lease liability is $7,121,612. The County is required to make monthly payments of $39,339 and annual payments ranging from $16,724 to $1,761,766 through the terms of the leases. The leases have an interest rate of between 2.4400% and 5.0000%. The value of the right to use asset as of September 30, 2023 of $7,695,387, with accumulated amortization of $3,898,724 and is included with Leased equipment on the lease class activities table found in Note V.

The County through the Leon County Sheriff's office, has entered into three leases as lessee for the use of office and training space. The terms of the leases range from 36 to 70 months beginning on the contract commencement date. An initial lease liability was recorded in the amount of $406,830. As of September 30, 2023, the value of the lease liability is $299,394. The County is required to make monthly payments ranging from $945 to $6,800 or annual payments of $42,000 through the term of the lease. The leases have interest rate of 5.0000%. The value of the right to use asset as of September 30, 2023 of $298,003 net of accumulated amortization of $108,827 is included with Leased other on the lease class activities table found in Note V.

The County through the Leon County Clerk of Courts and Comptroller's office, has entered into one lease as lessor for the use of office equipment. The terms of the lease extend through September 30, 2025. An initial lease liability was recorded in the amount of $37,241. As of September 30, 2023, the value of the lease liability is $25,332. The County is required to make monthly payments of $1,098 through the term of the lease. The lease has an interest rate of 4.1200%. The value of the right to use asset as of September 30, 2023 of $24,827, net of accumulated amortization of $12,414 and is included with Leased equipment on the lease class activities table found in Note V.

Total future minimum lease payments under lease agreements are as follows:

	Governmental Activities		
September 30	Principal	Interest	Total
2024	$ 3,883,822	$ 342,942	$ 4,226,764
2025	1,949,567	269,372	2,218,939
2026	1,862,440	195,321	2,057,761
2027	1,855,552	128,985	1,984,537
2028	1,842,053	58,753	1,900,806
2029-2033	3,324,340	111,167	3,435,507
Total	$ 14,717,774	$ 1,106,540	$ 15,824,314

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

VI. LEASES (continued)

Leases Receivable

In October 2009, the County through the Leon County Board of County Commissioners purchased the Lake Jackson Huntington Oaks Property. There are several noncancellable lease agreements for the rental of its building. The lease agreements provide for monthly rentals, which escalate over the lease terms and expire on various dates. During the fiscal year, the County had a total of 10 active leases as lessor for the use of commercial building space with remaining terms ranging from 6 to 75 months. As of September 30, 2023, the value of the lease receivable is $1,109,728. The lessees are required to make monthly fixed payments ranging from $716 to $6,276. The leases have an interest rate of 2.00%. The value of the deferred inflow of resources as of September 30, 2023 was $1,084,065, and the County recognized lease revenue of $296,172 during the fiscal year. The lessees have 1 or 2 extension option(s), for a range of 12 to 60 months each.

Total future minimum lease payments under lease agreements are as follows:

	Governmental Activities		
Fiscal Year	Principal	Interest	Total
2024	$ 259,787	$ 19,287	$ 279,074
2025	253,939	14,244	268,183
2026	192,261	9,779	202,040
2027	163,688	6,222	169,910
2028	132,815	3,225	136,040
2029-2033	107,238	1,261	108,499
Total	$ 1,109,728	$ 54,018	$ 1,163,746

In June 2003, the County through the Leon County Board of County Commissioners purchased the Bank of America building. There are several noncancellable lease agreements for the rental of its building. The lease agreements provide for monthly rentals, which escalate over the lease terms and expire on various dates. During the fiscal year, the Board had a total of 7 active leases as lessor for the use of office space with remaining terms at year end ranging from 6 to 150 months. As of September 30, 2023, the value of the lease receivable is $4,992,409. The lessees are required to make monthly fixed payments ranging from $5,960 to $27,446. The lease has an interest rate of 2.00%. The value of the deferred inflow of resources as of September 30, 2023 was $4,752,139, and the Board recognized lease revenue of $887,129 during the fiscal year. The lessees have 1 or 2 extension option(s), for a range of 14 to 60 months each.

Total future minimum lease payments under lease agreements are as follows:

	Governmental Activities		
Fiscal Year	Principal	Interest	Total
2024	$ 1,150,081	$ 88,193	$ 1,238,274
2025	1,041,175	65,421	1,106,596
2026	770,953	47,691	818,644
2027	441,880	35,403	477,283
2028	319,560	28,332	347,892
2029-2033	934,846	72,030	1,006,876
2034-2038	333,914	8,696	342,610
Total	$ 4,992,409	$ 345,766	$ 5,338,175

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

VII. SUBSCRIPTION LIABILITIES

For the year ended September 30, 2023, the financial statements include the adoption of GASB Statement No. 96, Subscription Based Information Technology Arrangements (SBITAs). The primary objective of this statement is to enhance the relevance and consistency of information about governments' information technology (IT) subscription activities. This statement establishes a single model for IT Subscription accounting based on the principle that SBITAs are financings of the right to use an underlying asset. Under this Statement, a government is required to recognize a subscription liability and an intangible right-to-use subscription asset.

The County through the Leon County Board of County Commissioners has entered into five IT Arrangements for the right to use another party's (a SBITA vendor's) information technology (IT) software. The terms of the arrangements extend through various times ranging between October 2024 and January 2028 beginning on the contract commencement date. An initial lease liability was recorded in the amount of $976,535. As of September 30, 2023, the value of the subscription liability is $691,645. The County is required to make annual payments ranging from $9,500 to $207,535 through the term of the lease. The leases have interest rates ranging from 3.480% to 4.120%. The value of the right to use asset as of September 30, 2023 of $675,053 with accumulated amortization of $301,482 and is included with the SBITA activities table found below.

The County through the Leon County Supervisor of Elections has entered into four IT Arrangements for the right to use another party's (a SBITA vendor's) information technology (IT) software. The terms of the arrangements extend through various times ranging between September 2025 and April 2035 beginning on the contract commencement date. An initial lease liability was recorded in the amount of $1,406,831. As of September 30, 2023, the value of the subscription liability is $1,287,598. The County is required to make annual payments ranging from $10,100 to $137.388 through the term of the lease. The leases have interest rates ranging from 3.670% to 4.120%. The value of the right to use asset as of September 30, 2023 of $1,255,988 with accumulated amortization of $150,843 and is included with the SBITA activities table found below.

The County through the Leon County Clerk of Court and Comptroller has entered into two IT Arrangements for the right to use another party's (a SBITA vendor's) information technology (IT) software. The terms of the arrangements extend through July 2024 beginning on the contract commencement date. An initial lease liability was recorded in the amount of $65,943. As of 09/30/2023, the value of the subscription liability is $0. The County is required to make annual payments ranging from $26,737 to $40,018 through the term of the lease. The leases have interest rates ranging from 4.120% to 4.930%. The value of the right to use asset as of 09/30/2023 of $39,695 with accumulated amortization of $26,248 and is included with the SBITA activities table found below.

Total future minimum lease payments under lease agreements are as follows:

	Governmental Activities		
Fiscal Year	Principal	Interest	Total
2024	$ 430,749	$ 60,801	$ 491,550
2025	449,203	43,335	492,538
2026	146,912	36,847	183,759
2027	154,767	31,336	186,103
2028	94,482	27,514	121,996
2029-2033	568,236	79,335	647,571
2034-2038	134,894	2,494	137,388
Total	$ 1,979,243	$ 281,662	$ 2,260,905

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

VIII. INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS

Interfund Balances as of September 30, 2023, consisted of the following:

	Interfund Receivables	Interfund Payables
Primary Government:		
By Major Funds:		
General Fund	$ 2,288,950	$ 5,759,660
Fine & Forfeiture Fund	3,816,165	1,226,657
Grants Fund	735,271	549,389
Local Provider Participation Fund	0	127,213
Capital Improvement Fund	416,438	0
Total Major Funds	7,256,824	7,662,919
Nonmajor Special Revenue Funds:		
County Transportation Trust Fund	57,833	32,797
Probation Fund	14,377	328
Family Law Legal Services Fund	5,892	65,862
Drug Abuse Trust Fund	5,494	0
Local Legal Programs Fund	15,986	0
Opiod Litigation Settlement	430	0
Building Inspection Fund	24,343	0
Growth Management Fund	13,866	0
MSBU Stormwater Utility Fund	25,710	0
SHIP Trust Fund	8,409	0
911 Emergency Communications Fund	0	302,245
Radio Communications Systems Fund	1,261	0
Emergency Medical Services Fund	5,769	36,188
Municipal Service Fund	10,547	161,911
Fire Rescue Services Fund	46,228	0
Tourist Development Trust Fund	837,059	0
Special Assessment Paving Fund	3,013	141,976
Special Assessment Sewer Fund	1,621	0
BOA Building Operating Fund	21,700	0
Huntington Oaks Plaza Fund	4,823	0
Special Grants Fund	2,018	543,634
Total Nonmajor Special Revenue Funds	1,106,379	1,284,941
Nonmajor Capital Projects Funds:		
Gas Tax - Capital Projects Fund	92,909	0
Local Option Sales Tax Fund	30,447	0
Extended Local Option Sales Tax Fund	10,181	0
SOE Building Fund	0	4,859
800 MHz Radios Capital	0	3,732
Emergency Communications Fund	33,688	0
Sales Tax Extension 2020	92,419	0
Sales Tax Extension 2020 JPA Agreement	37,234	0
Total Nonmajor Capital Projects Funds	296,878	8,591
Total Nonmajor Governmental Funds	1,403,257	1,293,532
Internal Service Funds	522,978	383,340
Total Governmental Funds	9,183,059	9,339,791
Proprietary Funds		
Landfill Fund	169,234	12,502
Total Proprietary Funds	169,234	12,502
Total Primary Government	$ 9,352,293	$ 9,352,293

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

VIII. INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS (continued)

The General, Fine & Forfeiture, and Grant Funds have amounts due to and from Constitutional Officers, which represent the return of excess balances due at the end of the fiscal year, from either budget officers or fee officers. All remaining balances resulted from the time lag between the dates that (a) interfund goods and services are provided or reimbursable expenditures occur, (b) transactions are recorded in the accounting system, and (c) payments between funds are made.

Interfund Transfers represent the movement of cash for operations in funds and constitutional officers. Transfers to or from other funds are based on budgetary requirements as determined by the Office of Managment and Budget. These transfers are primarily established during initial budget adoption. However, transfers may also be established through Supplemental Budget Amendments as necessary throughout the fiscal year. At year end, the balances for the year ended September 30, 2023, consisted of the following:

Transfers to the General Fund from:	
Fine & Forfeiture Fund	$ 95,231,953
Grants Fund	2,753,754
Nonmajor Governmental Funds	1,113,905
Enterprise Fund	100,104
Total Transfers to the General Fund	99,199,716
Transfers to the Fine & Forfeiture Fund from:	
General Fund	3,498,131
Grants Fund	641,354
Nonmajor Governmental Funds	497,944
Total Transfers to the Fine & Forfeiture Fund	4,637,429
Transfers to the Grants Fund from:	
General Fund	331,108
Fine & Forfeiture Fund	641,354
Total Transfers to Grants Fund	972,462
Transfers to the Capital Improvement Fund from:	
General Fund	20,157,257
Grants Fund	318,090
Nonmajor Governmental Funds	2,002,903
Total Transfers to the Capital Improvement Fund	22,478,250
Transfers to the Nonmajor Funds from:	
General Fund	21,109,339
Grants Fund	2,423,468
Fines & Forfeiture Fund	574,338
Nonmajor Governmental Funds	10,107,913
Total Transfers to the Nonmajor Funds	34,215,058
Total Transfers to the Governmental Funds	161,502,915
Transfers to the Internal Service Funds from:	
General Fund	47,269
Nonmajor Governmental Funds	155,606
Total Transfers to Internal Service Funds	202,875
Transfers to the Enterprise Fund from:	
General Fund	3,032,555
Total Transfers to Enterprise Funds	3,032,555
Total Transfers to Proprietary Funds	3,235,430
Total Interfund Transfers	**$ 164,738,345**

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

IX. LONG-TERM OBLIGATIONS

A. Long-term Obligations

The County has no general long-term obligations debt. The County's special revenue long-term obligations, excluding accrued compensated absences, at September 30, 2023, are comprised of the following:

Revenue Bonds:	Outstanding at September 30, 2023
$15,991,000 Capital Improvement Revenue Refunding Bonds, Series 2017, (i) refund a portion of the Capital Improvement Revenue Bonds, Series 2014 of which $15,951,000 was outstanding and maturing in the years 2021 through 2025, and (ii) pay issuance costs on the Series 2017 bonds. The economic gain resulting from the refunding was $489,076. The bonds dated June 22, 2017 and bear interest of 2.11% per annum. The interest on the bonds is payable on April 1 and October 1, beginning October 1, 2017. The bond principal matures serially on October 1 of each year through the final maturity of October 1, 2025.	$ 6,339,000
$1,298,120 Capital Improvement Revenue Note, Series 2020, is dated January 30, 2020 and bear interest of 1.89% per annum. The interest on the bonds is payable on June 1 and December 1, beginning June 1, 2020. The bond principal matures serially on December 1 of each year through the final maturity of December 1, 2025.	574,116
$5,400,000 Capital Improvement Revenue note, Series 2021, is dated January 28, 2021 and bear interest of 1.85% per annum. The interest on the bonds is payable on December 1 and June 1, beginning December 1, 2021. The bond principal matures serially on December 1 of each year through the final maturity of December 1, 2036.	4,805,000
$3,400,000 Capital Improvement Revenue note, Series 2021B, is dated November 16, 2021 and bear interest of 1.29% per annum. The interest on the bonds is payable on December 1, beginning December 1, 2022. The bond principal matures serially on December 1 of each year through the final maturity of December 1, 2028.	2,935,000
The Capital Improvement Revenue Refunding Bonds Series 2017, the Capital Improvement Revenue Bonds Series 2020, Capital Improvement Revenue Refunding Bonds Series 2021, and the Capital Improvement Revenue Note Series 2021B are parity bonds payable from and secured by a lien upon certain non-ad valorem revenue. The pledged revenues include the Local Government Half-Cent Sales Tax, Guaranteed Entitlement, Second Guaranteed Entitlement, and additional State Revenue Sharing Funds (less the Guaranteed Entitlement and the Second Guaranteed Entitlement).See schedule of pledged revenue at note IX. I. ,Debt Parity.	
Total Special Revenue Bond Obligation	$ 14,653,116

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

IX. LONG-TERM OBLIGATIONS (continued)

B. Schedule of Debt Service Requirements

A Schedule of Debt Service Requirements, including principal and interest, is as follows:

	Special Revenue Bonds		
Year Ending September 30,	Principal	Interest	Total
2024	$ 4,190,149	$ 269,003	$ 4,459,152
2025	4,271,858	185,848	4,457,706
2026	901,109	102,804	1,003,913
2027	840,000	89,493	929,493
2028	855,000	76,697	931,697
2029-2033	2,780,000	246,553	3,026,553
2034-2038	815,000	22,661	837,661
Total	$ 14,653,116	$ 993,059	$ 15,646,175

C. Changes in the Long-term Debt

A summary of changes in the long-term debt of the County is as follows:

	Balance October 1, 2022 as restated	Reductions	Additions	Balance September 30, 2023	Due Within One Year
Governmental Activities:					
Special Revenue Debt:					
Capital Improvement Revenue Refunding Bonds, Series 2017	$ 9,412,000	$ (3,073,000)	$ 0	$ 6,339,000	$ 3,136,000
Capital Improvement Refunding Revenue Bonds, Series 2020	818,643	(244,527)	0	574,116	249,149
Capital Improvement Revenue Bonds, Series 2021	5,130,000	(325,000)	0	4,805,000	330,000
Capital Improvement Revenue Bonds, Series 2021B	3,400,000	(465,000)	0	2,935,000	475,000
Unamortized Premium on Bonds Payable	142,172	(47,390)	0	94,782	0
Total Special Revenue Debt	18,902,815	(4,154,917)	0	14,747,898	4,190,149
Liability for compensated absences	17,544,637	(9,632,492)	10,029,386	17,941,531	6,302,487
Net Pension Liability	165,476,515	(19,281,057)	41,135,617	187,331,075	0
Other postemployment benefits liability	33,717,513	(6,475,522)	4,104,405	31,346,396	4,023,896
Arbitrage rebate liability	25,000	0	0	25,000	0
Lease liability	12,496,457	(3,445,293)	5,666,610	14,717,774	3,883,821
Subscription liability	2,185,092	(470,066)	264,217	1,979,243	430,749
Financed purchase liability - ESCO	15,580,486	(990,486)	0	14,590,000	1,010,000
Governmental Activity Long-term Debt	$265,928,515	$ (44,449,833)	$ 61,200,235	$282,678,917	$ 19,841,102

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

IX. LONG-TERM OBLIGATIONS (continued)

C. Changes in the Long-term Debt (continued)

	Balance October 1, 2022	Reductions	Additions	Balance September 30, 2023	Due Within One Year
Business-type activities:					
Liabilities for compensated absences	$ 197,249	$ (130,526)	$ 149,653	$ 216,376	$ 85,679
Other postemployment benefits liability	231,230	0	0	231,230	0
Landfill closure and postclosure costs	17,953,067	0	4,123,151	22,076,218	0
Business-type activity Long-term liabilities	$ 18,381,546	$ (130,526)	$ 4,272,804	$ 22,523,824	$ 85,679

The governmental activities, other postemployment benefits liability and the liability for the compensated absences is usually liquidated by the General Fund. The compensated absences liability attributable to governmental activities will be liquidated within the fund that the individual employees are paid in. Currently, the County pays approximately 73 percent of its salaries in the General Fund with the remainder being paid in the special revenue and proprietary funds.

D. Financed purchase liability - ESCO

The County has an agreement with US Bank to finance the funding of an energy savings project. The project completed by the Energy Systems Group LLC included the installation of energy, water, and wastewater efficiency and conservation measures and related upgrades at County facilities. Terms of the agreement include bi-annual payments on June 1 and December 1. The agreement expires December 1, 2035. As of September 30, 2023 future lease payments totaling $16,322,561 consists of principal of $14,590,000 and interest of $1,732,561.

The future financed purchase liability and the net present value of the minimum payments relating to the energy savings project as of September 30, 2023, were as follows:

	ESCO - Master Tax-Exempt Lease, Series 2020		
	Principal	Interest	Debt Service
9/30/2024	$ 1,010,000	$ 248,037	$ 1,258,037
9/30/2025	1,025,000	230,119	1,255,119
9/30/2026	1,045,000	211,892	1,256,892
9/30/2027	1,065,000	193,314	1,258,314
9/30/2028	1,080,000	174,427	1,254,427
9/30/2029	1,100,000	155,232	1,255,232
9/30/2030	1,120,000	135,685	1,255,685
9/30/2031	1,140,000	115,786	1,255,786
9/30/2032	1,160,000	95,534	1,255,534
9/30/2033	1,180,000	74,931	1,254,931
9/30/2034	1,200,000	53,975	1,253,975
9/30/2035	1,220,000	32,667	1,252,667
9/30/2036	1,245,000	10,962	1,255,962
Totals	$ 14,590,000	$ 1,732,561	$ 16,322,561

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

IX. LONG-TERM OBLIGATIONS (continued)

E. Purchase Cards

The County currently utilizes purchasing cards with a cumulative credit limit of $1,000,000. The balance on the purchasing cards is paid within ten days of each billing cycle.

F. Special Assessment Debt

The County has no special assessment debt.

G. Demand Bonds

The County has no demand bonds.

H. Conduit Debt Obligations

From time to time, the County has issued Industrial Development Revenue Bonds to provide financial assistance to private-sector entities for the acquisition and construction of health care and industrial facilities deemed to be in the public interest. These bonds are secured by the property financed and are payable solely from the payments received on the underlying mortgage loans. Upon repayment of the bonds, ownership of the acquired facilities transfers to the private-sector entity served by the bond issuance. Neither the County, the State, nor any political subdivision thereof is obligated in any manner for repayment of the bonds. The County only has a limited commitment to maintain a tax-exempt status. The County has no voluntary commitments or additional commitments regarding these bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements. As of September 30, 2023, the unaudited conduit debts outstanding were as follows:

Project Description	Fiscal Year Issued	Original Bond Issue	Principal Outstanding @ 09/30/2023
Leon County, Florida			
Holy Comforter Episcopal School	2023	$ 5,379,428	$ 5,208,546
Housing Finance Authority	2020	11,760,000	11,211,627
	2021	18,900,000	12,841,153
	2022	82,960,000	78,933,353
	2023	51,000,000	6,107,001
Total Conduit Debt Principal Balance as of September 30, 2023			$114,301,680

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

IX. LONG-TERM OBLIGATIONS (continued)

I. Debt Parity

The Capital Improvement Revenue Refunding Bonds Series 2017, the Capital Improvement Revenue Refunding Bonds Series 2020, the Capital Improvement Revenue Refunding Bonds Series 2021 and the Capital Improvement Revenue Note Series 2021B represent junior lien parity bonds payable from and secured by a lien upon certain non-ad valorem revenue. The pledged revenues include the Local Government Half-Cent Sales tax, guaranteed entitlement, second guaranteed entitlement, and 50% of the additional state revenue funds received in the prior fiscal year.

	Actual 2020	Actual 2021	Actual 2022	Actual 2023
Pledged revenues:				
Revenues available for debt service:				
Local Government Half Cent Tax	$ 12,429,991	$ 13,980,522	$ 15,415,389	$ 15,740,767
Guaranteed entitlement	316,798	316,798	316,798	316,798
Second guaranteed entitlement	1,026,649	1,026,649	1,026,649	1,026,649
Additional state revenue sharing funds	1,661,306	1,449,335	1,938,954	2,735,722
Total revenues available for debt service	$ 15,434,744	$ 16,773,304	$ 18,697,790	$ 19,819,936

X. CLOSURE AND POSTCLOSURE CARE COST

State and federal laws and regulations require the County to place a final cover on each of its landfill cells when it stops accepting waste and to perform certain maintenance and monitoring functions on each cell for thirty years after closure. Although closure and post-closure care costs will be paid only near or after the date that the landfill stops accepting waste, the County reports a portion of these costs as an operating expense in each period based on landfill capacity used as of each balance sheet date. The $22,076,218 reported as landfill closure and post-closure care liability at September 30, 2023, represents the cumulative amount reported to date based on the use of 100% of the estimated capacity of the landfill cells placed in use. These amounts are based on what it would cost to perform closure and post-closure care in 2023 on those cells placed in use. Actual costs may be higher due to inflation, changes in technology, or changes in regulations. The landfill is no longer accepting waste.

The County is required by state and federal laws to make annual contributions to an escrow account to finance a minimum of all closure costs and at least one year of post-closure costs. The County is in compliance with those minimum requirements and at September 30, 2023, held cash and investments in the amount of $14,605,274 for these purposes that are reported as restricted assets on the balance sheet. The County expects that future inflation costs will be paid from interest earnings on these annual contributions. However, if interest earnings are inadequate or additional post-closure care requirements are determined; these costs may need to be covered by charges to future landfill users or from future tax revenue.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XI. EMPLOYEE BENEFITS

A. Florida Retirement System

Plan Description - The County participates in the Florida Retirement System (FRS), a cost-sharing multiple-employer defined benefit pension plan administered by the State of Florida, Department of Management Services, Division of Retirement. The FRS provides retirement, disability or death benefits to retirees or their designated beneficiaries along with an annual cost-of-living adjustment. Employees are classified in either the regular service class, the special risk class, or the senior management service class. Currently, the active participants in the pension plan for Leon County are 1,559 out of a total of 441,816 active FRS participants.

The Florida Legislature created the Florida Retirement Investment Plan (the "Investment Plan"), a defined contribution plan qualified under Section 401 (a) of the Internal Revenue Code. The Investment Plan is administered by the State Board of Administration and is an alternative available to members of the Florida Retirement System in lieu of participation in the defined benefit retirement plan ("the Pension Plan"). If the Investment Plan is elected, active membership in the Pension Plan is terminated. Eligible members of the Investment Plan are vested at one year of service and receive a contribution in an investment product with a third party administrator selected by the State Board of Administration.

Chapter 121, Florida Statutes, establishes the authority for benefit provisions and contribution requirements. Changes to the law can only occur through an act of the Florida Legislature. There are uniform contribution rates as discussed on the following page that cover both the defined benefit and defined contribution plans. Information for the required employer contributions made to the Investment Plan were unavailable from FRS.

Additional Financial and Actuarial Information - Additional audited financial information supporting the Schedules of Employer Allocations and the Schedule of Pension Amounts by Employer is located in the Florida Annual Comprehensive Financial Report (ACFR) and in the Florida Retirement System Pension Plan, and Other State-Administered Systems ACFR.

See http://www.myfloridacfo.com/Division/AA/Reports/default.htm for an available copy of the Florida ACFR online.

The FRS ACFR and actuarial valuation reports as of July 1, 2023 are available online at http://www.dms.myflorida.com/workforce_operations/retirement/publications/annual_reports.

Reports may also be obtained by contacting the Division of Retirement at:

Department of Management Services
Division of Retirement
P.O. Box 9000
Tallahassee, Florida 32399-9000
850-907-6500 or toll free at 844-377-1888

Funding Policy - Prior to July 1, 2011, the FRS was employee noncontributory. Beginning July 1, 2011, employees who are not participating in the Deferred Retirement Option Plan (DROP) are required to contribute 3% of their salary to the FRS. The County is required to contribute at an actuarially-determined rate.

The FRS relies upon contributions from employees and employers, along with investment income, to meet the funding requirements of an actuarially determined accrued liability. As of July 1, 2023, the date of the latest valuation, the FRS' funded ratio was 81.4% on the valuation funding basis and 82.4% on a Fair Market Value of Assets basis.

The County also participates in the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing, multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes. The benefit is a monthly cash payment to assist retirees of state-administered retirement systems in paying their health insurance costs.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XI. EMPLOYEE BENEFITS (continued)

A. Florida Retirement System (continued)

In addition to the above benefits, the FRS administers a Deferred Retirement Option Program ("DROP"). This program allows eligible employees to defer receipt of monthly retirement benefit payments while continuing employment with a Florida Retirement

System employer for a period not to exceed 60 months after electing to participate. DROP benefits are held in the FRS Trust Fund and accrue interest.

The HIS Program is funded by required contributions from FRS participating employers as set by the State Legislature. Employer contributions are a percentage of gross compensation for all active FRS employees and are reported by employers with monthly payroll reports and included with the amount submitted for retirement contributions. For the fiscal year ended September 30, 2023, the contribution rate was 2.0% of payroll pursuant to Section 112.363, Florida Statutes.

The amounts contributed for the years ended September 30, 2023, 2022, and 2021 were $19,281,057, $17,333,516, and $15,846,687, respectively, which is equal to 100% of the required contribution for each year.

The membership categories and contribution rates for 2023 and 2022 were as follows:

			Employer Contribution Rate	
Membership Category	Benefit	Vesting	July 1, 2022	July 1, 2023
Regular Class	For employees in the FRS as of June 30, 2011, normal retirement at age 62 or at least 30 years of service: 1.60% times average compensation (five highest years) times years of creditable service.	After six years creditable service.	11.91 %	13.57 %
	For employees joining the FRS on or after July 1, 2011, normal retirement at age 65, or at least 33 years of service: 1.6% times average compensation (eight highest years) times years of creditable service.	After eight years creditable service.		
Senior Management Class	For employees in the FRS as of June 30, 2011, normal retirement at seven years and age 62: 2.00% times average compensation (five highest years) times years of creditable service.	After six years creditable service.	31.57 %	34.52 %
Special Risk (sworn employees)	For employees in the FRS as of June 30, 2011, normal retirement at age 55, or 25 years of special risk service: 2% to 3% times average compensation (five highest years) times years of creditable service.	After six years of creditable service.	27.83 %	32.67 %
Elected County Officers' Class (ESCOC)-Nonjudicial	For employees in the FRS as of June 30, 2011, normal retirement at eight years ESCOC service and age 62: 3.00% times average compensation (five highest years) times years of creditable service.	After six years of creditable service.	57.00 %	58.68 %
	For employees joining the FRS on or after July 1, 2011, normal retirement at age 65, or at least 33 years of service: 3.00% times average compensation (eight highest years) times years of creditable service.	After eight years creditable service.		
Deferred Retirement Option Program (Drop)	For employees in DROP as of June 30, 2011, retirement benefit paid to DROP where it earns 6.5% interest, tax deferred, for up to five years while the member continues to work.	Available to vested members at normal retirement age or date.	18.60 %	21.13 %
	For employees entered in DROP on or after July 1, 2011, retirement benefit paid to DROP where it earns 1.3% interest, tax deferred, for up to five years while the member continues to work.			

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XI. EMPLOYEE BENEFITS (continued)

A. Florida Retirement System (continued)

Net Pension Liability - At September 30, 2023, the County reported for its share proportionate of the FRS and HIS plans the amount for the net pension liability as shown below:

	Leon County		
	FRS	HIS	Total
Total Pension Liability	$ 825,436,806	$ 43,726,858	$ 869,163,664
Fiduciary Net Position	680,032,591	1,799,998	681,832,589
Net Pension Liability	$ 145,404,215	$ 41,926,860	$ 187,331,075

The net pension liability for each plan was determined by the plans' actuary and reported in the plans' valuations dated July 1, 2023 for the net pension liability as of June 30, 2023. "Plan fiduciary net position" represents cash and investment assets held to pay pension liabilities as they mature. "Net pension liability" represents the equity in the applicable pension plan. "Plan fiduciary net position" represents the portion of the total pension liability that is funded by cash and investments. Detailed information regarding the FRS Pension Plan and HIS Program fiduciary net position is available in the separately issued FRS *Pension Plan and Other State-Administered Systems Annual Comprehensive Financial Report*. To obtain this report, see contact information on page 61.

At September 30, 2023, the County reported for its proportionate share of the employer portion for the FRS and HIS net pension liability the percentages below:

	FRS	HIS
June 30, 2023	.364907814%	.264000877%
June 30, 2022	.367963030%	.269692073%
Increase (decrease) in Share for 2023	(.003055216)%	(.005691196)%

The County's proportionate share of the net pension liability was based on the County's 2022-2023 fiscal year contributions relative to the 2021-2022 fiscal year contributions of all participating members of FRS.

Actuarial Methods and Assumptions - Actuarial assumptions for both cost-sharing defined benefit plans are reviewed annually by the Florida Retirement System Actuarial Assumptions Conference. The FRS Pension Plan has a valuation performed annually. The HIS Program has a valuation performed biennially that is updated for GASB reporting in the year a valuation is not performed. The most recent experience study for the FRS Pension Plan was completed in 2019 for the period July 1, 2013, through June 30, 2018. Because the HIS Program is funded on a pay-as-you-go basis, no experience study has been completed for that program. The actuarial assumptions that determined the total pension liability for the HIS Program were based on certain results of the most recent experience study for the FRS Pension Plan.

The total pension liability for each cost-sharing defined benefit plan was determined using the individual entry age actuarial cost method. Inflation increases for both plans is assumed at 2.40%. Payroll growth, including inflation, for both plans is assumed at 3.25%. Both the discount rate and the long-term expected rate of return used for FRS Pension Plan investments is 6.70%. The plans fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return.

Because the HIS Program uses a pay-as-you-go funding structure, a municipal bond rate of 3.65% was used to determine the total pension liability for the program (Bond Buyer General Obligation 20-Bond Municipal Bond Index). Mortality assumptions for both plans were based on the Generational RP-2000 with Projection Scale BB tables.

The following changes in actuarial assumptions occurred in 2023:

- FRS: The long-term expected rate of return remained at 6.7%.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XI. EMPLOYEE BENEFITS (continued)

A. Florida Retirement System (continued)

- HIS: The municipal rate used to determine total pension liability was increased from 3.54% to 3.65%.

- The demographic assumptions for the Special Risk class were updated to reflect plan changes due to HB5007, HB689, and SB838. Specifically, HB5007 resulted in the development of separate rates of DROP Entry for law enforcement officers, and an assumed 60-month average duration of DROP participation for law enforcement officers who enter DROP in the future. HB689 and SB 838 resulted in updated line-of-duty disability rates and an increase in the portion of all future active member deaths assumed to be in the line of duty from 25% to 30% for all Special Risk class members.

- The election assumption for vested terminated members was updated from 20% to 50% to reflect recent experience.

Valuation date	July 1, 2022	July 1, 2023
Measurement date	June 30, 2022	June 30, 2023
Inflation	2.40%	2.40%
Salary increases including inflation	3.25%	3.25%
Mortality	PUB-2010 base table varies by member category and sex, projected generationally with Scale MP-2018 details in valuation report	PUB-2010 base table varies by member category and sex, projected generationally with Scale MP-2018; details in the valuation report
Actuarial cost method	Individual Entry Age	Individual Entry Age

Investments - The long-term expected rate of return assumption of 6.70 percent consists of two building block components: 1) a real (in excess of inflation) return of 4.48 percent, consistent with the capital market outlook model developed by the FRS consulting actuary, Milliman; and 2) a long-term average annual inflation assumption of 2.40 percent as adopted in October 2023 by the FRS Actuarial Assumption Conference. In the opinion of the FRS consulting actuary, Milliman, both components and the overall 6.70 percent return assumption were determined to be reasonable and appropriate per the Actuarial Standards of Practice. The 6.70 percent reported investment return assumption is the same as the investment return assumption chosen by the 2023 FRS Actuarial Assumption Conference for funding policy purposes, as allowable under governmental accounting and reporting standards.

For reference, the table below contains a summary of Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the long-term target asset allocation. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XI. EMPLOYEE BENEFITS (continued)

A. Florida Retirement System (continued)

Asset Class	Target Allocation (1)	Annual Arithmetic Return	Compound Annual (Geometric) Return	Standard Deviation
Cash	1.0 %	2.9 %	2.9 %	1.1 %
Fixed income	19.8 %	4.5 %	4.4 %	3.4 %
Global equity	54.0 %	8.7 %	7.1 %	18.1 %
Real estate (property)	10.3 %	7.6 %	6.6 %	14.8 %
Private equity	11.1 %	11.9 %	8.8 %	26.3 %
Strategic investments	3.8 %	6.3 %	6.1 %	7.7 %
Total	100.00 %			
Assumed inflation - mean		2.4 %		1.4 %

(1) As outlined in the FRS Pension Plan's investment policy available from Funds We Manage on the SBA's website at www.sbafla.com.

Sensitivity Analysis - the following tables present the sensitivity of the net pension liability to changes in the discount rate of 6.70%. The sensitivity analysis shows the impact to the County's net pension liability if the discount rate shows as 1.00% higher or 1.00% lower than the current discounted rate at June 30, 2023 .

FRS Net Pension Liability		
1% Decrease 5.70%	Current Discount Rate 6.70%	1% Increase 7.70%
$ 248,380,007	$ 145,404,215	$ 59,252,644

HIS Net Pension Liability		
1% Decrease 2.65%	Current Discount Rate 3.65%	1% Increase 4.65%
$ 47,832,004	$ 41,926,860	$ 37,031,893

Pension Expense and Deferred Outflows/(Inflows) of Resources - In accordance with GASB 68, paragraphs 54 and 71, changes in the net pension liability are recognized in pension expense in the current measurement period, except as indicated below. For each of the following, a portion is recognized in pension expense in the current reporting period, and the balance is amortized as deferred outflows or deferred inflows of resources using a systematic and rational method over a closed period, as defined below:

- Differences between expected and actual experience with regard to economic and demographic factors which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.

- Changes of assumptions or other inputs which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.

- Changes in proportion and differences between contributions and proportionate share of contributions which are amortized over the average expected remaining service life of all employees that are provided with pensions through the pension plan, both active and inactive.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XI. EMPLOYEE BENEFITS (continued)

A. Florida Retirement System (continued)

- Differences between expected and actual earnings on pension plan investments are amortized over five years.

Employer contributions to the pension plans from employers are not included in collective pension expense; however, employee contributions are used to reduce pension expense.

For the fiscal year ended September 30, 2023 the total pension expense and deferred inflows and outflows related to the FRS and HIS plans were as follows:

	FRS	HIS	Total
Pension Expense (Income)	$ 27,876,100	$ 15,413,946	$ 43,290,046
Deferred Outflows of Resources	36,065,269	2,691,916	38,757,185
Deferred Inflows of Resources	$ (7,059,363)	$ (5,264,464)	$ (12,323,827)

For the fiscal year ended September 30, 2023, the County recognized pension expense of $27,876,100 for the FRS plan. In addition the County reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources for the FRS Plan	Deferred Inflows of Resources for the FRS Plan
Differences between expected and actual experience	$ 13,652,201	$ 0
Change of assumptions	9,478,653	0
Net difference between projected and actual earnings on FRS Plan investments	6,072,474	0
Changes in proportion and differences between County FRS Plan contributions and proportionate share of contributions	1,491,390	(7,059,363)
County FRS Plan contributions subsequent to the measurement date	5,370,551	0
Total	$ 36,065,269	$ (7,059,363)

The deferred outflows of resources related to the Pension Plan, totaling $5,370,551 and resulting from County contributions to the Plan subsequent to the measurement date, will be recognized as a reduction to net pension liability in the fiscal year ended September 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the Pension Plan will be recognized in pension expense as follows:

Reporting Period Ending June 30	FRS Net Deferred Outflows/(Inflows)
2024	$ 2,002,358
2025	(3,553,950)
2026	22,623,842
2027	1,962,725
2028	600,380
Thereafter	0
Totals	$ 23,635,355

For the fiscal year ended September 30, 2023, the County recognized pension expense of $15,413,946 for the HIS plan. In addition the County reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XI. EMPLOYEE BENEFITS (continued)

A. Florida Retirement System (continued)

Description	Deferred Outflows of Resources for the HIS Plan	Deferred Inflows of Resources for the HIS Plan
Differences between expected and actual experience	$ 613,780	$ (98,409)
Change of assumptions	1,102,244	(3,633,104)
Net difference between projected and actual earnings on HIS Plan investments	21,652	0
Changes in proportion and differences between County HIS Plan contributions and proportionate share of contributions	389,084	(1,532,951)
County HIS Plan contributions subsequent to the measurement date	565,156	0
Total	$ 2,691,916	$ (5,264,464)

The deferred outflows of resources related to the HIS Plan, totaling $565,156 resulting from County contributions to the HIS Plan subsequent to the measurement date, will be recognized as a reduction of the net pension liability in the fiscal year ended September 30, 2024. Other amounts reported by the County as deferred outflows of resources and deferred inflows of resources related to the HIS Plan will be recognized in pension expense as follows:

Reporting Period Ending June 30	FRS Net Deferred Inflows
2024	$ 582,514
2025	463,450
2026	638,490
2027	894,460
2028	499,696
Thereafter	59,094
Totals	$ 3,137,704

B. Deferred Compensation Plan

The County offers their employees deferred compensation plans created in accordance with Internal Revenue Code Section 457. The County complied with the requirements of subsection (g) of IRC Section 457 and, accordingly, all assets and income of the plan are held in trust for the exclusive benefit of the participants and their beneficiaries. Deferred compensation amounts withheld from participating employees' pay are not taxable as current income until withdrawn from the plan. Annual contributions by a participant may not exceed the lesser of $19,500 or 50% of gross annual compensation. There is an “age 50 catch-up” provision that allows an additional $6,500 contribution from the year the employee reaches age 50 until the employee terminates employment.

C. Liability for Compensated Absences

The County accrues a liability for employees’ rights to receive compensation for future absences when certain conditions are met. Except for the Clerk, the County does not, nor is it legally required to, accumulate expendable available financial resources to liquidate this obligation. Accordingly, the liability for the compensated absences is not reported in the governmental funds. However, the current and long-term portion of the liability for compensated absences is reported at the entity-wide financial statement level. The liability associated with compensated absences is reported on the fund level in the internal service fund for the Clerk only.

D. Executive Service Plan

Executive service and senior management employees of Leon County are entitled to severance pay if terminated from employment. If there is a contract or an employment agreement, they are entitled to up to twenty weeks of severance pay. If there is no contract, severance pay is limited to six weeks.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XI. EMPLOYEE BENEFITS (continued)

E. Post Employment Benefits Other Than Pension Benefits

Plan Description

The County participates and administers an agent multiple-employer plan under which qualified retired employees are permitted to participate in the health and life insurance benefits program (the Program) at the same rate as active participants. In medical insurance plans where a government's retirees and current employees are insured together as a group, the premiums paid by the retirees may be lower than they would have been if the retirees were insured separately. This is called an implicit rate subsidy. A stand alone financial report is not issued for the Program.

OPEB Plan membership at October 1, 2023 was as follows:

Membership Status as of October 1, 2023	Life	Medical
Active plan members	1,513	1,513
Retirees and DROP participants	422	206
Total	1,935	1,719

Benefits- Retirees continue active employee life insurance benefits, with coverage amount equaling 2 x final salary for Senior Management and 1 x final salary for all other retirees. Once a retiree reaches the age of 65, the coverage reduces to 65% of the original amount. Coverage is provided at a monthly rate of $0.59 per $1,000 benefit except for Sheriff. Sheriff coverage is provided at a monthly rate of $0.47 per $1,000 benefit. Retirees continue active employee medical insurance benefits. Coverage ends upon death of the retiree or if the retiree cancels retiree medical insurance coverage. Retirees who cancel coverage may not re-enroll in health insurance. There are no surviving spouse benefits.

Effective October 1, 2019, future retirees may be eligible for a subsidy to help offset the cost of the retiree medical insurance premiums. The contribution is available for the retiree only and paid only while the retiree is under the age of 65 and not Medicare eligible. Eligible retirees will receive $5 per month for each year of service; up to a maximum of 30 years ($150 per month). The $5 per month subsidy does not increase with health care cost trend.

Eligibility- Participants are eligible for postretirement life insurance upon attaining eligibility for retirement benefits under FRS. Therefore participants are eligible to leave County service with life insurance benefits after 6 years of service; 10 years of service if hired on or after July 1, 2013. Participants are eligible for postretirement medical insurance upon attaining eligibility for retirement benefits under FRS. Therefore participants are eligible to leave County service with life insurance benefits after 10 years of service.

Funding Policy

Retired employees and their spouses for their lifetime are eligible for continuation of the benefits offered to active employees and are responsible for paying the required premium contributions. The County has the authority to establish and amend the OPEB funding policy, and is not required by law or other contractual agreement to provide funding for the implicit rate subsidy other than the pay-as-you-go amount necessary to provide current benefits for participants in its health insurance plan. Post-employment benefits are extended to retirees and continued at the discretion of the Employer, which reserves the right (subject to State Statutes and any collective bargaining agreements) to change or terminate benefits and to change premium contributions required from retirees in the future. There is no separate trust through which benefits for retirees are funded. No assets are currently accumulated or earmarked for this purpose. All approved benefits are paid from the Employer’s general assets when due.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XI. EMPLOYEE BENEFITS (continued)

E. Post Employment Benefits Other Than Pension Benefits (continued)

Net OPEB liability

As described in Note 1, the County consists of elected constitutional officers of the County. The annual OPEB liability of constitutional officers is recognized in the county-wide financial statements of the County. The County's Net OPEB liability is calculated in accordance with the guidance provided by Governmental Accounting Standards Board Statement Number 75, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*.

The total OPEB liability for the year ended September 30, 2023 measured as of September 30, 2023 is $31,577,626. The following table outlines the changes in Net OPEB Liability for the fiscal year ending September 30, 2023:

	FY 2023	FY 2022
Service cost	$ 1,407,503	$ 2,333,956
Interest	1,657,783	1,141,365
Differences between expected and actual experience	(3,619,718)	0
Changes of assumptions or other input	(598,706)	(13,608,670)
Expected benefit payments	(1,217,979)	(1,100,812)
Net Changes	(2,371,117)	(11,234,161)
Net OPEB liability at beginning of year	33,948,743	45,182,904
Net OPEB liability at end of year	$ 31,577,626	$ 33,948,743

The total OPEB liability and contribution rates were determined by an actuarial valuation as of October 1, 2023. The total OPEB liability was rolled forward two years. The significant assumptions used were as follows:

Valuation Date	September 30, 2023
Measurement Date	September 30, 2023
Actuarial Cost Method	Entry Age Normal, Level Percent of Salary. Service Costs are attributed through all assumed ages of exit from active service.
Asset Valuation Method	Not Applicable. The plan operates on a pay-as-you-go basis and thus, has no assets.
Miscellaneous	The valuation was prepared on an on-going plan basis. This assumption does not necessarily imply that an obligation to continue the plan actually exists.
Discount Rate	The discount rate at the measurement date is 4.87%. Benefit payments are funded on a pay-as-you go basis. The discount rate is based on the S&P Municipal Bond 20 Year High Grade Rate Index as of September 30, 2023. The discount rate at the beginning of the year is 4.77% from the S&P Municipal Bond 20 Year High Grade Rate Index as of September 30, 2022.
Consumer Price Index	N/A
Future Salary Increase	3.25%
Administrative Expenses	Life Insurance administrative expenses are assumed to be 5% of claims based on experience for similar plans. Medical insurance administrative expenses are assumed to be included in the premiums.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XI. EMPLOYEE BENEFITS (continued)

E. Post Employment Benefits Other Than Pension Benefits (continued)

Mortality	According to the Benefit-Weighted Pub-2010 Mortality Tables with a public safety adjustment for sheriffs and the general table for all others, projected generationally with the MP-2021 Mortality Improvement scale. For disabled retirees, according to the Benefit-Weighted Pub-2010 Disabled Mortality Tables with a public safety adjustment for sheriffs and the general table for all others, projected generationally with MP-2021 Mortality Improvement scales.
Withdrawal	Same as the Florida Retirement System (FRS) pension plan.
Disability	Same as the Florida Retirement System (FRS) pension plan.
Retirement age	Same as the Florida Retirement System (FRS) pension plan.
Plan participation	
Life insurance:	95% and 20% of future retirees are assumed to elect Basic and Supplemental life insurance benefits at retirement, respectively, based on a mix of actual experience and experience for similar plans. For non-Senior Management employees who can elect up to 2x salary at retirement for Supplemental life insurance benefit up to a maximum of $250,000 combined maximum for Basic and Supplemental life insurance, we have assumed that they will elect 1x salary at retirement.
Medical insurance:	45% of future retirees are assumed to elect health coverage with the County at retirement based on a mix of actual experience and experience for similar plans. Current retirees are assumed to coverage under the County's health plans if they are currently enrolled. Current retirees who are not currently enrolled in the County's health plans are not assumed to re-enroll in the future. 100% of surviving spouses are assumed to elect coverage with the County upon retirees' death.
Health care cost trends	Eligible health care costs, per capita costs, and retiree contributions, are assumed to decrease each year from 7.50% for the year ended 9/30/2024 to 4.50% for the year beginning 10/1/2032 and thereafter. The initial trend rate was established based on the influences of the health care marketplace as a whole as published in Buck's National Health Care Trend Survey The trend rates are based on the "core" trend components (i.e., medical inflation, utilization and intensity of services) but exclude the impact of the aging of the covered population and other noncore components of trend (e.g., profit margins typically included in an insurer's trend assumptions). It is assumed that over the long-term, health care costs ultimately will be constrained by the public's ability and willingness to pay the higher cost of health care services. This assumption implies that the ultimate trend rate should be related to the nominal per capita GDP. Therefore, ultimate trend is assumed to be comprised of (i) real growth in per capita GDP, (ii) long-term growth attributable to technology innovations, and (iii) assumed long-term inflation rate. We estimated that health care costs would reach the ultimate trend level in fiscal year ending in 2028, based on projections from CMS' projection of National Health Care Expenditures.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XI. EMPLOYEE BENEFITS (continued)

E. Post Employment Benefits Other Than Pension Benefits (continued)

Per capita costs	Our valuation reflects the following fiscal year 2023 annual per capita plan costs for retirees and their spouses: Per Capita Plan Cost at Male Age 65- Retiree $22,080, Spouse $23,436, Family $36,072. Medical per capita plan costs for retirees and spouses were developed using 2024 premium information and de-trended to a level appropriate for the fiscal year beginning October 1, 2023. The premiums are assumed to include administrative expenses. The valuation relied upon the premium information which was assumed to be suitable for this purpose. The Pre-Medicare plan costs are based upon age-adjusted rates. Post-Medicare retirees are assumed to be in a retiree-only plan and retirees pay 100% of the premium. Therefore, we assume there is no associated post-Medicare liability for the retiree medical plan.
Spouse assumptions	For future retirees, female spouses are assumed to be three years younger than their male spouses. For existing retirees, actual spouses age are used if available, otherwise female spouses are assumed to be three years younger than their male spouses.
Age/Gender - related morbidity	The age/gender health care cost relativities implemented in this valuation to reflect associated differences in medical costs are based on data from the recent study, “Health Care Costs - From Birth to Death” prepared by Dale H. Yamamoto and sponsored by the Society of Actuaries.

Sensitivity of Net OPEB Liability to changes in the Single Discount Rate

The following presents the plan's net OPEB liability, calculated using a single discount rate of 4.87%, as well as what the plan's net OPEB liability would be if it were calculated using a single Discount Rate that is one percent lower or one percentage higher:

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate	1% Decrease 3.87%	Current Discount Rate 4.87%	1% Increase 5.87%
Net OPEB Liability	$ 36,344,499	$ 31,577,626	$ 27,722,685

Sensitivity of Net OPEB Liability to changes in Health Care Cost Trends

The following presents the plan's net OPEB liability, calculated using the current health care cost trend, as well as what the plan's net OPEB liability would be if it were calculated using a health care cost trend that is one percent lower or one percentage higher:

Sensitivity of the Net OPEB Liability to Changes in the Health Care Cost Trend	1% Decrease	Current Health Care Cost Trend	1% Increase
Net OPEB Liability	$ 30,107,237	$ 31,577,626	$ 33,309,834

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XI. EMPLOYEE BENEFITS (continued)

E. Post Employment Benefits Other Than Pension Benefits (continued)

OPEB Expense and Deferred Outflows/(Inflows) of Resources Related to OPEB

In accordance with GASB 75, changes in the net OPEB liability are recognized as OPEB expense in the current measurement period, except as shown below. For each of the following, a portion is recognized in OPEB expense in the current measurement period, and the balance is amortized as deferred outflows or inflows of resources using a systematic and rational method over a closed period, as defined below:

- Differences between expected and actual experience with regard to economic and demographic factors which are amortized over the average expected remaining service life of all employees that are provided with benefits through the OPEB plan, both active and inactive.

- Changes of assumptions or other inputs which are amortized over the average expected remaining service life of all employees that are provided with benefits through the OPEB plan, both active and inactive.

- Changes in proportion and differences between contributions and proportionate share of contributions which are amortized over the average expected remaining service life of all employees that are provided with benefits through the OPEB plan, both active and inactive.

The below table presents the OPEB expense and its components:

Components of OPEB Expense	For the year ended September 30, 2023
Service Cost	$ 1,407,503
Interest on the total OPEB liability and net cash flow	1,657,783
Differences between expected and actual experience	(379,426)
Changes in assumptions and other inputs	911,927
Total OPEB expense	$ 3,597,787

At September 30, 2023, the County reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflow	Deferred Inflow County	Total County Deferred Outflow (Deferred Inflow)
Differences between expected and actual experience	$ 12,718,259	$ (4,431,787)	$ 8,286,472
Changes in assumptions and other inputs	4,980,180	(16,066,415)	(11,086,235)
Total OPEB expense	$ 17,698,439	$ (20,498,202)	$ (2,799,763)

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XI. EMPLOYEE BENEFITS (continued)

E. Post Employment Benefits Other Than Pension Benefits (continued)

The average of the expected remaining service lives of all employees that are provided with benefits through the plan (active and inactive employees) determined at October 1, 2023 is 10.1 years. The following deferred inflows of resources will be recognized in pension expense as follows:

For the year ended September 30,	County Total Deferred Outflow (Deferred Inflow)
2024	$ 532,501
2025	532,501
2026	584,318
2027	662,038
2028	662,038
Thereafter	(5,773,159)
Totals	$ (2,799,763)

Funded Status and Funding Progress

As of September 30, 2023, the County's actuarial accrued liability for benefits recognized in the County's financial statements was $31,577,626, all of which was unfunded.

XII. DEFERRED OUTFLOWS AND INFLOWS OF RESOURCES

A deferred outflow of resources represents a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until then. The County's reported deferred outflows of resources are derived from $17,698,439 from OPEB related activities and $38,757,185 derived from Pension related activities.

A deferred inflow of resources represents an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. The County's reported deferred inflows of resources are derived from $20,498,202 from OPEB related activities, $12,323,827 from pension related activities, $5,836,204 from Lessor activities, and $900,442 from special assessment related activities.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XIII. RISK MANAGEMENT AND CONVENTIONALLY INSURED CLAIMS & LOSSES

A. General Liability

Effective December 15, 2012, the County purchased commercial insurance for general liabilities from OneBeacon. Effective December 15, 2016, the County purchased commercial insurance for general liabilities from Travelers. This is a zero-deductible policy.

Changes in the Board's claim liability amount were as follows:

Year	Beginning of Fiscal Year	Current Year Claims and Changes in Estimates	Claims Payments	Balance at Fiscal Year End
September 30, 2023	$ 0	$ 0	$ 0	$ 0
September 30, 2022	$ 0	$ 0	$ 0	$ 0

B. Workers' Compensation

The County maintains a self-insurance Internal Service Fund to account for insurance activities relating to workers' compensation that is administered by a third-party administrator. Under this program, the County absorbs losses up to a maximum of $500,000 for each claim. At September 30, 2023, the County had $306,082 deposited with the third-party administrator for use against future claims. The County purchases commercial insurance for claims in excess of coverage provided by the Fund. Settled claims have not exceeded this commercial coverage in the current year or any of the past five years.

All funds of the County participate in this program and make payments to the Insurance Service Fund based upon payroll exposure in the amounts needed to pay prior and current year claims and to establish a reserve for catastrophic losses. Excess payments are recorded as a designation of retained earnings for catastrophic losses.

The claims liability for workers' compensation of $6,800,211, which includes an actuarial evaluation for incurred but not reported claims of $3,909,803 is included in other current liabilities and reported in the Internal Service Fund at September 30, 2023. The liability is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred as of the date of the financial statements and the amount of the loss can be reasonably estimated.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XIII. RISK MANAGEMENT AND CONVENTIONALLY INSURED CLAIMS & LOSSES (continued)

B. Workers' Compensation (continued)

Changes in the Fund's claims liability amount were as follows:

Year	Beginning of Fiscal Year	Current-Year Claims and Changes in Estimates	Claims Payments	Balance at Fiscal Year End
September 30, 2023	$ 6,606,825	$ 1,750,386	$ (1,557,000)	$ 6,800,211
September 30, 2022	$ 7,050,581	$ 2,391,244	$ (2,835,000)	$ 6,606,825

C. Automobile Liability

The County purchases commercial coverage for automobile liability insurance through the same provider of its general liability insurance. All vehicles are covered for physical damage with a $1,000 deductible and for liability with a $5,000 deductible. All funds of the County participate in this program and pay premiums to the Insurance Service Fund based on the vehicles used by their personnel.

Changes in the fund's claims liability were as follows:

Year	Beginning of Fiscal Year	Current-Year Claims and Changes in Estimates	Claims Payments	Balance at Fiscal Year End
September 30, 2023	$ 41,465	$ 5,471	$ 0	$ 46,936
September 30, 2022	$ 4,900	$ 36,565	$ 0	$ 41,465

The claims liability of $46,936 includes an actuarial valuation for incurred but not reported claims of $15,965.

As a member of the Florida Sheriffs Association, the Sheriff participates in the Sheriffs Automobile Risk Program for automobile liability insurance. Coverage includes liability for bodily injury and property damage, personal injury protection, auto medical payments, bodily injury for uninsured motorists and physical damage. Coverage for physical damage is also maintained on certain vehicles. The contribution required for the year ended September 30, 2023 was $308,238.

D. Professional Liability

The Sheriff is currently a member of the Florida Sheriffs Association and participates in the Florida Sheriffs Self-Insurance Fund. The Self-Insurance Fund administers insurance activities related to professional liability and covers compensatory damages (except back pay), employment benefits, punitive damages, attorney fees or costs awarded to a prevailing plaintiff, and all legal fees involved in defense of the Sheriff. The contribution required for the year ended September 30, 2023 was $559,280.

The limits of the Self-Insurance Fund for the above mentioned damages, fees and defense costs are $5,000,000 per incident or occurrence; and $10,000,000 in aggregate for the policy year. Settled claims did not exceed this coverage in the current year.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XIV. SEGMENT INFORMATION - ENTERPRISE FUNDS

The County maintained one enterprise fund. The Leon County Landfill Fund accounts for revenues and expenditures related to the operation of the landfill and collection of revenues from the sale of processed recyclables and related costs to support the program. The County has not issued bonds to finance the activity of the enterprise fund. Further, none of the revenues streams of the enterprise fund are pledged in support of outstanding debt.

XV. OTHER REQUIRED INDIVIDUAL FUND DISCLOSURES

A. Excess of Expenditures Over Appropriation

Certain funds show an excess of expenditures over appropriations. This excess is due to the appropriation and use of fund balance during the fiscal year.

B. Excess of Expenditures Over Revenue in the Budget Column

Certain funds show an excess of expenditures over revenue in the budget column of the Statement of Revenue, Expenditures and Changes in Fund Balances, Budget and Actual. This excess is due to the appropriation and use of fund balance (which is not reported in the budget or variance column) during the fiscal year.

C. Deficit Fund Balances

At fiscal year end, the Family Law Legal Service fund had a deficit of $59,970, the SHIP Trust fund had a deficit of $16,838, the 911 Emergency fund had a deficit of $9,255, the Special Assessment Paving fund had a deficit of $13,410, the Landfill fund had a deficit of $520,338. All funds are nonmajor special revenue funds.

D. Minimum Fund Balance Policy

On September 16, 2008, Leon County adopted Policy Number 07-2 called “Reserves.” The first section, Emergency Reserves includes the general revenue emergency reserves which are maintained at an amount not to be less than three percent and not to exceed eight percent of the projected General Fund and Fine & Forfeiture Fund operating expenditures for the ensuing fiscal year. In addition, a catastrophe reserve will be maintained at two percent. The reserve will provide immediate cash flow in the event of a natural disaster. The Reserve for Contingency is separate from the Reserves for Cash Balances and annually determined by the Board of County Commissioners as a part of the budget. Any funds not included under this category will be included as part of the unreserved fund balance.

Reserves for Cash Balances are maintained by the County as an annual unassigned reserve for cash balance at a level sufficient to maintain adequate cash flow and to eliminate the need for short-term borrowing. The fund balance shall be no less than ten percent and no greater then twenty percent of the projected General Fund and Fine & Forfeiture Fund operating expenditures. All major funds will retain sufficient cash balances to eliminate the need for short-term borrowing.

As a part of the annual budget process, a determination is made of the minimum and maximum amounts based on above requirements. Funds in excess of the minimums established can be utilized to support one-time capital expenses.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XV. OTHER REQUIRED INDIVIDUAL FUND DISCLOSURES (continued)

E. Fund Balance

At fiscal year end, fund balances reported on the Statements of Revenues, Expenditures, and Changes in Fund Balance include:

	General Fund	Major Funds	Other Funds	Total
Nonspendable:				
Inventory	$ 1,174,170	$ 0	$ 5,612	$ 1,179,782
Prepaid assets	720,748	334,223	154,790	1,209,761
Total nonspendable	1,894,918	334,223	160,402	2,389,543
Restricted for:				
Federal and state grants and other purpose	0	19,043,992	301,212	19,345,204
Major non-transportation related capital projects and facilities	0	35,678,641	34,522,045	70,200,686
Public improvement revenue bond projects	0	0	20,401,911	20,401,911
Enabling legislation	0	0	11,491,477	11,491,477
User restricted	0	0	555,987	555,987
Total restricted	0	54,722,633	67,272,632	121,995,265
Committed for:				
Minimum reserve requirements	7,383,856	1,055,341	0	8,439,197
Fire protection services	0	0	1,307,635	1,307,635
Emergency medical services	0	0	11,460,320	11,460,320
Building inspections	0	0	2,951,678	2,951,678
Unincorporated stormwater maintenance	0	0	1,920,203	1,920,203
City sewer services distribution	0	0	32,208	32,208
Environmental management	0	0	2,028,782	2,028,782
Pandemic recovery efforts	276,377	2,848,723	0	3,125,100
Total committed	7,660,233	3,904,064	19,700,826	31,265,123
Assigned for:				
General government	6,139,030	5,957,346	0	12,096,376
Public safety	0	0	3,043,830	3,043,830
Total assigned	6,139,030	5,957,346	3,043,830	15,140,206
Unassigned	33,531,529	(48,867)	(127,344)	33,355,318
Total Fund Balances	$ 49,225,710	$ 64,869,399	$ 90,050,346	$ 204,145,455

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XVI. COMMITMENTS AND CONTINGENCIES

A. Contract Commitments

Grants

The County is currently receiving, and has received in the past, grants which are subject to special compliance audits by the grantor agency that may result in disallowed expense amounts. Such amounts, if any, constitute a contingent liability of the County. Accordingly, such liabilities are not reflected within the financial statements.

Long-Term Construction Projects

The County is committed to various material long-term construction projects at September 30, 2023. These commitments have been included in the 2023-2024 fiscal year budget and the five-year Capital Improvement Program and certain amounts have been reserved in the capital projects fund. Current contracts outstanding as of September 30, 2023 approximate $24.3 million.

The Sheriff, the County, and the City of Tallahassee (the Parties) entered into an inter-local agreement on December 20, 2007 to establish parameters relating to ownership, expansion, operation, maintenance, and the use of the 800MHz Project 25 Digital Trunked Simulcast (TSR) System. The agreement provides 50% ownership of the TSR System's backbone equipment by the Sheriff and the County. The agreement also provides that the Sheriff and the County are required to pay 50% of the TSR System's operating costs. Absent a prior notice to withdraw, the agreement shall continue until the date the agreement is terminated by mutual written agreement of the Parties. Activity related to the agreement is accounted for as a joint operation.

B. Potential Liabilities Resulting from Litigation

The County is a defendant in various lawsuits arising from the normal course of operations. The outcome of these lawsuits is not presently determinable.

C. Subsequent Events

The County has evaluated subsequent events through May 22, 2024, the date the financial statements were available to be issued. No subsequent events were identified that required disclosure except for the transaction described below.

On October 1, 2023 Leon County entered into two subscription based information technology arrangements (SBITAs) for the right to use another party's (a SBITA vendor's) information technology (IT) software. The terms of the arrangements extend through September 30, 2026. An initial subscription liability and subscription asset for these SBITAs equals $3,788,947. The County is required to make annual payments ranging from $155,418 to $1,097,162 through the term of the arrangements. The arrangements have interest rates of 4.880%.

XVII. CONTINGENCIES - DEBT

The company participates in federal and state assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives. The company is potentially liable for any expenditures, which may be disallowed pursuant to the terms of these grant programs. Management is not aware of any material items of noncompliance which would result in the disallowance of program expenditures.

In the course of business, the company, its agencies and its employees are defendants in legal proceedings including but not limited to claims against the company for property damage, personal injury, personnel and contract matters, and alleged violations of state and federal laws. It is the opinion of management that the disposition or resolution of such claims and lawsuits will not have a material adverse effect on the financial position, changes in the financial position or cash flows of the company.

Leon County, Florida
Notes to the Financial Statements
Year Ended September 30, 2023

XVIII. NET POSITION RESTATEMENT

Fund balances as of October 1, 2022 have been restated to reflect the following adjustments:

During the year ended September 30, 2023 the County identified two revenues where the revenue recognition criteria required the revenues to have been recorded in a prior year but were not. In order to correct this error, both items have been recorded to the year ended September 30, 2022. As such, this correction results in an increase to the beginning fund balance of the general fund by $449,825 and an increase to the beginning fund balance of the non-major governmental funds by $414,634. These restatements result in a related increase to the beginning net position of the government activities of $864,459.

During the year ended September 30, 2023 the County identified several capital assets that were previously classified as non-depreciable improvements other than buildings that should have been reported as depreciable improvements other than buildings. In order to correct this error, all such capital assets have been reclassified and the applicable previous depreciation has been calculated and applied to previous periods. As such, this correction results in a reclassification of $8,467,199 between non-depreciable and depreciable improvements other than buildings capital assets and a decrease to the beginning net position of the governmental activities by $2,910,524.

Required Supplementary Information

Leon County, Florida
Proportionate Share of Net Pension Liability
Florida Retirement System
Last Ten Fiscal Years*
(unaudited)

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Leon County's proportion of the net pension liability	0.364907814%	0.367963030%	0.373660617%	0.394768166%	0.405622105%	0.401636460%	0.404240284%	0.426742954%	0.381103706%	0.373806519%
Leon County's proportionate share of the net pension liability	$ 145,404,215	$ 136,911,817	$ 28,225,813	$ 171,098,341	$ 139,690,606	$ 120,974,984	$ 119,571,564	$ 107,752,931	$ 49,224,656	$ 22,807,695
Leon County's covered payroll	$ 110,522,187	$ 104,064,221	$ 101,609,419	$ 100,077,822	$ 95,981,978	$ 92,298,471	$ 89,031,824	$ 84,165,836	$ 82,001,002	$ 80,661,380
Leon County's proportionate share of the net pension liability as a percentage of its covered payroll	131.56 %	131.56 %	27.78 %	170.97 %	145.54 %	131.07 %	134.30 %	128.02 %	60.03 %	28.28 %
Plan fiduciary net position as a percentage of the total pension liability	82.38 %	82.89 %	96.40 %	78.85 %	82.61 %	84.26 %	83.89 %	84.88 %	92.00 %	96.09 %

* The amounts presented for each fiscal year were determined as of 6/30.

See Report of Independent Auditors

Leon County, Florida
Schedule of Contributions
Florida Retirement System
Last Ten Fiscal Years*
(unaudited)

	2023	2022	2021	2020	2019	2018	2017	2016
Actuarially determined contribution	$ 17,544,413	$ 15,701,652	$ 14,234,855	$ 13,116,397	$ 12,577,212	$ 11,446,316	$ 10,523,370	$ 10,406,807
Actual employer contribution	$ (17,544,413)	$ (15,701,652)	$ (14,234,855)	$ (13,116,397)	$ (12,577,212)	$ (11,446,316)	$ (10,523,370)	$ (10,406,807)
Contribution deficiency (excess)	0	0	0	0	0	0	0	0
Leon County's covered payroll	$ 112,420,882	$ 104,826,103	$ 101,778,575	$ 101,101,949	$ 97,005,441	$ 92,911,582	$ 90,549,137	$ 84,749,884
Contributions as a percentage of covered payroll	15.61 %	14.98 %	13.99 %	12.97 %	12.97 %	12.32 %	11.62 %	12.28 %

	2015	2014
Actuarially determined contribution	$ 9,291,632	$ 8,187,949
Actual employer contribution	$ (9,291,632)	$ (8,187,949)
Contribution deficiency (excess)	0	0
Leon County's covered payroll	$ 82,413,692	$ 80,762,932
Contributions as a percentage of covered payroll	11.27 %	10.14 %

* The amounts presented for each fiscal year were determined as of 6/30 except for the covered payroll determined as of 09/30.

See Report of Independent Auditors

Leon County, Florida
Proportionate Share of Net Pension Liability
Health Insurance Subsidy Program
Last Ten Fiscal Years*
(unaudited)

	2023	2022	2021	2020	2019	2018	2017	2016
Leon County's proportion of the net pension liability	0.264000877%	0.269692073%	0.274214019%	0.274310017%	0.281605365%	0.279643167%	0.275303556%	0.286548096%
Leon County's proportionate share of the net pension liability	$ 41,926,860	$ 28,564,698	$ 33,636,472	$ 33,492,806	$ 31,508,822	$ 29,597,747	$ 29,436,726	$ 33,395,994
Leon County's covered payroll	$ 110,522,187	$ 104,064,221	$ 101,609,419	$ 100,077,822	$ 95,981,978	$ 92,298,471	$ 89,031,824	$ 84,165,836
Leon County's proportionate share of the net pension liability as a percentage of its covered payroll	37.94 %	27.45 %	33.10 %	33.47 %	32.83 %	32.07 %	33.06 %	39.68 %
Plan fiduciary net position as a percentage of the total pension liability	4.12 %	4.81 %	3.56 %	3.00 %	2.63 %	2.15 %	1.64 %	0.97 %

	2015	2014
Leon County's proportion of the net pension liability	0.274123595%	0.270973192%
Leon County's proportionate share of the net pension liability	$ 27,956,296	$ 25,336,655
Leon County's covered payroll	$ 82,001,002	$ 80,661,380
Leon County's proportionate share of the net pension liability as a percentage of its covered payroll	34.09 %	31.41 %
Plan fiduciary net position as a percentage of the total pension liability	0.50 %	0.99 %

* The amounts presented for each fiscal year were determined as of 6/30.

See Report of Independent Auditors

Leon County, Florida
Schedule of Contributions
Health Insurance Subsidy Program
Last Ten Fiscal Years*
(unaudited)

	2023	2022	2021	2020	2019	2018	2017	2016
Actuarially determined contribution	$ 1,736,644	$ 1,631,864	$ 1,611,832	$ 1,580,720	$ 1,563,727	$ 1,516,512	$ 1,456,986	$ 1,468,742
Actual employer contribution	$ (1,736,644)	$ (1,631,864)	$ (1,611,832)	$ (1,580,720)	$ (1,563,727)	$ (1,516,512)	$ (1,456,986)	$ (1,468,742)
Contribution deficiency (excess)	0	0	0	0	0	0	0	0
Leon County's covered payroll	$ 112,420,882	$ 104,826,103	$ 101,778,575	$ 101,101,949	$ 97,005,441	$ 92,911,582	$ 90,459,137	$ 84,749,884
Contributions as a percentage of covered payroll	1.54 %	1.56 %	1.58 %	1.56 %	1.61 %	1.63 %	1.61 %	1.73 %

	2015	2014
Actuarially determined contribution	$ 1,047,871	$ 928,263
Actual employer contribution	$ (1,047,871)	$ (928,263)
Contribution deficiency (excess)	$ 0	0
Leon County's covered payroll	$ 82,413,692	$ 80,762,932
Contributions as a percentage of covered payroll	1.27 %	1.15 %

* The amounts presented for each fiscal year were determined as of 6/30 except for the covered payroll determined as of 09/30.

See Report of Independent Auditors

Leon County, Florida
Schedule of Changes in the County's Net OPEB Liability and Related Ratios
Last 10 Fiscal Years*
(unaudited)

Net OPEB Liability	2023	2022	2021	2020	2019
Service cost	$ 1,407,503	$ 2,333,956	$ 2,501,300	$ 540,572	$ 492,162
Interest	1,657,783	1,141,365	934,003	607,217	666,184
Changes of benefit terms	0	0	0	1,067,856	0
Difference between expected & actual experience	(3,619,718)	0	5,600,923	15,714,047	(2,282,605)
Changes in assumptions & other inputs	(598,706)	(13,608,670)	(4,618,076)	7,277,059	(31,667)
Benefit payments	(1,217,979)	(1,100,812)	(753,917)	(215,848)	(249,553)
Net change in total OPEB liability	(2,371,117)	(11,234,161)	3,664,233	24,990,903	(1,405,479)
Net OPEB liability - beginning	33,948,743	45,182,904	41,518,671	16,527,768	17,933,247
Net OPEB liability - ending	$ 31,577,626	$ 33,948,743	$ 45,182,904	$ 41,518,671	$ 16,527,768
Covered-Employee payroll	$110,522,187	$104,826,103	$101,778,576	$101,101,949	$ 97,005,441
Net OPEB liability as a percentage of covered-employee payroll	28.57 %	32.39 %	44.39 %	41.07 %	17.04 %

Net OPEB Liability	2018
Service cost	$ 534,336
Interest	621,125
Changes of benefit terms	0
Difference between expected & actual experience	0
Changes in assumptions & other inputs	(1,114,016)
Benefit payments	(227,947)
Net change in total OPEB liability	(186,502)
Net OPEB liability - beginning	18,119,749
Net OPEB liability - ending	$ 17,933,247
Covered-Employee payroll	$ 92,911,582
Net OPEB liability as a percentage of covered-employee payroll	19.30 %

*This Schedule is presented to illustrate the requirement to show information for 10 years. However until a full 10-year trend is compiled, governments should present information for those years which information is available.

See Report of Independent Auditors

Leon County, Florida
Notes to the Required Supplementary Information
September 30, 2023
(unaudited)

The following changes in actuarial assumptions occurred in 2023:

PENSION RELATED NOTES TO SCHEDULE:

FRS: There were no changes in benefit terms. The inflation rate assumption remained at 2.40%. Payroll growth, including inflation remained at 3.25%. The long-term expected rate of return remained at 6.7%.

HIS: The municipal rate used to determine total pension liability was increased from 3.54% to 3.65%.

Senate Bill 7024 increased the level of monthly benefits from $5.00 times years of service to $7.50, with an increased minimum of $45.00 and maximum of $225.00. This change applies to all years of service for both members currently in pay and members not yet in pay.

The discount rate was modified to reflect the change in the value of the municipal bond index between GASB measurement dates.

There are no assets accumulated in a trust to pay for related benefits for the pension plan.

OPEB RELATED NOTES TO SCHEDULE:

The assumptions, methods, and plan provisions used were the same as those in Leon County's GASB 75 valuation report for FYE September 30, 2022 dated December 29, 2022, except for the following:

The measurement date was updated to September 30, 2023. Liabilities as of the measurement date are based on the results of the September 30, 2023 valuation.

The discount rate was updated from 4.77% as of September 30, 2022 to 4.87% as of September 30, 2023 based on the S&P Municipal Bond 20-Year High Grade Rate Index. This caused a $432,000 decrease in liabilities.

Per capita baseline costs were updated to reflect 2024 premium rates and census information as of September 30, 2023, which increased the liabilities by $434,000.

Salary increase, retirement rates, and duty disability rates for Special Risk employees have been updated based on the assumptions used in the Florida Retirement System (FRS) Pension Plan Actuarial Valuation as of July 1, 2023. The net impact of this change is a liability reduction of $1.6 million.

Health care trend rates have been updated based on updated market data and inflation expectation, which caused $86,000 increase in liabilities.

Spousal election percentage for future retirees have been updated based on the actual spousal election for existing retirees that have at least one participant under the age of 65 with medical coverage in the 2019, 2021, and 2023 valuation data, which caused $830,000 liability increase.

The valuation results now include liability for surviving spouses which was not valued in the past. Based on the information provided by the County this year, surviving spouses are allowed to stay on the plan upon retirees' death. This change caused $145,000 increase in liabilities.

See Report of Independent Auditors

Leon County, Florida
Notes to the Required Supplementary Information
September 30, 2023
(unaudited)

The valuation results also reflect two components of life insurance benefit provided by the County: basic and supplemental. Only the basic life insurance benefit was valued in prior valuations. Based on input from the County, 20% of active employees are assumed to elect supplemental life insurance benefit at retirement. We have used 2024 life insurance premium rates in this year's valuation. This change caused a $1 million increase in liabilities.

The potential impact of the ongoing COVID-19 pandemic on costs and liabilities was considered, but no explicit adjustments to the calculations were made at this time.

The Inflation Reduction Act of 2022 signed into law in August includes numerous changes to future Medicare Part D benefits. However, given that Medicare eligible retirees pay the full cost of coverage, these changes to the Medicare prescription drug coverage would not have any direct impact on the results of the valuation. We will keep you informed of any additional information as guidance regarding these changes become available.

There are no assets accumulated in a trust to pay for related benefits for the OPEB plan.

Thomas Howell Ferguson P.A.
Certified Public Accountants

LAW REDD
CPAs & ADVISORS

Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*

The Honorable Board of County Commissioners
Leon County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, the aggregate remaining fund information, and the budgetary comparison statements of Leon County, Florida (the County) as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated May 22, 2024. Our report includes a reference to other auditors who audited the financial statements of the Housing Finance Authority of Leon County, as described in our report on the County's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Management Letter, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies described in the accompanying Management Letter as items *2023-004, 2023-005, and 2023-006* to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying Management Letter as items *2023-002 and 2023-003* to be significant deficiencies.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Leon County, Florida's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the County's response to the findings identified in our audit and described in the accompanying Management Letter. The County's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We noted certain other matters pursuant to the Chapter 10.550, *Rules of the Auditor General* that we have reported to the management of Leon County, Florida in a separate letter dated May 22, 2024.

Thomas Howell Ferguson P.A.

Law Redd Crona & Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
May 22, 2024

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Thomas Howell Ferguson P.A.
Certified Public Accountants

LAW REDD
CPAs & ADVISORS

Report of Independent Auditors on Compliance for Each Major Federal Program and State Project; Internal Control Over Compliance; and Schedule of Expenditures of Federal Awards and State Financial Assistance Required by the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*

Honorable Board of County Commissioners
Leon County, Florida

Report on Compliance for Each Major Federal Program and State Project

Opinion on Each Major Federal Program and State Project

We have audited Leon County, Florida's compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* and the *Florida Department of Financial Service's State Projects Compliance Supplement*, that could have a direct and material effect on each of Leon County, Florida's major federal programs and state projects for the year ended September 30, 2023. Leon County, Florida's major federal programs and state projects are identified in the summary of auditors' results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, Leon County, Florida complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs and state projects for the year ended September 30, 2023.

Basis for Opinion on Each Major Federal Program and State Project

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and Chapter 10.550, *Rules of the Auditor General*. Our responsibilities under those standards, the Uniform Guidance, and *Rules of the Auditor General* are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Leon County, Florida and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program and state project. Our audit does not provide a legal determination of Leon County, Florida's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Leon County, Florida's federal programs and state projects.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Leon County, Florida's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and Chapter 10.550, *Rules of the Auditor General* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Leon County, Florida's compliance with the requirements of each major federal program and state project as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, the Uniform Guidance, and Chapter 10.550, *Rules of the Auditor General* we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Leon County, Florida's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- Obtain an understanding of Leon County, Florida's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General* but not for the purpose of expressing an opinion on the effectiveness of Leon County, Florida's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal or state program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal or state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards and State Financial Assistance Required by the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information and the budgetary comparison statements of Leon County, Florida, as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise Leon County, Florida's basic financial statements. We issued our report thereon dated May 22, 2024, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards and state financial assistance is presented for purposes of additional analysis as required by the Uniform Guidance and Chapter 10.550, *Rules of the Auditor General*, and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and state financial assistance is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Thomas Howell Ferguson P.A.

Law Redd Crona & Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
May 22, 2024

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Leon County, Florida
Schedule of Expenditures of Federal Awards and State Financial Assistance
Year Ended September 30, 2023

Federal / State Agency Pass-through Entity Federal Program / State Project	CFDA or CSFA Number	Grant Contract Number	Expenditures	Transfers to Subrecipients
FEDERAL AWARDS				
U.S. Department of Agriculture				
Pass through Florida Department of Financial Services				
Schools and Roads - Grants to States	10.665	USFOR2022	$ 49,288	$ -
U.S. Department of Treasury				
Direct Program				
COVID-19 American Recovery Plan Funding	21.027	20-1982-0-1-806	13,283,396	6,464,700
Local Assistance and Tribal Consistency Fund	21.032	LATCF-3187	76,632	-
COVID-19 U.S. Treasury Emergency Rental Assistance Program	21.023	ERA2-0382	1,004,468	4,467
Pass through Florida Department of Emergency Management				
COVID-19 Cares Act Funding	21.019	Y2272	2,423,468	-
U.S. Department of Interior				
Direct Program				
Payments in Lieu of Taxes	15.226	Unknown	272,990	-
U.S. Department of Justice				
Direct Programs				
State Criminal Assistance Program	16.606	15PBJA-21RR-04907 SCAA	14,318	-
State Criminal Assistance Program	16.606	15PBJA-20RR-00504 SCAA	15,538	-
Total CFDA # 16.606			29,856	-
Community Based Violence Intervention and Prevention Initiative	16.045	15PBJA-22-GG-04708-CVIP	274,504	-
Capital Area Real Time Crime Center Operational Research Partnership	16.738	115PBJA-21-GG-04372-SMTP	180,811	-
Pass through City of Tallahassee, Florida				
Edward Byrne Memorial Justice Assistance Grant (JAG)	16.738	2020-DJ-BX-0819	29,240	-
Total CFDA # 16.738			210,051	-
Pass through Florida Department of Law Enforcement				
North Star Multi-Jurisdictional Task Force	16.710	Unknown	2,829	-
Pass through Florida Department of Law Enforcement				
Project Safe Neighborhoods: City of Tallahassee	16.609	2020-GP-BX-0022 (8H002)	276	-
Project Safe Neighborhoods: Northern District of FL	16.609	15PBJA-21-GG-03010-GUNP B8002	4,841	-
Total CFDA # 16.609			5,117	-
Pass through State of Florida Office of the Attorney General				
Victims of Crime Act	16.575	VOCA-2022-718	110,809	-
U.S. Department of Homeland Security				
Pass through Florida Division of Emergency Management				
Homeland Security Grant Program - EM-SHSGP Federal Grant	97.067	R0476	17,195	-
State Homeland Security Grants Program	97.067	R0582	8,543	-
State Homeland Security Grants Program	97.067	R0469	168,316	-
Total CFDA # 97.067			194,054	-
Federal Emergency Management Agency				
Pass through Florida Division of Emergency Management				
Emergency Management Performance Grants	97.036	Z1848	2,351,332	-
Emergency Management Performance Grants	97.036	FEMA-4399-DR-FL	888,762	-
Total CFDA # 97.036			3,240,094	-
EMPG Base Grant	97.042	G0406	88,646	-
U.S. Department of State				
Pass through Florida Department of State				
Help America Vote Act - Election Security Grant	90.404	23.e.es.100.036	115,202	-
U.S. Environmental Protection Agency				
Pass through Florida Department of Environmental Protection				
USEPA Clean Water Campaign	66.460	NF029	7,498	-
Pass through Florida Department of Revenue				
Federal Grants Child Support Reimbursement	93.563	COC37	272,891	-
Child Support Enforcement - Title IV D Incentive	93.563	FFY2017	7,567	-
Total CFDA # 97.563			280,458	-
Total Expenditures of Federal Awards			$ 21,669,360	$ 6,469,167

(continued)

See report of independent auditors.

Leon County, Florida
Schedule of Expenditures of Federal Awards and State Financial Assistance (continued)
Year Ended September 30, 2023

Federal / State Agency Pass-through Entity Federal Program / State Project	CFDA or CSFA Number	Grant Contract Number	Expenditures	Transfers to Subrecipients
STATE FINANCIAL ASSISTANCE				
State of Florida Division of Emergency Management				
Direct Projects				
Emergency Management Programs	31.063	A0272	$ 105,806	$ -
Florida Department of Environmental Protection				
Direct Projects				
Belair/Annawood Sewer System Project	37.052	LP01108	343,315	-
FDEPA Springs Restoration	37.052	LP37113	353,350	-
Woodville Sewer Project	37.052	LP37114	71,458	-
Total CSFA # 37.052			768,123	-
Leon County Septic Upgrade Program	37.039	LPF3701	67,500	-
Waste Tire Amnesty Event	37.010	DEP3745DWM	19,738	-
Florida Department of Agriculture and Consumer Services				
Direct Project				
Mosquito Control	42.003	Unknown	23,069	-
Florida Department of State				
Direct Project				
State Aid to Libraries	45.030	23-ST-27	107,995	-
Florida Department of Juvenile Justice				
Direct Project				
Delinquency Prevention	80.029	10697	31,192	-
Florida Housing Finance Corporation				
Direct Projects				
State Housing Initiatives Partnership Program	40.901	SHIP20	63,850	-
State Housing Initiatives Partnership Program	40.901	SHIP21	431,760	-
State Housing Initiatives Partnership Program	40.901	SHIP22	523,073	-
Total CSFA # 40.901			1,018,683	-
Direct Projects				
HHRP II	40.902	855-2020	12,937	-
Florida Department of Law Enforcement				
Direct Project				
LCSO Behavioral, Health and Occupational Wellness Program	71.068	3V007	131,312	-
CJDT Implementation Assistance Program	71.044	2022-DTSFA-D2-006	48,642	-
Florida Department of Children and Families				
Mental Health Mobile Response Team	60.153	B0230	213,638	-
Total Expenditures of State Financial Assistance			$ 2,548,635	$ -

NOTES:

(1) Housing loans originated since 2001 and outstanding at year end:

Community Development Block Grant-Entitlement	14.218	$ 861,980
State Housing Initiatives Partnership Program	40.901	5,760,577
		$ 6,622,557

(2) The accompanying Schedule of Expenditures of Federal Awards and State Financial Assistance (the Schedule) presents the activity of all federal programs and state projects of the Leon County Board of County Commissioners for the year ended September 30, 2023. All expenditures related to federal awards and state projects received directly from federal and state agencies, as well as federal awards and state projects passed through other governmental agencies, are included in the accompanying Schedule. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

(3) The Schedule was prepared on the modified accrual basis of accounting.

(4) Leon County Board of County Commissioners has not elected to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

(5) No federal assistance was expended in noncash assistance.

Leon County, Florida
Schedule of Findings and Questioned Costs
Year Ended September 30, 2023

Section I -- Summary of Auditors' Results

Financial Statements

Type of auditors' report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	Yes
Significant deficiency(ies) identified not considered to be material weaknesses?	Yes
Noncompliance material to financial statements noted?	No

Schedule of Findings and Questioned Costs Relating to Federal Awards

Federal Awards

Internal control over major programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified not considered to be material weaknesses?	None
Type of auditor's report issued on compliance for major programs?	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	No

Identification of major programs:	CFDA Number	Name of Federal Program
		U.S. Department of Justice
	16.045	Direct - Community Based Violence Intervention and Prevention Initiative
		U.S. Department of Treasury
	21.023	Direct - COVID-19 Emergency Rental Assistance
	21.027	Direct - COVID-19 American Recovery Plan

Dollar threshold used to distinguish between Type A and Type B programs:	$750,000
Auditee qualified as low-risk auditee?	Yes

See report of independent auditors.

Leon County, Florida
Schedule of Findings and Questioned Costs (continued)
Year Ended September 30, 2023

Schedule of Findings and Questioned Costs Relating to State Financial Assistance

State Financial Assistance Awards

Internal control over major projects:	
Significant deficiency(ies) identified?	None
Significant deficiency(ies) identified considered to be material weaknesses?	No
Type of auditors' report issued on compliance for major projects?	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Chapter 10.554(1)(l)(4), *Rules of the Auditor General*?	No
Findings required to be reported in a management letter pursuant to Chapter 10.554(1)(i)3, *Rules of the Auditor General*?	No

Identification of major projects:	CSFA Number	Name of State Project
		Florida Department of Environmental Protection
		Direct Project
	37.052	Florida Springs Grant Program
		Florida Housing Finance Corporation
		Direct Project
	40.901	State Housing Initiatives Partnership Program

Dollar threshold used to distinguish between Type A and Type B projects: $750,000

Section II -- Financial Statement Findings

See Findings 2023-001, 2023-002, 2023-003, 2023-004, 2023-005, and 2023-006 in the Management Letter.

Section III -- Federal Awards and State Financial Assistance Findings and Questioned Costs

Federal Awards - We noted no matters involving noncompliance that are required to be reported in accordance with 2 CFR 200.516(a).

State Financial Assistance Awards - We noted no matters involving noncompliance that are required to be reported in accordance with *Rules of the Auditor General* of the State of Florida, Chapter 10.554(1)(l)4.

Leon County, Florida

Summary Schedule of Prior Audit Findings

Year ended September 30, 2023

Federal Awards and State Financial Assistance:

Federal Programs

2022-009 Homeland Security Grant Program, Grant Numbers R0469 and R0538

Finding: During review of the quarterly status reports, we noted the reports were not submitted within thirty days after the closing of each quarter.

Status: Corrective action for this recommendation was taken and this recommendation was considered resolved in the current year.

State Projects

2022-008 Florida Springs Grant Program, Grant Number LP37113 and LP0110E

Finding: During review of the quarterly status reports, we noted the reports were not submitted within twenty days after the closing of each quarter.

Status: Corrective action for this recommendation was taken and this recommendation was considered resolved in the current year.

Thomas Howell Ferguson P.A.
Certified Public Accountants

LAW REDD
CPAs & ADVISORS

Management Letter

The Honorable Board of County Commissioners
Leon County, Florida

Report on the Financial Statements

We have audited the financial statements of Leon County, Florida (the County), as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated May 22, 2024.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Report of Independent Auditors on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*, Report of Independent Auditors on Compliance for Each Major Federal Program and State Project and Report on Internal Control over Compliance; Schedule of Findings and Questioned Costs; and Report of Independent Accountants on an examination conducted in accordance with AICPA Professional Standards, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated May 22, 2024, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions regarding the recommendations made in the preceding financial report are described below.

2022-001 Insurance Recoveries

Corrective action for this recommendation was taken and this recommendation was considered resolved in the current year.

2022-002 & 2021-003 Construction in Progress

Corrective action for this recommendation was taken and this recommendation was considered resolved in the current year.

2022-003 Purchasing Card Documentation

Corrective action for this recommendation was taken and this recommendation was considered resolved in the current year.

2022-004 Employee Benefit Fund Receivables and Payables

This corrective action is ongoing as of September 30, 2023, and as a result, this is the second consecutive year this specific recommendation is reported. See current year recommendation 2023-001.

2022-005 Reconciliation of Balances Between Other Constitutional Officers

Corrective action for this recommendation was taken and this recommendation was considered resolved in the current year.

2022-006 & 2021-004 MS Access Database Uploads

Corrective action for this recommendation was taken and this recommendation was considered resolved in the current year.

2022-007 Fees and Fines Schedule Change Management

Corrective action for this recommendation was taken and this recommendation was considered resolved in the current year.

2022-008, 2021-007, 2020-005 & 2019-005 Florida Springs Grant Program, Grant number LP37114 and LP0110E

Corrective action for this recommendation was taken and this recommendation was considered resolved in the current year.

2022-009 Homeland Security Grant Program, Grant Numbers R0469 and R0538

Corrective action for this recommendation was taken and this recommendation was considered resolved in the current year.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The name or official title and legal authority for the primary government and each component unit of the reporting entity are disclosed in Note I of the Notes to the Financial Statements.

Financial Condition and Management

Sections 10.554(1)(i)5a. and 10.556(7), *Rules of the Auditor General*, require that we apply appropriate procedures and communicate the results of our determination as to whether or not Leon County, Florida has met one or more of the conditions described in Section 218.503(1), *Florida Statutes*, and to identify the specific condition(s) met. In connection with our audit, we determined that the Leon County, Florida did not meet any of the conditions described in Section 218.503(1), *Florida Statutes*.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), *Rules of the Auditor General*, we applied financial condition assessment procedures for Leon County, Florida as of September 30, 2023. It is management's responsibility to monitor Leon County, Florida's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. The following recommendations were made:

2023-001 Employee Benefit Fund Receivables and Payables

Criteria: The Committee for Sponsoring Organizations (COSO) defines controls activities as the actions established through policies and procedures that help ensure that management's directives to mitigate risks to the achievement of objectives are carried out. Control activities are performed at various levels of an entity, at various stages within business processes, and over the technology environment. Principle 12 of the Internal Control - Integrated Framework states, the organization deploys control activities through policies that establish what is expected and in procedures that put policies into action. Effective policies and procedures address controls put in place to prevent and detect potential fraud and material misstatements.

Condition: The legacy process for recording Employee Benefit Fund transactions has resulted in unreconciled stale items in the receivable and payable balances reported. These stale and unreconciled items were not considered material, but represent a risk for financial statement misstatement.

Cause: Management has special procedures that are performed to record the receipt of the receivables and the payment of the payables within the Employee Benefit Fund. The legacy process was resulting in a netting of balances and left a number of balances that are stale and unreconciled.

Effect: This condition increases the risk of misstatement in the financial statements and the potential for differences in amounts reported by each constitutional officer.

Recommendation: Management should review the policies and procedures for recording the collection of cash and payment of amounts related to the Employee Benefit Fund and make changes as necessary. Management should perform a detailed reconciliation between amounts reported and paid/received.

Management's response:

Management has reviewed and updated its recording procedure and reconciliation for the Employee Benefits fund to account for payments and liabilities appropriately and timely. Further review and reconciliation of legacy balances will be performed within the next fiscal year. Additionally, management has added a Benefits Reconciliation Accountant to address reconciling items from internal and external stakeholders. Management will communicate with internal and external stakeholders clarifying their responsibilities for this process.

2023-002- BOCC Fixed Asset Disposals

Criteria: The Office of Financial Stewardship's purchasing division sets the policies and procedures regarding the disposal of fixed assets. These policies and procedures are necessary for financial reporting in accordance with the Government Accounting Standards Board (GASB) and to mitigate risks of material misstatement and misappropriation of assets. To sell, trade-in, transfer, cannibalize or dispose of unserviceable or uneconomically repairable equipment, the Board's policies require the Property Custodian to complete and submit a Property Control Form to the Property Control Clerk, outlining the action and the reason(s) for said action, prior to actual disposal. The Board's policies require a thorough review of the annual Tangible Personal Property Report by the Property Control Specialist, Procurement Administrator, and Purchasing Director to ensure complete and accurate information prior to its submission to the Board. The Board's policies require physical inventories be conducted by Property Control in coordination with the appropriate Property Custodian. During the physical inventory, if tangible personal property is found that is not on the property record, action will be taken by Property Control to evaluate it and place it on the Property Record in the department where it was found.

Condition: Six of eight samples tested during fixed asset disposal testing had no Property Control Form documenting if the required control process occurred prior to disposal as described in the internal control policies of the Board. A completed Property Control Form was provided for two of eight samples tested during fixed asset disposal testing, one of which was completed after the item had already been disposed.

Four items listed on the fiscal year 2023 Tangible Personal Property Items Report had not actually been disposed of during the current year, three of which went to auction but were never sold, and one of which was an item that was never initially acquired.

Cause: The internal controls are not operating as designed, specifically, the requirement for prior approval by both the applicable custodians and premature recording of items as having been disposed.

Effect: Management's risk of material misstatement over capital assets reported on the government wide financial statements and the BOCC special-purpose financial statements is increased. Additionally, the annual Tangible Personal Property Items Report presented to and approved by the Board is not accurate. Additionally, these deficiencies lead to increased risk for misappropriation of assets.

Recommendation: Management should improve policies and procedures in place to obtain appropriate supporting documentation for all fixed asset disposals, prior to the actual disposal. Management should be performing more routine inspections of physical property to ensure the accuracy of the Tangible Personal Property Items Report.

Management's response:

During an internal review of the current procedures for asset disposal, the Purchasing Division became aware that some of the procedures and controls in place were not consistently being followed. This internal review was conducted simultaneously to the external audit which resulted in similar findings. Subsequently, the Purchasing Director began taking steps to rectify the issues related to asset disposal. A thorough assessment of the Property Custodian records found that the list was outdated; after discussions with each Department, Purchasing now has an accurate index of Property Custodians.

To further remedy the audit findings, a mandatory training for all Property Custodians is scheduled for 04/18/2024 and 04/25/2024. The training will apprise the Property Custodians of the requirements associated with the assets under their control, with an emphasis on the documentation necessary for asset disposal, movement, and acquisition. At the conclusion of the training, each Property Custodian will be required to certify in writing their understanding of these requirements (via a form requiring their signature). To assist in keeping the Property Custodian index current and accurate, the Property Control Specialist will require this form to be signed annually by each Property Custodian.

The Purchasing Director has implemented a revised documentation system to ensure that fixed assets which go to auction are not marked as disposed until the asset has been sold. Furthermore, the asset will not be removed from the inventory roll until documentation of the sale has been received and uploaded to the relevant property file. As suggested, the Property Control Specialist will begin performing routine and impromptu inspections of fixed assets to ensure the accuracy of the Tangible Personal Property Items Report.

2023-003 BOCC Accounts Receivable Accruals

Criteria: A receivable should be recorded once any applicable eligibility requirements have been met including the anticipated return of resources (cost reimbursements), or once an enforceable legal claim to the resources exists.

Condition: Management's initial schedules and trial balances either excluded or improperly stated receivable balances. Corrections to the trial balance and supporting schedules were needed to improve reporting.

Cause: Two instances were noted where receivable balances were not properly accrued for the month of September 2023.

Additionally, the net receivable balance for the Emergency Medical Services fund was initially understated due to differences in the EMS Allowance for Uncollectibles recorded and the approved estimate.

Effect: Management's initially reported balances contained errors that required adjustments. These adjustments included instances of overstatements and understatements. Management's risk for errors in financial reporting in this area is increased.

Recommendation: Internal controls should be developed for the routine review of the year-end accounts receivable balances, including whether all schedules' inputs are correctly entered and calculated, as well as whether all accruals have been properly recorded. Management should make improvements to the internal reports used to determine the proper amounts for financial reporting.

Management's response:

Management has reviewed the transactions related to this finding and determined this was related to being unaware of certain expected payments and unclear support from the customer. Management in Finance communicated the need to be aware of any expected receivables to management within the Office of Management and Budget. The Finance department requested to be notified of any billings occurring outside of the Finance department by the County.

Additionally, Management has implemented a tracking list of all expected revenue accruals from prior years to be reviewed and updated annually by the end of the fiscal year.

The net receivable balance related to the EMS fund was due to staff turnover at the beginning of the fiscal year and new staff unintentionally creating an error within the reconciliation resulting in an inaccurate posting within the fiscal year. The reconciliation file has been updated and the error has since been adjusted.

2023-004 BOCC Manual Journal Entries Process Improvements

Criteria: The Committee for Sponsoring Organizations (COSO) defines controls activities as the actions established through policies and procedures that help ensure that management's directives to mitigate risks to the achievement of objectives are carried out.

The Board has developed a set of policies and procedures for the manual recording of journal entries needed for proper financial reporting. While the internal controls are designed to provide reasonable assurance of achieving the entity's objectives, limitations do exist. Such limitations include but are not limited to breakdowns in internal control due to human failures such as simple errors.

Condition: Manual journal entries are consistently reviewed and approved by management in accordance with policy. However, the audit identified several manual journal entries that contained errors and were not discovered during the review and approval process. Corrections to the trial balance and supporting schedules were needed to correct the errors identified.

The process for obtaining supporting documentation in certain instances could be improved. During journal entry testing, it was noted that at times, items were recorded via manual journal entry with limited supporting documentation to support the creation and recording of a manual journal entry.

Cause: During detailed testing over various audit areas, several instances were noted where a transaction was recorded to the incorrect fund, incorrect account, or in incorrect amounts. These instances were primarily caused by human error and the control not effectively detecting the error.

During testing over interest income, it was noted that the allocation of interest among funds was incorrectly applied to the various funds. While the manual journal agreed to the supporting schedules created, the schedules contained formula errors that resulted in inaccurate reporting that were not detected by the control.

Effect: Initially reported amounts were misstated for various funds. Risk of financial statement misstatement is increased.

Recommendation: Management should review its internal policies and procedures and consider adding additional controls for the detection of errors in the manual journal process. Additionally, the review should include a more rigorous review of underlying supporting schedules and documents to ensure those schedules are accurate, properly supported, and in line with applicable policy.

Management's response:

During the audit management was made aware of the instances identified by the auditors. While reviewing the transactions, it was determined that the internal controls for review were not sufficiently identifying the errors. This was a result of incorrect calculations, access database documentation review (not the accounting system transaction details,) and approvers rushing during the review process. Management has met with our approving managers to implement a higher standard of review.

We will be reviewing original supporting documentation to verify calculations and not a copy, validating the documentation by reviewing accounting system details, and slowing down during the review process to confirm the information and entry provided is accurate.

2023-005 – Sheriff Significant Adjustments

Criteria: The Committee for Sponsoring Organizations (COSO) defines internal controls as, "a process effected by an entity's board, management, and other personnel, designed to provide reasonable assurance of the achievement of objectives relating to operations, reporting, and compliance." A "control deficiency" exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions to prevent or detect misstatements of the financial statements on a timely basis. One control deficiency that typically is considered significant is identification by the audit of a material misstatement in the financial statements that was not initially identified by the entity's internal controls. Management is responsible for the preparation and fair presentation of the financial statements in accordance with generally accepted accounting principles (GAAP). This includes the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement.

Condition: Subsequent to the start of our year-end audit procedures, numerous adjustments were required to be made to prevent the Sheriff's financial statements from being materially misstated.

Cause: The Sheriff's accounting staff did not provide a year-end trial balance reflecting all necessary accounting entries.

Effect: The financial statements would be materially misstated if the significant adjustments were not made.

Recommendation: We recommend that the Sheriff evaluate and improve internal controls over financial reporting and implement changes as necessary to detect misstatements in the financial statements. This will ensure accurate and timely financial reporting. The controls should include preparation and review of all workpapers necessary to adjust the financial statements in accordance with generally accepted accounting principles. The Sheriff's accounting staff should post all necessary adjusting journal entries to the general ledger system prior to the audit. The draft financial statements should be reviewed by at least one qualified individual, independent of the preparation process, to identify potential misstatements.

Management's Response: *We have reviewed the adjustments made for financial statement presentation and identified the areas for improvement. The primary cause was our accrual process whereby we identify and record liabilities due and reportable as of September 30. To address the issue, we are creating written procedures for liability accruals, classification, and expense prepayments. In addition, we will be training applicable staff on proper treatment and review of the same.*

2023-006 – Sheriff Bank Reconciliation

Criteria: The Committee for Sponsoring Organizations (COSO) defines controls activities as the actions established through policies and procedures that help ensure that management's directives to mitigate risks to the achievement of objectives are carried out.

The Sheriff has developed a set of policies and procedures to reconcile each bank account monthly to ensure proper financial reporting. While the internal controls are designed to provide reasonable assurance of achieving the entity's objectives, limitations do exist. Such limitations include but are not limited to breakdowns in internal control due to human errors.

Condition: During our testing of bank reconciliations, we noted fiscal year 2024 transactions were included as reconciling items on three separate bank reconciliations. These transactions were dated incorrectly in the general ledger and were incorrectly added as reconciling items to reconcile to the adjusted cash balance as of September 30, 2023. The error was not detected by management's internal controls. One of these reconciling items was material and a journal entry was required to correct the cash balance of the general fund as of September 30, 2023. Additionally, we noted several reconciling items on the bank reconciliations that excluded the payee name, which is not consistent with the Sheriff's policy and reduces the effectiveness of the bank reconciliation process for detecting errors and/or inappropriate transactions.

Cause: Oversight of the accounting staff preparing the bank reconciliation and in the review and approval process which did not detect the existence of the error.

Effect: The financial statements would be materially misstated if the identified adjustment was not made.

Recommendation: Management should review its internal policies and procedures regarding the bank reconciliation process and make changes as necessary. The bank reconciliations should be performed monthly by accounting staff that has an understanding of the bank reconciliation process and generally accepted accounting standards (GAAP). Bank reconciliations should be prepared in a manner that is consistent with policy, and timely reviewed, approved, signed, and dated by a senior level personnel such as the Controller or CFO to identify potential misstatements.

Management's Response: *We agree that cash transactions were entered into the accounting system under the incorrect fiscal year. To prevent further occurrences, staff responsible for preparing and supervising the bank reconciliations will be trained in the proper treatment of cash transactions, particularly those occurring at year-end. In addition, because these errors were introduced via journal entry, we will be training staff who prepare entries on proper year-end transaction procedures. Finally, we will prepare written procedures for bank reconciliations and journal entries.*

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of County Commissioners of Leon County, Florida and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A.

Law Redd Crona & Munroe P.A.

Thomas Howell Ferguson P.A.
Tallahassee, Florida
May 22, 2024

Law, Redd, Crona & Munroe, P.A.
Tallahassee, Florida

Leon County Emergency Medical Services
Standard Operating Guidelines

Contents

Section 100 Administration	
Attendance and Punctuality	101.00
Billing Process	102.00
Complaint Resolution	103.00
Contacting MIS	104.00
Customer Service	105.00
Designated Record Sets	106.00
Divisional Compliance	107.00
Employees Volunteering with VFD	108.00
Equipment Vehicle Check In	109.00
Fire Station Posts	110.00
Holidays	111.00
Incident Reporting	112.00
Line of Duty Death	113.00
Locker Policy	114.00
Medical Control Authorization	115.00
Minimum Equipment	116.00
Open Shifts	117.00
Pay Plan	118.00
Patient Care Reports	119.00
Personal Property of Patients	120.00
Policy & Procedure Access	121.00
Preventative Maintenance	122.00
Professional Conduct	123.00
Prohibition of Photos & Videos	124.00
Public Service Events	125.00
Rank Insignia	126.00
Receiving Payments	127.00
Records Maintenance	128.00
Release of Patient Info to Media	129.00
Reporting Off	130.00
Reporting Repairs	131.00
Response Time Standards	132.00
Re-Using Medical Equipment	133.00
Security Plan	134.00
Special Services Pay	135.00
Shift Change	136.00
Storage, Use, Replacing Drugs	137.00
Section 100 Administration cont'd	
Subpeonas and Summonses	138.00

Sun Pass Use Policy	139.00
Time Sheets	140.00
Tobacco Free	141.00
Uniform and Appearance	142.00
Use of Email and Fax	143.00
Use of Cellular Phones	144.00
Work Schedule	145.00
Security Incident Management	146.00
Security, Access, & Use of PHI	147.00
Medical Error Reporting	148.00
Family Member Encounters	149.00
Sliding Fee Discount Program	150.00
Prohibition of Relatiives Working Together	151.00
EMT to Paramedic Program	152.00
Section 200 Communication	
10-24 Emergency Request for Help	201.00
Airport/Aircraft Emergencies	202.00
Alert Procedures	203.00
AVL Policy	204.00
Dispatch Cards During CAD Failure	205.00
Emergent/Non-Emergent Requests for Service	206.00
Emergency Contingency Plan	207.00
FCC Rules Summary	208.00
Hazardous Scene Response	209.00
Language Line	210.00
Long distance Transport	211.00
MCI Checklist	212.00
Mutual Aid	213.00
Notification of Command Staff	214.00
Organ Transplant Teams	215.00
Pager Use	216.00
Post Plan	217.00
Prearranged Transport	218.00
Public Service Events - Dispatch Issues	219.00
Radio Communications	220.00
Radio Dispatching	221.00
Radio System Failure	222.00
Refusal Radio Reports	223.00
Search and Rescue	224.00
Severe Weather	225.00
911 Calls From Hospitals	226.00
Poison Center Use - Transferring Calls	227.00
System Status Management	228.00
Bariatric Resources **archived**	229.00
Rough Terrain	230.00
Section 300 Health and Safety	
Biohazardous Waste Management	301.00

Driver Monitoring System	302.00
Exposure Control Plan	303.00
Patient Handling	304.00
Personal Protective Equipment	305.00
PPE Respiratory Fit Testing	306.00
Protective Clothing	307.00
MTB Policy	308.00
Reporting Hazards	309.00
Safety Vests	310.00
Sanitation and Cleaning	311.00
Workplace Safety	312.00
Critical Care Team PPE	313.00
Securing Patient Weapons	314.00
Section 400 Operations	
Airport Transfers	401.00
Approved Medical Equipment	402.00
BA52 Baker Act Transport	403.00
Blood Alcohol Sampling	404.00
Water Rescue	405.00
Civil Unrest	406.00
Controlled Substances	407.00
EMTs Attending to Patients	408.00
Emergency Operations Plan	409.00
Minimum Staffing	410.00
MCI Plan	411.00
Response to Aircraft Emergencies	412.00
Second Incident Encounters	413.00
Social Service Referrals	414.00
Transporting Donor Organs	415.00
Vehicle Operations Policy	416.00
Vehicle Refueling	417.00
Vehicle Security	418.00
Transportation - Destination Determination	419.00
Ambulance Passengers	420.00
Student Riders	421.00
Patient Care Report To Receiving Facilities	422.00
Lateral Transfers	423.00
Road Closures/Hazards	424.00
Tactical Medic Program	425.00
Service Animal Policy	426.00
Whole Blood Program	427.00
Section 500 Training and Quality Improvement	
Certification Status and Requirements	501.00
Clinical Standard Indicators and Thresholds	502.00
Communications Personnel Training	503.00
IQM Policy	504.00

Privacy and Information Security Training	505.00
Training and Orientation	506.00
Online Education	507.00
Clinical Standard Indicator and Threshold Exceptions	508.00

Section 600 Public Education	
Public Education - General Guidelines	601.00
Bicycle Safety	602.00
CPR & AED Training	603.00
Child Passenger Safety Seat Program	604.00
First Aid	605.00
Leon Lifesaver	606.00
Senior Health and Fall Prevention	607.00
Stroke Awareness	608.00
Vial of Life	609.00
"What Is EMS?"	610.00
AED Registry	611.00

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Attendance & Punctuality
Effective:	August 20, 2004
Reviewed:	October 2009, December 2012, December 2015, October 2018, July 2022
Revision:	2
Pages:	2

I. PURPOSE:

To provide guidelines on absenteeism and punctuality to EMS members.

II. GUIDELINES:

- Attendance
  - In order to ensure the efficiency and productivity of County operations, regular attendance and arriving at work on time are requirements of continued employment. As a general guideline, missing work three times in a six month period is excessive time missed from work for whatever reason, except as noted below; regardless of whether the absences are excused, unexcused, paid or unpaid. Absences due to Disability Leave, Parental Leave, Compensatory Leave, Administrative Leave or Annual Leave, all which have been scheduled and approved in advance shall not be counted against this standard. Lengthy periods of well documented illness, as well as other unusual circumstances, will be considered in the context of the overall attendance and employment record in applying this standard.

- Punctuality
  - Members are expected to report to work on time and be ready to work at the beginning of their assigned start time. They are also expected to remain at their work area until the end of their assigned work time. If a member needs to leave an assigned area for any reason they must first get permission from a supervisor.

  - Two incidents of tardiness in a 6 month period will be considered a tardiness problem. Other factors like the degree of lateness and the reason may be considered. Lateness will not be tolerated and will result in disciplinary action up to and including termination.

  - If a member is going to be unavoidably late they must notify the Shift Supervisor immediately.

  - A member reporting late for work may be denied the privilege of working that day and will not be permitted to supplement their pay with annual leave.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	EMS Billing Process
CAAS:	104.03.01
Effective:	June 1, 2005
Reviewed:	March 2009, December 2012, December 2015, December 2018, December 2024
Revision:	3
Pages:	3

I. PURPOSE

To provide guidelines for EMS billing and collections.

II. GUIDELINE

Leon County E.M.S. charges all patients for services rendered in accordance with current Federal and State guidelines for E.M.S. billing at the rates established by the Leon County Board of County Commissioners. Leon County E.M.S. will make every effort to collect all money owed to Leon County for services rendered by Leon County E.M.S.

III. PROCEDURE

Responding Crew

The responding crew is responsible for completing a patient care record that accurately describes the services provided to the patient in all instances where the patient is assessed, treated and / or transported. In addition to the patient care information the documentation will include:

- The patient's demographic information including
  - Name
  - Address
  - Date of Birth
  - Social Security number
  - Home telephone number
- The zip code from where the patient was picked up.
- Accurate odometer readings including tenth's of a mile
- Patient's insurance, Medicare and / or Medicaid information including
  - Name of insurance company
  - Name of person primary insured
  - Policy number
  - Group number
  - This information is to be collected on transported patients; it does not need to be collected on Dry Runs/non-transported patients, except when patients have been treated and released.

- On automobile accidents - the automobile insurance for the vehicle in which the patient was a passenger will also be listed and will include:
  - Name of insurance company
  - Name of person primary insured
  - Policy number
  - Group number
  - This information is to be collected on transported patients; it does not need to be collected on Dry Runs/non-transported patients.
- When a transport is a result of a "Baker Act", the crew will enter "Baker Act" into the insurance section along with the patient's insurance coverage.

The crew is also responsible for getting ***all*** patients that are assessed, treated and / or transported to sign the Authorization and Agreement for Emergency Medical Services form or its electronic version. A guarantor may sign for the patient if the patient is unable to sign. If the patient refuses to sign or is unable to sign and there is no guarantor available to sign complete the form and note why it was not signed. If this occurs, document why the form or its electronic equivalent is not signed in the narrative section of the run report as well as in the Triptix "unable to sign" section.

Electronic paperwork will be submitted by uploading the information into the computer system at the end of each shift. Paper forms shall be placed in the lock box in the crew computer room. County stations will assure security of all paper forms and send them to headquarters with the Shift Supervisor.

Billing Coordinator

The billing coordinator will review all patient care records for completeness and will then transmit the documentation to the contracted billing vendor.

In cases where the patient care records appear to be incomplete the Billing Coordinator will provide the record to the Deputy Chief of Operations, or his/her designee, for correction. The Deputy Chief will coordinate the corrections with the crew members and provide them with a brief educational session on documentation. Crew members who are found to consistently provide incomplete patient care records will be referred to the appropriate supervisor for Disciplinary Action.

In cases where patient care records are found to be missing insurance information, the Billing Vendor will attempt to make contact with the patient, the receiving hospital and/ or any other entity that may have insurance information and request the information. The insurance information provided will then be added to the patient care record. Crew members who are found to consistently provide incomplete insurance information will be referred to the appropriate supervisor for Disciplinary Action.

Once the patient care record is complete, coded and all attempts have been made to provide insurance information it will be sent to the LCEMS billing vendor for completion of the billing process.

To assure that LCEMS has records of all patients assessed, treated and / or transported, daily dispatch records from the CAD system will be compared to the patient care records received by the Billing Coordinator. Discrepancies will be given to the appropriate supervisor for correction.

The Billing Coordinator will send patient care records to the LCEMS billing vendor in electronic format. The LCEMS billing vendor will provide a confirmation of receipt of the records. The records sent will be reconciled against the receipt of records received to assure that no records were lost in the transfer process. This process will be documented by the Billing Coordinator. When the electronic format is not operating the patient care records will be sent by return receipt registered mail. The Billing Coordinator will document all patient care records sent via mail. The return receipt will confirm that the LCEMS billing vendor has received the patient care records.

The billing coordinator will also facilitate data transfers from receiving facilities and provide the information to the LCEMS billing vendor.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Complaints
CAAS:	102.03.01
Effective:	January 2009
Reviewed:	December 2012, December 2015, December 2016, December 2018, December 2024
Revision:	4
Pages:	7

I. PURPOSE:

The purpose of this Standard Operating Guideline is to describe the process for handling complaints/concerns received from the public or other agencies. Patient and crewmember safety is the main concern for LCEMS. Any incidents during which safety is compromised must be documented and addressed immediately as referenced in SOG 112.00, Incident Reporting.

II. GUIDELINE:

All persons involved in the complaint investigation process (including complainants, witnesses, and employees) will be treated with dignity, respect, confidentiality, and with an equal opportunity to be heard without bias. Those wishing to file a complaint with Leon County EMS are entitled to fair, equitable, and barrier free access to the Divisions complaint process.

As front-line service providers, EMS members are in a position to mitigate some types of complaints in an effective and timely manner. LCEMS members have an opportunity to explain or clarify operating policy and procedures, thereby clarifying customers' expectations, or to apologize for any minor inconveniences created during service delivery. If attempts to informally resolve a complaint are unsuccessful, the complainant should be advised that there is a formal complaint process in place.

If an LCEMS member feels that an incident may potentially result in a formal complaint, the member must immediately contact Rescue 1 and complete either an incident report or complete an entry in the complaint log.

III. Miscellaneous

A. Definitions

Definition of a Lead Investigator:

A Lead Investigator is the specific individual who is assigned the authority and responsibility to coordinate and/or investigate a complaint and who, on the completion of an investigation, is

regularly updated on the status of a complaint investigation and that the resolution is thoroughly communicated.

Under normal circumstance the Deputy Chief of each area will assign a Lead Investigator based on the type of complaint received. In those circumstances where the complaint involves both operational and clinical performance components, both Deputy Chief's will jointly determine who the Lead Investigator will be responsible for submitting an Investigation Report. A Lead Investigator may draw on any Division resource or personnel to assist him/her in bringing each complaint investigation to a timely conclusion.

Definition of a Major Complaint

A complaint received by LCEMS is defined as being a major complaint where it involves the following circumstance, including but not limited to:

- Any allegations that the actions of LCEMS were negligent or contributed to the harm or death of a patient and/or member(s) of the public;
- A significant risk management or litigation matter involving LCEMS;
- Any allegation that a LCEMS employee has been involved in criminal wrongdoing;
- A medical investigation focusing on the provision or pre-hospital care involving LCEMS;
- As directed by the LCEMS Chief, Deputy Chief's, or Medical Director.

A. Conflicts of Interest:

A key factor when conducting an investigation is maintaining objectivity. When deciding whether or not a particular investigator can be involved in a given investigation, one must consider whether there is a perceived or real conflict of interest. If any actual or perceived conflict of interest exists (i.e. prior paramedic crew partnership, family, personal, or social connections to anyone involved or impacted by the investigation) between an investigator and the involved employee(s), the assigned investigator(s) must immediately declare this conflict to their immediate supervisor. This potential conflict will then be brought to the attention of one of the Deputy Chief's or the Chief who will evaluate whether there is an actual or perceived conflict of interest. The Deputy Chief or Chief will then determine whether the investigator declaring the conflict can continue with the investigation or if another investigator needs to be assigned.

B. Tracking and Trending of Complaints:

Complaints are tracked utilizing a computerized logging system. After appropriate routing to the correct supervisor, the Deputy Chief of Clinical Affairs is charged with

reviewing all complaints for trends and making improvements/implementing changes as necessary.

A full review of all customer feedback will be done annually. At that time, complaints will be categorized and trends shall be addressed with assigned continuing educations, memos, or other action as deemed necessary by the Deputy Chief of Operations.

IV. TYPES OF COMPLAINTS

Complaints will fall into three different categories that will each be overseen by different Command Staff within the Division. The categories and assignments are:

1) Operations, including employee conduct and employment issues – Deputy Chief of Operations.
2) Medical Care – Deputy Chief of Clinical Affairs and the Medical Director
3) Billing – Financial Compliance Manager

III. <u>PROCESS:</u>

<u>Initial Logging and Complaint Assignment</u>

1) Complaint taken – Basic information needed to investigate. It is important to limit questions of the caller at this point in the process to maintain the integrity of the investigation.
   - Name of complainant
   - Date and time of complaint
   - Date and time of incident
   - General nature of incident
   - Who was involved in the incident?
   - Contact information – phone number
2) Information shall be entered into the complaint log.
3) Current Rescue 1 on duty at the time of the complaint will be notified to call back the complainant.
4) Current Rescue 1 will call the complainant back as soon as possible, no later than two hours from time of complaint.
5) Rescue 1 will gather the following information:
   a. Names of all parties that were involved in the incident
   b. Narrative of what happened according to the complainant

c. Does the complainant want to be contacted again regarding this issue?
d. Names and contact information of any witnesses to the events surrounding the complaint

6) Rescue 1 will advise the complainant:
   a. That their complaint has been recorded
   b. That an investigation will be conducted
   c. That someone from EMS will call them back within 72 hours to let them know the status of the complaint if they wish to be contacted.
7) Rescue 1 will determine at this point if this complaint is serious enough to notify Executive Command Staff. Rescue 1 will also determine if they should handle this complaint or if it needs to be handed off to another Command Staff member. (Note: if handing the complaint off requires a wait of greater than 24 hours, then current Rescue 1 must handle the complaint.)
8) Rescue 1 will document all findings to this point and make an entry into the complaint log.

<u>Complaint Evaluation</u>

9) At this point Rescue 1 or the Command Staff member that is handling the complaint should contact a member of the Executive Command Staff to determine if the complaint is an operational issue, a clinical performance improvement issue, or both.
10) The Executive Command Staff will assign an investigator as needed.
11) The Deputy Chief of Clinical Affairs or the Deputy Chief of Operations may conduct the investigation themselves or designate someone to be the lead investigator.

<u>Complaint Investigation</u>

12) Rules of the investigation:
   a. All complaints must be thoroughly investigated. The fact-finding process must be rigorous and defensible. This involves identifying and interviewing witnesses, obtaining documents, seizing physical evidence, and ensuring that all information and facts are pursued to the greatest extent possible.
   b. All complainants and witnesses must be contacted and interviewed at the outset of an investigation.
   c. All complainants and witnesses are to be treated with dignity, respect, and with an equal opportunity to be heard without bias.
   d. The investigator is required to record and keep accurate and detailed notes. This ensures accurate recollections for various purposes, including the preparation of reports as well as for providing testimony. All notes will include the date and times they were taken, persons spoken to, identification of all persons present at the interview, as well as the name and signature of the note-taker.
   e. Under no circumstances will the investigator mark the original exhibit document. If, for the purposes of reviewing the document, the investigator needs to make

notes on the document, he/she is to make a copy of the original document/material and mark the copy as needed. The marked copy will remain with the file as an exhibit.

f. The subject(s) of the investigation will be notified of the specific allegations made by the complainant.
g. If at all possible, all investigation interviews should be conducted by the investigator with a witness. The witness preferably should be with the rank of lieutenant or higher.
h. The Lead Investigator must first determine if the subject(s) of the investigation should be interviewed and/or requested to complete an Incident Report. If it is determined that the subject(s) of the investigation should be interviewed first, interviews should be then completed individually and as soon as possible. After interviewing the subject(s) of the investigation, they may also be required to complete an Incident Report. If it is determined that the subject(s) of the investigation is required to complete and Incident Report, it is imperative that the involved employees complete separate Incident Reports as soon as possible. There must be no collaboration in writing these reports. Incident Reports are confidential when completed.
i. Explicit caution must be given to employees(s) and/or witnesses that all complaint information is confidential and may not be discussed with anyone except with the investigators.
j. The investigator shall maintain confidentiality throughout the investigation and shall not provide comments or opinions regarding the investigation until the Investigation Report has been finalized.
k. If during the investigation, any adverse or contrary information is identified, the employee(s) and/or complainant will be notified and will be provided with an opportunity to address such information.

<u>Complaint Resolution</u>

l. All complaints are to be resolved with the complainant. Every effort will be made for complaints to be resolved with the complainant within forty-five (45) business days of the initial receipt of the complaint. Where such timeframe cannot be achieved, the Lead Investigator will notify the complainant and provide a revised completion date.

   NOTE: Resolution of the complaint means all aspects pertaining to the investigation of the complaint including facts, findings, and conclusions have been completed. It is recognized that issues related to corrective action and remedial training may not have been initiated or completed when the investigation is complete.

NOTE: Remember that some documents, such as patient care reports, must always remain protected and confidential, even when other aspects of the investigation and conclusion become public knowledge.

13) Once the investigation is completed, the officer conducting the investigation should determine a conclusion and recommendation, complete an Investigation Report, and present the findings to the Deputy Chief of Operations. If the complaint is a Clinical Performance issue, then the findings will be presented to the Deputy Chief of Clinical Affairs and to the Medical Director.

Complaint Documentation and Logout

14) An Investigation Report will be completed by the Lead Investigator for each investigation and contain the following information:
    a. **Header Information** including: Date of Report, Run Numbers, Date of Incident, Incident Location, Lead Investigator, Additional Investigators, Type of Incident, Names of Employees Involved.
    b. **Introduction**: Details the concerns that have been reported to initiate an investigation.
    c. **Specific Issues**: Clear identification of the issues that require investigation.
    d. **Investigative Facts**: A chronological record of factual incident details, interviews, and/or research conducted in support of the investigation.
    e. **Investigative Findings**: An analysis of the investigative facts, explaining how they relate to the applicable policies, standards, legislation, medical protocols, etc.
    f. **Conclusions**: A summary of findings in relation to the specific complaint/concern. A key component of the conclusion will be a clearly stated finding categorizing the outcome of the investigation and an explanation of the rational for the conclusion.
    g. **Recommendations**: The recommendations, if any, of the Lead Investigator detailing any action required to ensure the situation is not repeated.

    NOTE: A draft report should be submitted to the appropriate Deputy Chief for a determination of completeness and correctness before submitting a final report.
15) A Major Complaint Investigation Report will contain all of the information listed above as well as the following:
    a. **Call Summary**: A chronological record of the details of the entire ambulance call from start to conclusion. The call summary would not be required if the investigation is not related to an LCEMS response to an ambulance call.
16) A Minor Complaint should contain all of the above listed items, but may be reported in an abbreviated format.

17) The Lead Investigator should make a recommendation regarding the outcome of the investigation using one of the following categories:
    a. **Substantiated** – Definition: The allegation(s) against the employee/service has been found to be accurate, the employee is at fault and corrective action is/was necessary. Such corrective action may include: interview, remedial training, improvement plan, conference report, written warning, suspension, up to and including termination.
    b. **Within Policy and Procedures** – Definition: The facts described by the complainant have been found to be accurate, however the employee/service acted in a manner consistent with the Division policies, protocols, and/or practices.
    c. **Unsubstantiated** – Definition: the allegations(s) against the employee/service has been found to be inaccurate and/or without merit.
    d. **Investigation Inconclusive** – Definition: The allegation(s) against the employee/service, subsequently to investigation, was found to be inconclusive.
    e. **Other** – Definition: A "catch-all-category" to accommodate those that are not clearly identified above.
18) The Deputy Chief of Clinical Affairs, the Deputy Chief of Operations, or the Lead Investigator should either call back the complainant or designate someone to call the complainant based on what seems most effective within 72 hours of complaint to provide feedback.
19) The Deputy Chief of Clinical Affairs, Deputy Chief of Operations or designated Lead Investigator will work with the Medical Director, Human Resources, and the County Attorney's Office to determine the correct course of action and will also document all actions taken regarding the investigation and those actions that are taken.
20) Both Deputy Chief's will notify the EMS Chief, Risk Management, and other County Departments as needed.
21) The Chief will notify County Administration as needed about the situation.
22) All actions taken will be thoroughly documented and filed as necessary. Both Deputy Chief's will make sure that all parties involved in the incident will be appropriately notified as necessary.
23) The complaint should be marked as closed in the complaint log once all actions have been taken regarding the complaint.
24) Every effort will be made to close the complaint file within sixty (60) business days of initial receipt of the complainant.

NOTE: Closing of the complaint file means that all aspects pertaining to the investigation of the complaint including investigative facts and findings, resolution with the complainant, conclusions, recommendations, and the final investigative report have been completed. It is recognized that issues related to corrective action and remedial training may not have been initiated when the investigation has been completed.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Contacting the Office of Information Technology
Effective:	March 21, 2006
Reviewed:	March 2006, December 2012, December 2015, December 2018, April 2023
Revision:	4
Pages:	1

I. PURPOSE:

To provide uniform guidance on contacting the Office of Information Technology (OIT) for technical support with a computer, mobile device, an application, and / or network.

II. GUIDELINE:

If a member needs technical support with a computer, mobile device, an application, and/or the network contact the OIT EMS Support Line at 850-606-2199. This support line is specific to EMS and will route calls to the appropriate support team 24 hours per day 7 days per week.

During OIT's normal operating hours the support line will be answered by a member of OIT. At all other times, the support line will be answered by an automated call routing system which will route the call based on the reason for the call to the appropriate OIT member.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Customer Service
CAAS:	103.01.01
Effective:	June 2009
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

The purpose of this Standard Operating Guideline is to define the customer base, the customer service goal, and non-discrimination policy regarding provision of service for LCEMS.

II. GUIDELINE:

Recognizing and meeting the needs of our customer base is a vital part of the Leon County EMS mission. It is the guideline of LCEMS that every customer will receive a high level of consistent care and quality service. LCEMS and its employees shall comply with all federal, state, and other applicable laws prohibiting discrimination based on race, color, religion, sex, sexual orientation, national origin, age, or disabled status.

III. CUSTOMER BASE:

The customer base of LCEMS is comprised of the residents of, and visitors to, Leon County and the City of Tallahassee, fellow Emergency Service providers, and fellow Health Care entities and professionals.

LEON COUNTY EMS

Standard Operating Guideline

Title:	Policy of Designated Record Sets
Effective:	June 2006
Reviewed:	December 2012, December 2015, December 2018
Revisions:	1
Pages:	2

I. PURPOSE:

To provide a guideline that will clearly define the policy on designated record sets

II. GUIDELINE:

To ensure that Leon County EMS Division releases Protected Health Information (PHI) in accordance with the Privacy Rule, this policy establishes a definition of what information should be accessible to patients as part of the Designated Record Sets (DRS), and outlines procedures for requests for patient access, amendment, and restriction on the use of PHI.

Under the Privacy Rule, the DRS includes medical records that are created or used by the County to make decisions about the patient.

III. PROCEDURE:

The DRS should only include HIPAA covered PHI, and should not include information used for the operational purposes of the organization, such as quality assurance data, accident reports, and incident reports. The type of information that should be included in the DRS is medical records and billing records.

The Designated Record Sets

The DRS for any requests for access to PHI includes the following records:

The patient care report or PCR created by EMS field personnel (this includes any photographs, monitor strips, Physician Certification Statements, Refusal of Care forms, or other source data that is incorporated and/or attached to the PCR).

The electronic claims records or other paper records of submission of actual claims to Medicare or other insurance companies.

Any patient-specific claim information, including responses from insurance payers, such as remittance advice statements, Explanation of Medicare Benefits (EOMBs), charge screens patient account statements, and signature authorization and agreement to pay documents.

Medicare Advance Beneficiary Notices, Notices from insurance companies indicating coverage determinations, documentation submitted by the patient, and copies of the patient's insurance card or policy coverage summary, that relate directly to the care of the patient.

Amendments to PHI, or statements of disagreement by the patient requesting the amendment when PHI is not amended upon request, or an accurate summary of the statement of disagreement.

The DRS should also include copies of records created by other service providers and other health care providers such as first responders units, assisting ambulance services, air medical services, nursing homes, hospitals, police departments, coroner's office, etc., that are used by the County as part of treatment and payment purposes related to the patient.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Divisional Compliance
Effective:	January 2010
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	2

I. PURPOSE:

The purpose of this Standard Operating Guideline is to assist employees in identifying policies and procedures related to compliance and to provide guidance on compliance specific to the EMS Division.

II. GUIDELINE:

Leon County Government strives to maintain the highest ethical standards in the way we serve our customers, conduct business and treat our employees. In doing so, Leon County has established standards of professional conduct and a Code of Ethics that must be adhered to by all employees at all times.

- The following list of County policies relates to employee conduct. It is provided for ease of reference and is not a comprehensive list of all County policies.
    - Policy No. 03-05 – Code of Ethics 1.02.1
    - Section II – Conduct - Leon County Policies and Procedures Manual

- Employees must undergo background checks as outlined in Policy No. 03-11 – Background Investigations 11.01.1. In addition, individuals who are found to have been listed as debarred, excluded or otherwise ineligible for participation in federal health care programs will not be allowed to work in the EMS Division.

- The County has established a compliance phone line (850-606-5304) that employees may use to report incidents of fraud, abuse or unethical conduct they are aware of within Leon County Government operations, such as those outlined within the policies listed. Calls made to this report line are not traced and callers may remain anonymous, and Leon County prohibits retaliatory actions against those who, in good faith, call this line or otherwise report such activities. However, there may be circumstances during the course of an investigation in which a caller's identity becomes apparent, and reports may be subject to public records requests. This compliance phone line is an additional tool to report fraudulent, abusive or unethical behavior and does not limit other reporting methods such as making a report to a supervisor or the Chief of EMS. Internal staff concerns and disciplinary actions should be addressed through County management and/or human resources' grievance procedures and not this compliance phone line.

- Any supervisor who is made aware of incidents of fraud, abuse or unethical conduct must immediately report such information to the Chief of EMS. If the supervisor believes a conflict exists by doing so, they may report the incident to higher levels in the chain of command.

- In accordance with Section 12.06.8 of the Leon County Policies and Procedures Manual, an exit interview shall be conducted with all employees terminating employment with the County. Misconduct and incidents of fraud or abuse reported at this time will be treated the same as any other report of same.

- The Federal Anti-Kickback Statute provides criminal penalties for individuals or entities that knowingly and willfully offer, pay, solicit or receive remuneration in order to induce business reimbursed under the Federal and State health care programs. Employees are prohibited from such actions to gain business for the Division.

- The Federal False Claims Act prohibits anyone from knowingly presenting, or causing to be presented, a false or fraudulent claim in order to secure payment from the federal government. Employees are reminded that Standard Operating Guideline 119.00, Patient Care Records and Standard Operating Guideline 102, EMS Billing Process, specifically requires that all information presented in the documentation of the care and transportation of patients to be factual. No employee shall engage in making misleading statements or documentation for any reason, including the purpose of obtaining payments. Additionally, employees are required to accurately obtain appropriate patient signatures and information.

The County utilizes a third party for medical billing. The contract with the third party billing vendor requires that the billing vendor have a corporate compliance program in place and functioning. Additionally, an audit of compliance with OIG standards shall be periodically conducted.

All employees of the EMS Division shall be trained on the compliance standards of the County outlined herein. Initial training shall be conducted during the employee orientation program with each employee receiving annual training.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Employees Volunteering with VFD
Effective:	June 2009
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

The purpose of this Standard Operating Guideline is to define the role of the LCEMS employee while responding to emergencies as a member of a Leon County based volunteer fire department.

II. GUIDELINE:

The provision of pre-hospital emergency medical care in Leon County is performed under the medical oversight of the medical director. Leon County EMS EMT and paramedic personnel, while on duty for LCEMS, have a duty to act and are governed by LCEMS SOG and Patient Care Protocol. This duty to act is not incumbent on VFD members while responding to a ***fire*** related emergency.

III. POLICY:

Employees of the Leon County EMS Division are permitted to respond as a member of a Leon County based volunteer fire department to fire incidents only and are ***NOT*** permitted to respond to medical assists.

If, due to extreme extenuating circumstances, you have no choice but to render medical care on the scene of a fire incident you should do so. However in these instances you must report this in writing to the on duty field operations supervisor and record the time worked on your time sheet. Please err on the side of patient safety and care.

LEON COUNTY EMS

Standard Operating Guideline

Title: Equipment & Vehicle Check-in

CAAS: 203.03.02

Effective: June 2009

Reviewed: December 2012, December 2015, December 2018, December 2024

Revisions: 2

Pages: 2

I. PURPOSE:

The purpose of this guideline is to define a procedure for checking-in ambulances and equipment at the start of each shift.

II. VEHICLE GUIDELINE:

All employees shall perform a safety check each shift of any vehicle they are assigned to drive. These checks will be documented in Operative IQ on the daily inspection form.The safety check will include:

1. Windshield washers and wipers
2. Directional signals / turn signals
3. Tires – check for adequate inflation, damage and tread wear.
4. Lights – all lights must be checked, inside and out, including dash lights. Check both high and low beam headlights.
5. Horn
6. Hydraulic system/ Breaks and Steering – When testing the brakes the engine will be on. They shall be tested by putting the vehicle in gear and applying the brakes to bring the vehicle to a stop. When the pedal is depressed it should move smoothly. When released the pedal should return to the raised position. When stopping there should not be any pulling to either side, grinding sounds or return pressure felt in the brake pedal. If brakes fade or any of the above symptoms are noted immediately notify Logistics or the Shift Supervisor and take the unit out of service.
7. Parking brake – The vehicle should not roll either forward or backward when the parking brake is applied.
8. Back-up alarm
9. Emergency lights
10. Sirens

11. Date / mileage due of next preventive maintenance. – Vehicles that are found to be due for preventive maintenance will be immediately reported to logistics.
12. Damage to the vehicle – all employees will complete the vehicle's damage report when taking responsibility for the vehicle. Upon return of the vehicle it will be inspected for new damage. Damage not previously noted on the vehicle's damage report will be assumed to have occurred during the employee's use of the vehicle. If new damage is noted it will be immediately reported in writing to the shift supervisor.
13. Motor oil
14. Brake fluid
15. Power steering fluid – should be checked while the vehicle is on a level surface and when the engine is warm but not running.
16. Air ride system
17. Automatic transmission fluid
18. Cooling system reservoir
19. Seatbelts – assure they are in proper working order. Buckles must lock into place and release when the button is depressed. Straps must not be ripped, torn or frayed.
20. Equipment – assure that all equipment is stored and secured in its proper place. Make certain that nothing can loosen and become a "missile" hazard in the event of a quick stop.
21. Interior temperature- to assure no extreme temperatures have been met which would affect medications.
22. Reporting Repairs Needed- Refer to SOG 131.00.

III. EQUIPMENT GUIDELINE:

All employees shall perform an equipment check each shift of any vehicle they are assigned to drive. These checks will be documented in Operative IQ. The equipment check shall include a minimum of: proper function of durable medical equipment, adequate supply of all equipment, expiration dates of medications, and documentation of the crew members completing the check. All deficiencies of equipment and vehicle repairs will be reported each shift.

Supply cabinets shall be secured with serial numbered, tamper evident devices. These are entered in and tracked through Operative IQ. Should the seal be found tampered with or any discrepancy found on check in, the crew shall be responsible for checking the contents of the cabinet, resupply as needed, resealing the cabinet, and documenting it in Operative IQ.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	EMS Posts at Fire Stations
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, December 2015, December 2018, December 2024
Revision:	3
Pages:	2

I. PURPOSE:

To provide guidelines for LCEMS personnel (Fixed Station Units) at rural fire stations.

II.GUIDELINE:

The EMS posts at fire stations are to be kept in a clean and orderly way at all times.

III. PROCEDURE:

1. General Information

   A. All LCEMS personnel shall be professional, courteous and respect all those at the station regardless of what agency they represent.

   B. Each on duty shift is responsible for maintaining their assigned area in a clean and orderly state. LCEMS personnel will assist with station cleaning. All personnel will clean up after themselves and will not leave messes for others to clean. Cleaning will include, but not be limited to:

      - Make beds in the morning
      - Vacuum, sweep and mop station
      - Clean kitchen (including dishes and appliances)
      - Clean bathrooms
      - Dust or vacuum furniture

   C. Any supplies necessary for restocking and maintenance of vehicles or maintenance of rural post will be replaced by the person(s) using them prior to shift change.

   D. LCEMS personnel will complete vehicle check in at the start of their shift. As part of the check in, at or before 0700 Control will be notified via radio channel one of the crew member change. Vehicle check in must be documented in Operative IQ.

E. In station problems or issues shall be immediately reported to the Shift Supervisor.

F. LCEMS is a tobacco free Division. Use of tobacco products while on duty is prohibited.

G. Crews assigned to fire department post locations will remain at that location unless dispatched on a call or posted to assist in city coverage.

H. LCEMS personnel will sleep in the bed assigned to them. Beds will be stripped and remade at the beginning of the shift, but not at such a time that it will interrupt sleeping personnel. Naps after 12:00 PM are permissible. There shall be no sleeping on furniture other than the beds. Be courteous for others that are sleeping. Keep noise to a minimum. Televisions or any other device that makes noise may not be used in sleep rooms after 11 PM.

I. All county EMS personnel will assure that radio and phone access is available at all times that they are at a county station.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Holidays
Effective:	June 1, 2005
Reviewed:	March 2005, June 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

To provide guidelines for holiday pay for EMS field employees.

II. GUIDELINE:

- Holidays will be observed on the day the holiday occurs, not necessarily the day observed by the County offices. The holidays will be determined by the Board of County Commissioners.

- Paramedics, EMTs, controllers, dispatchers, or supply technicians scheduled to work on the designated holiday shall be paid double time for working on the holiday for all hours worked on the holiday. The holiday starts at 1200 am - midnight and ends at 1159 pm. All hours worked on the holiday must be documented on the time sheet. Any hours worked over 40 during the work week are eligible for overtime pay at time and one-half.

- If a full-time employee is not scheduled to work, he/she will receive 8 hours of comp time for the holiday.

- Holidays are considered "special days" for scheduling purposes in the TeleStaff system and requests for leave must be approved by a Deputy Chief in advance. Use of sick leave on a "special day," including holidays, must be accompanied by doctor's work excuse. Command Staff will designate what days are "special days" each year as needed for scheduling purposes.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Incident Reporting
CAAS:	202.05.01
Effective:	January 2004
Reviewed:	May 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	3

I. PURPOSE:

The purpose of this Standard Operating Guideline is to describe the process for employees to report incidents and unusual occurrences. Patient and crewmember safety is main concern for LCEMS. Any incidents during which this safety is compromised must be documented and addressed immediately.

II. GUIDELINE:

It is the guideline of LCEMS that every patient will receive a high level of consistent care. In addition, LCEMS personnel have the right to work in a safe environment.

III. PROCEDURE:

1. Incidents requiring documentation
   A. Any incident that is out of the ordinary shall be documented on the Leon County EMS Incident Report. The information provided on the Incident Report may be inappropriate to document on a Patient Care Report.
   B. The following types of incidents are required to be documented via a Leon County EMS Incident Report.
      - Explanation of delayed response time
      - Job related injuries
      - Dropping a patient
      - Questionable treatment done by other agencies
      - Medication/ treatment errors
        - To be documented on a Blue IQM incident report
      - Responses to complaints for patients or other members of the community
      - Motor vehicle collisions involving ambulances
      - Incidents during which policy or medical protocol had not been followed
      - Unusual occurrences after which Supervising personnel thinks it appropriate to document

- A crewmember may be required by Command Staff to write an incident report in response to an incident report already written by someone else.
- Some incidents may not be recognized as needing further documentation until after the end of that shift. In this case, a crew member may be required to write the report at a later date/time.

2. Procedure for filling out Incident Reports
   A. Immediately after the incident, the crew member involved will:
      - Notify the supervisor that an unusual occurrence has taken place.
      - Access Infor Public Sector to complete the Incident Report.
      - Accurately document the:
        - ✓ Date of incident
        - ✓ Time of incident
        - ✓ Run number
        - ✓ Date report was completed
        - ✓ Location of incident
        - ✓ Description of incident
        - ✓ Printed name of person filling out report
        - ✓ Signature of person filling out report

      - Personally will then submit the Incident Report online in Infor Public Sector.

3. Investigation of incidents
   A. Incidents will be investigated immediately by the on-duty supervisor or other Command Staff as deemed necessary.
   B. Specific attention will be given to all parties involved from their point of view. Additional Incident reports may be requested from other parties involved.

4. Resolution of incident
   A. Incidents shall be resolved as soon as all necessary information is obtained and analyzed; it will receive its deserved attention.
   B. For example, after a medication error the crew member involved will be counseled on the proper treatment/dose and be required to do remedial training in that area before returning to work.
   C. In any event, the crewmember or persons involved will be counseled and given feedback regarding that specific incident so that future occurrences will not happen.
   D. A copy of the incident report will be placed in the crewmember's file. Any additional similar occurrences will be noted as a repeat occurrence and be dealt with on a case by case basis.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	LODD Combined Funeral Service Guidelines
Effective:	June 2009
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	33

I. STATEMENT:

To provide funeral guidelines in the event of a Line of Duty Death of an employee of Leon County EMS and to provide general guidelines following the sudden death of a spouse or child of an employee.

II.GUIDELINE:

These guidelines should not be interpreted to mandate any particular service or procedure, they are however, offered as a guide to assist the survivors in planning a memorial that meets the needs of the surviving spouse or family members.

III. PROCEDURE:

Upon notification of the death of any Leon County EMS employee the following may be applied either in part or whole to facilitate compassionate timely handling of the memorial service and interment. If applicable, use the employees' Line Of Duty Death Questionnaire for guidance.

Line Of Duty Death: Any employee death that results while on duty or while undergoing medical treatment for any injury or disease resulting from such duty. This also includes the death of a department member while traveling in connection with such duty or while engaged in EMS activities while off duty.

Notification

Next of Kin

The importance of the next of kin notification cannot be over-emphasized. This process sets the tone for the difficult times the surviving family will face. Sensitivity and compassion are paramount.
The name of the deceased employee must never be released by the Department before the immediate family is notified. Do not inform neighbors of the death before telling the family. If asked, inform them you need to find the family regarding a medical emergency and ask if they know where the family can be found.

Family notification should be made as quickly as possible to avoid the family receiving a notification from another outside party. The media may employ many unscrupulous tactics to seek out the name of the fallen EMT or Medic. Use all necessary measures to protect the next of kin from unwanted media exposure.
For this reason, a Notification Team must assemble rapidly. The team should consist, if possible, of the Chief (or the highest ranking available Officer), Chaplain, Clergy (Family bishop, Pastor, Minister, etc.), Family Liaison Officer, and a friend of the family or close civilian family friend. Check the employee's Personal Information Packet for their wishes and or recommendations.
If the fallen employee's family lives far enough out of the area as to make the department's notification impractical, the local law enforcement agency in the area should be notified to make an immediate notification.
In the event that the department experiences the loss of more than one member, then multiple notification teams will be assembled and deployed.
Before arriving at the residence, verify the latest information, decide who will speak and what they will say. Because of the emotional circumstances involved, be prepared for the family to strike out and blame the department for their loss.

AGENCY PERSONNEL

EMS Department Members

It is very important that all members of the Department be notified of the death(s) as soon as possible, including those off-duty and vacationing personnel.
In the event of an on-duty death, the external monitoring of communication frequencies may be extensive. Communications regarding notifications should be restricted to the telephone whenever possible. Department personnel should not give out any information about the incident unless it is approved by the Chief or his designee.
For a line-of-duty death, a message, prepared and/or approved by the Chief, should be transmitted to personnel.

For a death other than a line-of-duty, an announcement should be transmitted to personnel.

Media

The line-of-duty death of an EMT or Paramedic is fortunately a rare occurrence for most EMS departments. When it does occur, the media, as well as many others are interested in obtaining as much detailed information as possible. Every effort should be made to provide *essential* facts, but the information provided should be offered only after the next of kin has been notified. Care should be given so that any information critical to an investigation of the incident is not compromised.
The Public Information Officer (PIO), with the approval of the Chief, can arrange for news conferences, written news releases and interviews. Information provided during a news conference should be prepared in advance. A press kit can be prepared that may include Bio(s), pictures, and service information.
The PIO should engage any media well off site so as not to impede command staff or others in

the organization while constantly searching for the "latest" information. It is important that daily operations are not compromised by crowds of information seekers. Law enforcement should be employed to limit access to headquarters by non staff members.

Staff Assignments

In order to provide the best possible tribute to the fallen, it is extremely important for the department to organize effective team(s) to manage all of the related activities.
The EMS Chief or in his absence, The Deputy Chiefs of Operations or Administration, has overall responsibility for directing the activities. It is recommended that the Chief assign, as a minimum, individuals to function as: Family Liaison Officer, if not already chosen by the decedent, Public Information Officer, Other assignments or personnel that may be established are Hospital Liaison, Benefits Coordinator, Agency Liaison, Financial Officer, Investigation Team Leader. It is also recommended that these duties be assigned to individuals now, before an incident occurs. This will allow those individuals an opportunity to research and recommend a course of action for the Department to follow prior to an incident. Backup personnel should also be assigned to positions in the event that the principal is unavailable. Generally command staff will fulfill most obligations. Recall of all Command Staff should begin as soon as the event occurs. All members of Command Staff should be familiar with the guiding principals of this policy and have a cursory knowledge of the different job descriptions necessary to stay ahead of the event. Job Description Sheets will serve to remind each of important tasks that should not be overlooked as well as a time line for implementation of each task.

Initial Actions

An emotional and tense situation occurs at an incident with the death, probable death, or injuries severe enough that they will likely lead to the death of a Paramedic or EMT. Actions; however, need to be taken to control the situation and to prepare for the events which will take place. (Refer to – LODD Checklist)

- ***Don't forget the rest of the incident.***
- ***Institute a radio discipline policy.***
- ***Assign a PIO:***
  Expect a major media event.
  Use prepared scripts so that the release of information is concise and accurate.
  Schedule press conferences.
- ***Begin notifications:***
  EMT or Paramedic's family;
  Chief and an additional representative from the department should notify (in person) the family of death and facts related to the incident. Have an Ambulance unit nearby, but out of sight.
  A family Liaison should remain with and/or be available to the family (24hrs) and should be the official conduit for all information to/from the family.
  All department personnel
  County Administrative staff
  Coroner for an autopsy (May be needed later on)

- **Initiate a thorough investigation into the incident**:
  Recover & secure all personal and protective equipment
  Secure the scene if possible – consider it a possible crime scene
  Establish an investigation team – should be separate and distinct from the Law Enforcement investigation team; but, both should work well together.
- **Contact support agencies**:
  Provide for critical incident stress debriefing and grief counseling for the department.
  Public Safety Officers' Benefit Program (PSOB)
  Neighboring departments
  Local or departmental clergy

Family Notification Suggestions

Next of Kin

Steps to be taken at the residence:
It is recommended to have a Paramedic and LCSO unit standby near the residence, but not in view, especially if there is a known medical problem with an immediate survivor.
At the door identify yourself and ask to come in. (Notification should take place in a private setting.)
When inside, ensure you are notifying the right person (Know everyone's names)
It is important to put all of the known basic facts into one sentence. Make sure the message is absolutely clear and direct.
Begin with, "I have very bad news" or "I am very sorry to tell you."
Let them know what happened, "Your husband, wife or child was killed while responding to an emergency call or on an emergency call." (Use the victim's first name when appropriate.)
Allow the family to express their emotions. Do not try to talk them out of their grief. Also, since this is a very sad time, do not mask your own grief.
Provide only the facts you know, never speculate. Answer all questions honestly. If you cannot answer a question, find the correct answer.
Avoid the following phrases: a) *"I know how you feel"* b) *"It was God's will"* c) *"Life will go on"* d) *"He would have wanted to go this wa*y" e) *"Be brave"* f) *"Passed away."*
Ask if the Department can assist by notifying immediate family members (parents, brothers and sisters).
Never leave immediately after making the notification. Have at least one member, preferably two members of the Department stay with the family preferably the Family Liaison Officer and one other.(Take 2 cars)
Do not take the victim's personal items with you.
Ask the survivor(s) if they wish to see the deceased employee, even if the body is badly disfigured. People often have a need to see, touch and hold the deceased; otherwise they may be in denial. This is often very helpful in the family grief process. It gives a sense of finality.
If family members wish to see the EMT or Paramedic, arrangements must be made rapidly for viewing if possible. Sensitivity to the family is very important. Provide the best possible environment and avoid delays that heighten the family's anxiety. (Note If the decedent was involved in what may be interpreted by Law Enforcement to be a possible crime scene or criminal investigation, access to the body for viewing by spouse or family members may be

delayed or denied temporarily, pending evidence collection by forensics teams or the County Medical Examiner)
Offer to transport the family to the location of the viewing, and help prepare them for what they will see. It is highly recommended that the family not drive themselves. If the family insists on driving, a uniformed EMS agency member should accompany them in the family vehicle.
(NOTE: If family members arrive on the scene during on-going operations it is important to identify them and keep them out of the direct flow of operations, particularly if the body is still trapped or on the scene.)
If you transport the family, advise dispatch that you are transporting the relatives and if possible, turn off your radio or switch to an alternate channel. Communicate by phone.
If the Department's Family Liaison Officer is not present at the notification, the family should be given the name prior to the team deployment. Write down their telephone and pager numbers. If possible, this person should already be known by the family.
Advise the family that the Family Liaison Officer will contact them to assist with the necessary arrangements.
Advise the family of possible media calls. Unwanted media exposure will only add to the difficulty of the tragedy. Suggest that a friend of the family screen incoming calls. Offer to be the media spokes person for the family, consider law enforcement standby at the families home.
Assure the family that their wishes are important to the Department.
Advise the family that an autopsy is often required and why it is necessary.
Ensure that the family understands that they do not have to make any immediate decisions regarding services, mortuary, wills, etc. The Department's Family Liaison Officer will be able to provide assistance.

LODD Checklist

____ Notification of Department Chief Officers
____ Notification of Leon County Risk Management
____ Radio Discipline Policy
____ Scene Security
____ Notification of local law enforcement agencies
____ Employee's Personal Information Packet Referenced
____ Notification Team Established
____ Notification Team - Verification of Information and deceased (Facts Only)
____ Notifications:
- ____ Family
- ____ Department Members
- ____ Local Officials
- ____ Neighboring Departments

____ LODD Investigation Team
____ Secure Employee's personal gear and safety equipment
____ Contact County Coroner & County or State Medical Examiner
____ Autopsy Arranged
____ Copies of Death Certificate (Minimum of 6 more is better)
____ Contact Support Agencies:
- ____ Leon County EAP
- ____ CISD Team
- ____ Bureau of EMS
- ____ Public Safety Officers Benefit Program

____ LODD Staff Assignments
- ____ Benefits Officer & HR Liaison
- ____ Financial Officer
- ____ Funeral Coordinator
- ____ Family Liaison Officer
- ____ Church Coordinator
- ____ Procession Coordinator
- ____ Cemetery Coordinator
- ____ Public Information Officer (Prepared media release)

____ LODD Supply Kit (mourning bands, bunting, flag, etc.)

Funeral Coordinator

____ Notify off-duty personnel.
____ Lower department flags to half mast.
____ Notify neighboring agencies.
____ Notify other City, County departments.
____ Collect and secure deceased members personal items for Family Liaison Officer
____ Contact support agencies for assistance benefits
____ Arrange for duty coverage during funeral

____ Arrange for law enforcement and other departmental assistance during funeral
____ Arrange post-funeral meal/reception
____ Coordinate all funeral arrangements with staff coordinators and department

Family Liaison Officer

____ Notify deceased members family in conjunction with the Chief
____ Contact hospital for family visit, if needed
____ Coordinate family's funeral desires with department
____ Coordinate benefit applications with family
____ Arrange for Family's child care as needed
____ Make post-funeral follow-ups with family

Church Coordinator

____ Coordinate Viewing/Vigil with Funeral Home Director, Family Liaison Officer and department
____ Coordinate church services with church/Funeral Home Director, Family Liaison Officer, and department
____ Coordinate Department staff roles
____ Coordinate Honor Guard
____ Coordinate Pallbearers
____ Coordinate/assist with services
____ Assist participants with arrival/parking/seating

Procession Coordinator

____ Coordinate staging areas
____ Establish procession route
____ Prepare maps/directions, as needed
____ Establish/coordinate processional order
____ Prepare Department vehicles
____ Coordinate staging, traffic control, etc. with law enforcement agencies

Cemetery Coordinator

____ Establish placement of personnel and guests
____ Coordinate staging, parking and security
____ Coordinate standby medical personnel
____ Coordinate Flyover with Air Medical Services
____ Coordinate flag presentation
____ Coordinate Bugler/Bag Piper

____ Coordinate Last Alarm Ceremony
____ Coordinate Dispatch Farewell Message
____ Notify participants of post-funeral arrangements

Public Information Officer

____ Coordinate all media contacts
____ Coordinate notifications
____ Surrounding Department Information
____ Local Public Officials
____ Other related State and local organizations
____ Set location for off site media staging

Family Liaison Officer (FLO)

The FLO is the primary EMS agency connection with the family – the conduit for all information that flows to/from the family. The FLO should be assigned a department vehicle for the entire funeral process and should be available to the family 24-hours a day by phone or pager.

The FLO should be prepared to discuss all parameters of the funeral process and ceremonies, and to counsel the family in its decisions. These may include, but are not limited to: the internment; wake; funeral home; religious service; cemetery; burial garment (uniform or other); music; eulogy; procession; reception; child/family care. The FLO needs to know what services the Department can and cannot provide.

The Family Liaison Officer should also work with the family to obtain necessary documentation – autopsy reports, birth and death certificates, marriage certificates, military records, and insurance documents. The FLO can assist in coordinating with the Benefits Officer the benefits due the family such as:

- Public Safety Officers Benefits
- Pension/retirement systems
- Local insurance benefits or Life Insurance
- Workers' Compensation
- Social Security
- Veterans benefits
- State/Federal education benefits
- Other local, state or regional organizations
- Setting up a Family Fund through a local bank.

Funeral Coordinator

The Funeral Coordinator is the overall coordinator for the Department's involvement in the

planning and participation in the funeral, and the after care for the family. This person must be able to effectively communicate with the Department Chief, funeral team members, Department members, and the public. The Funeral Coordinator, or designee, may have these additional duties:

- Conduct coordination meetings with key personnel as needed.
- Assure notification of all off-duty and vacationing personnel.
- Arrange to have flags lowered to half mast.
- Notify all other County Departments.
- Notify neighboring Fire Departments.
- Make appropriate follow-up contacts when the funeral arrangements have been made.
- Personally collect all of the deceased personal items and forward them to the Family Liaison Officer.
- Remain a contact person for outside agencies.
- Make appropriate arrangements for a post funeral meal/reception.
- Contact support agencies, as appropriate, to arrange for their assistance.
- Contact appropriate Department personnel to arrange for finalization of paperwork, forms, etc.
- Contact neighboring departments for purpose of station coverage during the funeral.
- Contact law enforcement and other agencies for assistance during the funeral.

Church Coordinator

The Church Coordinator assists with all phases of the funeral and/or memorial services. He/she works closely with the Family Liaison Officer to ensure that the needs and desires of the family are being met. Duties may include:

- Working with the Funeral Home Director to ensure that the family is taken care of appropriately in the planning of the funeral.
- Determine whether department vehicles will be used as a funeral coach, family transportation, and for the processional.
- Coordinate with the Honor Guard.
- Obtaining and delivering to the Funeral Home Director burial clothing from the family or from the Department.
- Coordinates any formal walk-through of uniformed personnel during the period of viewing.
- Assists in coordinating the funeral service such as prayers, readings, music, and eulogies.
- Assists with arrival and seating of EMS department members, visiting departments, dignitaries, friends, and family

Procession Coordinator

It is the responsibility of the Procession Coordinator to coordinate the procession from the funeral service to the cemetery. Duties may include:

- Coordinating with other departments that will be involved with the procession.
- The cleaning and preparing of Department vehicles.
- Establishing staging areas for vehicles and apparatus at both the funeral service and at the cemetery.
- Determining if agency vehicles will be used.
- Contacting and working with the Police Liaison Officer in setting up traffic control, directing traffic, and assisting in the staging areas.
- Determining and placing the procession vehicles in order.
- Determining the route of the procession, how long the procession will be and if the procession will pass in front of special locations.
- Providing maps and directions to the service.
- Assigning personnel to assist in parking cars as well as setting up personal vehicles for the processional.
- During a walking procession, directing individuals into proper placement.

Funeral Considerations

Decisions regarding the funeral are the responsibility of the family. However, consideration should be given to the individual's wishes, if he/she communicated those wishes before his/her death (Personal Information Packet); the family's religious traditions; and, Emergency Medical Service traditions.
The honors and support provided by the agency may be affected by circumstances surrounding the death, established departmental protocol and the classification (type) of death.

Classifications

LODD - Death occurs as a result of an on-duty incident or is job related.

NON LODD - Death occurs when an active employee is off-duty and not relating to any emergency activities.

Retiree - Death pertains to a retiree of the department.

Employee Spouse or Child- Full departmental support and attendance as available, Dependent on Employee or Family wishes.

Suggested Services for Funeral Types

Listed below are the different types of situations and suggested services which may be offered to the family. The Family Liaison Officer should coordinate the arrangements with the family. The most important item in any situation is that prior approval of any and all funeral services must be given by the family of the deceased. Under no circumstances should assumptions be made.

Suggested Options

OPTION	LODD	Non LODD	Retiree
American Flag Presentation	X	X	X
Badge Shrouds	X	X	Opt
Flyover	X	Opt	Opt
Alarm Service	X	Opt	Opt
Bugler/Bag Piper	X	Opt	
Color Guard	X	Opt	
Flower Unit	X	X	Opt
Eulogies	X	X	X
Honor Guards	X	Opt	
Vehicle Bunting	X	X	
Active Member Pallbearers	X	Opt	X
Station Bunting	X	X	
Walk Through	X	Opt	

Funeral/Memorial Service Guidelines

LODD – On Duty

All available department personnel to attend in full uniform, including off duty members.
All members will wear a black band over their badges from the time the death is announced until 24 hours after the finish of service. The department may choose to have the shroud remain on the badge for thirty day mourning period.
All department flags will fly at half-staff from the time of the death is announced until at least 24 hours after finish of service, and up to one week after death.
All Honor Guard members will be covered at all times during the performance of their duties.
Seating will be reserved as such that the family is nearest the casket followed by the Pallbearers, the department officers, descending in rank, followed by all other members of the home department. Following that will be all visiting uniformed agencies, from the longest distance traveled to the least traveled. Leon County Commissioners, Administrators, and other dignitaries (from local to most broad (i.e. Federal), will be seated either to the side of the home department, or directly behind the home department.
Upon conclusion of the service, all personnel starting with the Pallbearers, and going further from the casket, will file out, being the first to leave, to assemble outside in preparation of the passing of the casket.
The casket will precede the family filing through the assembled LCEMS EMT's and Paramedics to the Funeral Coach.
Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.
The Pallbearers will then place the casket in the funeral coach.

Non LODD – Off Duty

All available department personnel asked to attend in uniform, including off duty members.
All members will wear a black band over their badges from the time the death is announced until 24 hours after finish of service, and up to one week after death.
All department flags will fly at half-staff from the time of the death is announced until at least 24 hours after finish of service, and up to one week after death.
Seating will be reserved as such that the family is nearest the casket followed by the Pallbearers, any department officers who wish to attend, followed by all other members of the department. Following that will be any visiting uniformed agencies. Any dignitaries will be seated either to the side of all uniformed employees, or directly behind them.
Upon conclusion of the service, all personnel starting with the Pallbearers, and going further from the casket, will file out, being the first to leave, to assemble outside in preparation of the passing of the casket.
The casket will precede the family filing through the assembled LCEMS EMT's and Paramedics to the Funeral Coach.
Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.
The Pallbearers will then place the casket in the funeral coach.

Retiree Death

All available department personnel are encouraged to attend in full uniform, including off duty members.
All members may wear a black band over their badges from the time the death is announced until 24 hours after finish of service.
All Honor Guard members will be covered at all times during the performance of their duties.
Seating will be reserved as such that the family is nearest the casket followed by the Pallbearers, department officers, all other members of the home department, all visiting uniformed agencies, and any applicable dignitaries.
Upon conclusion of the service, all personnel, starting with the Pallbearers, and going further from the casket, will file out, being the first to leave, assembling outside in preparation of the passing of the casket.
The casket will precede the family filing through the assembled LCEMS EMT's And Paramedics to the Funeral Coach.
Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.
The Pallbearers will then place the casket in the funeral coach.

Employee Spouse or Child
While it may not be appropriate or welcomed by the Spouses family members for an agency to participate in a spouse's or child's funeral services, Employee attendance and

support for the loss of a fellow department members immediate family member is particularly worthwhile and appropriate. Agency members are encouraged to attend in uniform as a sign of respect and support for a fellow agency member. Should the spouse or family request a private service their wishes will be honored.

Guidelines for Processional to, and Assembly at Graveside

LODD – On Duty

Vehicular Procession

It is again the responsibility of the Procession Coordinator to ensure that the order for the vehicular processional is appropriate, as follows, and that Piper(s), Drummer(s), Bugler/Bag Piper and Color Guard are standing by at the cemetery.

- Lead Car provided by funeral home, containing appropriate Clergy/Department Chaplain
- Funeral Coach, with Pallbearers, riding inside, or immediately following family in one vehicle if funeral coach
- Car or Limousine with Immediate Family
- EMS Chief Car followed by officer cars and dignitary cars
- Additional Home Department Vehicles
- Visiting Department Apparatus from the longest distance traveled
- All other Home Department Personnel, if in personal vehicles
- All other Visiting Department Personnel, if in personal vehicles
- All other Miscellaneous Vehicles

Assembly at Graveside

- The Bugler/Bag Piper/Bag Piper will be approximately 20 feet past the gravesite.
- Walk of Honor – the members of the home department shall line up on both sides of the path, in an organized fashion from the Coach to the graveside, approximately 10 feet apart with all additional home, and visiting department agencies lining up behind the front row of LCEMS EMT's and Paramedics.
- Once the agencies are appropriately assembled, the Color Guard if used will line up at the beginning of the Walk of Honor followed by the Clergy/Chaplain.
- At this point the Pallbearers will remove the casket from the Coach and the Honor Guard will command "Attention". All uniformed agencies will then come to attention, awaiting the command "Present Arms" which will signal the Pallbearers to begin carrying the casket down the Walk of Honor, and all uniformed agencies will salute.
- The casket will be followed in order by the Immediate Family, the EMS Chief and Officers, and command staff in descending rank, and other dignitaries.
- Once the casket reaches the gravesite, any selected music may commence. The

command "Order Arms, Fall In" will be given, instructing the agencies to move from their places in the Walk of Honor, to, directly behind (or across from) the family, who are to be seated directly in front of the casket.

- The appropriate Clergy/Chaplain then should step forward with the graveside message, which may include the 23rd Psalm.
- At the close of the graveside message, the Clergy/Chaplain may then commence with "Let us now pray." At this time, all are expected to bow their heads in respect.
- Once the Clergy/Chaplain has finished his prayer, all personnel will recover, and the Honor Guard will remove the flag from the casket (if used), and fold it for presentation to the family.
- The flag will be passed from one member of the honor guard to the honor guard commander, with both members of the honor guard saluting as it passes.
- The presentation to the next of kin will be made by the Chief, who will present it as he explains,
  "This flag is presented on behalf of a grateful County, as a small token of our appreciation for the honorable and faithful service, and great sacrifice of your loved one.
- It is then appropriate for the dispatcher to announce this farewell message.
  "The members of Leon County Emergency Medical Service wish to thank (rank and name) for his/her __# years of services to the citizens of Leon County. Although you are gone, you will never be forgotten."
- At the conclusion, the Honor Guard Commander will command "Attention, Present Arms" and the Bugler/Bag Piper will begin to play 'Taps' or some other selected tune(s).
- At the conclusion of 'Taps' the command "Order Arms" will be rendered, and the Uniformed agencies will stand at attention until the family has begun to depart.
- Information about the reception or other family desires may be announced.
- At this point the Honor Guard Command will command, "Dismissed" concluding the services.

Non LODD Death

Procession

It is again the responsibility of the Procession Coordinator to ensure that the order for the vehicular processional is appropriate, and that the Bugler/Bag Piper is standing by at the graveside.

- Lead Car provided by funeral home, containing appropriate Clergy/Chaplain.
- Funeral Coach, with Pallbearers immediately following family in one vehicle
- Car or Limousine with Immediate Family
- EMS Chief Car
- Additional Home Department Vehicles
- All other Department Personnel
- All other Vehicles

Assembly at Graveside

- The Bugler/Bag Piper if used will be standing approximately 20' past the gravesite.
- At this point the Pallbearers will remove the casket from the Coach and begin carrying the casket to the graveside.
- The casket will be followed in order by the immediate family and present uniformed employees.
- Once the casket reaches the gravesite, any chosen music may begin. The appropriate Clergy/Chaplain then should step forward with the graveside message, which may include the 23rd Psalm, depending upon the wishes of the family.
- At close of the graveside message, the Clergy/Chaplain may then commence with "Let us now pray." At this time, all are expected to bow their heads in respect.
- Once the Clergy/Chaplain has finished his prayer, all personnel will recover
- It is then appropriate for the dispatchers to announce this farewell message. *"The members of the Leon County Emergency Medical Service wish to thank _____ (rank and name) for your service to the citizens of Leon County, although you are gone, you will never be forgotten."*
- At this point the services are concluded.
- Information about the reception or other family desires may be announced.

Retiree Death

Procession

It is the responsibility of the Procession Coordinator to ensure that the order for the vehicular processional is appropriate, and that the Bugler/Bag Piper is standing by at the cemetery, according to the family's wishes.

- Lead Car provided by funeral home, containing appropriate Clergy.
- Funeral Coach, with Pallbearers immediately following family.
- Car or Limousine with immediate family.
- EMS Chief Car
- Additional Department vehicles
- All other Department Personnel
- All other vehicles

Assembly at Graveside

- The Bugler/Bag Piper if used will be positioned 20' past the gravesite, according to the wishes of the family.
- At this point the Pallbearers will remove the casket from the Coach and begin carrying the casket to the graveside.

- The casket will be followed in order by the immediate family and present uniformed employees.
- The musician may begin playing as they approach from the distance.
- Once the casket reaches the graveside.
- The Clergy should then step forward with the graveside message, which may include the 23rd Psalm, depending upon the wishes of the family.
- At the close of the graveside message, the Clergy may then commence with "Let us now pray." At this time, all are expected to bow their heads in respect.
- Once the Clergy has finished his prayer, all personnel will recover.
- If it is appropriate, according to local custom, for the dispatch to read this farewell message over the radio. *"The members of Leon County Emergency Medical Service wish to thank (rank and name) for his/her ___# years of services to the citizens of Leon County, although you are gone, you will never be forgotten."*
- At this point the services are concluded.
- Information about the reception or other family desires may be announced at this time.

Viewing/Vigil Considerations

The family may desire to have a time for a viewing or vigil. The Department should coordinate its participation with the Family Liaison Officer. Often the family will request Honor Guards be posted at each end of the casket. It is generally proper protocol for the Honor Guards to wear their uniform hat inside the church or mortuary, including the time spent posted alongside the casket. Gloves should also be worn. It would be acceptable for immediate family members to be escorted by Department personnel to and from the viewing. It may be helpful to have members of the Critical Incident Stress Management (CISM) Team available for counseling.

Memorial Service Logistics

There are a number of issues regarding the memorial service that should be taken into consideration:

- Ensure the facility is large enough to handle the anticipated numbers. You may have to plan for an overflow.
- The Department may need to coordinate traffic control and parking with other agencies.
- Work with the family in establishing the program and obtaining speakers for the service.
- Assist with the printing and distribution of a written program.
- Coordinate seating arrangements for the family, VIP's, Department personnel, visiting departments, officials, and civilian friends.
- Arrange for an adequate PA system.
- Coordinate music requests from the family with musicians, etc.
- If services are held outside, arrangements may be required to a tent, chairs, restrooms, water, stage, power, etc.

- Rehearsals may be needed for key personnel particularly Pall bearers
- Coordinate Last Alarm ceremony with dispatch
- Provide Lat/Lon coordinates and coordinate timing and direction of over flights with air medical services

Recommended Presentation Order for Memorial Service

- Invocation
- Prayer
- Opening remarks/greetings
- Special music
- Special reading/clergy remarks
- Scripture Speakers
  - County Officials
  - State or Federal officials
  - Family representative(s)
  - Department representatives, friends
- Eulogy – Chief or designated by Deceased
- Special music
- Presentations
- Closing remarks/prayer
- Last Alarm Ceremony
- Dismissal instructions

Suggested Presentation of the Emblem

- The EMS Chief may present the deceased members badge to the family.

  (Name of nearest of kin) it is an honor that I have the privilege of presenting to you an emblem of the Department of which our late brother/sister was a member; his/her emblem symbolizes the esteem we held for him/her. May the memory therefore always bring happiness.

Suggested Last Alarm Ceremony

- Chaplain or Department member can read or recite:

  Throughout most of history, an EMT's or Paramedics life has been closely associated with the sounding of an Alarm. As they began their hours of duty, it was the Alarm that started it off. Through the day and night, each Emergency was sounded by an Alarm, which called them to place their lives in jeopardy for the good of their fellow citizens.

An now our Brother/Sister _____ has completed his/her task, his/her duties well done, and the Alarm Sounds in memory of, and in tribute to his/her life and service.

- Officer in charge call the department to Attention.
- Color Guard called to "Present Arms."

- *(Signal Alarm tone for 3 sec. Call "Leon (ID#)" 3 times, brief pause, then "No Response" "Silent now and forever more"*

- Color Guard called to "Order Arms."
- End of ceremony

Recommended Program for Internment

- Assembly
- "Attention, salute" (command given, ready two, when casket is placed over the grave).
- Opening prayer
- Scripture reading
- Committal reading, closing prayer
- Taps/ Bag Piper Music
- Flag folding (NOTE: Flag option for veterans.)
- Flag presentation by Chief
- Gun Salute and/or Last Alarm Ceremony
- Reception/family announcements
- Attention, dismissed.

Suggested Graveside Services

- Chaplain or Department member can read or recite:

Reverently we commit the body of our brother/sister to the grave (flames, if cremation) "Earth to Earth" – "Ashes to Ashes" and "Dust to Dust." Though our brother/sister has passed beyond our mortal view, through our faith in the Almighty we know that we can leave him/her in the hands of the Supreme Chief of the Universe who doeth all things well; who is glorious in His holiness: wondrous in His power; and, boundless in His goodness and love to His children.

Now, my brother/sister, with a firm faith in the almighty, we know we shall meet

you again in His house and until then – my brother/sister – farewell.

May the Almighty bless thee and keep thee; let His face shine upon thee and be gracious to thee; may the Almighty lift up the light of countenance upon thee and give thee peace. AMEN.

Reception Logistics

It is often the Department's responsibility to organize and provide food and refreshments at a reception at the conclusion of the burial service. This will probably take place at a location away from the cemetery. The Funeral Coordinator should assign an individual to coordinate the activity. The following should be taken into consideration:

- Location site – to ensure site is suitable in size, with adequate parking and adequate facilities.
- Maps to be passed out at the cemetery
- Number of anticipated attendees
- Anticipated starting/closing times
- Menu and refreshments (provided by Department or catered).
- Tableware and seating
- If outside, tents, restrooms, seating
- If speakers/program, PA and stage
- Relocation of flowers
- Department provided transportation for individuals.

Setting Up Memorials

Paying tribute to the fallen coworker is honorable and should be done. Setting up a memorial can also help with the healing process of the family and the Department. Permission should be obtained from family member before setting up the memorial.

There are several ways a memorial can be made – erecting a permanent memorial marker; establishing a trust or scholarship fund (check with the bank for the proper type and number of accounts); annual Department memorial service; and, national memorial service.

Survivors Benefits

The death of an EMT, Paramedic or coworker is often a difficult time for the entire department. Many details and arrangements need to be addressed in a short period of time. One major item which is often overlooked is the identification and completion of the various claim forms that are required to assure the deceased member's family receives the benefits available to them. The department should take the responsibility for

seeing that this is cared for. The benefits available can vary as a result of the circumstances surrounding the cause of death, whether the employee was fulltime, part time, or PRN, prior affiliations and places of employment and locally established benefit options. The Department should research and prepare a listing of the potential benefits available to its members.

Federal Benefits

Public Safety Officers' Benefit (PSOB) Program

The PSOB Program provides a one-time financial benefit to the eligible survivors of public safety officers whose deaths, or permanent and total disability, are the direct and proximate result of a traumatic injury sustained in the line of duty. The total benefit amount is adjusted annually, as of October 1, 2005, the benefit was set at $283,385.

Following the death of a Paramedic or EMT, the Department needs to identify a departmental liaison with the PSOB Program. The liaison then needs to:

- Call the PSOB at 1-888-744-6513 (If you need to notify PSOB on an evening or a weekend, leave a message. Be sure to include all of the required information.)
- Provide accurate, up to date information including,
  - EMS department name and address
  - Liaison's name
  - Phone number for the department and liaison
  - A fax number or mailing address so the PSOB can send the Death Benefits Questionnaire
  - Deceased employee's name
  - Date of the incident and death
  - A brief description of the incident

The department liaison must complete and return the Questionnaire to PSOB immediately. This information is vital. In describing the incident, as much detail as possible should be given; however, do not speculate if the cause of death is not known.

The PSOB will send an information package with a form (Report of Public Safety Officer's Death) that the department must complete and a form (Claim for Death Benefit) that the survivors must complete and sign. With the form the family submits, several original documents will need to be attached (e.g., birth certificate, marriage license, divorce decree, etc.). PSOB will not return items unless specifically requested to.

Upon verification of the claim, the PSOB will notify the next-of-kin of the status of the claim. The Department liaison should be available to provide assistance to the family.

Department of Veterans Affairs

The Department of Veterans Affairs may be able to provide family assistance for veterans in obtaining a burial site, marker and flag. Contact the VA at 1-800-827-1000.

Social Security Administration

Depending on the work history of the deceased employee, and their participation in the Social Security program, his/her family may be eligible for benefits provided by the Social Security Administration (SSA). Assistance can be obtained from regional SSA offices or at www.ssa.gov.

If eligible, survivor benefits may include:

- A one-time lump-sum payment of $255.00 is payable to the surviving spouse provided the deceased employee and the spouse were living together at the time of death, or the surviving spouse is entitled to survivor benefits. If there is no surviving spouse, the lump sum is paid to children who are eligible for benefits. Otherwise, the lump sum is not payable.
- Social Security will pay survivor benefits to a surviving spouse and dependent children. For the spouse to qualify, he/she must be at least age 60, or between the ages of 50 and 59 and disabled, or any age and caring for a child under the age of 16 or a disabled child. Children may qualify for benefits if they are under age 18 (or under age 19, if in high school) or disabled. Dependent parents and former spouses may also qualify for survivor benefits. The amount of the benefit depends on the deceased employee's Social Security earnings and the number of survivors eligible for benefits.

Family Issues
How to Help the Family…

From Time of Death through the Funeral

Only promise what you actually can do. Keep all of your promises

- Notify the Department of Justice of the Death. This will begin the process of reviewing eligibility for the Public Safety Officers' Benefits Program.
- Work with the family in planning the funeral. *Remember that the family's wishes should always come first*. If they want a private funeral, the department may consider holding a memorial service; however, the family should still be consulted.
- If there are children in the family, consider creating a special role for them. Offer to assist with lodging or transportation for out of town relatives and friends.
- Offer to have a member of the department stay with the family prior to the funeral. In smaller departments, consider rotating people as needed in

order to maintain a department presence with the family.

- ❖ Have someone available for tasks such as answering the phone, driving the family to the funeral home to make arrangements, or running errands.
- ❖ Help coordinate household duties such as food preparation, cleaning, and childcare. Do necessary maintenance such as mowing the grass.
- ❖ If donations are collected for the family, set up bank accounts in the families name to deposit these funds.
- ❖ Coordinate with local law enforcement officials to make routine checks of residence and neighborhood.
- ❖ Assign a department member to help the family set guidelines for dealing with the media.

Family Issues
How to Help the Family…

Ongoing Support

Only promise what you actually can do. Keep all of your promises.

- ❖ Instead of saying "Call if you need anything" offer to help with specific tasks and then follow through. For instance, say "I would like to come over on Thursday to fix the fence.
- ❖ Continue to talk with the family about your memories of the EMT or Paramedic. Most families want to hear about their loved one, even if it is emotionally difficult.
- ❖ Remember that parents of a fallen Employee need support and contact just like spouses and children do.
- ❖ Help with what the Deceased used to do – yard work, fixing things around the house, attending children's sports and school events, etc.
- ❖ Take all steps necessary to secure benefits for the family. The process is often lengthy, so keep the family involved.
- ❖ Continue to invite the family to department events, but don't be disappointed if they don't always attend.
- ❖ Remember that some events, such as holidays and the anniversary of the date of death, may be especially difficult for the family. Even families who seem to be doing well may need extra support and contact during these times.
- ❖ Contact the family before releasing any information on investigations, incident reports, etc.
- ❖ Consider creating some kind of tribute to the fallen EMT or Paramedic. This could be a local memorial, a video tribute, a scrapbook, or a scholarship in the employee's name. Prepare a tribute that is fitting for your service and special to the family.

Resources

Public Safety Officers' Educational Assistance Program, Department of Justice – Provides support for higher education expenses through an established monthly allowance for eligible survivors. It may be used to defray expenses such as tuition and fees, room and board, books, supplies, and other education-related costs. For classes taken after October 1, 2005, the program offers up to $827 per month for full-time students and lesser amounts for part-time students. This educational assistance program is limited to survivors who qualified for Public Safety Officers' Benefits. Spouses are eligible for benefits at any time. Children are only eligible for expenses that occur prior to their 27th birthday. All awards are reduced by the amount of other governmental assistance that a student is eligible to receive.

Public Safety Officers' Benefits Program Fact Sheet
(Available online at: www.ncjrs.org/pdffiles1/bja/fs000271.pdf)

Public Safety Officers' Benefits Program, Checklist for Public Safety Agencies Filing a PSOB Death Claim
(Available at: http://www.ojp.usdoj.gov/BJA/grant/psob/PSOBChecklist.pdf)

Public Safety Officers' Educational Assistance Program
(Available online at: www.ncjrs.org/pdffiles1/bja/fs000270.pdf)
Contact: Public Safety Officers' Benefits Program
Bureau of Justice Assistance
810 Seventh Street NW
Washington, DC 20531
1-888-744-6513 / Fax: 202-616-0314
www.ojp.usdoj.gov/BJA

Funeral Guides

For Those Who Gave So Much: Planning, Preparation, and Officiation of Funerals and Memorial Services for Public Safety Officers. Dwaine Booth, 1993
Contact: Booth/Taylor Publishing
2579 Surrey Drive
Clearwater, FL 34615
(727) 789-3816

IAFC Line of Duty Deaths; Notification, Family Support, Department Support, Benefits, Protocols, Investigation, Appendix
Available at: (http://www.iafc.org/associations/4685/files/01Notification.PDF), (http://www.iafc.org/associations/4685/files/02famSupport.PDF),

(http://www.iafc.org/associations/4685/files/03deptSupport.PDF),
(http://www.iafc.org/associations/4685/files/04Benefits.PDF),
(http://www.iafc.org/associations/4685/files/05Protocols.PDF),
(http://www.iafc.org/associations/4685/files/06Investigations.PDF),
(http://www.iafc.org/associations/4685/files/07Appendix.PDF),
Contact: International Association of Fire Chiefs
4025 Fair Ridge Drive, Suite 300
Fairfax, VA 22033-2868
(703) 273-0911 / Fax: (703) 273-9363
www.iafc.org

IAFF Recommended Protocol for Line-of-Duty Deaths.
(NOTE: The IAFF will provide this protocol at the request of the IAFF District Vice President or local IAFF affiliates.)
Contact: International Association of Fire Fighters
1750 New York Avenue, NW
Washington, DC 20006-5395
(202) 737-8484 / Fax: (202) 737-8418
www.iaff.org

Illinois Fire Chiefs Association, Funeral Service Guidelines, Funeral Committee
(http://www.illinoisfirechiefs.org/data/service/FuneralServiceGuidelines_59.doc)

Sample SOG for Funeral Guidelines
(http://www.illinoisfirechiefs.org/data/service/SOG103.09 (LineofDutyDeath) _60.doc)
Contact: Illinois Fire Chiefs Association
P.O. Box 7
Skokie, IL 60076-00071-800-662-0732
www.illinoisfirechiefs.org

Investigations

Guide for Investigation of a Line of Duty Death.
International Association of Fire Chiefs
(Available at: http://www.iafc.org/associations/4685/files/06Investigations.PDF)
Contact: International Association of Fire Chiefs
4025 Fair Ridge Drive, Suite 300
Fairfax, VA 22033-2868
(703) 273-0911 / Fax: (703) 273-9363
www.iafc.org

PSOB Fact Sheet

On September 29, 1976, the President signed Public Law 94-430 establishing a death benefit to eligible survivors of firefighters and police officers from local, state and federal organizations. The legislation became known as the Public Safety Officers Benefit Act (PSOB). The Act has been amended several times since 1976. The most profound amendments came in November 1988, November 1990, October 2001, and December 2003.

The PSOB Act, amended in 1988, increased the death benefit to $100,000. It had an escalator clause tied to the Consumer Price Index, which increases every October 1. Death benefits to public safety officers on and after January 1, 2001, became $250,000. Based on the Consumer Price Index as of October, 2005, the benefit has increased to $283,385.

Among the 1988 amended changes made were beneficiary requirements. The Act added benefits for the survivors of single firefighters or police officers, including parents, without regard to dependency. Spouses became eligible automatically, as did stepchildren, adopted children and children born to unmarried parents. Parents also were included if they were the only survivors - whether or not they were dependent on the child - as long as a parent/child relationship existed.

Children over 18 are eligible when they are less than 23 and a full-time student. When there is a surviving child or children, and a surviving spouse, one-half of the benefit will be provided to the child or children of the officer in equal shares. One-half goes to the surviving spouse.

Because the PSOB benefit is not paid into the deceased officer's estate, benefits are not paid when an officer dies without an eligible survivor.

To be covered, a firefighter or rescue squad person must be an officially designated member of a fire or rescue squad (department). Under the law, an "officially designated" person is one who is carried on the department's membership roll as an active member. If not on the listed roll, beneficiaries must prove that the individual was conscripted legally at the scene of an emergency to engage in emergency operations.

To be covered, a firefighter's death must be the result of a traumatic injury suffered in the line of duty. A traumatic injury is a blow to the body by an outside force. An accident in which the victim suffers crushing injuries in a building collapse is eligible, as well as accidents involving apparatus or falls. Burns, smoke inhalation and such climactic injuries as heatstroke or frostbite are considered traumatic injuries.

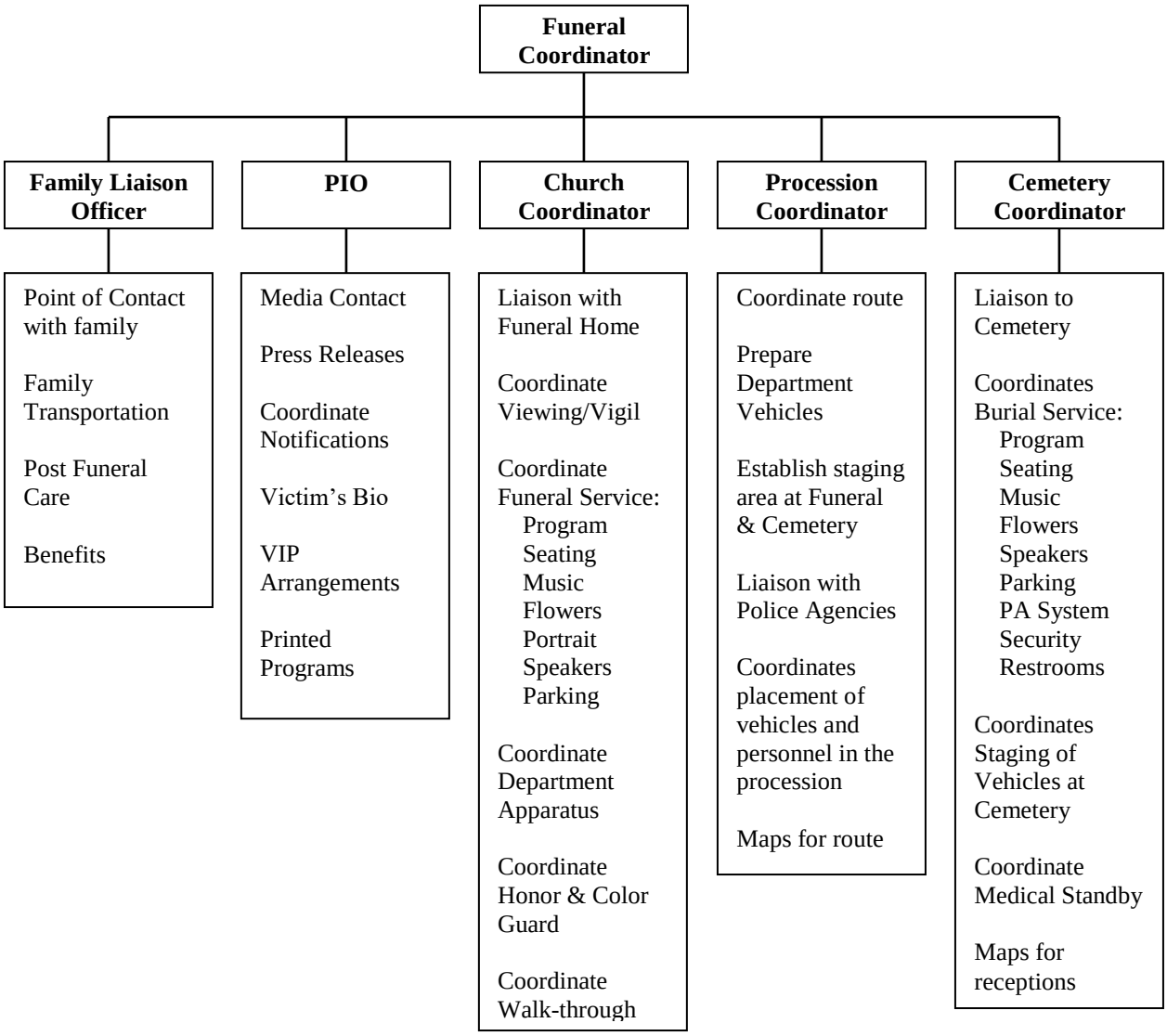
Death from stress, heart attacks, strokes and diseases, including occupational diseases, are not covered by the law unless a traumatic injury was a substantial factor in the death. To be a substantial factor, a traumatic injury must have been capable in itself of having caused the death. Smoke inhalation is considered a substantial factor in a heart or stroke related death when the firefighter's blood/carbon monoxide level is 10% or greater for nonsmokers, 15% or greater for smokers.

Excluded from the coverage are deaths from suicide, intentional misconduct, gross negligence and voluntary intoxication. Intoxication is described as evidence by a

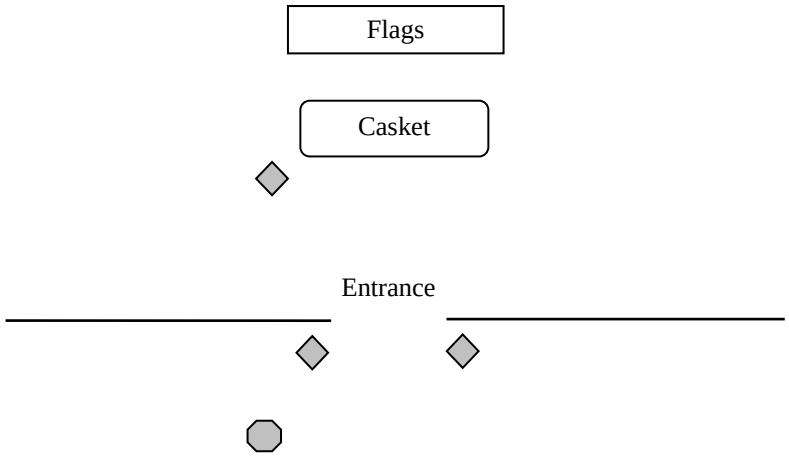
postmortem blood alcohol level of .20 per centum or greater. A postmortem blood alcohol level of a least .10 per centum, but less than .20, will exclude coverage unless the Bureau receives convincing evidence that the public safety officer was not acting in an intoxicated manner immediately prior to his/her death. Exclusion will also be made if the blood tests show evidence of the introduction of drugs or other substances into the blood.
President Bush, on December 1, 1990, signed into law the "Crime Control Act of 1990." This legislation includes a major revision to the PSOB. The revision at that time made available $100,000 to any public safety officer who becomes permanently and totally disabled as the direct result of a catastrophic personal injury sustained in the line of duty. An amendment to the Crime Control Act of 1992 changed the funding so the death and disability benefits are the same. Thus the disability benefit is $250,000 until October, 2002. The catastrophic injury is defined as "consequences of an injury that permanently prevents an individual from performing any gainful work." As with the death benefit, the amount of the award will be adjusted annually.
Limitations to the new PSOB are that beneficiaries are not eligible to collect both the disability and death benefits.
An example of this limitation would be if a firefighter became permanently injured, collected the disability award and later died from the injuries, his beneficiaries would not be eligible for the death benefit.
Congress and the President amended the Act in 1998, which the Bureau of Justice Assistance implemented
September 14, 1999, to include a revision to provide educational assistance to spouses and children of all Public Safety Officers killed in the line of duty or permanently and totally disabled by catastrophic injuries sustained in the line of duty. The dependents will be eligible on a retroactive basis if the Safety Officers death or disability occurred on or after October 1, 1997.
On October 25, 2001, the United States Congress voted to significantly increase the benefit to $250,000. The provision, included as part of the anti-terrorism bill (H.R. – 3162), is retroactive to January 2001.
On December 15th, 2003, President Bush signed into law the Hometown Heroes Survivor Benefits Act (S. 459 /

NOTES

NOTES


Funeral Coordinator
Family Liaison Officer
Point of Contact with family
Family Transportation
Post Funeral Care
Benefits
PIO
Media Contact
Press Releases
Coordinate Notifications
Victim's Bio
VIP Arrangements
Printed Programs
Church Coordinator
Liaison with Funeral Home
Coordinate Viewing/Vigil
Coordinate Funeral Service:
Program
Seating
Music
Flowers
Portrait
Speakers
Parking
Coordinate Department Apparatus
Coordinate Honor & Color Guard
Coordinate Walk-through
Procession Coordinator
Coordinate route
Prepare Department Vehicles
Establish staging area at Funeral & Cemetery
Liaison with Police Agencies
Coordinates placement of vehicles and personnel in the procession
Maps for route
Cemetery Coordinator
Liaison to Cemetery
Coordinates Burial Service:
Program
Seating
Music
Flowers
Speakers
Parking
PA System
Security
Restrooms
Coordinates Staging of Vehicles at Cemetery
Coordinate Medical Standby
Maps for receptions

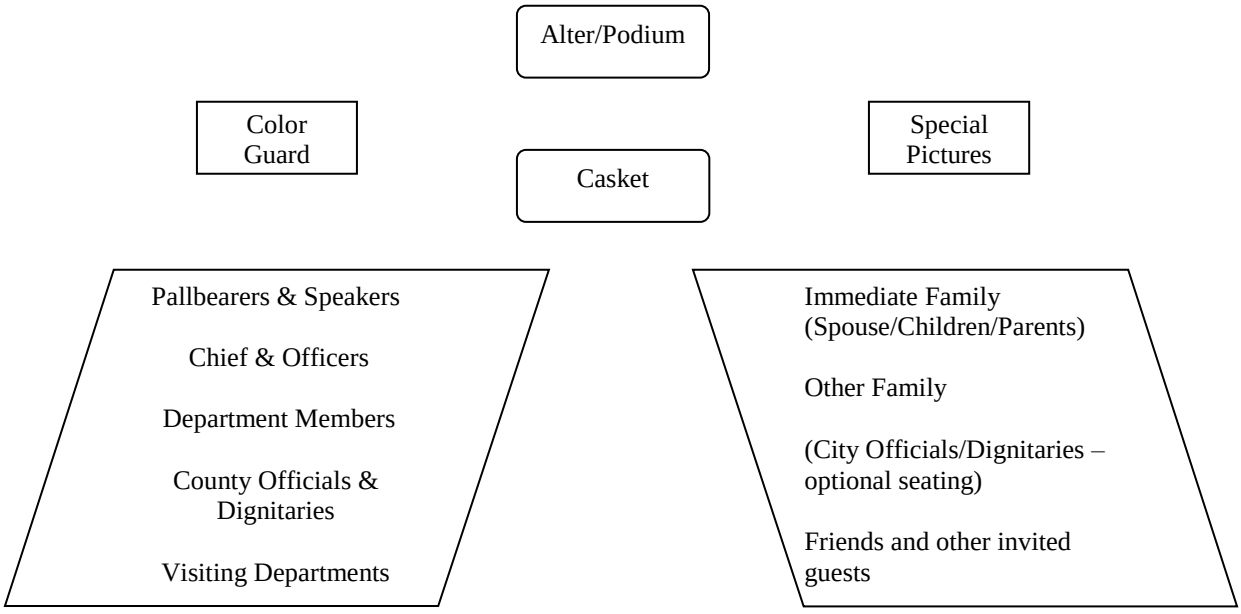
Visitation



Honor Guard Member – One member to stand at attention by the foot of the casket during the entire time of visitation and one on each side of the entrance. Rotate Individuals every 30-60 minutes.

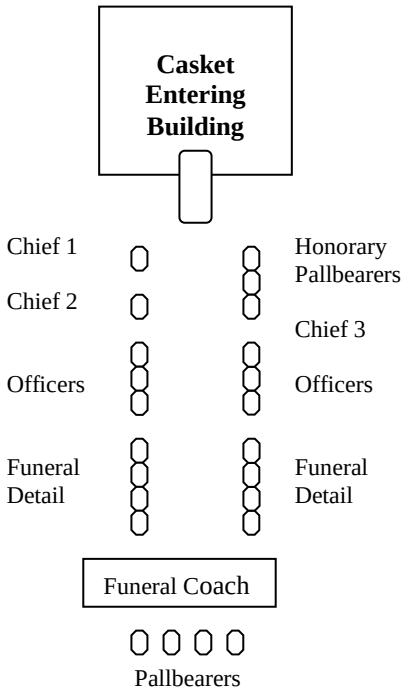
Chief or other Department Officer

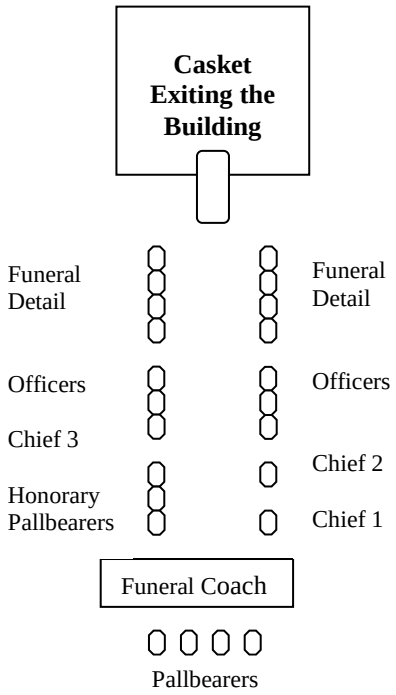
Inside The Church



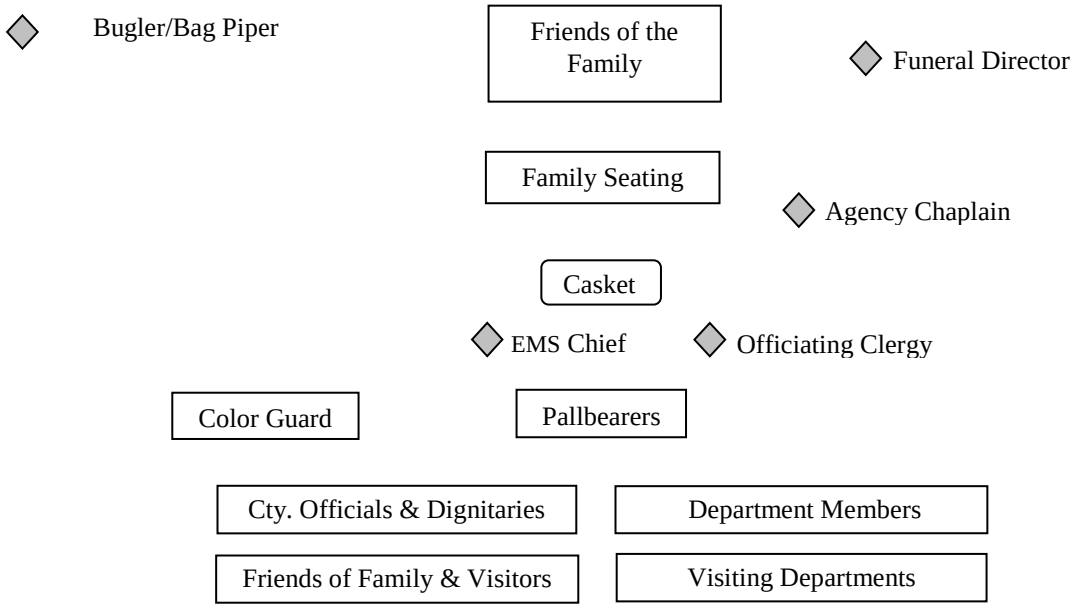
Outside the Church

(The funeral formation is formed before the casket is moved and the casket is then carried through the formation followed by the family and friends)





Cemetery Service



LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Locker Policy
Effective:	June 2009
Reviewed:	December 2012, December 2015, December 2018
Revisions:	2
Pages:	1

I. PURPOSE:

To provide guidance on lockers provided by Leon County for use by employees.

II. GUIDELINE:

Lockers are provided by the County for the convenience of all employees to secure their personal property and County owned property issued to the employee. No other County owned property shall be stored in the lockers. Lockers are considered and remain the property of Leon County.

Employees are responsible for security of the locker at all times and for providing their own lock for use. Leon County assumes no responsibility for loss or damage to the personal property of an employee. If the employee is unable to open the locker due to lock damage, malfunction or loss of key; the employee is responsible for the costs associated with removal of the lock and any damage to the locker as a result.

Employees are responsible for the cleanliness of the locker at all times. The lockers shall not be defaced and no writing, pictures or other materials may be displayed or placed on the outside of the locker.

Lockers shall not be used for the storage of any obscene, hazardous or other prohibited materials considered inappropriate for work purposes.

After termination of employment the employee's assigned locker will be cleaned out in the presence of a supervisor. If the employee is not present or has not cleaned out the locker on the last day of employment, the lock shall be removed by whatever means necessary, including destruction, by the County so that the contents of the locker can be returned to the employee and the locker can be cleaned and readied for use by other employees.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Medical Control Authorization & Protocol Revision
Effective:	June 1, 2005
CAAS:	201.02.01
Reviewed:	January 2009, December 2012, December 2015, December 2018
Revision:	4
Pages:	1

I. PURPOSE:

To provide guidelines for medical control authorization and protocols.

II. GUIDELINE:

- EMTs & Paramedics are certified by the State of Florida and must work under the medical license of the service Medical Director. Florida Statute 401 §401.265 (1) states "*…The medical director must supervise and assume direct responsibility for the medical performance of the emergency medical technicians and paramedics operating for that emergency medical services system...*"

- The Leon County EMS Medical Director has full authority to either allow or not allow an EMT or Paramedic to function under his / her medical license. If the LCEMS Medical Director does not allow an EMT or Paramedic to function under his / her license that EMT or Paramedic will not be permitted to work for LCEMS.

- The Leon County EMS Medical Director will authorize medical protocols for use by Leon County EMS EMTs and Paramedics.

- The Leon County EMS Medical director, working with the Deputy Chief of Clinical Affairs, and other Leon County EMS employees, will review and revise the medical protocols as needed, at least every three years.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Minimum Equipment Carried Into a Scene
Effective:	October 2007
Reviewed:	January 2010, December 2012, December 2015, December 2018, December 2024
Revision:	4
Pages:	2

I. PURPOSE:

The purpose of this Standard Operating Guideline is to ensure that all appropriate equipment required to provide essential patient care is carried into every scene. Emphasis is placed on airway and breathing.

II. GUIDELINE:

It is the guideline of LCEMS that every patient will receive a high level of consistent care. The "Standard of Care" for LCEMS and supported by the Medical Director is to be appropriately equipped upon arrival at every call. This standard applies to all EMTs and Paramedics, while on duty and responding to calls within our area of responsibility. Any standbys are to be treated as a call.(e.g. if at a fire stand by, have oxygen and jump bag with you). When in doubt, err on the side of caution and have items necessary to provide a level of care indicative of the symptoms conveyed by the dispatcher (e.g. have the cardiac monitor if going to chest pain/cardiac patients; have suction if going to possible airway problems). Delay in treatment of a patient due to lack of available equipment only serves to compromise the appropriate level of care and contribute to an unsatisfactory outcome.

III. PROCEDURE:

1. On all calls you will carry, at an absolute minimum, the Stat Pack. Equipment in the Stat Pack should include:
   - Airway Supplies should include; oral airways, nasal airways, BVM, oxygen cannulas, oxygen masks, endotracheal intubation supplies, EGD (I Gel), 10cc syringe.
   - A portable Suction
   - Glucometer
   - IV supplies (Needles, tubing, tourniquet, tape/dressings and fluids)
   - Minimum drugs: All medications inside the designated drug pouch
2. You must also take in oxygen tank and portable radios.
3. Any additional supplies/equipment can be retrieved or applied once inside the unit pending patient evaluation.

NOTE: As dedicated Healthcare Para-professionals, we are confident you will fully assess and evaluate the call information received and appropriately respond to the scene with those items necessary to properly treat the patient. It's better to be over prepared, than find yourself without essential items that may make a difference in the outcome.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Open Shifts
Effective:	June 1, 2005
Reviewed:	March 2006, December 2012, December 2015, June 2017, June 2018, October 2020, April 2023
Revision:	6
Pages:	5

I.GUIDELINE:

LCEMS shall fill open shifts primarily using TeleStaff™ computerized scheduling software. The use of TeleStaff™ reduces overtime, improves safety, and adds structure to the scheduling process. Only after all possibilities have been exhausted, will shifts be filled with overtime coverage outside TeleStaff™.

II. PROCEDURE:

The on-duty supervisors are responsible for monitoring the daily rosters on TeleStaff™ to ensure that all shifts are covered. If a member requests the use of leave time within 30 days of the shift, the shift opening shall be created in TeleStaff™ in order to allow the system to cover the opening.

The following guidelines shall be followed:

- All shifts that need to be covered will be placed into TeleStaff™ without delay. Holding shifts for coverage will result in disciplinary action.
- All shifts that are scheduled to begin more than 24 hours from the time the vacancy was created will be covered with TeleStaff™. Open shifts will not be filled outside of Telestaff before 24 hours out with the exceptions listed below.
- Members are prohibited from notifying any other members of a pending shift in an effort to obtain overtime for anyone.
- Exceptions to the rules above can be approved by a Captain or senior officer for special events, educational events, out of town transports, critical care transports, or other issues that require members with specific knowledge, skills and abilities necessary to complete the assignment
- Members will not work more than 24 hours within a 32-hour time period without approval from the Chief or a Deputy Chief, no exceptions. It is preferred that members not work more than 14 consecutive hours with the exception of the Fixed Station Units (planned 24-hour shift units) and based on the operational needs of LCEMS as determined by the on-duty supervisor.
- Shift swaps must occur within the same pay week and cannot create any overtime. If a requested swap creates overtime, it will not be approved as a swap but may be entered into TeleStaff™ as an open shift and the member taking time off must utilize leave time.
  In accordance with Leon County policy, full time employees may be mandated to work overtime. Failure to work constitutes an absence without authorization and may result in

appropriate disciplinary action. To assist members in long-term planning of their schedule and to provide flexibility and control to members in the assignment of mandatory overtime shifts, the Division will follow the procedures outlined in the mandatory Overtime Procedure contained within this SOG.

Mandatory Overtime Procedure

To allow members as much flexibility and control as possible in when they may be assigned a mandatory overtime shift, the following procedure is established. The intent of this procedure is to allow members to have certainty of when they may be required to work a mandatory overtime shift and so they can plan accordingly. Circumstances may dictate that the County require a member to work overtime on dates and times for which the member did not sign-up for through this procedure. Due to the nature of the services provided by the EMS Division all members are subject to being required to work at the discretion of the County.

Sign-up Shift Configuration and Scope:

Within the Telestaff system, on each daily roster, there are two sign-up spots for AM (6a to 6p) mandatory overtime and two sign-up spots for PM (6p to 6a) mandatory overtime. The #1 spot for each period is first up to be assigned an overtime shift and the #2 spot for each period is second up to be assigned an overtime shift. During the date and timeframe that members signed up they are expected to be constantly available in order to respond immediately to the need for their service and must report for duty if notified by the County. The County will typically utilize all other methods to cover the open shift prior to mandating a member to work overtime unless circumstances dictate otherwise.

Members that sign up for AM spots are to be available to report for duty for shifts scheduled to begin at 6 am and for day shifts scheduled to report to duty prior to 3pm and for a shift in its' entirety until 9pm. Members who sign up for PM spots are expected to be available to report for duty for shifts scheduled to begin at 3 pm and are responsible for night shifts scheduled to report to duty at 3pm and later and shifts in their entirety until 8am. Mid shifts (i.e. Med 15 and Med 19 may be split between the AM and PM mandatory call team members. Members in the mandatory overtime sign-up slot may be used to cover open shifts, partial shifts, and to provide coverage as deemed necessary by the County.

Mandatory Sign-up Requirements:

Full-time hourly members are divided into two groups:

Group 1: Members assigned to twelve hour rotating schedule shifts (Alpha and Bravo). *Group 1* members are required to sign up for **three** #1 Mandatory sign-up periods AND **three** #2 Mandatory sign-up periods per four-month block, for a **total of six** required sign-up periods per four-month block.

Group 2: Members assigned to fixed station units on a rotating 24/48 schedule (Medic12, 13, &

14), those assigned to five day a week units (MED11), and those Paramedic II's and Charge Paramedics required to take specialty call shifts (Critical Care & Tactical Medics). *Group 2* members are required to sign up for **two** #1 Mandatory sign-up periods AND **one** #2 Mandatory sign-up period per four-month block, for a **total of three** required sign-up shifts per four-month block.

Part-time members: In addition to their assignment, part-time members are required to sign up for 2 mandatory days per mandatory sign-up period. For the four-month sign up block, part time employees will sign up for one #1 mandatory sign-up period and one #2 mandatory sign-up period.

For all groups, the Deputy Chief of Operations or the EMS Chief may adjust the number of shifts each group will sign up for at the beginning of each period based on changing dynamics of the service. The number of sign ups required per group should not increase but may decrease.

Procedure:
Members are required to sign up for their preferred mandatory overtime assignments during April, August and December, the month prior to each four-month block. Members are required to input their sign-up periods into TeleStaff™ using the appropriate sign-up code on their calendars.

For purposes of signing up, members are divided into three tiers, each with a corresponding sign-up window which opens as follows:

Tier 1: Beginning the 15th, all Charge Paramedics and all Paramedic II's will be able to input their required sign-up periods into TeleStaff™ through the 29th of the month.

Tier 2: Beginning the 18th, all Paramedic I's will be able to input their required sign-up periods into TeleStaff™ through the 29th of the month.

Tier 3: Beginning the 21st, all Paramedics, EMT II's and EMT I's will be able to input their required sign-up periods into TeleStaff™ through the 29th of the month.

Upon inputting all required sign-up periods into TeleStaff™, **members are required to e-mail** their direct supervisor (this means a Lieutenant for most members and a Captain for Charge Paramedics) notifying them of the periods they signed up for by 5pm on the 29th of the designated months.

Keep in mind that while there are spots on the daily rosters for each sign-up position, the TeleStaff™ server only auto-fills those positions once a day (2am). This means that you will not necessarily see your name in the position on the roster until the system catches up. However, TeleStaff™ will only allow one member per position regardless of whether or not a name occupies the position on the roster.

Members are not permitted to sign up for a mandatory overtime slot that is 12 hours preceding or 12 hours ensuing to their regularly scheduled shifts.

Members are not permitted to sign up for a mandatory overtime slot on a day which they are regularly scheduled to work or on a day that they have scheduled leave time on the roster.

Members are not permitted to sign-up for training courses/classes/skill sessions or additional shifts if also signed up in a corresponding mandatory overtime slot.

Members are required to complete the sign-up process by 1700 hrs (5 PM) on the 29th day of the month (April, August, December) that the signup window is open for.
If members fail to sign-up for mandatory overtime, they will be assigned open mandatory overtime slots by their supervisor and notified of the date and times they should be prepared to work mandatory overtime.

Payroll Considerations:

Members must indicate their on-call status on their electronic time sheets for the days that they are signed up for mandatory overtime. Members must record hours WORKED on their electronic time sheets each pay period. Members are NOT eligible for Special Services Call Pay for signing up for their preferred overtime assignments.

Rules and Enforcement:

As per Leon County HR Policy 5.11.1: *Failure to perform overtime, except in cases of personal emergency, or other appropriate reasons, is deemed to be insubordination*. Therefore, failure of any full-time hourly member to comply with any aspect of this procedure may result in progressive discipline. This includes, but is not limited to:

- Failure to sign-up as required
- Failure to report to work when signed-up and required
- Attempting to circumvent the above listed sign-up windows
- Failure to e-mail your direct supervisor with your signed-up days as required
- Failure to maintain an acceptable mode of communication when signed-up, resulting in the inability of the on-duty supervisor or controller to reach you when signed-up

The on-duty supervisor is responsible for completing the Mandatory OT use checklist and shall log the usage in the shift report.

Supervisor Checklist for Mandatory Overtime

Date: _____ Shift: _____

1. _____ Shift has been paged out via Telestaff multiple times.

2. _____ Shift has been put out to Everbridge multiple times (at appropriate times).

3. _____ Individual member's Telestaff calendar has been checked for sign up.

4. _____ Supervisor has called those members that regularly work overtime or those who will usually work if called.

5. _____ Check schedule for those members who are on a regularly scheduled office shift (pull them for truck shift).

6. _____ Go to mandatory overtime list via Telestaff.

Notes:_____
_____
_____
_____
_____
_____
_____
_____

Team Member called in for mandatory: _____

Supervisor Name: _____ Signature: _____

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Pay Plan
Effective:	October 1, 2004
Reviewed:	September 2006, December 2012, December 2015, December 2018, July 2021, December 2021
Revision:	6
Pages:	3

I. PURPOSE:
The purpose of this SOG is to provide guidelines for shift differential pay for EMS members.

II. GUIDELINE:
Shift differentials are designed as an incentive for EMS members (full-time, part time and PRN). The shift differentials are paid in addition to the base rate of pay for all hours worked in a qualifying position, role, or shift. Stipends are paid as units for working in a qualifying position, role, or shift.

System Status Management Shift Differential
The system status management shift differential is available to full-time members who are regularly assigned to the 24/48-hour shifts rotation. The system status management shift differential is paid for the hours worked while designated in the system status plan. To be considered in the system status plan, the 24/48 hour unit must either be posted at a location other than the regularly assigned post location or respond to a call from a post other than the regularly assigned post location. Members are responsible for recording the hours worked in the system status plan on their time sheet. Full-time members assigned to non-24/48 hour units, part-time, and PRN employees are ineligible for the system status management shift differential and should not record it on their time sheet, as it is included in their base pay rate.

High Plus Differential
The high plus differential is paid per hour worked during designated hours. Members are ineligible for the high plus differential while working as part of a 24-hour shift; however, members regularly assigned to a 24/48 hour shift are eligible for the high plus differential for qualifying hours worked as a part of a non-24-hour shift. Shifts that begin in the evening and lasts until the next morning or any hours worked after 8PM (2000hrs) , as determined by EMS administration, are eligible for the high plus differential.

Table 1 - High Plus Eligible Shifts

Shift Times	Total Shift Hours	Hours Eligible for High Plus
1800 – 0600 1830 – 0630 1900 – 0700 2000 - 0800	12	12

0900 – 2100	12	1
1000 – 2200	12	2
1100 – 2300	12	3
1500 – 0300	12	7

Weekend Differential
The weekend shift differential is paid per hour worked during designated hours worked after 8PM (2000hrs) Friday; all hours worked on Saturday; all hours worked Sunday; and hours worked on Monday as a part of an overnight shift that begins Sunday and concludes Monday morning.

Field Training Officer Substitute
The Field Training Officer (FTO) Substitute is paid per hour worked as a designated substitute FTO to Paramedic I members and Paramedic II, Level 1 members that qualify at that level as a tactical medic or critical care paramedic that serve as a substitute FTO with the prior approval of the Field Operations Supervisor assigned to Training. Paramedic II, Level 1 members that are in a designated FTO position are ineligible for the FTO substitute pay.

Critical Care Paramedic Substitute
The Critical Care Paramedic Substitute is paid per hour worked as a designated Critical Care Paramedic Substitute to Paramedic I members that serve as a substitute Critical Care Paramedic with the prior approval of the Deputy Chief of Operations.

Charge Paramedic Substitute
The Charge Paramedic Substitute is paid per hour worked as a designated Charge Paramedic substitute to Paramedic I or Paramedic II members that serve as a substitute Charge Paramedic with the prior approval of the Deputy Chief of Operations. Members assigned to a substitute role as a system controller in dispatch will be certified EMD and 911 telecommunicator.

Dispatch Communication Officer Substitute
The Dispatch Communication Officer Substitute is paid per hour worked as a designed Dispatch Communication Officer to EMT I, EMT II, Paramedic, Paramedic I and Paramedic II members that are certified EMD and 911 telecommunicator for hours worked while assigned to a shift in dispatch.

Special Day Stipend
The County Administrator may authorize the payment of a Special Day Stipend for days designated by the EMS Chief as Special Days that are unrelated to County holidays. EMTI, EMTII, Paramedic, Paramedic I, Paramedic II, Charge Paramedic, C1 and C2 members are eligible for the stipend for working qualifying Special Days. The stipend is paid as a unit and recorded in that manner on the timesheet. Additional information can be found in Section 5.13, Shift Incentive Stipends for Emergency Medical Technicians and Paramedics of the Personnel Policies and Procedures manual.

Extra Shift Stipend
The County Administrator may authorize Extra Shift Stipend payments during critical staffing periods and at times deemed appropriate, subject to funding availability within the EMS Division personnel budget. The stipend is paid as a unit and recorded in that manner on the timesheet. EMTI, EMTII, Paramedic, Paramedic I, Paramedic II, Charge Paramedic, C1 and C2 members are eligible for the stipend for working qualifying shifts during periods of critical staffing as designated by the County Administrator. Additional information can be found in Section 5.13, Shift Incentive Stipends for Emergency Medical Technicians and Paramedics of the Personnel Policies and Procedures manual.

Sr. Manager Stipend
EMS Senior Managers in paygrades C1 (Captain, Field Operations Supervisor) and C2 (Major) are eligible for a stipend for working in a role outside of their typical job assignment and responsibilities as a Paramedic with an additional stipend when that work occurs during nights and weekends. Additional information can be found in the Human Resources Supervisor Shift Differential Pay Procedure – Effective August 23, 2021.

Timesheets
a. It is the responsibility of each member to accurately record the number of hours worked with in each shift differential and special pay on their timesheets.
b. Time sheets must be completed in accordance with SOG 140.00 and County Policy.

Table 2 - Differential Eligibility Matrix

Pay Grade / Position	System Status	High Plus	EMS Weekend Rate	FTO Substitute	Critical Care Sub	Charge Para Sub	Dispatch Substitute	Special Day	Extra Shift Staffing	Sr. MGR
E1S / EMT I (12/14/9-hour shift)	No	Yes	Yes	No	No	No	Yes	Yes	Yes	No
E2S / EMT II (12/14/9-hour shift)	No	Yes	Yes	No	No	No	Yes	Yes	Yes	No
PS / Paramedic (12/14/9-hour shift)	No	Yes	Yes	No	No	No	Yes	Yes	Yes	No
P1S / Paramedic I (12/14/9-hour shift)	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
P2S / Paramedic II (12/14/9-hour shift)	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No
P22S / Paramedic II L2 (12/14/9-hour shift)	No	Yes	Yes	No	No	Yes	Yes	Yes	Yes	No
CPS / Charge Paramedic (12-hour shift)	No	Yes	Yes	No	No	No	No	Yes	Yes	No
E1 / EMT I (24/48-hour shift)	Yes	No	Yes	No	No	No	Yes	Yes	Yes	No
E2 / EMT II (24/48-hour shift)	Yes	No	Yes	No	No	No	Yes	Yes	Yes	No
P / Paramedic (24/48-hour shift)	Yes	No	Yes	No	No	No	Yes	Yes	Yes	No
P1 / Paramedic I (24/48-hour shift)	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
P2 / Paramedic II (24/48-hour shift)	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	No
P22 / Paramedic II L2 (24/48-hour shift)	Yes	No	Yes	No	No	Yes	Yes	Yes	Yes	No
C1 Captain / Field Operations Supervisor	No	No	No	No	No	No	No	Yes	Yes	Yes
C2 Major	No	No	No	No	No	No	No	Yes	Yes	Yes

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Patient Care Reports
Effective:	May 2, 2005
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	2

I. PURPOSE:

To maintain an accurate record of medical care given by LCEMS personnel in compliance with standard medical records practices.

II. GUIDELINE:

EMS patient care reports are to be completed on all patients whom LCEMS assesses, treats and / or transports. The patient care record in all instances will accurately describe the services provided to the patient, any and all pertinent scene information, an accurate and complete patient assessment and accurate and complete treatments. All sections of the ambulance run report must be completed in as much detail as possible. Intentional falsification of patient care records is a serious violation of LCEMS policy and will result in disciplinary action up to, and including, termination.

III. PROCEDURE:

1. Patient care reports or ambulance run reports are to be completed as soon as possible after the incident. This assures completeness and accuracy. At no time shall patient information, notes or reports be removed from LCEMS or taken home for completion. All run reports must be completed by the end of the shift.

2. It is the responsibility of the crew member who cared for the patient to complete the patient care record. The other crew member shall review the patient care record for completeness and accuracy. If a dispute arises concerning the content of the report each crew member will provide the Shift Supervisor a written report detailing the dispute. These disputes will be forwarded to the Education / IQM Manager for final resolution.

3. As per the HIPAA policies in place, all LCEMS employees will safe guard all patient information and protected health information. If a LCEMS employee finds unsecured patient information or PHI, that employee will immediately secure the information and then provide it to the Shift Supervisor.

4. The patient's name and incident number will be entered into the LifePak15 for all patients who are placed on the cardiac monitor.

5. LifePak15 – Crews will upload the EKG code summary from the LikePak to their electronic patient care report during or immediately after each call.

6. End of Shift Procedure.

   A. Electronic reports – all electronic patient care records will be exported in the patient care computer system as soon as possible after the completion of the report. Crews will make sure that all reports are exported prior to the end of their shift. It is the on duty supervisor's responsibility to ensure all patient care reports have been completed and uploaded by the respective crews

   B. Paperwork – any hard paper created concerning patients will be placed in the locked box located in the crew's computer room at the logistics area. Be sure that the patient's name and incident number are on each piece of paper. Notes containing patient information that are being discarded will be shredded.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Patient Personal Property
CAAS:	202.04.01
Effective:	June 2009
Reviewed:	December 2012, August 2013, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

The purpose of this Standard Operating Guideline is to define the handling of patient's personal property by LCEMS staff.

II. GUIDELINE:

In order to minimize the potential for misplacing patient's personal property, LCEMS personnel will document in the patient care record (PCR) the disposition of personal property transported with the patient to the destination facility or removed from the patient's person during the delivery of patient care.

III. POLICY:

Patient personal property will remain in the possession of the patient or their family/designee whenever possible.

- Medications, their name, strength, and frequency of use, should preferably be documented in writing as a medications list rather than transported with the patient.
- Personal items such as purses, handbags, wallets, back-packs etc. should remain on the stretcher with the patient. (as patient care needs allow).
- Any jewelry removed from the patient should be given to a family member, or placed in the patient's pocket or purse etc. (Document in PCR).
- Biographical data (Driver's License, Insurance Cards, and Social Security Cards) shall be returned directly to the patient or family member.
- If personal property of a patient is found after a patient has been transferred to the hospital, but before the end of the crew's shift, the crew will contact the on-duty supervisor for permission to return the property to the hospital.
- If personal property of a patient is found after patient has been transferred to hospital, at the end of the crew's shift, (or it is found by another crew) the crew shall place it in a bag, attach a pink slip to it, and turn the property into logistics. The Logistician will then give the property to the Administrative Assistant in the office, who will attempt to contact the patient or a family member to return the property.
- To better assist patients with special needs in their overall care, standard, non-motorized wheelchairs, walkers, and canes should be taken with the patient to the hospital unless patient care is impeded by placing the item in the patient compartment.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Policy & Procedures – Employee Access and Distribution
Effective:	June 1, 2009
CAAS:	103.01.02, 103.01.03
Reviewed:	December 2012, December 2015, December 2018, December 2021
Revision:	2
Pages:	1

I. PURPOSE:

The purpose of this guideline is to provide guidelines for the distribution of policies, procedures, and guidelines applicable to EMS employees and/or any changes there of.

II. GUIDELINE:

- All EMS staff will be supplied access to each of the following manuals during orientation:
    1. Leon County Human Resources Policy & Procedure Manual
    2. Leon County Employee Safety Manual
    3. Leon County EMS Standard Operating Guidelines
    4. Leon County EMS/Tallahassee Fire Department Medical Protocols
    5. EMS Materials Safety Data Sheet

- Hard copies of each of the above manuals will be maintained and available for employee reference at Headquarters in the ambulance check-on area.

- An electronic version of the above listed manuals will also be maintained on the Leon County EMS internal website, which is accessible from any internet connected computer including home computers and Tough-books available on every in-service ambulance.

- Employees will be notified of any changes to the above listed manuals via Leon County E-mail, the primary means of disseminating employee information for Leon County EMS.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Preventative Maintenance of Durable Medical Equipment
CAAS:	203.04.01
Effective:	June 20, 2009
Reviewed:	October 2011, December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

To serve as a guideline for the preventative maintenance and replacement of durable medical equipment.

II. GUIDELINE:

- Durable Medical Equipment, or DME, should be tested, calibrated, and serviced according to manufacturer recommendations. DME includes all equipment that is electrical or mechanical such as cardiac monitor/defibrillators, IV pumps, ventilators, suction units, stretchers, and automated CPR compression devices.
- DME shall be affixed with a sticker indicating the last date of service and initials of the person performing such service.
- The logistics personnel, under the supervision of the Deputy Chief of Operations, should oversee the servicing of DME.
- DME should occur according to manufacturer recommendations and by an authorized or approved service provider if required by the manufacturer.
- DME should be replaced in a schedule in accordance with manufacturer recommendations and industry best practices.
- DME shall be replaced if, during any scheduled maintenance, the person or service provider performing the service recommends the item for replacement.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Professional Conduct
CAAS:	106.07.01
Effective:	June 20, 2009
Reviewed:	December 2012, December 2015, December 2018, August 2020
Revision:	1
Pages:	2

I. PURPOSE:

To serve as a guideline to remind EMS personnel that conduct should remain professional at all times.

II. GUIDELINE:

- Conduct while on-duty:
  EMS employees should conduct themselves professionally at all times and pursuant to county policy. The following policies and guidelines address specific aspects of professional conduct and should be followed at all times while on duty. Policies and guidelines are listed here only to assist the employee with identifying specific policy and guidelines that apply to professional conduct and are not exclusive of any other policies or guidelines. It is the responsibility of the employee to comply with all applicable policies and guidelines.

  Professional Conduct as it relates to:
  a) Patient Confidentiality – Section 17.00 of Board Policy, 05-3, HIPAA
  b) Customer Service – EMS SOG 105.00, Customer Service
  c) Non-discrimination – EMS SOG 105.00, Customer Service
  d) Standards for Appearance – EMS SOG 142.00, Uniform & Appearance Standards
  e) Workplace Conduct – Human Resources Policy & Procedures, Section 2, Conduct
  f) Ethical Behavior – BOCC Policy 03-05; Code of Ethics

- Conduct while off-duty:
  Human Resources Policy & Procedures - 10.06 County Standards
  It is the policy of the County that what a person does on his or her own time is exclusive of employment with the County. However, such policy is not absolute. If an employee's outside conduct impairs the reputation of the County; causes the employee to be unable to perform work or appear at work; or leads to refusal or reluctance on the part of others to work with the employee, barring protection under law; then the appropriate supervisory authority is justified in taking disciplinary action. When an employee is on County property, he or she is

subject to the County's work standards. Furthermore, an employee officially representing the County at a location other than his or her normal place of work is accountable for compliance with the County's policies, procedures, and standards.

III. PROCEDURE

As specified in the vehicle operations policy, employees must immediately report in writing any revocation, suspension or loss of driver's license to the on duty Supervisor.

In addition, employees must report within 1 hour of reporting to work, in writing, arrest, charge, conviction and / or citation for violation of law and/or ordinance other than parking violations to the on duty Supervisor. The report will include copies of all available citation / charge / arrest paperwork. The written report will include an explanation of the circumstances surrounding the citation / charge / arrest. Failure to comply with this procedure will result in disciplinary action up to and including termination.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Public Service Events
Effective:	June 1, 2005
Reviewed:	December 2012, December 2015, December 2018
Revision:	3
Pages:	14

I. PURPOSE:

To provide guidelines for LCEMS crews participating in public service events.

II. GUIDELINE:

LCEMS participates in many types of public service events ranging from public information/demonstration programs to dedicated large scale events. It is the policy of LCEMS to assist the public any way within our means including but not limited to medical education and medical standbys.

III. GENERAL INFORMATION:

1. Requests for standbys will be coordinated and approved by the Deputy Chief – Operations or designee.

2. Dedicated standbys will be charged fees in accordance with the current rates established by the Board of County Commissioners. Payment arrangements will be made prior to the event. The Billing Coordinator must be notified of the event so that these arrangements can be made. Dedicated standbys will be done using additional resources, not scheduled resources. The EMS resources dedicated to the event will remain at the event and not be used in daily responses unless unusual circumstances exist.

3. The ambulance dedicated to a public service event normally will not transport a patient unless the patient has a true life threatening emergency. As soon as patient contact is made, the LCEMS crew should determine the need for a transporting unit and make such a request as needed. However, if the situation would indicate it is imperative to transport immediately, transportation should occur and another ambulance is to be requested to cover the event.

4. LCEMS will normally remain at the event until the event is over and most of the stands are cleared.

5. All patients with whom LCEMS contact is made will have patient documentation completed on them.

8. All crew members must bring their portable radio with a fully charged battery if they have been issued one and other items such as jackets, rain coats, or other items necessary for appropriate response. In addition, all crew members will bring their complete PPE bag in case of a WMD type of incident.

9. Patient reports must be filled out on all patients seen and transported or with a patient refusal. All paperwork applies just as in a regular shift situation on the streets.

10. Uniforms will be standard issue. No special colors or changes without approval from the Deputy Chief of Operations.

11. All Event units will check on duty with Control on channel 1 as usual and will advise when they are en route to the event, arrived at the event, available from the event, arrived back at HQ, and out of service. In addition all units will advise Control as soon as possible when they have a patient that needs to be transported from the event.

12. This is in accordance to the Event Action Plan.

IV. SPECIFIC EVENTS:

1. HIGH SCHOOL FOOTBALL

A. High School Football

1) Standard staffing - one ALS ambulance with two crew members.

2) Be in place ½ hour prior to kick-off

3) Park in specified place (see site specific maps).

Cox Stadium

1. Obtain a portable radio from the stadium grounds staff in order to communicate with the press box. Perform a radio check to confirm performance.
2. The crew members will keep the portables with them at all times. Return portable to grounds at the end of the game.
3. Remain visible and accessible at all times.
4. One crew member will remain with the ambulance at all times unless responding to a medical emergency.
5. Both crew members will closely listen to the public address and score box/grounds radios for calls for assistance.
6. One crew member may roam the sidelines, but must be conscious of calls for assistance (monitor EMS Channel 1 at all times).
7. The person staying with the ambulance must monitor Channel 1 and the radio

for the score box/grounds while the other person is away from the unit.

Other High School Football- EMS staff must stay available and visible by the EMS vehicle. Monitor EMS Channel 1 and the Public Address System.

2. COLLEGE FOOTBALL

A. FAMU (map attached)

1) Standard staffing - one ALS ambulance and crew members deployed at the direction of the Stadium Controller. Additional staffing will be authorized as needed by the Deputy Chief of Operations.

2) One crew member will be designated as Stadium Control as designated by the Deputy Chief of Operations. Stadium Control will act as the event coordinator.

3) All crew members will be in place one hour prior to kick-off

4) The ambulance will be parked inside the southwest gate and one cart will be available for transport within the stadium.

5) One crew member must stay near the ambulance at all times and will monitor Channel 1 and 5 and others as designated by Event Command.

6) All crew members will communicate with each other via the radio channel designated by Stadium Control. Radio test with all personnel will occur prior to deployment into the stands.

7) Crew members will position themselves on separate sides of the field in order to enhance response times to the patients' sides. Each crew member will have a basic equipment bag with them at all times.

8) All crew members must arrive at Headquarters at least 2 ½ hours before the game start time. All crew members are expected to be on time.

10) Patient care reports must be filled out on all patients seen and transported or with a patient refusal. All paperwork applies just as in a regular shift situation on the streets. Electronic patient care reports must be completed on all patient contacts.

11) All crews must report to their assigned posts when directed to by Stadium Control. All crew members will advise Stadium Control when they arrive at their assigned post and must receive permission to leave their post. All medics will remain in place at their assigned post until they are cleared by Stadium Control at the end of the game.

12) No staff members are allowed on the field except those that are assigned there or as specified by Stadium Control or the Deputy Chief of Operations.

B. FSU (see map)

1) Standard staffing - ALS ambulances and crew members. Games with extreme heat require additional crew member deployment as directed by the Deputy Chief of Operations.

2) The Stadium Controller will be in place at the Doak Campbell Command Post a minimum of 2 hours before game start time. All other personnel will be in place a minimum of 1 hour before game start time.

3) The Stadium Commander will be in charge of game activities unless changes have been determined before the game by the Deputy Chief of Operations. The Stadium Controller will act as the event dispatcher.

4) One ambulance will be parked at gate “D”. The second ambulance is to be parked on the field at the NE corner of the end zone (see map). A Special Operations MCI Unit will be parked on Stadium Drive, for disaster response.

5) Staffing deployment will be directed by the Stadium Command and split appropriately between the field, carts, first aid and any other location deemed necessary by Command.

6) Stadium communication channels will be designated by the Stadium Controller. A radio test will occur with all personnel prior to deployment of staff to their posts.

7) LCEMS staff dispatched to a patient will advise Stadium Control ASAP the patient's condition and if they believe that Cart transport will be necessary.

8) An EMS Cart will be dispatched to all medical emergencies within the stadium and its immediate grounds. The carts should not cross highways off the designated footprint of the stadium unless directed to do so by Stadium Control.

9) EMS calls that are off site of the designated stadium footprint will be referred to LCEMS dispatch for normal EMS response.

10) All crew members must arrive at headquarters at least 2 ½ hours before the game start time. All crew members must be on time.

11) All crew members must bring their portable radio with a fully charged battery if they have been issued one and other items such as jackets, rain coats, or other items necessary for appropriate response.

12) All crews must report to their assigned posts when directed to by Stadium Control. All crew members will advise Stadium Control when they arrive at their assigned post and must receive permission to leave their post. All medics will remain in place at their assigned post until they are cleared by Stadium Control at the end of the game.

13) No staff members are allowed on the field except those that are assigned there or as specified by Stadium Control or the Deputy Chief of Operations.

14) Several crew members will be assigned to the First Aid Station. When calling the First Aid Station, refer to these personnel as "First Aid". Crew members assigned to First Aid are to remain in First Aid unless given specific approval to leave. When crew members assigned to First Aid are outside of First Aid, they must be available by radio at all times.

16) LCEMS and Red Cross volunteers will work together in the First Aid Room to provide medical care. The Red Cross will handle "walk ins" and minor issues such as band aids. LCEMS will handle all patients brought in by carts and all patients that require medical attention.

17) Upon arrival at the Stadium all crew members will stock carts and prepare the First Aid Room for service. At the end of each game all crew members will clean up the First Aid Room and load equipment into the returning ambulances. Carts and the First Aid Room must be left in an orderly and clean condition.

18) A helicopter landing zone may be designated before each game by the FSU Police. Stadium Control will coordinate any helicopter response to the stadium area.

19) Food will be provided at each game by FSU. Stadium Control will coordinate all crew members getting food.

20) Patient care reports must be filled out on all patients seen and transported or with a patient refusal. All paperwork applies just as in a regular shift situation on the streets. Electronic patient care reports must be completed on all patient contacts.

Stadium Response Procedures

In the case of an emergency or a serious incident at Doak Campbell Stadium, the following procedures will be followed to relocate patrons and/or evacuation of the stadium.

Code Yellow

An emergency, which has the potential for causing injuries to a limited number of spectators, and calls for their immediate relocation to another area within the stadium. A response code yellow may or may not affect or cause stoppage of the

event.

Code Yellow, in most instances, is an appropriate response to the following emergencies:
1. Weather related need for shelter.
2. Localized fire
3. Discovery of a suspected explosive device
4, Utility problem (power outage, pipe burst, etc.)
5. Spectator disturbance
6. Other incidences where it is deemed necessary to move spectators for their safety.

Code Orange

Code orange is an emergency where the severity requires stoppage of the event and the evacuation of all personnel from the stadium and the immediate area outside the stadium. People will be directed to leave the stadium and the immediate area outside the stadium in a normal manner.
Sworn personnel shall attempt to direct people to at least 500 ft from the stadium.
Officers will establish a perimeter around the stadium and space themselves at distances to keep other officers within sight and hearing distance. The officers are to assist the public, direct people to safe areas, aid locations, and respond to incidents requiring law enforcement presence. Officers are to remain calm and strive to maintain order.

Code Orange, in most instances, is an appropriate response to the following emergencies:
1. Impending severe weather.
2. Location of a suspected explosive device
3. Electrical power failure (especially during a nighttime event)
4. Hazmat incident
5. Fire, explosion, or release of hazardous material
6. Structural damage to the stadium

Code Red

A code red emergency requires the stoppage of the event and the evacuation of persons. Code Red requires the immediate evacuation of all to a minimum of 1,000 feet from the stadium. Depending on circumstances, people parked in close proximity to the stadium may be required to leave their vehicles parked and leave the area on foot. People will be directed to the following zones that allow for the 1,000-foot safety requirement:

1. East of Stadium: Intramural Fields /Walker Street Area
2. West of Stadium: Pensacola Street /Bike trail area past tunnel
3. South of Stadium: Jackson Bluff Road Area
4. North of Stadium: Track Field medical School Complex

Code RED is an appropriate response for a catastrophic event which requires the immediate evacuation of the entire stadium

3. FOURTH OF JULY

A. Standard staffing – two ALS ambulances with five crew members, or as designated by the Deputy Chief of Operations.

B. Hours of deployment are flexible year to year but generally run from 1600. until 2330

C. Ambulance deployment is flexible and is scheduled year to year.

D. Staffing deployment is listed below:

1) Law Enforcement Command Post

2) First Aid Tent

3) Ambulances

4) Carts

E. Numerous First Aid supplies must be planned for including quantities of heat related treatment items.

F. The Deputy Chief of Operations is responsible for adequate planning and acquisition of supplies.

G. All on-site LCEMS staff will communicate with each other on the designated operations channel. In addition, the Paramedic working in the Law Enforcement Command Post must have a separate radio that can be used to monitor and communicate with LCEMS Dispatch. A radio check of all personnel will occur prior to deployment.

H. The Paramedic assigned to the Law Enforcement Command Post will serve as the events coordinator and dispatcher.

4. SPRING TIME TALLAHASSEE

A. Standard staffing (listed by event)

1) Road Race – one ALS ambulance and two crew members, or as designated by the Deputy Chief of Operations, dedicated located at the start/finish line.

2) Celebration in the Park – one ALS ambulance and two crew members. The ambulance location will be based on the request from the Springtime Committee.

a. One crew member will stay with the ambulance at all times.

b. Both crew members will operate on Channel 5 monitoring LCEMS dispatch for response information.

5. GOLF TOURNAMENTS

A. Standard staffing is variable; at a minimum staffing and will directed by the Deputy Chief of Operations.

B. Tournament officials will provide a golf cart for LCEMS use.

C. If an EMS call is received, the on-site LCEMS staff will notify LCEMS dispatch of the green location requesting the dispatch of an ambulance to a point as close as is possible to the green to enhance patient pick-up.

D. Tournament EMS staff will utilize radio channel 1 for communications and will monitor the channel for response information from LCEMS dispatch.

6. PUBLIC INFORMATION/DEMONSTRATION EVENTS

A. Public Information/demonstration Events – frequently LCEMS Division is called upon to educate the public on EMS, E-91 1, etc. It is important that LCEMS staff make an excellent presentation to the group. Clean equipment. uniforms, vehicles, etc. go a long way to enhance Departmental credibility and public confidence. Appropriate handouts based on the age group of the audience are to be distributed. Examples include EMS coloring books, EMS brochures, magnets, etc.

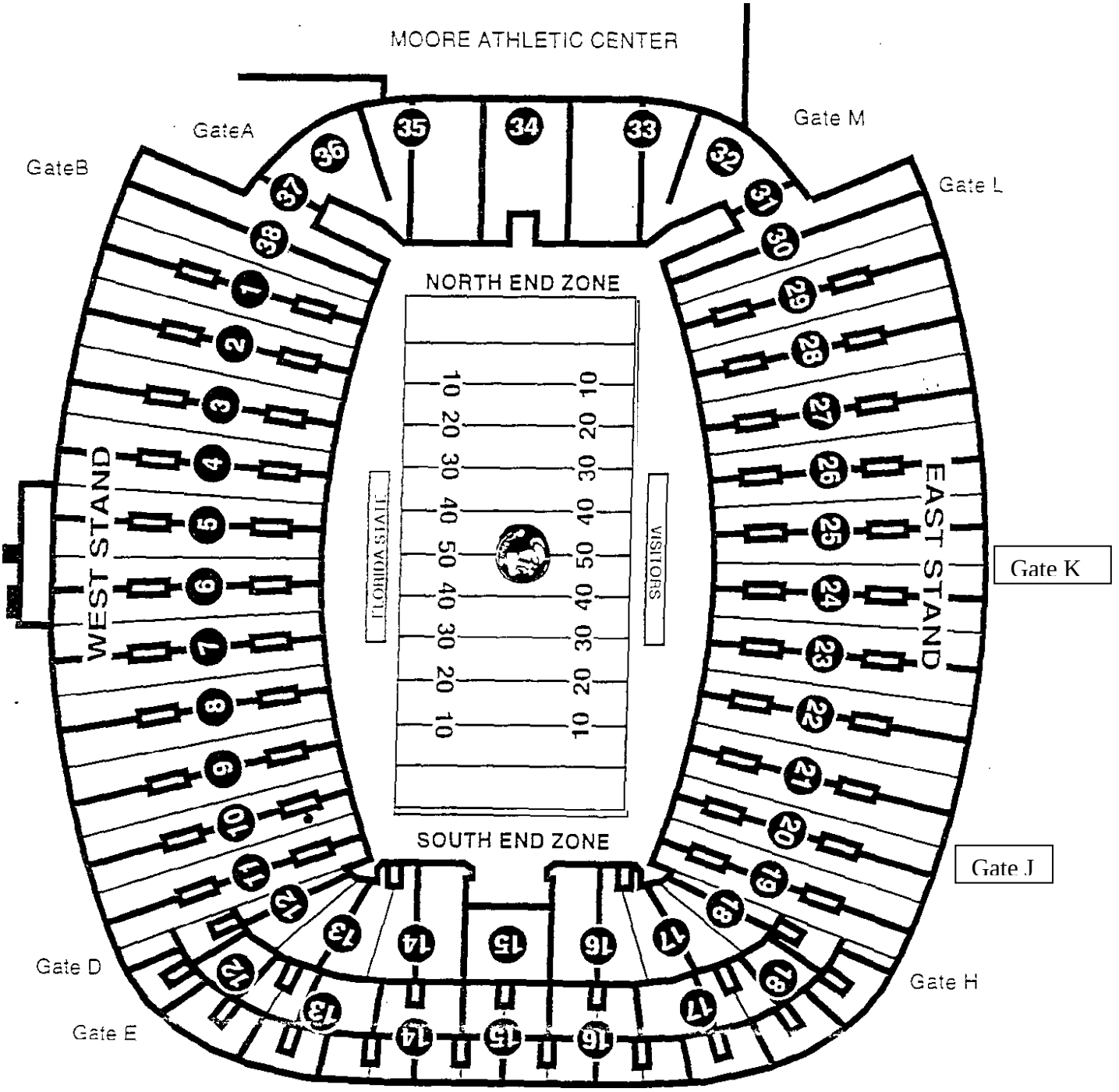
B. Miscellaneous Sporting Events – LCEMS Divison supports public health by frequently participating in sporting events by providing non-dedicated on- site medical stand-bys. Again, a professional presentation is essential. All events of this type are scheduled by the Community Engagement and Operational Development Major. Upon arrival the LCEMS crew will:

- Make contact with the event coordinator.
- The crew members will keep the portables with them at all times monitoring channel 1.
- Remain visible and accessible at all times.
- One crew member will remain with the ambulance at all times unless responding to a request.

C. Leon County EMS uses various talk groups to facilitate communication. Assignment of talk groups on scene or at events is dependent on established command structure and the various agencies that are co-responding to the dedicated event. Examples of talk groups are listed below.

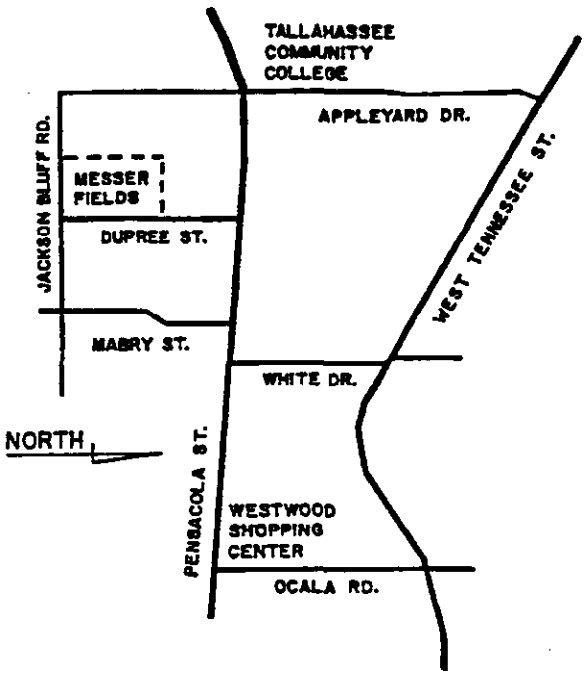
EMS Template

Florida State University

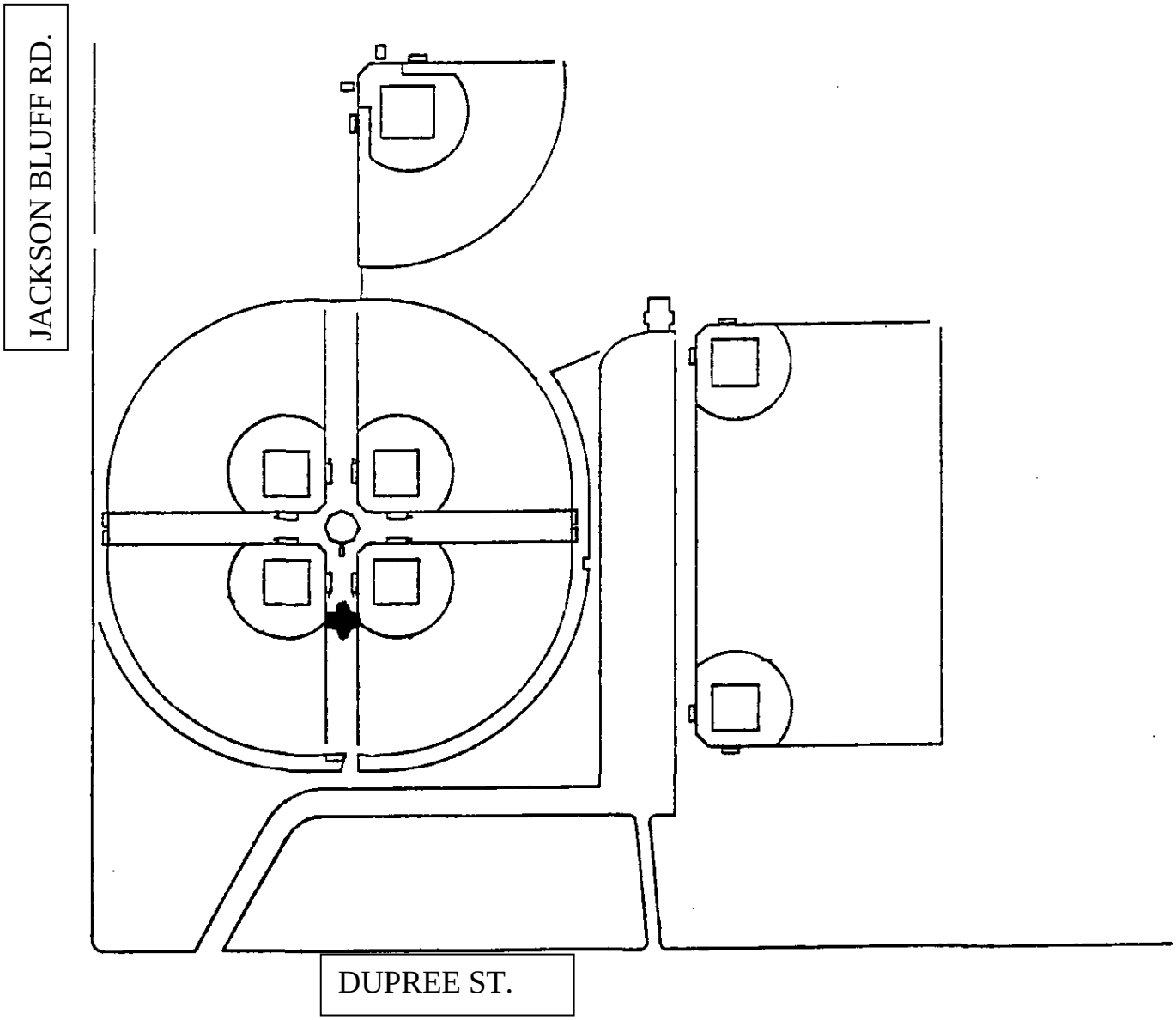


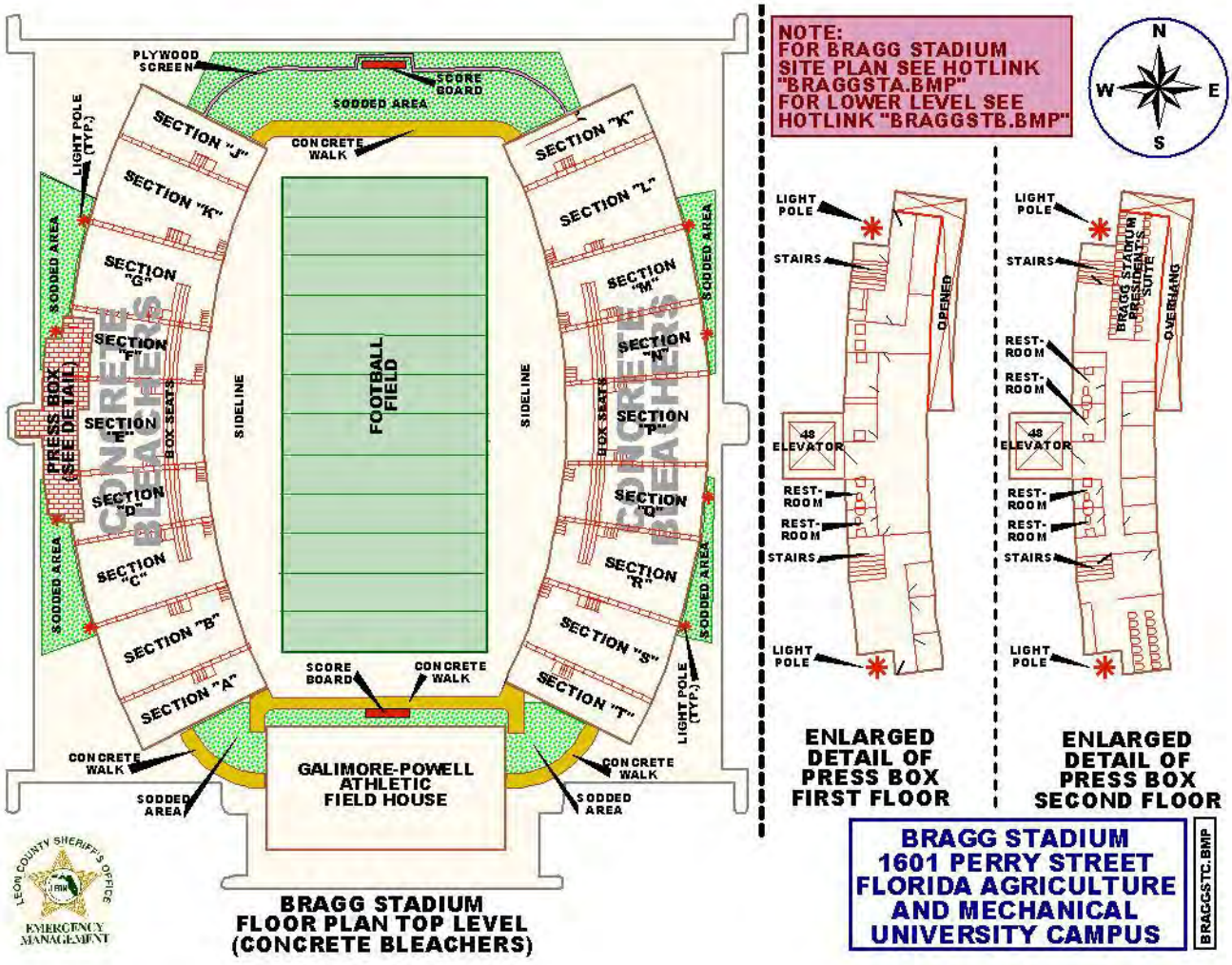
Doak Campbell Stadium

TALLAHASSEE PARKS S RECREATION DEPT. MESSER FIELDS



TALLAHASSEE PARKS S RECREATION DEPT. MESSER FIELDS




NOTE:
FOR BRAGG STADIUM
SITE PLAN SEE HOTLINK
"BRAGGSTA.BMP"
FOR LOWER LEVEL SEE
HOTLINK "BRAGGSTB.BMP"
N
W
E
S
PLYWOOD SCREEN
SCORE BOARD
SODDED AREA
CONCRETE WALK
LIGHT POLE (TYP.)
SECTION "J"
SECTION "K"
SECTION "L"
SECTION "M"
SECTION "G"
SECTION "F"
SECTION "E"
SECTION "N"
SECTION "P"
SECTION "D"
SECTION "C"
SECTION "Q"
SECTION "R"
SECTION "B"
SECTION "A"
SECTION "S"
SECTION "T"
PRESS BOX (SEE DETAIL)
BOX SEATS
SIDELINE
FOOTBALL FIELD
CONCRETE BLEACHERS
GALIMORE-POWELL ATHLETIC FIELD HOUSE
SODDED AREA
CONCRETE WALK
LIGHT POLE
STAIRS
OPENED
48 ELEVATOR
REST-ROOM
BRAGG STADIUM PRESIDENTS SUITE
OVERHANG
ENLARGED DETAIL OF PRESS BOX FIRST FLOOR
ENLARGED DETAIL OF PRESS BOX SECOND FLOOR
LEON COUNTY SHERIFF'S OFFICE
EMERGENCY MANAGEMENT
BRAGG STADIUM FLOOR PLAN TOP LEVEL (CONCRETE BLEACHERS)
BRAGG STADIUM
1601 PERRY STREET
FLORIDA AGRICULTURE AND MECHANICAL UNIVERSITY CAMPUS
BRAGGSTC.BMP

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Rank
Effective:	December 31, 2003
Reviewed:	September 2008, December 2012, December 2015, December 2018, December 2024
Revision:	4
Pages:	1

I. POLICY:

It is the policy of LCEMS to maintain a high level of professionalism and coordination through the use of rank structure.

II.GENERAL INFORMATION:

LCEMS has a formal structure of responsible personnel within the department. Each level has its own level of responsibility and decision making capabilities. The symbols in use represent rank within the EMS department and are used as an easily recognized tool by outside agencies. All personnel will demonstrate a high-level of respect and subordination for higher ranking personnel. The hierarchy and symbols utilized are as follows:

1. Chief – EMS Chief – three stars
2. Deputy Chiefs – Clinical Affairs and Operations – one star
3. Majors – Special Operations & Events – oak leaf
4. Captains – Shift Supervisors, Communications, Training – two bars
5. Lieutenants – Charge Paramedics – one bar

Officers will be addressed by their rank followed by their last name. For example, if Mary Smith were a Captain she would be addressed as Captain Smith.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Receiving Payments
Effective:	June 1, 2005
Reviewed:	March, 2005; December 2012, December 2015, December 2018, December 2024
Revision:	3
Pages:	2

I. PURPOSE:

To provide a process for the receipt and record of receiving and processing payments received by members of the EMS Division.

II.GUIDELINE:

Payments for EMS treatment and transportation services provided by the County are generally made through the contracted billing vendor utilizing the County controlled lock-box at a designated financial institution.. However, from time-to-time payments are made directly to the EMS Division for these services and for special events and pre-scheduled non-emergency transports where advance payment is required. .

The EMS Division will only accept payments in the following form:

Personal or corporate check (no starter checks)
Money Order
Cashier's Check
Visa
Mastercard

No cash will be accepted

All individuals attempting to make a payment shall be referred to the EMS Division administrative offices. Field providers are not authorized to accept payments.

III. PROCEDURE:

Personal / Corporate Checks; Money Orders; Cashier's Checks

All checks and money orders shall be restrictively endorsed immediately upon receipt.

Checks and money orders shall be deposited directly at the County designated financial institution within 24 hours of receipt.

The County's billing / collections vendor shall be notified immediately of payments received

towards a patient account.

Payments received for special events and pre-scheduled non-emergency transports, not billed by the billing vendor, shall be entered into the County's accounts receivable system.

Credit Card Payments

Credit card payments are generally either from patient accounts and are coordinated through Intermedix or are made for transports that are not covered by insurance. Intermedix will take credit card information on the phone from customers who wish to pay using that method. This information is then processed through the credit card portal Z-pay provided to the finance department to Intermedix, who then processes the credit card payment. However, there are times when credit card payments are made directly to EMS. When this occurs the credit card batches are then sent to the Clerk's Finance Division for further processing. A copy of the receipt is sent to Intermedix so that the patient account can be appropriately credited.

For certain transports, for example organ transport teams, the organizations make credit card payments prior to the transport being completed. These credit card payments are processed by the EMS System Controller. The receipts are then sent to the EMS Billing Coordinator who then processes them and forwards the payment information to the Clerk's Finance Division for final processing.

Deposits

A spreadsheet shall be created for each deposit which provides sufficient detail as to the type of funds; the person who made the payment; the budget account number where funds are to be deposited; and the date of the deposit.

A deposit slip shall be completed for each deposit and attached to the deposit spreadsheet which provides a summary of the type of funds (check or credit card) and total funds being deposited with each deposit.

The spreadsheet and deposit slip shall be reviewed by a supervisor as authorized by the EMS Chief for completeness and accuracy.

Deposits shall be placed in a provided tamper evident bag and delivered to the County approved financial institution.

A copy of the spreadsheet, deposit slip and the bag number of the tamper evident bag shall be immediately forwarded to the Clerk's Finance Division.

Financial information shall be protected and safeguarded in a similar manner as other patient information.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Records Maintenance
CAAS:	103.04.01
Effective:	January 2004
Reviewed:	January 2010, December 2012, December 2015, December 2018, December 2024
Revision:	4
Pages:	4

I. PURPOSE:

The purpose of this Standard Operating Guideline is to describe the storage, retention, and destruction of essential documents.

II. GUIDELINES:

All PHI shall be retained under HIPAA standards. All financial records shall be kept in accordance with Generally Accepted Accounting Practices.

III. PROCEDURE:

A. Agency records shall be retained for the length of time prescribed by the Florida Department of State General Schedule for Records Management.

B. Agency records shall be disposed of at the time of and using the method prescribed by the Florida Department of State General Schedule for Records Management.

Table of Records Retention

Record	Where Stored	Length of Retention	Method of Disposal	State or Federal Guideline
Dispatch Records	PSC/Emergency Management	30 days. Info related to 9-1-1 1 year	In accordance with EM procedures	GS8 18 GS1 377
Patient Care Reports	EMS Office/ web based	6 years	Overwritten or shredded	45 CFR 164.316 (b) (2)
Financial Records	Clerk's Finance Divison	10 fiscal years	In accordance with Clerk of Court procedures	GS1 317
Vehicle and Equipment Maintenance	EMS Office/ Fleet Management	4 years	Overwritten or shredded	GS8 27 GS1 104
Quality Improvement	EMS Office	5 anniversary years	Overwritten or shredded	GS1 351
Unusual Incidents	EMS Office	5 anniversary years	Overwritten or shredded	GS1 351
Safety Records	EMS Office/ Risk Management	4 anniversary years	Overwritten or shredded	GS1 78
Vehicle Crash Records	EMS Office/ Risk Management	4 anniversary years	Overwritten or shredded	GS1 78
Compliance Program Doc.	EMS Office	6 anniversary years	Overwritten or shredded	GS1 324
Employee Health	HR & Risk Management	30 anniversary years	Overwritten or shredded	GS1 227
Customer Comments	EMS Office	1 year after resolution	Overwritten or shredded	GS1 94
Training	EMS Office	7 years	Overwritten or	GS8 55

			shredded	
Certification and Credentialing	EMS Office	7 years	Overwritten or shredded	GS8 55
Old Schedules	EMS Office/ web based	7 years	Overwritten or shredded	GS4 126
Controlled Substance Logs	EMS Office	2 years	Overwritten or shredded	Title 21 part 1304.04 Federal Regulation

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Release of Information to the Media
CAAS:	105.03.01
Effective:	June 1, 2005
Reviewed:	March, 2005, December 2012, December 2015, December 2018, December 2024
Revision:	4
Pages:	3

I. PURPOSE:

To provide guidelines for the release of information to the media.

II.GUIDELINE:

LCEMS shall cooperate with the news media through the release of information which will not violate the patient's right to privacy and HIPAA requirements. At all times members of the media will be treated in a professional manner. Information will be released by the County PIO or Chief only after thorough review of the request, which may include consultation with the Privacy/Information Security Officer and County Attorney's Office. Staff members are not permitted to release information to the news media, including patient records or reports at any time unless authorized by the Chief.

III. PROCEDURE:

1. Information and interview requests will be directed to a Deputy Chief or the EMS Chief.The Chief of EMS will be notified of all media inquiries. The Chief will notify the County PIO and County Administrator.

2. Information releases and interviews will be approved by the County PIO or the EMS Chief, after thorough review of the request by the Privacy/Information Security Officer and the County Attorney's Office, prior to being completed. The exception will be interviews done on the scene of events by Command Staff (on-duty supervisor or higher). In these instances only information such as the type of event, assets being utilized, number injured and basic facts that do not violate patient privacy can be given prior to approval. The following are examples of information that can be released by Command Staff during on the scene interviews:

    a. Name of hospital. You may provide the name of the hospital to which patients have been transported. (Acceptable Example: The media calls about "the accident at Third and Main earlier this afternoon." You may inform the media "a patient was transported from the accident scene to ABC Hospital."). THE NAME OF THE PATIENT SHALL NOT BE RELEASED TO THE MEDIA. It is not appropriate for us to confirm or deny the identity of a patient. Requests for patient identity should be directed to a law enforcement agency or to the hospital.

b. Number of patients. You may provide the total number of patients involved in an accident or transported to a facility. You may not indicate specifics about the vehicle a patient was driving or which patient went to a particular facility. (Acceptable Example: You may inform the media that "four patients were transported from the fire at the ABC Chemical Factory. Two were taken to County General and two were taken to the Regional Medical Center.")

c. Age & Gender. You may provide the age of a patient and the gender of the patient, unless it could reasonably be used to identify the patient. (Acceptable Example: You may inform the media "a 39 y/o male was transported from the accident on the Interstate." You would not want to disclose to the media "a 39 y/o male was transported from 124 Main St.")

d. Designation of crew members. The designation of crew members as paramedics or EMTs is not protected health information. You may state, for example, that one paramedic and two EMTs were involved in caring for the patients involved in a motor vehicle accident. (DO not identify the names of the personnel who responded). You are not permitted to describe the specific type of care rendered to patients at the scene or on the way to the hospital. Nor may you speculate on what injuries a patient may or may not have sustained. (Acceptable Example: ABC personnel on the scene of the incident included two paramedics and a supervisor and advanced life support was administered.")

e. Type of Transport. You may indicate that a particular call was an emergency and that transportation was facilitated by ambulance or helicopter. Do not speculate on the patient's condition even if you are sure of that condition. For example, do not disclose to a member of the media that a patient was critical or stable unless you are comfortable in knowing this to be their general condition. (Acceptable Example: "Of the 3 patients on the scene of the incident, one was transported by helicopter to the ABC Trauma Center and two were transported as non-emergency patients to the local hospital emergency department.")

f. Non-PHI. Information that is not classified as PHI may be released to the media consistent with County policy. For instance, information about a fire response or a standby that did not involve patient care may be released to the media, as may general information about an event. (Acceptable Example: "We treated 45 patients during the two-day festival, and 6 were transported to local hospitals for various heat-related complaints").

g. If at any time you are unclear about whether information may be disclosed to the media, always err on the side of caution and do not disclose the questionable item of information.

3. Major incidents and other news worthy events will be immediately reported to the on-

duty supervisor. The on-duty supervisor will notify the Chiefs who will then notify the County PIO and County Administrator.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Reporting Off
Effective:	June 1, 2005
Reviewed:	March 2005, June 2009, December 2012, December 2015, December 2018, October 2019
Revision:	5
Pages:	1

I. PURPOSE:

To provide guidelines for EMS field members to notify LCEMS that they will not be reporting for a pre-scheduled shift (Use of Sick Leave).

II. GUIDELINES:

In rare instances, illness or emergencies may arise that will require a member to call off work. Members must provide as much notice as possible, preferably 8 hours, so that they can be replaced, and their absence does not negatively impact the services provided by LCEMS. To be eligible for sick or annual leave payment the member must notify LCEMS as soon as they know they will be absent from work.

As a reminder, abuse of Sick Leave is grounds for disciplinary action under Leon County Human Resources Policy.

III. PROCEDURE:

- Members should contact their direct supervisor for pre-scheduled use of sick leave. Email is the preferred method of contact and members should include any specific documents that may be pertinent to the use of sick leave in advance. (For instance, if a member is pre-scheduling a sick day due to a procedure, the employee should provide a Physician's excuse to his/her supervisor prior to the scheduled procedure date. Members should contact the on-duty supervisor for a leave request needing immediate attention.)

- For non-prescheduled sick leave, the member shall telephone the on-duty supervisor at 606-2190 or (if the supervisor is unavailable) the System Controller at 606-2150 and provide the following information:

    - Name of employee calling off
    - Shift
    - Nature of circumstances

    - Anticipated date of return

- Text message is NOT a suitable form of communication to report off.

- If receiving the notification, the System Controller shall notify the on-duty supervisor and enter the shift vacancy into the TeleStaff™ system.

- Unless extended sick leave has been granted, sick leave shall be called in daily by the employee.

- An EMS supervisor may at any time request a physician's note for any sick call in and a note is required for all Special Days.

SPECIAL NOTE FOR MANDATORY OVERTIME SHIFTS

- If a member will be unable to report for a mandatory overtime shift, they must notify the on-duty supervisor using the procedure outlined above, a minimum of 8 hours prior to start of the shift.

- If a member is unable to report for a mandatory overtime shift after being called in for said shift, this will result in a written warning for first offense, and progressive discipline moving forward.

- A physician's note is **required** for any sick call in on a mandatory overtime shift.

- A member unable to report for a mandatory overtime shift may be required to sign-up for an additional shift at the convenience of LCEMS.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Reporting Repairs
CAAS:	203.02.02
Effective:	June 1, 2005
Reviewed:	March, 2005, October 2011, December 2012, December 2015, December 2018
Revision:	4
Pages:	2

I. PURPOSE:

To provide guidelines for reporting repairs.

II. GUIDELINES:

All repairs or damage to vehicles, vehicle and medical equipment will be reported to the on-duty supervisor.

III. PROCEDURE:

1. General Information:

   A. All malfunctioning vehicles, vehicle and medical equipment will be reported to the Shift Supervisor or logistics staff. No vehicle perceived to be unsafe will be driven until checked and repaired or deemed safe by Leon County Fleet or the Shift Supervisor on duty. A Repair Request Form must be filled out documenting:
      - Date
      - Time
      - Vehicle #
      - Miles
      - Hours
      - Driver
      - Contact Information
      - Supervisor
      - Work requested and description of the problem

   B. The on-duty supervisor and logistics personnel will coordinate all repairs. The problem will be verified by supervisory personnel before referred for repairs.

   C. As per county policy, all physical damage, however minor, will be reported and an incident report completed. All vehicle damage requires an accident

report.

D. Repairs, adjustments, alterations and modifications to equipment will be carried out only by qualified persons specifically authorized by Leon County. No employee of LCEMS is to undertake such work unless authorized.

E. In the event of equipment malfunction, corrective measures on the part of LCEMS personnel will be limited to verification that line power exists and that all operating controls are in a normal configuration. If such action does not correct the malfunction, the problem will be referred to authorized service personnel, as defined in policy.

2. When a vehicle, vehicular equipment or medical equipment is noted to be malfunctioning; it should be immediately reported to the Shift Supervisor giving the following information:

A. Item
B. Identifying number, serial number or Leon County sticker number
C. Location of equipment
D. In-service or out-of-service
E. Detailed information about problem, in as much depth as possible
F. Detailed information about trouble-shooting efforts you have made.
F. Make a report in any of the following circumstances:

1. Continued use of equipment may be hazardous;
2. Physical damage of any kind;
3. Failure of any pertinent equipment or system;
4. Tire wear;
5. Mechanical failure of vehicle.
6. Any symptoms indicative of future problems.

3. The Deputy Chief of Operations must be advised immediately when there are no back-up vehicles or equipment available due to maintenance problems.

Forms to Include:

Example of Repair Request Form

Sample Operative IQ Vehicle Repair Request Form

QUESTION	ANSWER	CREW MEMBER	COMMENTS
Crew #1 name			
Crew #2 name			
Shift #			
Date			
Mileage			
When was vehicle problem discovered?			
Was an ambulance run disrupted?			

If Yes, what was your activity?			
Accident Damage			
Body/Cab			
Box/Cab Electrical			
Vehicle Cab			
Cooling System			
Chassis			
Drive Train			

Engine			
Explanation			

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Response Time Standards and Monitoring
CAAS:	201.05.04
Effective:	January 2008
Reviewed:	January 2009, December 2012, January 2013, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

The purpose of this Standard Operating Guideline is to ensure that the response times to emergency calls for service are monitored for compliance.

II. GUIDELINE:

It is the guideline of LCEMS that every patient will receive a high level of consistent care. Therefore, emergency requests for EMS response will be monitored through CAD data reporting. Response times shall be measured against industry benchmark data (AAA & NFPA 450).

III. PROCEDURE:

1. Responsibilities
    - A. It is the responsibility of EMS Command Staff to monitor, analyze, and report emergency response time data.
    - B. Command Staff will assess operational effectiveness related to response time exceptions.
    - C. Command Staff will continually monitor call patterns, scheduling, and staffing to ensure operationally effective response times.
    - D. Response time reports will be stored in the EMS Central files.
2. Monitored Thresholds
    - A. Call Processing: 60 seconds to Pre-Alert (Total time to process a call prior to it being assigned to an ambulance; does not include key questioning, pre arrival instructions).
    - B. Unit acknowledgement of call receipt: 30 seconds
    - C. Out of Chute time:
        - Dynamically deployed units – 60 seconds
        - County Stations – 120 seconds
    - D. Emergency Response Time goals:
        - Urban Areas – 8 min, 59 seconds
        - Suburban Areas – 12 min, 59 seconds
        - Rural Areas – 17 min, 59 seconds
    - E. Critical Care Team Request for Service: 60 minutes

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Re-using Medical Equipment
CAAS:	203.05.01
Effective:	June 1, 2005
Reviewed:	March, 2005, December 2012, January 2013, December 2015, December 2018
Revision:	3
Pages:	1

I. GUIDELINE:

To ensure a clean and safe environment for our staff and patients it is the policy of LCEMS to clean all reusable medical equipment after each use using currently accepted methods. LCEMS medical equipment designed for single patient use shall be properly disposed of and not re-used.

II. PROCEDURE;

- All reusable medical equipment will be cleaned after each patient use as outlined in the exposure control plan.
- All single use medical equipment will be properly discarded in biohazardous waste receptacles. Single use medical equipment will not be re-used. Replacement equipment can be obtained at EMS Logistics.
- If an ambulance crew exhausts their supply of replacement single-use supplies, the crew will contact the System Status Controller and request permission to go to HQ to resupply from the EMS Logistics.
- Single-use items are any items that the manufacturer has deemed as single-use. These items include and are not limited to trauma dressings, airway adjuncts, oxygen delivery devices, stretcher sheets, IV supplies, and all medications not already in multi-use containers.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Security Plan
Effective:	June 22, 2009
Reviewed:	December 2012, December 2015, December 2018, December 2024
Revision:	2
Pages:	2

I. PURPOSE:

To provide guidelines for EMS facility Security.

II. GUIDELINE:

Public Safety Complex (PSC) EMS Administration

1. The main entrance shall be locked at all times, and staffed by security personnel 24/7. Access is gained by an access card or by identification of personnel by a security guard.

2. The staff entrance will remain locked at all times and access will be controlled with identification and access badges.

3. All visitors must sign in and out of the facility. Visitors will not be unattended while in the facility.

4. Sensitive documents such as Patient Care Records, HIPAA Log, Subpoena Log, and other Protected Health Information will not be kept on the employees' unattended desk.

5. Files containing PHI will be locked at all times when unattended.

Logistics:

The Logistics equipment storage areas will remain locked at all times. Access is limited to Logistics and command staff. This area is under closed circuit recorded video surveillance.

Spare Ambulances: All ambulances not in use will remain locked at all times. The area is monitored by closed circuit recorded video surveillance.

Equipment lockers are located in the Logistics area and are for securing equipment when Logistics or Supervisory personnel are not available to secure the equipment. Lockers will be secured by the lock provided on the lockers. Only Logistics and

Supervisory personnel have access to keys. If equipment is placed in a locker the crew will immediately notify the on duty supervisor.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Special Services Pay and Transport Coverage
Effective:	July 31, 2006
Reviewed:	March 2007, June 2009, December 2012, December 2015, December 2018
Revision:	4
Pages:	2

I. PURPOSE:

To provide guidelines for employees signing up for and receiving Special Services Pay.

II. GUIDELINE:

Personnel that sign up for Special Services Pay for Out of Town Transports and Tactical Medical Program call will only be on call for that purpose. They will not be on call for regularly scheduled shifts and cannot work a regularly scheduled shift without the approval from the on-duty supervisor. Personnel that sign up for Special Services Pay (SSP) must abide by specific rules and procedures.

III. PROCEDURES:

- Employees shall utilize TeleStaff to sign up for Special Services Pay/Transport call.
- Employees must be available to respond to EMS headquarters and arrive at EMS HQ within 60 minutes.
- Employees must be available for the entire 12 hour shift unless previously agreed upon with the shift Captain of the day.
- The employee cannot be impaired in any way with medication or alcohol during their on call time. The employee must show up in the allotted time with a uniform and any other items needed to complete the shift assignment. The employee cannot turn down any transport or tactical assignment due to the location, partner, type of patient, or amount of time spent on the transport or tactical assignment.
- Employees may not be on call for more than 24 hours at a time without an intervening period of rest.
- Employees are given an appropriate lunch break for each transport depending on the

length of the transport; however transport to each location should be accomplished within acceptable time limits.

- If an employee is called in for a transport and the transport is cancelled, the employee will be paid for a minimum of two (2) hours.

- Employees will be paid $15 for each 12 hour shift on call and paid for each hour actually worked when called in. Each employee will be paid straight or overtime pay based on their actual hours worked. Each employee will be responsible for placing hours worked and call pay on his/her own time sheet.

- A minimum of one Paramedic must be on call for each shift. Second person can be an EMT or Paramedic. Additionally, one designated Critical Care Paramedic (CCP) may also be on-call for specialized critical care transports for each shift. Only one Paramedic will be on call for the Tactical Medical Program.

- The employee must take any transport that comes in during their on call time, even when the transport is close to the end of their call time. A CCP that is on critical care transport call will only be utilized for a specialized critical care transport based on criteria set forth by the medical director. If circumstances warrant, a third crew member may be assigned for selected transports.

- All normal protocols and procedures apply for out of town transports. For specialized critical care transports, the medical director has issued specialized protocols for use by designated Critical Care Paramedics.

- All employees taking a transport must check with dispatch prior to making patient contact to determine special equipment, special treatments, and billing procedures.

- All employees that take a transport must be familiar with the transport destination prior to departure. Computer based routing instructions and maps should be provided to all personnel not familiar with the transport destination. GPS mapping devices are also available for check-out from logistics.

- Any time a patient condition changes while en-route, protocol should be followed and a decision based on the best outcome for the patient should be made by the Paramedic on board. The crew should be familiar with hospitals along the route to the transport destination in case they need to divert to a hospital to stabilize a patient condition.

- The on-duty supervisor has at his or her discretion the ability to send an in service unit on an emergency transport immediately and allow the on call crew to fill in in Leon County. This should only occur when a transport must be sent out immediately.

- Failure to comply with the guidelines for Special Services Pay will result in possible

removal from consideration for Special Services Pay in the future.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Shift Change
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, December 2015, December 2018
Revision:	3
Pages:	3

I. PURPOSE:

To provide uniform guidance on shift change and to assure units are ready for service.

II. GUIDELINE:

Fixed Station Units

Start of shift

- Shift change will occur at the County station.
- Secure the keys from the off going crew; this will be done face to face.
- The crew will utilize the on-board computer to sign on duty and contact control on channel one at the beginning of the shift.
- A daily vehicle inspection checklist will be completed by crew members. The logistics staff will be notified via Operative IQ if equipment is needed to restock the ambulance.
- Check the stretcher. Employees must be familiar with the style and model in use. The stretcher must be checked to be certain it raises and lowers smoothly. Check for breaks or cracks in the aluminum, especially around stress points such as wheel areas and flexor points. Inspect all seams, welds, connections, cotter pins or rivets. If any defect is noted, no matter how minor in appearance, it must be reported to the on-duty supervisor and the stretcher shall be replaced with a spare and the defect repaired.
- Inspect the ambulance and report any new damage to the on-duty supervisor.
- Wash the ambulance.
- Clean and wipe down the inside of the ambulance.
- Refuel if needed.

End of shift

- Before the end of the shift assure that the unit is clean inside and out, free of dirt, body fluids, drink cans, food wrappers and garbage.
- Before the end of the shift assure that all patient care records are completed and uploaded to the server.

- Delete all non-essential data from the Lifepak.
- During the face to face transfer, assure that equipment that was used during your shift has been restocked.
- Assure that you leave the keys with the on coming shift.

Dynamically Deployed Units

Start of shift

- Shift change will occur at headquarters
- Report to the logistics office before the scheduled start time of your shift.
- Units will be assigned by the logistics personnel or on-duty supervisor.
- Sign out controlled items from logistics or the on-duty supervisor:
    - Controlled drugs
    - Keys
    - Mobile phone
    - Tough book
    - Portable radio (when needed)
- Check the unit for essential equipment. If equipment needs replaced notify either logistics or the on-duty supervisor.
- Inspect the ambulance and complete the daily vehicle checklist. Report any new damage or deficiencies to the on-duty supervisor.
- Check the stretcher. Employees must be familiar with the style and model in use. The stretcher must be checked to be certain it raises and lowers smoothly. Check for breaks or cracks in the aluminum, especially around stress points such as wheel areas and flexor points. Inspect all seams, welds, connections, cotter pins or rivets. If any defect is noted, no matter how minor in appearance, it must be reported to the on-duty supervisor and the stretcher shall be replaced with a spare and the defect repaired.
- The crew will utilize the on-board computer to sign on duty and call available on channel one at the beginning of the shift.
- If the vehicle is dirty, wash it.
- While at post the interior of the vehicle will be wiped down with disinfectant solution.

End of shift

- Do not return to Headquarters for shift change until given permission from control.
- Before the end of the shift assure that the unit is clean inside and out, free of dirt, body fluids, drink cans, food wrappers and garbage.
- Fuel the unit.
- Assure that equipment that was used during your shift has been restocked.

- Turn in all controlled items and the daily end of shift report (item usage report) to the logistics personnel or on-duty supervisor.
- Complete all patient care records and ensure reports are uploaded.

III. GENERAL

- In the event of a late call past shift change, the off-going crew will not be responsible for refueling the truck, however, they may not leave without cleaning up the ambulance and equipment.
- Unless released by the on-duty supervisor, all off-going LCEMS crew members must wait until their scheduled relief arrives before leaving.
- All patient care records must be completed and exported before leaving work for the day.
- If an oncoming crew finds a vehicle in poor condition (inventory/cleanliness), the on-duty supervisor will be notified.
- Report all missing, damaged or malfunctioning equipment or vehicles to the on-duty supervisor and complete an Incident Report Form.
- Report problems with Toughbooks or network to EMS – MIS or the on-duty supervisor.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Storage, Use and Replacement of Time Dated Drugs and Supplies

CAAS: 203.03.02

Effective: January 1, 2004

Reviewed: March 2008, October 2011, December 2012, December 2015, December 2018



Revision: 3

Kim Landry, MD – Medical Director

Pages: 2

I. PURPOSE:

To provide a guide for meeting requirements of DEA and FL State Bureau of EMS on non-controlled drugs, IV fluids and dated supplies.

II. GUIDELINE:

All requirements of the DEA and FL State Bureau of EMS on non-controlled drugs, IV fluids and dated supplies will be met by LCEMS. Non-narcotic medications and IV fluids not assigned to vehicles will be stored in a locked climate controlled storeroom in the EMS Division.

III. PROCEDURE:

Non-Controlled Drugs, IV Fluids and Dated Supplies (Controlled Drugs– Refer to SOG 407.00)

1. Vehicle Inventory

   On the first of the month, the Shift Supervisor will have the on-duty LCEMS crew's inventory and confirm date compliance of all drugs, IV fluids and dated supplies on the ambulances, using the monthly Vehicle Drug, IV Fluid and Dated Supplies Expiration Inventory Form. All outdated non-narcotics or damaged drugs, IV fluids, or dated supplies will be pulled and stored in the "Expired Drugs Box" located in the Soiled Utility Room until they are properly disposed of by the Supply Technician.

2. Inventory/Ordering of Narcotic and Non-Narcotic Medications, IV Fluids and Dated Supplies

A. Monday through Friday, the department's Supply Technicians monitor all supply room item levels and orders stock PRN.

B. During the first week of each month, the process includes inventory of supplies and checking the expiration dates of all IV fluids, narcotic medications, non-controlled drugs and dated supplies in stock. Any out-of-date items will be removed and replaced. The non-narcotic out-of-date items will be stored in the "Expired Drugs Box" located in the Soiled Utility Room until they are properly disposed of.

C. Narcotic medications expired will be stored in a locked box designated as expired narcotics and will be disposed of by the Logistician in accordance with DEA standards by a DEA approved reverse distributor. Proper DEA forms will be completed and filed (Refer to SOG 407.00)

D. Depleted IV fluids, non-narcotic medications and dated supplies in the ambulances will be resupplied via the LCEMS Supply Technicians or EMS staff.

3. Temperature Extremes

A. The temperature in drug cabinets aboard ambulances will be monitored and documented daily as part of the vehicle check-in process. If a cabinet is found to be out of compliance with established standards then the crew will immediately notify the on-duty supervisor and logistics personnel to replace all medications and IV fluids in the cabinet found out of compliance.

B. Temperature in the drug cabinets will be monitored by portable thermometers that will mark the highest and lowest temperatures reached, allowing the crew members to know, upon truck check in, that the medications and IV fluids were exposed to extreme temperatures.

C. Medication and IV fluids will be removed from the drug cabinets if temperatures reach, or exceed, 104° F (40° C) and discarded (this is defined as "extreme heat" by the United States Pharmacopeia 10.30.80.). Medications and IV fluids will also be removed and discarded if temperatures in the drug cabinet drop below 14° F (-10° C) (this is defined as the highest degree of "freezer" range by the United States Pharmacopeia 10.30.10.).

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Subpoenas & Summonses
Effective:	May 2, 2005
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	2

I. PURPOSE:

To provide uniform guidance on the receiving and handling of subpoenas and summonses by the EMS Division. This guideline only applies to requests for an employee to appear and does not apply to medical records requests. Subpoenas received for medical records requests will be handled in accordance with the County and Division HIPAA policies, guidelines and procedures.

This guideline does not apply to accepting subpoenas and summonses related to personal matters of employees.

II. GUIDELINE:

The EMS Division will accept subpoenas for all current employees and then assure that the subpoena is immediately delivered to the employee. In doing this the EMS Division will comply with Board Policy No. 04-1 titled "Service of Process of Summonses and Subpoenas."

III. PROCEDURE:

1. Subpoenas will be accepted by an EMS office or administrative employee on behalf of the employee being served. The EMS staff personnel will assure that the employee identified on the subpoena is currently employed at Leon County EMS prior to accepting the subpoena.

2. After acceptance, the subpoena will be stamped with the EMS received date stamp, along with the initials of the person who accepted it.

3. Subpoenas will be entered into the electronic subpoena log.

4. The subpoena will be scanned and e-mailed to the employee identified on the subpoena

5. The original subpoena will be scanned and electronically stored in the EMS document manager

6. The EMS staff personnel will notify the Deputy Chief of Administration to review the subpoena. If deemed necessary by the Deputy Chief of Administration, the County Attorney's office will also be notified.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	SunPass® Use Policy
Effective:	January 26, 2007
Reviewed:	December 2012, December 2015, December 2018
Revisions:	1
Pages:	4

I. PURPOSE:

To provide guidelines on the use of SunPass for official Leon County Business.

II. GUIDELINE:

1. All Leon County EMS vehicles are equipped with Sunpass mini transponders. These transponders are permanently affixed to the windshield of each vehicle and allow for passage through Sunpass toll lanes when on official LCEMS business.

2. Members shall obey all traffic signs and speed limits when entering and going through the Sunpass toll lanes.

3. Members shall report any damage to the transponder to the on-duty supervisor. Tampering with the transponder or using it for personal use will result in discipline up to and including termination.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Time Sheets
CAAS:	106.02.01
Effective:	June 1, 2005
Reviewed:	March 2005, October 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

To provide guidelines for time sheet completion for EMS field employees.

II. GUIDELINE:

- Each employee is responsible for completing and signing their own time card and submitting it by the last Saturday of the pay period to the on-duty supervisor.

- The number of hours worked shall be recorded on the actual day worked. Each workday starts at 1200 am – midnight and goes until 1159 pm.

- It is the responsibility of the employee to record the number of hours of any shift differentials owed to the employee.

- Failure by an employee to submit a time sheet to the supervisor or failure to record all hours worked by the established deadline will result in the hours not reported being paid in the next pay period. Missed time is to be reported at the end of the next pay period on a paper timesheet.

- You must accurately record your hours worked. No one may record hours worked for another person. Falsely recording hours worked or tampering with another's time record may be cause for immediate termination. In the unusual occurrence of an error with the recording of your time you must immediately notify the on-duty supervisor.

- Fixed Station Units who work in the System Status Management plan may claim System Status Shift Differential, as outlined in the pay plan. The number of hours worked in the System Status Management Plan must be recorded on the appropriate line of the time sheet.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Tobacco Free
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

To provide guidelines for tobacco use by EMS employees while on duty.

II. GUIDELINE:

- Emergency Medical Service (EMS) employees are prohibited from using any and all tobacco products, including smokeless tobacco and E-cigarettes, while working and during scheduled work hours. Consistent therewith, tobacco products are strictly prohibited in EMS vehicles or buildings (City or County). This applies to volunteers, students, interns and visitors (including EMS employees who may be on premises, but not working or scheduled to work).

- EMS recruitment announcements shall clearly state that EMS employees will be working in a tobacco free environment.

- Violations of this policy shall result in disciplinary action up to and including termination from employment, and subject violators to fines of up to $500.00 in accordance with 386.208 Florida Statute.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Uniform & Appearance Standards
CAAS:	106.07.01
Effective:	August 20, 2004
Reviewed:	February 2007, December 2012, December 2015, December 2018, September 2022
Revision:	5
Pages:	11

1. **PURPOSE –** The purpose of this guideline is to establish the official Leon County EMS uniform and personal appearance standards.

2. **SCOPE –** This guideline applies to all certified members of Leon County EMS. All non-certified staff will follow the dress code as outlined in the Leon County Human Resources Policy and Procedure manual Section II – Conduct.

3. **DISCUSSION –** LCEMS requires its members to present themselves in a professional well-groomed manner. The appearance and grooming of our members are extremely important in conveying our professionalism. The LCEMS uniform and the personal appearance of LCEMS members influences the prestige of the service and the status of the agency in the eyes of the public.

4. **GUIDELINES–**Leon County EMS shall govern the appearance of its members. All members are expected to be properly groomed and always uniformed as prescribed herein.

5. **PROCEDURE**

   a. **General guidelines:**

      i. The official LCEMS uniform and all accessories will be of the style, color and type of material designated by the Chief.

      ii. LCEMS members shall be required to wear their prescribed duty uniforms and accessories when reporting for duty, training, or court appearances. If a member appears for work improperly dressed or groomed, they will be sent home and may be directed to return to work in the proper uniform appropriately groomed. If this should occur the member shall not be paid for the time away from work and will be subject to disciplinary action.

      iii. While on duty members will keep an extra clean uniform at the duty location.

iv. All members will present a neat, clean and professional appearance. All clothing and uniforms must be clean and pressed.

v. Fingernails shall be clean and neatly trimmed. Nail polish may be worn. For infection control reasons acrylic nails or extensions are not permitted.

vi. Cosmetics and make-up will be subdued. No heavy or dramatic effects are permitted.

vii. Perfumes and colognes must be minimal and should not be a heavy fragrance that dominates a room.

viii. Eyewear must be conservative and professional in appearance.

ix. Neck accessories that could be used to incapacitate a member or that are visible above the uniform collar are prohibited.

x. One ring may be worn per hand. Wedding sets worn on the same finger constitute one ring.

xi. Two (2) sets of reasonably sized earrings may be worn in each ear lobe. A single (1) stud or ring may be displayed in one (1) nose and/or one (1) eyebrow piercing, if it does not exceed ½ inch in size, and provided it does not interfere with the use of a respirator or surgical mask. Ear gauges should be plugged/opaque and not exceed a ½ inch in diameter. Objects, articles, jewelry or ornamentation of any kind shall not be inserted, attached any part of the mouth, lips or cheek. Tongue piercings are permitted if not obviously visible from outside the mouth.

xii. Members may have visible body tattoos provided the tattoos do not diminish or distract from the professional appearance of the member, bring discredit to Leon County, the Division, or Public Safety. No member may display a body tattoo which is disrespectful, offensive, obscene, sexually suggestive, advocates criminal activity, or could be construed as extremist, indecent, sexist or racist.

xiii. Hairstyles shall be conservative, well-groomed, and controlled at all times. No hairstyle that creates an unduly singular, odd or unusual appearance may be worn. Hair glitter, unusual or unnatural colors, and / or sparkling hair pieces are not permitted.

a. The hair shall not lap over the shirt collar nor protrude over the ears. Longer hair must be pulled up or may be secured to or on the head using clasps, pins, barrettes, or bands. These shall be the color of the hair, the uniform or uniform brass and shall be functional not decorative in nature.

b. Sideburns shall be uniform from top to bottom, non-flared, neatly trimmed and not be excessively heavy or bushy. Sideburns shall be cut horizontally along the side of the face and shall not extend below the middle of the earlobes.

c. Mustaches and goatees are authorized and shall be of conventional type, neatly trimmed and not present a bushy or unkempt appearance. A mustache shall not extend onto or over the upper lip. All other areas of the face must be freshly shaved. Facial hair cannot interfere with respirator / N95 mask fits. (See attached CDC/NIOSH guidance "Facial Hairstyles and Filtering Facepiece Respirators")

d. Beards are only authorized for members that have been granted an official accommodation by the Leon County Division of Human Resources. If an accommodation is provided, the member will be issued a full-face, Powered Air Purifying Respirator (PAPR). Beards shall follow the jaw line and not extend onto the neck, must be clean and neatly trimmed, uniformed in appearance, and maintained at ¼ to ½ inch in length.

b. Standard Field Uniform Specifications

i. Headgear – Only headgear approved by the Chief and issued by the division are permitted to be worn. Headgear/hats will be worn with the title to the front of the head in a customary manner.

ii. Shirts – The red polo style shirt provided by the County is the standard uniform shirt. Undershirts shall be solid in color: white, red, black, or navy blue; and not extend past the shirt sleeve.

iii. Accessories – Only accessories issued by LCEMS will be worn on the uniform.

iv. Badge – The Leon County E.M.S. badge shall be agency issue. It will be worn on the trouser belt in a location that is visible from the front.

v. Public Safety Complex (PSC) security badge may be worn in a manner that makes it easily readable from the front.

vi. Insignias, emblems and pins – No emblems, medals, insignias, pins or patches will be worn on the uniform shirt except those issued by LCEMS or specifically authorized by the Chief.

vii. Trousers – The standard uniform trousers shall be County issued dark blue "EMS" pants. They will be properly tailored and fit around the waist. Proper length is determined by the front crease touching midway on the instep of the shoe. All pocket buttons and closures will remain closed and must be replaced when necessary.

viii. Trouser belt – The uniform trouser belt shall be County approved. A black leather basket weave belt that fastens with a gold or silver tone metal buckle or a black nylon style belt with black buckle is to be worn. The buckle shall be in proportion to the belt width. Decorative or ornamental type buckles with insignias, names or logos are not permitted. Only approved items appropriate for the job may be worn on the belt.

ix. Footwear – Footwear shall be made of black leather or simulated leather composition and approved by the County. They must present a polished or matte, clean appearance. Pants may not be worn inside the boots. If socks are visible, they must be dark in color. If white socks must be worn for purposes of foot hygiene, they will be worn under the dark socks.

x. Uniform jackets – The uniform jacket shall be County issued and worn as required over the standard uniform. No other style or type jacket may be worn unless specifically approved by the Chief. Lieutenants and above may display their rank by wearing the County issued rank insignias on the collar of the jacket. The EMT or Paramedic patch will be displayed on the right sleeve one half inch below the shoulder seam, centered on the sleeve and the LCEMS patch will be displayed on the left sleeve one half inch below the shoulder seam, centered on the sleeve. No other accessories shall be worn on the uniform jacket unless specifically approved by the Chief.

xi. Rain jackets – The rain jackets shall be County issued and worn as required over the standard uniform. No other style or type of rain jacket may be worn unless specifically approved by the Chief.

c. Class "B" Uniform Specifications

i. Class “B” uniforms may be worn by supervisors while on duty as the on-duty field operations supervisor or supervising charge paramedic. Field personnel may wear Class “B” uniforms if both crew members on a unit are wearing the same uniform style. Any personnel may be required to wear the Class “B” uniform at the direction of the Chief. Uniform areas not specifically addressed in this section default to the standard field uniform specifications.

ii. Shirts – A white short sleeve uniform shirt with sewn in military creases and epaulets is the class “B” uniform shirt. During winter months a long sleeve white uniform shirt with sewn in military creases and epaulets may be worn. All shirt pockets will remain secured at all times. A white crewneck unadorned tee shirt will be worn under the uniform shirt. Buttons must be replaced when necessary. Undergarments may not extend past the shirt sleeve.

iii. Accessories – Only accessories issued by LCEMS will be worn on the uniform.

iv. Badge – The Leon County E.M.S. badge shall be agency issue. It will be worn centered above the left shirt pocket in the appropriate openings provided.

v. Nameplate – The nameplate shall be County approved and worn centered over the right shirt pocket. The bottom of the nameplate shall rest on the top of the pocket flapand be centered on the middle seam of the pocket.

vi. Collar brass / rank insignia – The collar brass and rank insignia shall be County issued and worn on the end of the collars at the lowest part parallel to the base. Ranked employees will wear their rank insignia in place of the collar brass.

vii. Insignias, emblems and pins – No emblems, medals, insignias, pins or patches will be worn on the uniform shirt except those issued by LCEMS or specifically authorized by the Chief.

1. Pins - A pin of the American flag may be worn centered one quarter inch above the nameplate. No other flag pins will be displayed. If a CAAS pin, FTO pin, tactical medic pin,and/or Critical Care pin is also going to be worn, it/they will be one quarter inch above the name plate and the American flag pin will be one quarter inch above it/them. CAAS, tactical medic, and critical care pins will be standardized and approved by the Chief.

2. Award pins/bars may be worn ¼ inch above the nameplate, below a specialty pin (CAAS, FTO, tactical medic, critical care). If a member has two award pins/bars, they will be worn side by side, centered ¼ inch above the nameplate. All award pins/bars will be standardized and approved by the Chief.

3. An EMT or Paramedic insignia patch shall be affixed to the right sleeve one half inch below the shoulder seam and centered to the epaulet of the uniform shirt.

4. A LCEMS insignia patch shall be affixed to the left sleeve one half inch below the shoulder seam and centered to the epaulet of the uniform shirt.

d. Class "A" - Dress Uniform Specifications

i. Class "A" dress uniforms will be worn to functions as directed by the Chief. Uniform areas not specifically addressed in this section default to the standard uniform specifications.

ii. Headgear – hats will not be worn as part of the dress uniform.

iii. Shirts – A white long sleeve uniform shirt with sewn in military creases and epaulets is the dress uniform shirt. All shirt pockets will remain secured at all times. A white crewneck unadorned tee shirt will be worn under it. Buttons must be replaced when necessary.

iv. Tie – The standard uniform tie, as specified below, shall be worn as a part of the Class A uniform.

Tie specifications

a. The standard uniform tie shall be pre-tied and either clip-on or Velcro quick release style.
b. The tie must not have a design or sheen. It can be 2 or 3 inches wide and may be tapered at the center with a pointed end. The fabric for ties can be polyester, wool, synthetic, or blends and shall be navy blue or black in color.

v. Accessories – Only accessories issued by LCEMS will be worn on the uniform.

vi. Badge – The Leon County E.M.S. badge shall be agency issue. It will be worn centered above the left shirt pocket in the appropriate openings provided.

vii. Nameplate – The nameplate shall be County issued and worn centered over the right shirt pocket. The bottom of the nameplate shall rest on the top of the pocket flap and be centered on the middle seam of the pocket.

viii. Collar brass / rank insignia – The collar brass and rank insignia shall be County issued and worn on the end of the collars at the lowest part parallel to the base. Ranked employees will wear their rank insignia in place of the collar brass.

ix. Insignias, emblems and pins – No emblems, medals, insignias, pins or patches will be worn on the uniform shirt except those issued by LCEMS or specifically authorized by the Chief.

1. Pins - A pin of the American flag may be worn centered one quarter inch above the nameplate. No other flag pins will be displayed.

2. An EMT or Paramedic insignia patch shall be affixed to the right sleeve one half inch below the shoulder seam and centered to the epaulet of the uniform shirt.

3. A LCEMS insignia patch shall be affixed to the left sleeve one half inch below the shoulder seam and centered to the epaulet of the uniform shirt.

x. Trousers – The dress uniform trousers shall be County issued dark blue trousers. They will be properly tailored and fit around the waist. Proper length is determined by the front crease touching midway on the instep of the shoe. All pocket buttons and closures will main closed and must be replaced when necessary.

xi. Trouser belt – The uniform trouser belt shall be County approved. A black leather basket weave belt that fastens with a gold or silver tone metal buckle is to be worn. The buckle shall be in proportion to the belt width. Decorative or ornamental type buckles with insignias, names or logos are not permitted. Nothing may be worn on or hanging from the belt.

xii. Footwear – Footwear shall be made of black leather or simulated leather composition low quarter shoes as approved by the Chief. They must present a polished and clean appearance. Pants may not

be worn inside the boots. If socks are visible they must be dark in color. If white socks must be worn for purposes of foot hygiene, they will be worn under the dark socks.

e. Badge Bunting / Mourning Bands

i. Solid black badge bunting / mourning bands that are approximately ½ inch wide and tight fitting to the badge may be worn by members over the center of their badge in any class of uniform. Bunting / mourning bands are worn to honor and respect the service of an EMS member, a first responder, or a dignitary or during participation in a day of memorial. The following instances are when badge bunting / mourning bands are authorized:

ii. Upon the line of duty death of an active member of EMS badge bunting / mourning bands are worn for a period of thirty (30) days from the date of death.

iii. Upon the off-duty death of an active member of EMS badge bunting / mourning bands are worn from the date of death until 24-hours after the memorial or funeral service. If no memorial or funeral service is held, badge bunting / mourning bands are worn for 14 days.

iv. Upon the death of an active Leon County first responder badge bunting / mourning bands are worn from the date of death until the conclusion of the memorial or funeral service. If no memorial or funeral service is held, badge bunting / mourning bands are worn for 7 days.

v. Members may wear badge bunting / mourning bands when attending the memorial or funeral service of a retired EMS member the day of the service.

vi. Members may wear badge bunting / mourning bands when attending the memorial or funeral service of an out-of-the area first responder while attending the service

vii. Members may wear badge bunting / mourning bands on the following days: National EMS Memorial Weekend, 9-11, other days or anniversaries as determined by the EMS Chief.

viii. Members shall wear badge bunting / mourning bands at the direction of the Chief when special circumstances dictate that EMS display of official mourning is appropriate.

f. Court Appearances

Employees appearing for Court, including depositions, while representing Leon County shall wear a Class “A” uniform.

g. Public Relation / Special Event Specifications

i. Members representing the agency at public relation events shall wear the Class "B" uniform in accordance with the specifications above. Members will be provided direction on which uniform specification is appropriate for the event.

ii. Members working at special events shall wear the standard field uniform unless ordered otherwise. The Chief may authorize special event uniforms to be worn to a specific event. All employees assigned to the event will wear the specified special event uniform.

h. Training Specifications

i. Members attending training, who are being paid by the County for attending the training, shall wear the standard field uniform.

i. Other County Clothing

i. All non-uniform clothing that contains emblems and / or the name of the County or E.M.S. Division shall be considered property of the County and shall be governed by sections i. Agency Issued Equipment and Uniforms and j. Employee to Surrender Agency Property of this SOG.

ii. Members assigned to non-field duties, excluding training, are permitted to wear approved clothing containing the emblems and / or the name of the County or E.M.S. Division while assigned to those duties. Employees must maintain a professional appearance consistent with Section II of the Leon County Human Resources Policy and Procedure manual.

j. Agency Issued Equipment and Uniforms:

i. Certain items of equipment and uniforms will be issued by LCEMS for use by members while performing their job functions for Leon County. Initial issue of such items will be done at the expense of the County. Members receiving equipment and uniforms will inventory and sign for each item and is responsible for its safekeeping, care and return. Equipment, uniforms and uniform components provided by the County will at all times remain the property of Leon County and shall only be used while working for Leon County and shall not be worn while off duty or when working for another employer. Further when off duty, LCEMS uniforms in part or whole will not be worn into drinking establishments, for unauthorized political activities or at other locations that could damage the reputation of the County.

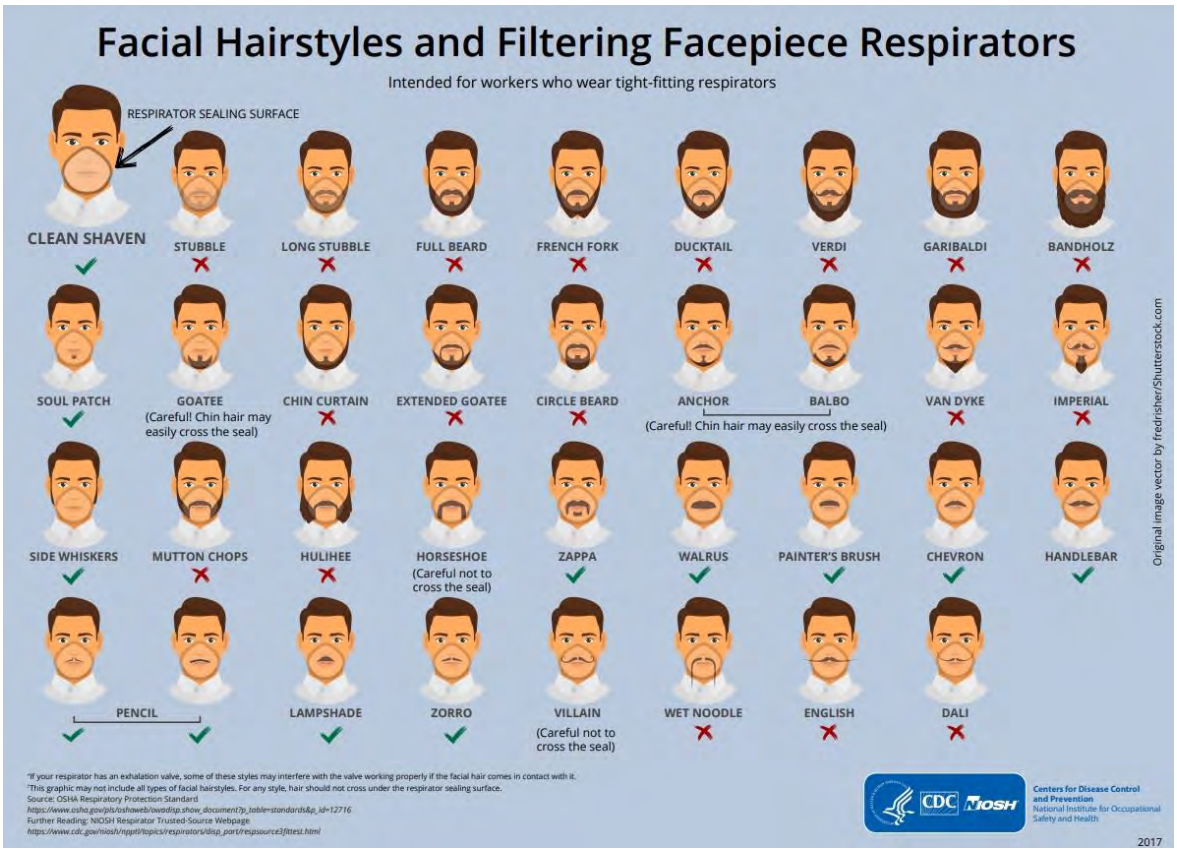
ii. Issued property rendered unusable through normal wear and tear or that becomes unacceptable in appearance will be exchanged at LCEMS expense. This requires returning the item(s) for reissue of new item(s). Such reissue requires supervisor approval.

iii. Loss or damage of items by neglect, misuse or abuse will be replaced at the member's expense. Loss or damage of issued equipment in this circumstance by the employee shall be documented on a LCEMS incident report form and directed to the on-duty supervisor.

iv. Theft or damage of any item(s) issued as a result of a criminal act shall be reported to the appropriate law enforcement agency. Such item(s) properly justified as stolen or damaged through no negligence of the employee will be replaced at LCEMS expense. A copy of the investigative report and a completed LCEMS incident report form shall be directed to the on-duty supervisor.

k. Employee to Surrender Agency Property

i. Whenever a member separates from the division, the identification card and badge shall be returned. Additionally, all uniforms and other County property issued to a member shall be returned and inventoried. The member will be financially responsible for any uniforms or equipment not returned, lost, or damaged above normal wear and tear.


Facial Hairstyles and Filtering Facepiece Respirators
Intended for workers who wear tight-fitting respirators
RESPIRATOR SEALING SURFACE
CLEAN SHAVEN
STUBBLE
LONG STUBBLE
FULL BEARD
FRENCH FORK
DUCKTAIL
VERDI
GARIBALDI
BANDHOLZ
SOUL PATCH
GOATEE
(Careful! Chin hair may easily cross the seal)
CHIN CURTAIN
EXTENDED GOATEE
CIRCLE BEARD
ANCHOR
BALBO
(Careful! Chin hair may easily cross the seal)
VAN DYKE
IMPERIAL
SIDE WHISKERS
MUTTON CHOPS
HULIHEE
HORSESHOE
(Careful not to cross the seal)
ZAPPA
WALRUS
PAINTER'S BRUSH
CHEVRON
HANDLEBAR
PENCIL
LAMPSHADE
ZORRO
VILLAIN
(Careful not to cross the seal)
WET NOODLE
ENGLISH
DALI
*If your respirator has an exhalation valve, some of these styles may interfere with the valve working properly if the facial hair comes in contact with it.
†This graphic may not include all types of facial hairstyles. For any style, hair should not cross under the respirator sealing surface.
Source: OSHA Respiratory Protection Standard
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=12716
Further Reading: NIOSH Respirator Trusted-Source Webpage
https://www.cdc.gov/niosh/npptl/topics/respirators/disp_part/respsource3fittest.html
CDC NIOSH
Centers for Disease Control and Prevention
National Institute for Occupational Safety and Health
2017
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vLEON COUNTY E.M.S.

Standard Operating Guideline

Title: Use of Electronic Mail and Facsimile Transmissions

Effective: July 2005

Reviewed: December 2012, December 2015, December 2018

Revision: 2

Pages: 3

I. PURPOSE:

To provide guidelines on the use of electronic mail and facsimile transmissions.

II. GUIDELINE:

Leon County EMS Division is responsible for ensuring the privacy and security of all patient information that we create, receive, or use under both the Privacy Regulations (Privacy Rule) and the Security Regulations (Security Rule) of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Facsimile transmission is a common method for general communication, sending and receiving patient information. We need to ensure that faxes are sent to and received by the proper person.

In the event that e-mail and faxes are sent to or received by a person not designated to receive the information, it is important to provide notices and disclaimers on these transmissions to alert the receiving party that the transmission may be confidential and to give them steps they should take to alert us and to return the transmitted information.

III. PROCEDURE

Electronic Mail

1. Electronic mail is intended to be used as a tool to facilitate communications and the exchange of information. Staff members are required to check email regularly.

2. Occasional personal use is permissible so long as:
    a. It does not consume more than a trivial amount of resources
    b. Does not interfere with staff member productivity

c. Does not take priority over County business
d. Comports with our e-mail use and harassment policies
e. Complies with County Policy on email use.

3. In all cases, users of our electronic mail system have an obligation to use it appropriately, effectively, and efficiently.

4. Staff members must be aware that e-mail can be forwarded, intercepted, printed and stored by others. Therefore, users must utilize discretion and confidentiality protections equal to or exceeding that which is applied to written documents.

5. E-mail accounts and passwords should not be shared or revealed to anyone else besides the authorized users

6. All electronic mail transmissions that contain confidential information originating from LCEMS staff members must contain, at the minimum, a signature section that contains the following information:
    a. The sender's full name
    b. Leon County EMS Division
       911 Easterwood Dr
       Tallahassee, Fl 32311
       Phone – 850- 606-2100
       Fax – 850-606-2101

7. Below the signature section, the following notice and disclaimer must appear in all transmissions from LCEMS staff members in at least 10 point font:

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential, propriety, and/or privileged information protected by law. If you are not the intended recipient, you may not use, copy, or distribute this e-mail message or its attachments. If you believe you have received this e-mail and message in error, please contact the sender by reply e-mail and telephone immediately and destroy all copies of the original message.

Facsimile Transmissions

1. As with e-mail transmissions, the transmission of documents by facsimile machine requires similar protections and safeguards.

2. Must use the Leon County Emergency Medical Services cover sheet. If not available then use #3.

3. All facsimile transmissions that contain PHI must contain a cover sheet that includes at a minimum, the following information:
    a. Leon County EMS
    b. Name of the intended recipient
    c. Name of sender
    d. Facsimile number of the recipient
    e. Telephone number of the sender
    f. Date of the transmission
    g. The number of pages in the transmission

4. At the bottom of the facsimile cover sheet, the following notice and disclaimer must appear in at least 10 point font:

CONFIDENTIALITY NOTICE: This facsimile transmission is confidential and is intended only for the review of the party to whom it is addressed. It may contain propriety, and/or privileged information protected by law. If you are not the intended recipient, you may not use, copy, or distribute this facsimile message or its attachments. If you believe you have received this transmission in error, please immediately telephone the sender above to arrange for its return.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Use of Mobile / Cellular Devices
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. PURPOSE:

1. To serve as a back-up communications device when there is a failure of either the radio or telephone system.

2. To augment communications for on-duty supervisors in implementing system coordination.

II. GUIDELINE:

1. LCEMS shall provide constant communications with field staff and administration. The cellular telephone will be considered part of the LCEMS communications system.

2. County mobile / cellular telephones issued to field staff will be used for county business. Employees making emergency personal phone calls will be responsible for paying fees associated with personal use and must report personal use in writing to the on-duty supervisor.

3. Drivers of county vehicles shall only use mobile / cellular devices while utilizing a hands free adapter.

4. Use of personal mobile / cellular devices while in the public or with a patient is not permitted. They shall be kept in a silent or vibrating alert ring and shall not be answered.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Work Schedule
Effective:	June 1, 2005
Reviewed:	March 2005, August 2007, January 2010, April, 2011, December 2012, December 2015, December 2018, April 2023
Revision:	7
Pages:	4

I. PURPOSE:

To provide guidelines for the scheduling of EMS field members.

II. GUIDELINES:

Due to the unique nature of the positions in EMS, scheduling of work hours will be made at the sole discretion of Leon County which will include night, weekend, and holiday shifts. LCEMS reserves the right to schedule any member at any time or change the schedule in accordance with its needs. All attempts will be made to notify the member of any changes in a posted schedule. It is your responsibility to work your entire scheduled shift, unless you have been pre-approved for time off. No guarantee or promise as to what shift any particular EMS member will be scheduled can be made. At no time will an employee be scheduled to work more than 24 hours straight in a 32 hour period; unless approved by the Chief or a Deputy Chief, no exceptions. Every effort will be made to ensure that members have a minimum of 8 hours rest between consecutive shifts

III. PROCEDURE:

1. The TeleStaff system will be utilized for the development of the field schedule. Members can access TeleStaff either by a County computer, via the internet or by phone.

2. Part-time and PRN members must submit their rolling availability with a continuous 40 day window of intention via the appropriate work code in TeleStaff. TeleStaff will utilize a series of algorithms to fill available shift openings and offers vacancies to part-time personnel who have entered their available / unavailable work codes into TeleStaff on a first come, first served basis. It is necessary for part-time and PRN members to enter the days that they are available and unavailable to work in the TeleStaff system.

3. Part-time and PRN members working for other employers shall mark the subject shift schedule as “unavailable days” in TeleStaff as far out as possible inside the 40 day rolling window of intention.

4. PRN members are required to meet the established minimum of their employment status, specifically PRN members are required to work a minimum of 40 hours per calendar month to satisfy the minimum requirements of their positions. The availability submitted

by PRN staff must include a minimum of 2 night shifts, 2 weekend shifts and 50% or ½ of special days (once special days are identified).

5. Part-time members will have a regular assigned shift, or they will have a self-scheduling assignment. Part-time members with a self-scheduling assignment are required to have at least two 12-hour shifts scheduled per week; these shifts are required to be scheduled 60 – 90 days in advance. Part-time members who self-schedule must include a minimum of 2 night shifts and 2 weekend shifts a month, and 50% or ½ of special days (once they are identified).

6. Scheduling Leave Time

    a. Leave time will be scheduled at the mutual convenience of LCEMS and the member. In the event of a scheduling conflict the Chief or his designee will make the final decision. Final approval will be based on operational needs and available personnel. The submission of a request for leave time is not a guarantee that the request will be approved.

    b. Leave time is to be scheduled as far in advance as possible in order to facilitate effective crew scheduling. Requests for leave time must be made utilizing the TeleStaff system. If you are unable to request leave time through TeleStaff, a written request must be made to the on-duty field operations supervisor utilizing the County's leave / compensation request form.

    c. Members are encouraged to submit leave requests as soon as possible. Requests will be honored on a first come first served basis. Requests must be submitted at least one month before the leave occurs.

    d. Requests for leave days occurring less than one month before the beginning of the schedule that the leave will occur during will require the member to complete a "Request-Off form and submit it to the on-duty supervisor for approval and input into TeleStaff..

    e. In times when operational demand requires, the Chief may cancel any previously approved leave time.

7. Special Day Rules

    a. Certain days, such as holidays and Special events when operational demand requires, have been designated as Special Days in TeleStaff. Members are not permitted to utilize leave time or comp time leave during Special Days or trade or give-a-way shifts occurring during Special Days without specific written authorization from the Deputy Chief of Operations and compliance with the following:

i. Full time members shall request Special Days off in writing to the Deputy Chief of Operations with a minimum of thirty days advance notice. There is no guarantee that a Special Day off request will be authorized.
ii. Members are not permitted to trade or give-a-way a shift occurring during a Special Day without the specific written authorization of the Deputy Chief of Operations or his designee.

8. Trading shifts

a. Shift trades may be authorized by a Captain provided a completed shift trading form signed by both members is submitted at least 1 day in advance. Trades may not be permitted when the schedule change results in overtime or one or more member is scheduled for more than 24 consecutive hours. Shift trades are intended to be a swap of hours scheduled within the same pay week between two similar class employees.
b. Shift trades between members must have common qualifications. No shift trade will be authorized when members are not equally qualified for the same position. An example of common qualifications would be attempting to trade a shift where the person trading the shift must be trailer or cart trained with a person that does not have the equivalent trailer or cart training to fill that position. Such a Shift trade as described in the preceding sentence will not be authorized.

9. .Guidelines for filling vacant positions / shift assignments – the following are general guidelines for the filling of shift vacancies.

a. The EMS Division will first offer shift assignments to current members before assigning these shifts to new members. Field staff may only voluntarily change shift assignments twice per rolling year. For example, if a member voluntarily changes their shift assignment in July and again in September, they are not eligible for a voluntary shift change until July of the next year.

b. Staff will be notified via e-mail of possible shift assignment and are required to respond to this e-mail to express interest in a new shift assignment. There may be instances where shifts must be filled on a temporary basis, prior to permanent assignments being made.

c. Members shall be assigned to shifts based on the operational need of and at the sole discretion of the County. Shift assignments may be altered or changed at any time and there is no guarantee or promise as to what shift any particular member shall be scheduled.

d. Vacancies shall be filled based on the interest solicited with the e-mail announcement. The following shall be considered when filling shifts:

i. Length of full-time employment of the members making a request and service needs with regard to Paramedic or EMT positions.

ii. The general employment history of the members, including evaluations and disciplinary actions.

iii. Field Training Officers shall only be assigned to the following shifts:
    1. MED 1 or 21
    2. MED 2 or 22
    3. MED 3 or 23
    4. MED 4 or 24
    5. MED 5 or 25
    6. MED 6 or 26
    7. MED 11
    8. MED 18
    9. MED 20
    10. MED 19

iv. Due to operational advantages; preference shall be given to Paramedic / Paramedic crew configurations in the following situations:
    1. 12 and 14 hour shifts
    2. Units with a Paramedic II
    3. Units with a Charge Paramedic

9. Members that fail to follow the work schedule policy may be subject to progressive disciplinary action up to and including termination.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Security Incident Management
Effective:	June 2006
Reviewed:	December 2012, December 2015, December 2018
Revisions:	1
Pages:	2

I. PURPOSE:

To provide guidelines for Security Incident Management

II. GUIDELINE:

Incidents that could compromise our electronic information system are serious as critical patient information may be damaged or lost. This policy establishes Leon County EMS Division's general policy on how to report a security incident and the steps that will be taken to investigate and take action when a potential to actual security incident occurs.

III. PROCEDURE:

Security Incident Defined

A "Security Incident" is an attempted entry, unauthorized entry, or an information breach or attack on our electronic information system. It includes unauthorized probing and browsing of the files, a disruption of service from any cause, and incidents where electronic information has been altered or destroyed.

Security incidents may include such things as a virus or a worm, or unauthorized use of computer accounts and computer systems. It may also include complaints or reports of improper use of our information system.

Reporting a Security Incident

All staff members are responsible for immediately reporting a security incident or suspected security incident immediately.

When a suspected security incident occurs, an Incident Report will be completed.

The Privacy/Information Security Officer will be responsible for initiating an immediate investigation to isolate the problem and take whatever action is necessary to protect the

information system and e-PHI and other vital electronic information. All actions will be done in a coordinated manner with Leon County MIS.

The Privacy/Information Security Officer will notify management immediately in the event the incident cannot be immediately corrected, or if any e-PHI or other vital information is altered or destroyed. Management will also be notified of any completed investigation and the outcome of the investigation. In the event of a suspected computer crime, or other unlawful activity via the use of the information system, local, state, or federal law enforcement may need to be notified. That determination will be made by management with recommendation from the Privacy/Information Security Officer.

The Information Security Officer is responsible for coordinating communications with the county departments and divisions and outside organizations.

Whenever a security incident, such as a virus, worm, hoax e-mail, discovery of hacking tools, altered data, or other event that could harm the information system is suspected or confirmed, remedial action will be taken, confirmed that they caused or contributed to the incident.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Policy on Security, Levels of Access and Limiting Disclosure and Use of PHI
Effective:	June 2006
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	5

I. GUIDELINE:

To outline levels of access to Protected Health Information (PHI) of various staff members of Leon County Emergency Medical Services and to provide a policy and procedure on limiting access, disclosure, and use of PHI.

II. POLICY:

Leon County Emergency Medical Services retains strict requirements on the security, access, disclosure and use of PHI. Access, disclosure and use of PHI will be based on the role of the individual staff member in the organization, and should be only to the extent that the person needs access to PHI to complete necessary job functions.

When PHI is accessed, disclosed and used, the individuals involved will make every effort, except in patient care situations, to only access, disclose and use PHI to the extent that only the minimum necessary information is used to accomplish the intended purpose.

III. PROCEDURE:

Role Based Access

Access to PHI will be limited to those who need access to PHI to carry out their duties. The following describes the specific categories or types of PHI to which such persons need access is defined and the conditions, as appropriate, that would apply to such access

Job Title	**Description of PHI to Be Accessed**	**Conditions to Access to PHI**
EMT	Intake forms from dispatch, patient care reports	May access only as part of completion of a patient event and post-event activities and only while actually on duty
Paramedic	Intake forms from dispatch, patient care reports	May access only as part of completion of a patient event and post-event activities and only while actually on duty

Billing Coordinator, Administrative Associate V's		May access only as part of duties to complete patient billing record requests and follow up and only during actual work shift
Shift Captains, FTO's	Intake forms from dispatch, patient care reports	May access only as part of completion of a patient event and post-event activities, as well as for quality assurance checks and corrective counseling of staff
Charge Paramedics/ Lieutenants	Intake forms, preplanned CAD information on patient address	May access only as part of completion of an incident, from receipt of information necessary to dispatch a call, to the closing out of the incident and only while on duty
EMS Quality Improvement & Education Manager / Medical Director	Intake forms from dispatch, patient care reports	May access only as a part of training and quality assurance activities. All individually identifiable patient information should be redacted prior to use in training and quality assurance activities
Deputy Chiefs / Chief	Intake forms from dispatch, patient care reports, billing claim forms, remittance advice statements, other patient records from facilities	May access only to the extent necessary to monitor compliance and to accomplish appropriate supervision and management of personnel
MIS		May access only to the extent necessary to maintain computer systems.

Access to PHI is limited to the above-identified persons only, and to the identified PHI only, based on Leon County Emergency Medical Services' reasonable determination of the persons or classes of persons who require PHI, and the nature of the health information they require, consistent with their job responsibilities

.

Access to a patient's entire file <u>will not be allowed</u> except when provided for in this and other policies and procedures and the justification for use of the entire medical record is specifically identified and documented.

Disclosures to and Authorizations from the Patient

You are not required to limit to the minimum amount of information necessary required to perform your job function, or your disclosures of PHI to patients who are the subject of the PHI. In addition, disclosures authorized by the patient are exempt from the minimum necessary requirements unless the authorization to disclose PHI is requested by Leon County Emergency Medical Services.

Authorization received directly from third parties, such as Medicare, or other insurance companies, which direct you to release PHI to those entities, are not subject to the minimum necessary standards.

For example, if we have a patient's authorization to disclose PHI to Medicare, Medicaid or another health insurance plan for claim determination purposes, Leon County Emergency Medical Services is permitted to disclose the PHI requested without making any minimum necessary determination.

LCEMS Requests for PHI

If Leon County Emergency Medical Services needs to request PHI from another health care provider on a routine or recurring basis, we must limit our requests to only the reasonably necessary information needed for the intended purpose, as described below. For requests not covered below, you must make this determination individually for each request and you should consult your supervisor for guidance. For example, if the request is non-recurring or non-routine, like making a request for documents via a subpoena, we must make sure our request covers only the minimum necessary PHI to accomplish the purpose of the request.

Holder of PHI	Purpose of Request	Information Reasonably Necessary to Accomplish Purpose
Skilled Nursing Facilities	To have adequate patient records to determine medical necessity for service and to properly bill for services provided	Patient face sheets, discharge summaries, Physician Certification Statements and Statements of Medical Necessity, Mobility Assessments
Hospitals	To have adequate patient records to determine medical necessity for service and to properly bill for services provided	Patient face sheets, discharge summaries, Physician Certification Statements and Statements of Medical Necessity, Mobility Assessments
Mutual Aid Ambulances / First Response Services	To have adequate patient records to conduct joint billing operations for patients mutually treated/transported	Patient care reports

	by the County	

For all other requests, determine what information is reasonably necessary for each on an individual basis.

Incidental Disclosures

Leon County Emergency Medical Services understands that there will be times when there are incidental disclosures about PHI in the context of caring for a patient. The privacy laws were not intended to impede common health care practices that are essential in providing health care to the individual. Incidental disclosures are inevitable, but these will typically occur in radio or face-to-face conversation between health care providers, or when patient care information in written or computer form is left out in the open for others to access or see.

The fundamental principle is that all staff needs to be sensitive about the importance of maintaining the confidence and security of all material we create or use that contains patient care information. Coworkers and other staff members will not have access to information that is not necessary for the staff member to complete his or her job. For example, it is generally not appropriate for field personnel to have access to billing records of the patient.

But all personnel must be sensitive to avoiding incidental disclosures to other health care providers and others who do not have a need to know the information. Pay attention to who is within earshot when you make verbal statements about a patient's health information, and follow some of these common sense procedures for avoiding accidental or inadvertent disclosures:

Verbal Security

Waiting or Public Areas: if patients are in waiting areas to discuss the service provided to them or to have billing questions answered, make sure that there are no other persons in the waiting area, or if so, bring the patient into a screened area before engaging in discussion.

Garage Areas: Staff members should be sensitive to that fact that members of the public and other agencies may be present in the garage and other easily accessible areas. Conversations about patients and their health care should not take place in areas where those without a need to know are present.

Physical Security

Patient Care and Other Patient or Billing Records: Patient care reports shall be stored in safe and secure areas. When any paper records concerning a patient are completed, they shall not be left in open bins or on desktops or other surfaces. Only those with a need to have the information for the completion of their job duties should

have access to any paper records.

Billing records, including all notes remittance advices, charge slips or claim forms should not be left out in the open and should be stored in files or boxes that are secure and in an area with access limited to those who need access to the information for the completion of their job duties.

Computers and Entry Devices: Computer access terminals and other remote entry devices such as PDAs and laptops should be kept secure. Access to any computer devices should be by password only. Staff members should be sensitive to who may be in viewing range of the monitor screen and take simple steps to shield viewing of the screen by unauthorized persons. All remote devices such as laptops should remain in the physical possession of the individual to whom it is assigned at all times.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Medical Error Reporting
CAAS:	202.05.01
Effective:	June 15, 2012
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	2

I. PURPOSE:

The purpose of this Standard Operating Guideline is to describe the process for employees to report erroneous medication administration. Any incidents involving improper medication administration must be documented and addressed immediately.

II. GUIDELINE:

It is the guideline of LCEMS that every patient will receive medications in accordance with medical protocol or online medical direction. Medication errors will be treated with the utmost confidentiality. Any person who is aware of details regarding a medication error is expected to handle them with the utmost discretion.

III. PROCEDURE:

1. Every medication error must be documented on a Leon County EMS Medical Quality Assurance Report. This documentation may be completed by any field staff member.

   The following types of incidents are considered medication errors.
   - Any medication given when not indicated by the most current version of Leon County EMS medical protocols or expressly ordered by online medical direction.
   - Any medication given in dosage not indicated in the Leon County EMS medical protocols or expressly ordered by online medical direction.

2. Procedure for filling out Medical Quality Assurance Report

   A. Immediately after the incident, the crew member involved will:

- Locate the blue Medical Quality Assurance Report in the clipboard in the ambulance or in logistics
- Accurately document the
  - ✓ Date of error
  - ✓ Time of error
  - ✓ Run number
  - ✓ Date report was completed
  - ✓ Location of error
  - ✓ Description of error
  - ✓ Printed name of person filling out report
  - ✓ Signature of person filling out report

- Personally turn in the Medical Quality Assurance Report to the Deputy Chief of Clinical Affairs or place the report in the locked office of the Deputy Chief of Clinical Affairs.

B. If a medication error is discovered during the IQM process as a part of run report review, the person noting the error will complete the Medical Quality Assurance Report and personally turn in the Medical Quality Assurance Report to the Deputy Chief of Clinical Affairs or place the report in his/her locked office.

3. Investigation of medication errors
   A. Medication errors will be investigated immediately by the Deputy Chief of Clinical Affairs.
   B. Specific attention will be given to all parties involved from their point of view. Additional Incident reports may be requested from other parties involved.

4. Resolution of incident
   A. An incident may or may not be resolved in a timely manner, but the matter will receive its deserved attention.
   B. The crew member involved will be counseled on the proper treatment/dose and be required to do remedial training in that area before returning to work.
   C. In any event, the crewmember or persons involved will be counseled and given feedback regarding that specific incident so that future occurrences will not happen.
   D. A copy of the Medical Quality Assurance Report will be placed in the crewmember's file. Any additional similar occurrences will be noted as a repeat occurrence and be dealt with on a case by case basis.

5. All medication errors will be reviewed at a monthly IQM meeting with the Medical Director.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Family Member Encounters
Effective:	September 1, 2016
Reviewed:	November 2018
Revision:	N/A
Pages:	1

I. PURPOSE:

To provide guidelines for employees who encounter family members as patients.

II. GUIDELINE:

- On duty Members shall not provide medical services to immediate family members (as defined in section 1 of LCBCC HR Policies and Procedures) while on duty. If presented with a family member as a patient, provide life saving measures, but have your partner treat the patient or call for another transporting unit or the on duty supervisor.

- Under no circumstances shall any Leon County EMS member treat any family member with any controlled substance for pain. All controlled substances given for pain must be provided by a member that is not related to the patient and must be thoroughly documented per S.O.G. 407.00.

- Nothing in this policy shall be construed as to limiting the ability of a member to provide services to an immediate family member in situations where there is no other choice.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Sliding Fee Discount Program
Effective:	May 8, 2018
Reviewed:	January 2021
Revision:	N/A
Pages:	3

I. PURPOSE:

The purpose of this SOG is to provide guidance on the implementation of the Sliding Fee Discount Program established under Board Policy No. 07-1, Collection of Delinquent Emergency Medical Services Accounts. This program is designed to provide financial relief to those individuals (uninsured or underinsured) who have no means, or limited means to pay for their ambulance services.

Leon County offers the Sliding Fee Discount Program to all individuals that are unable to pay for their services. Program eligibility is based on the person's ability to pay and does not discriminate on the basis of age, gender, race, sexual orientation, creed, religion, disability, or national origin. The Federal Poverty Guidelines established by the United States Department of Health Human Services are used to create and annually update the sliding fee discount schedule to determine eligibility. The sliding fee discount schedule approved by the Board will be updated during the first quarter of every calendar year with the latest Federal Poverty Guidelines.

II. GUIDELINE:

No one will be refused services because of a lack of financial means to pay for the services.

The EMS Division will notify patients of the Sliding Fee Discount Program by:

- Placing information regarding the various fee reduction programs offered by the County on the pre-collections notice sent to the patient or responsible party.
- An explanation of the program along with the application form will be available on the EMS Division's website.

Requests for discounted services may be made by patients, family members, social services staff or others who are aware of existing financial hardship.

The Sliding Fee Discount Program will be administered through the EMS Billing Coordinator. Information about the Sliding Fee Discount Program will be provided, and assistance offered for completion of the application. Dignity and confidentiality will be respected for all who seek and/or are provided charitable services.

All alternative payment sources must be exhausted, including all third-party payment from insurance(s), Federal and State programs prior to consideration of the account under this

program.

The patient / responsible party must complete the Sliding Fee Discount Program application in its entirety. By signing the application, persons authorize Leon County to confirm income as disclosed on the application form. Providing false information on the application will result in any discounts being revoked and the full balance of the account(s) restored and payable immediately. In addition, consideration shall be given to reporting the submission of a false application as a possible violation of Florida Statutes.

If an application is unable to be processed due to the need for additional information, the applicant has two weeks from the date of notification to supply the necessary information. If the requested information is not provided, the application will be closed and the account will be eligible for continuation of collection efforts.

Following the submission of an application, accounts will be frozen and no further collection efforts will be made until a determination is made related to the eligibility of the applicant for a discount.

Discounts are based on income and family size. The County uses the Census Bureau definitions of each in the application of this policy:

- Family is defined as: a group of two people or more (one of whom is the householder) related by birth, marriage, or adoption and residing together; all such people (including related subfamily members) are considered as members of one family.

- Income includes: earnings, unemployment compensation, workers' compensation, Social Security, Supplemental Security Income, public assistance, veterans' payments, survivor benefits, pension or retirement income, interest, dividends, rents, royalties, income from estates, trusts, educational assistance, alimony, child support, assistance from outside the household, and other miscellaneous sources. Noncash benefits such as food stamps and housing subsidies do not count as income.

To verify income levels applicants must provide one of the following: prior year W-2, two most recent pay stubs, letter from employer, or Form 4506-T (if W-2 not filed). Self-employed individuals will be required to submit detail of the most recent three months of income and expenses for the business. Adequate information must be made available to determine eligibility for the program. Self-declaration of income may only be used in special circumstances such as when the applicant is homeless. Patients who are unable to provide written verification must provide a signed statement of income that includes why they are unable to provide independent verification of income.

Eligibility determination will be provided to the applicant in writing and will include the percentage of discount program write off, or if applicable the reason for denial. If the application is approved for less than a 100% discount or denied, the patient and/or responsible party will be notified that the County accepts payment arrangements. Copies of determinations will be

provided to contacted billing and/or collections agencies for proper handling.

Approved applications cover the current account balances of the applicant. New applications will not be required for account balances incurred within three months after the approval date unless the applicant's financial status has significantly changed. The applicant has the option of reapplying for consideration.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Prohibition of Relatives Working Together
Effective:	May 28, 2021
Reviewed:	N/A
Revision:	N/A
Pages:	1

I. PURPOSE:
The intent of this SOG is to provide guidance on the prohibition of relatives working together on the same EMS unit, in dispatch and in other situations where the relatives are the only EMS members scheduled. This SOG does not replace County Human Resources Policies and Procedures. In any areas where a conflict exists between this SOG and the County Human Resources Policies and Procedures, the County Human Resources Policies and Procedures take precedent.

II. DEFINITIONS:
When used in this SOG, the following terms shall have the meanings ascribed to them by this section:

Relative: Shall have the same meaning as defined in Section 2.05 of the Leon County Personnel Policies and Procedures Manual, as amended from time to time which currently states, relative means an individual who is related to an employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, Registered Domestic Partner, Same-Sex Spouse, children of the Registered Domestic Partner, children of the Same-Sex Spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, or as the father, mother, brother or sister of the employee's Registered Domestic Partner or Same-Sex Spouse.

III. GUIDELINE:
It shall be the practice of the EMS Division to not schedule or permit relatives to work on the same ambulance or EMS vehicle, in dispatch together, or in other situations where the relatives are the only EMS members scheduled or assigned.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	EMT to Paramedic Trainee Program
Effective:	December 15, 2021
Reviewed:	N/A
Revision:	N/A
Pages:	3

I. PURPOSE:

The purpose of this SOG is to provide guidance related to Section 6.07, EMT to Paramedic Trainee Program of the Personnel Policies and Procedures. The overall goal of this program is to create a "talent pipeline" to enhance the County's ability to fill critically needed paramedic positions with members that desire to have a career with the County through retirement. The program strives to assist EMTs to become paramedics by removing barriers and supporting members to successfully complete paramedic certification.

II. GUIDELINE:

As provided in Section 6.07, EMT to Paramedic Trainee Program of the Personnel Policies and Procedures manual, full-time Emergency Medical Technicians (EMTs) employed by Leon County are eligible to participate in the EMT to Paramedic Trainee Program. Participants shall be compensated at their normal hourly rate for classroom time, including clinical rotations, spent towards Paramedic training and certification during each pay period, not to exceed twenty-four (24) hours per week. Beyond classroom training, participants must be available to work in their normal capacity as EMTs for the remainder of their scheduled workweek.

The County shall pay all tuition and related costs associated with the program on behalf of participants. Employees that participate in the program shall be obligated to remain employed by Leon County as a full-time Paramedic for a minimum of three (3) years following their successful completion of the Paramedic training program and upon certification as a paramedic. The amount of tuition assistance provided by the County may be subject to income taxes in accordance with IRS rules.

General Guidelines

Participation in the program is contingent on the EMT to sign a Family Educational Rights and Privacy Act (FERPA) waiver with the administering college. The waiver authorizes the College to communicate grade, academic progress, and attendance information to the County for coursework related to the Paramedic program. Additionally, the participant must maintain their status as a student with the program by meeting all requirements established by the paramedic training program and maintaining academic standing with the College.

Participants are working for the County while being paid and are required to comply with all policies and procedures of the County. Conduct while participating as a student in the Paramedic

program that violates County policy and standards may result in disciplinary action by the County.

Participants that voluntarily withdraw or that are unable to successfully advance in the program by receiving grades lower than those required by the College will be removed from the EMT to Paramedic Trainee Program and will be required to repay the County all financial assistance provided by the County as a part of this program.

Selection for Participation
Qualifying members that are interested in participating in the program must be in good standing with the County by not having been subjected to disciplinary action (written warning or higher) in the previous year. Members participating in the EMT to Paramedic Trainee Program must be eligible for admission to the paramedic training program by the College. To participate in this program, participants must be both selected by the County and admitted to the paramedic training program, one does not guarantee the other.

The County shall notify current members via e-mail of opportunities to participate in the program and establish a deadline for members to submit a packet to the County demonstrating their interest in the program. Current members shall submit, by the established deadline, the following information to be considered:

- A cover letter and resume.
- An essay that outlines the candidate's long-term goals, including why participating in the program is important to them, and how they have prepared to be successful in becoming a paramedic. The essay should identify the paramedic program that the candidate desires to attend and provide supporting reasons why that program is a fit for the applicant.
- A copy of academic transcripts that show completion of pre-requisites of the paramedic program. Unofficial transcripts are acceptable.
- Proof of admission from the paramedic program if available at time of application. Proof of acceptance must be provided prior to participating in the EMT to Paramedic Trainee Program.

A selection committee shall be created to review the materials and interview candidates that are found to meet the minimum requirements. The composition of the committee and the questions that the committee will ask the candidates shall be submitted to Human Resources for review. The selection committee shall consider the candidate's work history with the County (including years of service, performance evaluations, disciplinary record), long-term goals, and interview performance in making their recommendations.

The selection committee shall present their recommended list of candidates that they believe will be successful in the program to the EMS Chief.

Current EMTs will be given an opportunity to apply for the program before outside candidates are considered. If outside candidates are considered, the position will be advertised and selected

in accordance with current recruitment and selection policies found in the Personnel Policies and Procedures manual.

Training Plan
A Training Plan consistent with the requirements of Section 5.10 of the Personnel Policies and Procedures manual shall be developed by the Captain responsible for training or their designee. In addition to the requirements found in Section 5.10, the Training Plan shall include:

- A schedule of progress meetings where grade reports and an evaluation of academic progress towards successful completion of the program shall be reviewed.
- A procedure that outlines the process that the participant shall follow to document their attendance in program-related classroom or clinical rotations.
- A procedure that outlines the process that the participant shall follow to notify the County of their absence from a program-related classroom or clinical rotation.
- The chain of command that the participant shall follow related to participation in the program.
- A procedure for scheduling hours in their normal capacity as an EMT for the remainder of their scheduled workweek that includes the number of hours required.
- A copy of the signed FERPA waiver shall be attached to the Training Plan.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – 10-24 Request From Crew
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018, December 2024
Revision:	2
Pages:	1

I. Purpose:

To define the duties and procedures that should be taken by dispatchers in the event of a 10-24 (Emergency) request for assistance.

II. Responsibility:

In this case, no delineation is made between the responsibility of the System Status Controller or the EMS dispatcher. Both persons should be equally alarmed and take the steps outlined in this procedure together.

III.Guideline:

In the event that a crew member on a unit assigned to a call states “10-24,” the following steps should be taken:

1. Every local law enforcement agency with jurisdiction in the location of the call will be notified and asked to respond 10-18 (with lights and sirens.)
2. Once law enforcement has been notified, the dispatcher will state on the radio channel where the call for help was placed: “…Copy 10-24 Medic ##, help is on the way.” If the unit replies and cancels the assistance, the dispatcher should request the unit call via telephone to confirm all clear.
3. The on-duty supervisor should be notified of the call for help and the location of the call and the supervisor should be placed en route to the crew in the CAD.
4. The unit will notify the dispatcher of their status and the need for any additional ambulances only after law enforcement arrives on scene and the scene has been secured.

In the event that a crew member activates their 800MHz alarm (**Orange Panic Button**), the unit should be called no more than twice to determine their status. If after a second attempt, the unit does not respond, the dispatcher should immediately take the steps outlined above in the call “10-24” procedure. The phrase ***"Medic 10- 24 is OK"*** indicates same as 10-24 and may be used if a crew member has activated the "man down button" on the radio and is unable, due to bystanders, clearly indicate a need for help.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Airport / Aircraft Emergencies
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018, December 2024
Revision:	2
Pages:	1

I. Purpose:

To outline the procedures that should be taken by EMS in the event that EMS is notified of an airport/aircraft emergency.

II. Responsibility:

It will be the responsibility of the LCEMS System Status Controller (SSC) and Field Operations Supervisor to evaluate each individual airport/aircraft emergency and provide an appropriate response given the available information.

III. General Information:

The Airport Operations Chief on duty will advise EMS when an "Alert" has been declared by the tower and any other available specifics available. The following are the general categories of FAA Alerts and examples of each:

Alert I – (1) Rough Running Engine
(2) Physiological Incident/Medical emergency on board
(3) Lost/disoriented pilot
(4) Precautionary Landing

Alert II – (1) Engine out
(2) Fire On-board aircraft
(3) Unknown Landing gear configuration
(4) Hydraulic/Electrical System Failure

Alert III – When an accident/crash has occurred or is imminent.
Alert IV – When an aircraft has landed/crashed off of airport property.

IV. Guideline:

All Alert I's and Alert II's will be prioritized code 2 unless there is available information that warrants the System Status Controller making the decision to upgrade the response. An Alert III or IV will be prioritized code 3 and the first responding crew will make the determination of a need for additional units.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Alert Procedures
Effective:	June 6, 2005
Reviewed:	June 2009, December 2012, December 2015, December 2018, December 2024
Revision:	3
Pages:	2

I. Purpose:

To identify the policies, procedures, and responsibilities involved with alerting aero-medical services and receiving facilities of critical patients and impending calls for service. Also, to minimize scene times once a critical patient has been identified.

II. Policy:

It will be the policy of Leon County EMS to make every possible attempt to give receiving facilities advanced notice of critical patients, to include, but not be limited to: trauma alerts, stroke alerts, cardiac alerts, and multiple patient incidents. It will also be the policy of LCEMS to attempt to predetermine the need for possible helicopter assistance as early as possible after receipt of the initial call and notify the closest aero-medical service of an impending call for service.

III. Responsibility:

It will be the responsibility of the responding crew to notify the System Status Controller (SCC) by radio, on LCEMS Channel 1, of any alert based on the condition of their patient. It will also be the responsibility of the responding crew to advise the SSC by radio, on LCEMS Channel 1, to have a helicopter stand-by, stand-down, launch, or cancel; the responding crew must also coordinate with other responding agencies regarding the best possible Landing Zone.

IV. Guideline:

The System Status Controller will notify the Emergency Department Charge Nurse of the receiving hospital of the following Alerts: Trauma, Stroke, and Cardiac (STEMI). The SSC will provide an age, sex, and chief complaint of the patient, if available. It is not necessary to obtain a full report with vital signs at the time of the initial alert.

The System Status Controller will monitor on-scene times. Once a critical patient alert has been received, and the on-scene time has reached 10 minutes, the System Status Controller will multi-select channels 1 and 2, broadcast an approximately 3 second alert tone (tone #3 on the radio),

and advise the unit that 10 minutes have elapsed. The field unit does not necessarily need to respond to the notification. If a critical patient is identified by TFD prior to the LCEMS unit arrival, the 10 minute clock starts upon the unit's arriving on scene. Notes will be added to the CAD record to document the above notifications and requests.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Automated Vehicle Location Policy (AVL)
Effective:	June 6, 2006
Revised:	June 2008, December 2012, December 2015, December 2018, December 2024
Revisions:	3
Pages:	2

I. STATEMENT:

To ensure appropriate use and operation of the Automated Vehicle Location (AVL) system utilized by LCEMS.

II. GUIDELINE:

Leon County EMS will maintain an AVL system that will track and assist EMS field units and the Controller in dispatch.

III. PROCEDURE:

- Dispatch Operations
    - System Controllers will at the beginning of each shift and as each field unit checks on, ensure that the AVL for each unit is operational and working properly.
    - If an AVL unit is not working properly, the Crew will notify the LCEMS / MIS person or the on-duty supervisor immediately by phone or email if during the day or by email after normal business hours.
    - While AVL should automate many dispatch functions such as unit arrivals and availability, Controllers should monitor the system at all times to be sure the system is functioning correctly and recording properly.
    - If an AVL unit is not functional or is not reporting in the CAD, the Controller will consider moving the field crew to a functional unit or will need to dispatch the unit only by radio.
    - Controllers must remember that AVL is a tool to be used to enhance unit selection and overall EMS system control, however if common sense and experience warrant an override of the system recommendations at any

time, then the Controller is expected to make the correct decision based on their knowledge and experience at the time.
  - With AVL, Controllers should be cognizant of the locations of all EMS units at all times and this should enhance their ability to send the closest unit to an emergency and to reduce or eliminate unnecessary post to post moves.

- Field Operations

  - At the beginning of each shift, field crews should check on by logging on to the AVL computer in the vehicle.
  - The crew on each unit must verify that the AVL unit is operational and functioning properly.
  - If an AVL unit is not working properly, the field crew will notify the LCEMS / MIS person by phone or email immediately if during the day or by email after normal business hours.
  - If an AVL unit is not functional, then field crews should consider moving to another unit if one is available or working the shift by radio and pager only.
  - All movements of the vehicle to and from calls should be called in using the radio. The AVL computer is there to assist crews with navigation and should not replace radio traffic.
  - Attempting to disable or damage an AVL unit will result in severe disciplinary action up to, and including, termination.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Dispatch Cards for Use During Computer Failure
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018, December 2024
Revision:	3
Pages:	1

I. Purpose:

To outline the procedure and means the dispatcher will utilize to record and manage call information when there is a failure of the CAD.

II. Guideline:

If a computer failure disables the CAD:

1. An announcement will be made on all LCEMS Channels that the CAD is down and they will not be receiving call information over mobile CAD. The Last Run# used on a call for service will be logged in a safe place.
2. EMS Case Entry/Dispatch pads will be distributed to the call-takers and dispatcher for use when taking calls. As per the Consolidated Dispatch Agency's (CDA) communication policy, call-takers will utilize the MPDS card sets to process the calls.
3. The CDA Management Staff will be immediately notified in order to facilitate the recall of appropriate IT staff to evaluate and fix the problem.

If a power/computer failure disables all computers including E-9-1-1 service:

1. An announcement will be made on all LCEMS Channels that the CAD is down and they will not be receiving call information over mobile CAD. The Last Run# used on a call for service will be logged in a safe place.
2. The on-duty supervisor (Rescue 1) will report to the designated backup center (Leon County Jail) to assist in answering EMS 9-1-1 calls and relay call information via phone/cell-phone to the SSC. Dispatch cards will be available at the Leon County Jail site and calls should be tracked redundantly until Computer operations are restored or the CDA is brought online.
3. The SSC should call in an additional controller and notify both hospitals as well as LCEMS Command Staff if a massive and prolonged failure of equipment and/or software occurs.

Attached: Case Entry/Dispatch pad

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Emergent/Non-Emergent Requests for Service
CAAS:	201.05.01
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	4

I. Purpose:

The purpose of this policy and procedure is to standardize the methods of emergency and non-emergency response dispatching in order to enhance efficiency and meet the division's response time standards. This SOG covers all calls being fielded through the communications center including E-9-1-1 calls.

II. Policy:

All requests for service will be processed, the proper response for EMS and associated agencies will be determined and all necessary resources will be dispatched to adequately handle the requests in the fastest and most efficient manner possible.

III. General Information:

A. Speaking in a calm manner will help calm an excited caller.
B. An incoming call on the E-9-1-1 will indicate the location and phone number of the caller. You must confirm the information provided and whether or not the location indicated is where EMS needs to respond.
C. Maps are provided in both the Motorola P1 CAD and E-9-1-1 to aid in verifying the location. Several Map books as well as Visual GIS are available.
D. The following questions may be useful in making certain of the location:
    1. Name of the nearest cross street or primary road?
    2. Street, Avenue, Drive or other suffix?
    3. Residence or Apartment?
    4. If apartment, complex name, building number and apartment number?
    5. If a commercial establishment, name and former name?
    6. If a remote location, ask for detailed directions and ask that someone go out to meet the ambulance.
    7. Ask for a caller to step out or leave the front door open.
E. Use the cross reference book for difficult address; also check with other agencies… LCSO, TPD, TFD may have an idea where the address is.

IV. Guideline:

The most important underlying concept is to have the shortest possible response time for each emergency request.

Receiving Requests & Vehicle Notification:

1. Answer the telephone: "Leon County EMS, how may I help you?" Remember keep your tone of voice positive and professional. E-9-1-1 calls should be answered: "9-1-1 EMS, What is the address of your emergency?"
2. Open the Motorola P1 CAD screen and obtain:
    a) Address of the incident and location details
    b) Call back number
    c) Chief complaint

    At this point, if taking a call from the general populous, the EMS Call taker should hit the ProQA™ button and begin the Q & A process. Callers with critical complaints should be kept on the line.
3. Once the call has been input and saved or the call is in the pending incident box (ProQA™ calls will automatically move to the pending incident box once the call taker has asked a determinant question) the System Status Controller will immediately:

    a) Select the EMS unit that can get to the scene in the shortest amount of time, taking into account current traffic patterns, known road obstructions, construction, etc. This is done by comparing the vehicles on the map to the location of the call and/or polling the trucks in transit to posts for their location in relation to the call, etc. The information in the preferred/fixed recommendation screen of the P1 CAD is NOT to be used as a stand alone resource. This resource, while at times helpful, only reflects the mileage between two points in a straight line and does not reflect traffic patterns, layout of roads, bodies of water, driving mileage, interstates, etc. Computerized map programs are not a substitute for the judgment, experience, and knowledge of the System Status Controller. The MARVLIS deployment planner's recommendations shall also be used as a resource to determine the closest unit. Once a unit is selected, the call should be assigned to that unit, thus automatically generating a page to the crew of that unit. An ambulance responding to a code 1 or 2 call should be diverted to the higher priority assignment if they are the closest unit. It remains the responsibility of the SSC to review the ProQA™ summary of the call and ensure it has been appropriately prioritized. (Calls should not be downgraded unless there is specific information that suggests otherwise.)

    b) If necessary, clone the call to other agencies (TFD, TPD, LCSO).

    c) For a call assigned to a City SSM deployed unit, generate an alert tone on Ch.1 of the radio and provide the call information; A primary road and cross street may also be added/substituted. For a call assigned to a County Stationed unit, page out the unit on Ch.4 and provide the COMPLETE call information, as some Volunteer F.D.'s monitor this channel for calls in their respective area.

    d) Any problems/unusual occurrences or additional requests should be added to the call under "trip notes."
4. While the EMS crew is en route to the call, the Call taker should obtain further

information as needed such as hazards, number of patients, and any other information that would be helpful or requested by the crew or System Status Controller (SCC).

5. The SSC will allow up to 30 seconds for the dispatched units to acknowledge receipt of the call. If there is no response after 30 seconds, the SSC will attempt to raise the unit by radio and/or pager to verify receipt of the call. If unable to make contact with the unit, the next closest unit will be dispatched through the steps listed above and the on-duty supervisor will be contacted and sent to the last known location of the out-of-contact unit.
6. Once the unit has called en route on ch.2, the ch.2 EMS dispatcher will provide the dispatch priority code, the address of the call, location specifics, primary route, major cross streets, the reference of the call and the ProQA™ summary, if applicable. The ch.2 dispatcher is also responsible for providing any additional dispatch information noted in the call and handling any requests regarding the call made by the responding crews. (This does not include specific alerts such as trauma, stroke, etc.; see sec 2.7)
7. Notification of any other agencies needed, will be made by telephone or through the P1 CAD. A location/address of the call and the reference will be provided. The notification of additional agencies will be logged in the "trip notes" section of each call.
8. Cancellation/Downgrading. LCEMS will downgrade or cancel an emergency response based on information received from TPD, TFD, LCSO, FHP, FSUPD, FAMUPD, TCCPD, CPD, or FDLE. Cancellation/Downgrade must be accomplished on a recorded telephone line/radio channel.
9. If LCEMS arrives on scene first, any pertinent information shall be relayed to all other agencies responding to the call.
10. The Unit on scene will be responsible for notifying the SSC on Ch.1 of the need for any additional back-up units or other resources. (Man power, animal control, utilities, etc.)
11. The EMS dispatcher operating ch.2 will be responsible for checking on the status of a unit that has been on scene for 30 minutes. (Unless the crew has already advised of the situation)

Multiple Vehicle Response Criteria:

1. It will be the responsibility of the SSC to evaluate the need for a multi-vehicle response if information received during the request(s) for service warrants it. Listed below are examples of situations that may result in the dispatching of multiple EMS units to one scene.
    - Multi-vehicle MVC
    - Multiple gun shot wounds
    - Multiple patient stabbings
    - Confirmed Aircraft incidents
    - Train Incidents
    - Bus Incidents
    - Multi-patient violent riot (only with a secure scene)
    - Multi-patient structure fire (i.e. nursing home fire)

- Multi-patient cardiac arrests

2. The on-duty supervisor will be dispatched at the discretion of the SSC or if a unit on scene requests they respond. Listed below are some examples of situations where the SSC may choose to dispatch the on-duty supervisor.
    - Gun shot wounds
    - Stabbings
    - Cardiac arrest
    - Drowning
    - Multi-vehicle/Multi-patient MVC
    - Electrocutions
    - HAZMAT incidents
    - Train incidents
    - Bus Incidents
    - Multi-patient structure fires
    - Extended extrication/entrapment
    - Potential RSI patients

Requests for Service from other agencies:

Calls received from other agencies should be given the same priority as emergency calls on E-9-1-1 and should be handled similarly. When taking calls from another agency, the call taker should utilize the SEND™ Protocol. (Secondary Emergency Notification of Dispatch) The following information should be obtained.

1. Chief complaint and incident type?
2. Approximate Age?
3. Conscious: Yes/No…or alert?
4. Breathing: Yes/No…or difficulty?
5. Illness cause (age 35 or over): Is there chest pain?
6. Accident/injury cause: Is there severe bleeding (spurting)?
7. Response mode: Emergency or Routine...and why? (if not obvious)

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Communications – Emergency Contingency/Evacuation Plan

CAAS: 204.02.01

Effective: June 6, 2005

Reviewed: September 2008, December 2012, December 2015, December 2018

Revision: 2

Pages: 1

I. Purpose:

The purpose of this policy is to define the procedure to follow should the CDA Communications Center be evacuated.

II. Procedure:

In the event that the CDA Communications Center is evacuated, the on-duty supervisor shall immediately be notified. The SSC will log the position of all on-duty units and follow the CDA SOP for evacuating.

Should the SSC require any further assistance during the evacuations, he/she may ask that the on-duty supervision or the closest unit report to the CDA to provide that assistance.

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LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – FCC Rules Summary
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. Guideline:

LCEMS personnel will at all times adhere to all local, state, and federal laws that pertain to radio communications. Listed below are clear violations of some of the above listed laws.

A. To transmit superfluous signals, messages, or communications of any kind.

B. To use profane, indecent, or obscene language.

C. To willfully damage or permit radio apparatus to be damaged.

D. To cause unlawful or malicious interference with any radio communications.

E. To intercept and use or publish the contents of any radio message without the express permission of the proper authorities in your department.

F. To make unnecessary or unidentified transmissions.

G. To transmit without first making sure that your intended transmissions will not cause harmful interference.

H. To make any adjustments, repairs, or alterations, whatsoever to your radio transmitter. It is required by law that only a professional radio technician, holding a second class license or higher, make any adjustments or repairs.

I. To deny access to your radio equipment if a properly identified representative of the Federal Communications Commission asks to inspect it. The equipment must be made available for inspection at any reasonable hour.

J. To transmit a call sign, unit ID, letter or number that has not been assigned to your unit or station.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Hazardous Scene Response
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. Policy

It is the policy of Leon County Emergency Medical Services that we shall not knowingly put our employees in harms way, by dispatching them to scenes that are known to contain hazards not part of "normal EMS" operations, without informing them of that hazard. Some examples of hazardous scenes are:

- Suicide attempt involving a weapon
- Domestic Violence
- Assault or Battery
- Fights or Brawls
- Stabbing or GSW
- Hazardous Materials Incidents
- Structure Fires
- Call for Unknown problem
- Electrocutions

II. Guideline

The System Status Controller (SSC) or dispatcher will inform a responding crew of any potentially hazardous conditions on the scene of a call at the time of dispatch. The SSC or dispatcher will also verify that appropriate law enforcement or other agency is en route to the call and then will advise the responding crew that another agency is also en route. Once a scene is secured, the dispatcher shall advise the crew it is safe to approach.

A responding crew may ask for an additional resource to respond once they are on scene. The dispatcher should request the resource and monitor the status of the scene until they know that that resource has arrived.

If at any point, the CDA Communication Center receives information on possible hazards on a scene, the dispatcher should immediately notify the responding crew, even if that crew is already on scene. The dispatcher should also request any other appropriate resource upon receiving any new information on hazards.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Language Line
Effective:	June 10, 2009
Reviewed:	December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

Callers requesting Emergency Medical Services may not always be fluent in English. The Consolidated Dispatch Agency (CDA) has subscribed to the *Language Line* service for use with non-English speaking patients.

II. GUIDELINE:

Call-takers, Dispatchers and Controllers in the CDA Communications Center may utilize the *Language Line* service, if needed.

III. PROCEDURE:

The *Language Line* transfer number is listed above the telephone at every station in the CDA Communications Center. In the event that a non-English speaking caller needs to be transferred to *Language Line,* the call-taker, dispatcher, or controller making the transfer should remain on the line to receive the information from the interpreter.

The caller's phone number, obtained through caller ID or ANI/ALI, should be documented in the CAD (computer aided dispatch system) prior to initiating the transfer so that contact can be re-established in the event that call is disconnected.

Additionally, it should also be noted in the CAD that the call was transferred to *Language Line* so that the responding crew is aware of the potential language barrier.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Long Distance Transport Requests
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. Guideline:

In the event that a long distance transfer cannot be completed by Leon County EMS, another agency may be requested (by the original requestor) to respond to Leon County in order to transport a patient. Prior to responding to the request, the outside agency must obtain approval from the agency that holds the certificate of public necessity for that county. In the case of Leon County, LCEMS holds the certificate.

As a matter of practice, the agency requesting to respond will send a form via facsimile requesting a signature from an appropriate EMS official. After checking with the on-duty supervisor to double check that the transport cannot be completed by LCEMS, the SSC is authorized to sign the approval form and fax it back to the requesting agency.

A copy of all requests to respond is kept in a file in the Communications Center.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – MCI Checklist
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018, December 2024
Revision:	3
Pages:	1

I. Purpose:

The purpose of this policy is to outline the duties and responsibilities of LCEMS Communications personnel during an MCI (Mass Casualty Incident). Because the extent and specific circumstances of each potential MCI are unknown, this checklist should be used only as a framework to assist the dispatcher or SSC and not necessarily dictate his/her actions.

II. Guideline:

The System Status Controller (SSC) shall attempt to predetermine the need for and request the resources necessary to handle a Mass Casualty Incident. The SSC should remain in constant contact with the on-duty supervisor to ensure that all needs are met. The following is a checklist of tasks that may be performed, depending on the nature and extent of the MCI:

- □ Notify the County Warning Point (at CDA) so that they may make appropriate notifications at the State level.
- □ Advise all units to move any "unit to unit" radio traffic to a designated TAC channel.
- □ As early as possible, advise all on-duty crews of any required PPE for the incident and who will be the LCEMS Incident Commander.
- □ Notify the charge RN at both Emergency Departments of the incident. Confirm with CDA dispatchers that the TFD division chief is notified of the incident and who the LCEMS Incident Commander is.
- □ Call in an additional System Status Controller to assist in Control.
- □ Notify LCEMS Administrative Staff.
- □ Notify surrounding counties of possible impending requests for mutual aid. (Specifically: Gadsden, Wakulla, and Jefferson.)
- □ Notify the area helicopter services of possible impending requests for service.
- □ Call the Deputy Chief of Operations and/or other applicable staff.
- □ If the incident involves burns, notify the Burn Center at Shands of the incident.
- □ Consider moving to OPCON 2 and notification and recall of all personnel..
- □ Cancel all routine/non-emergency requests for ambulance service during the duration of the MCI event. All tasks should be logged in the CAD as they are completed, to include the time, contact person, and person completing notification.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Mutual Aid
CAAS:	102.01.01 & 102.01.02
Effective:	June 6, 2005
Reviewed:	January 2010, December 2012, December 2015, December 2018
Revision:	3
Pages:	2

I. Purpose:

To outline the procedures that should be taken if LCEMS Communications staff receives a request for mutual aid from another agency.

II. Policy:

Leon County Emergency Medical Services maintains mutual aid agreements with surrounding counties. Signed copies of said agreements can be found at LCEMS Headquarters and at the Leon County Courthouse. The agreements cover liability, fees charged for services, communications, reciprocity, and mutuality of assistance offered.

III. Guideline:

In the event that another agency requests mutual aid from LCEMS, that request shall be honored immediately, **provided that units are available**. The on-duty supervisor should be notified of any request for mutual aid. The following are situations in which another agency may request mutual aid from LCEMS (it is not the responsibility of the controller to verify that the circumstances exist):

1. Equipment Malfunction.
2. Prolonged response time due to vehicle location.
3. Exceptional number of requests for emergency services that temporarily exceeds the capacity of that agency.
4. The occurrence of an exceptionally severe accident situation which exceeds the temporary capacity of that agency but does not constitute a "disaster."

In the event that another agency is requesting mutual aid assistance for a "**disaster**" situation, that request will be honored immediately, and may include taking the following steps:

1. Provide appropriate back-up assistance to that agency.
2. Cancel all routine/non-emergency requests for ambulance service during the duration of the "disaster" event.
3. Call in additional personnel to provide a maximum number of ambulances, if the "disaster" calls for it.

4. Assist within the provision of regional communications, coordinating between and among agencies in the region.
5. Email the Deputy Chief of Operations with details of the mutual aid request.

*The on-duty supervisor will make the decision on items 2 & 3 in the above list in consultation with on-call LCEMS administration.

A "**Disaster**" situation is defined as any circumstance in which the need for emergency medical services grossly exceeds the capacity of the existing EMS service provider and requires the coordinated efforts of other EMS providers within the region to effectively meet the needs of the affected jurisdiction.

IV. Review Process:

The Deputy Chief of Operations is responsible for reviewing any and all requests for mutual aid and compliance with existing guidelines and agreements. The System Status Controller (SSC) on duty will notify the deputy chief of operations of any instance where mutual aid is requested.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Notification of Command Staff Matrix
Effective:	December 3, 2012
Reviewed:	December 2012, December 2015, December 2018, December 2024
Revision:	3
Pages:	1

I. PURPOSE:

To provide an efficient method for notification of the appropriate Command Staff members when needed.

II. GUIDELINE:

Any on-duty crew member may make a Level 1 notification when necessary. The on-duty supervisor is responsible for determining when the level of notification required on an incident by incident basis.

III. PROCEDURE:

Level 1 Incidents: Notification of On-Duty Supervisor

- Any incident requiring an incident report
- Any vehicle crashes involving an ambulance

Level 2 Incidents: Notification of On-Duty Supervisor, Deputy Chief of Operations, and Division Chief

- Mass Casualty Incident involving less than 25 patients
- Ambulance crash involving serious injuries

Level 3 Incidents: Notification of On-Duty Supervisor, Deputy Chief of Operations, Deputy Chief of Clinical Affairs, Major, Division Chief, Captains, and Risk Manager

- Mass Casualty Incidents involving greater than 25 patients
- Ambulance crash involving bystander/patient fatality

Level 4 Incidents: Notification of On-Duty Supervisor, Deputy Chief of Operations, Deputy Chief of Clinical Affairs, Major, Division Chief, Captains, Lieutenants, Risk Manager and Leon County Public Information Officer

- Line of Duty Deaths

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Organ Transplant Transports
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. Purpose:

To outline the priority that LCEMS will give to transporting an organ transplant team.

II. Guideline:

Upon notification of organ procurement, the System Status Controller should enter the ETA into the CAD in order to prepare for the arrival of the team and/or the need to transport the team back to the airport. All calls for service involving a transplanted organ (post procurement) will be prioritized based on the need of the particular transport, as determined by the organ transplant team. A code 3 organ transplant request will be given the same importance as an emergency call for service due to the time-sensitive nature of organs viability. An organ transplant team can be transported in an ambulance with one Paramedic on board driving.

The Pre-arranged transport form should still be used for these transports.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Everbridge Notifications
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018, December 2024
Revision:	4
Pages:	1

I. Purpose:

The purpose of this policy is to set a standard for the use of the Everbridge notification system to broadcast out available shifts, important information, or available transports to EMS Staff.

II. Procedure:

The System Status Controller (SSC) or on-duty supervisor may utilize the Everbridgesystem to attempt to cover shifts following the guidelines below:

- No broadcasts for shift coverage shall be sent out before 6 AM or after 11 PM (the only exceptions are emergency disaster recall, a 6 AM shift, or emergency out of town transports).
- Broadcastsshould be sent to the appropriate group(s), if at all possible… i.e. A paramedic short should not be paged out to EMT's.
- The same shift should not be broadcasted out more than ONCE every hour until covered.
- Shifts for transports are NOT to be broadcasted out until the transport is confirmed as paid and scheduled.

Everbridgenotifications shall be sent to the appropriate group (OT list for shift shorts and transports, Captain specific lists for shift information, etc).

As a General Rule, the Everbridge system should be used as sparingly as possible to communicate information to staff in order to encourage staff members to carry and monitor their pagers and cell phones at all times.

The Everbridgesystem is to be utilized for LCEMS business only.

"Code Expedite" is to be used at the discretion of the SSC, based on availability of units and general need.

Members have the option to opt out of the OT list at any time but shall remain in their Captain shift list and main EMS group in order to receive important messages concerning staff recall or critical incidents.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Communications – Post Plan

Effective: June 6, 2005

Reviewed: September 2008, December 2012, December 2015, December 2018, January 2020, December 2024

Revision: 5

Pages: 2

I. Policy:

It is the policy of Leon County Emergency Medical Services to utilize the principles of System Status Management (SSM) to post in-service ambulances in Leon County.

II. Procedure - Post Plan

It will be the responsibility of the System Status Controller (SSC) to move the in-service units from post to post so that the correct posts are occupied as listed in the post plan. The post plan contains a list of which post should be filled depending on the number of in-service units. The post plan varies from day to night and provides guidelines for when the SSC may choose to deploy the County "fixed station" units, into the dynamic System Status Posting Plan.

The SSC should attempt to determine if a unit will be transporting, either from the nature of call on dispatch, or from the crew on scene, before moving another unit into that zone.

Posts should be assigned to units based on their location in relation to each post, and no SSM unit will have a "home" or "favorite" post.

The Posts being utilized in Leon County are:

Post 1 – 2626 Capital Medical Blvd
Post 2 – 2825 Major James Morgan Jr Way
Post 3 – Orange Ave and S. Monroe St
Post 4 – 1300 Miccosukee Rd
Post 5 – N. Monroe St and Interstate 10
Post 6 – Apalachee Pkwy and Blair Stone Rd
Post 7 – Copeland St and W. Tennessee St
Post 8 – Thomasville Rd and Timberlane Rd
Post 9 – Thomasville and Kerry Forest Pkwy
Post 10 – Blair Stone Rd and Capital Circle SE
Post 11 – TFD Station 11 – 8752 Centerville Rd
Post 12 – TFD Station 12 – Chaires
Post 13 – TFD Station 13 – Woodville
Post 14 – TFD Station 14 – Ft. Braden
Post 16 – 3401 W Tharpe St.
Post 17 – 1583 Pedrick Rd.

Post 18 – N. Monroe / Fred George Rd
HQ – 911 Easterwood Dr

III. Guidance for Deploying Fixed Station Units

At times when demand is high and nearly all available in-service units are busy, fixed station units may be deployed or posted into the dynamic system status posting plan. This varies based on time of day and should generally follow the plan below.

Daytime (07:00-20:59) 2 units available in the city – Post fixed station units

Evening (21:00-23:59) 1 unit available in the city – Post fixed station units

Night (00:00-06:59) Fixed station units will not be posted. Dispatch the closest available unit. Utilize TFD to first respond for prolonged response times.

When posting fixed station units, keep in mind the current status of all units. Examine how many units are at the hospital, any units on a potential non transport call (dry run), and if any units are about to come on or off duty. Controllers should examine the current workload of fixed station units and coverage areas to help decide who should be deployed into the posting plan and when one, two, three, or all four units will be brought in.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Prearranged Transports (Payment)
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. Policy:

Pre-arranged transports shall be paid for prior to the transport, if at all possible. If pre-payment is not possible, payment arrangements must be made and responsibility must be in writing from the guarantor prior to completing the transports.

Transports that constitute an emergency are exempt from this policy.

II. Procedure:

Arrangements should be made at the time a transport is requested for payment to be made. The payee's may pay by corporate check (no personal checks), credit card, or money order. The System Status Controller (SSC) should utilize the credit card machine in dispatch to receive the payment.

The confirmation number of all credit card payments should be logged in the CAD with the call under a billing note. The SSC should also complete a pre-arranged transport confirmation form and forward it, along with the original receipts printed from the credit card machine, to HQ for processing.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Public Service Events
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. Procedure:

All Public Service Events shall be tracked in the CAD. If a request comes into the Control center on the 606-5808 line, it may be recorded on the appropriate computerized public event form, or if time permits, the caller may be referred to Headquarters to speak to one of the LCEMS staff assistants.

All public event forms received from HQ via the computerized event log shall be entered into the CAD by the System Status Controller (SSC). Any questions regarding public events shall be handled by the Deputy Chief Operations or his/her designee.

Units assigned to public events/service, shall remain on and monitor LCEMS Channel 1 regardless of whether or not the event is dedicated or non-dedicated.

During a Large scale Public Event, where multiple EMS personnel are on scene, those crew members should utilize a Special Event Channel to communicate with each other on the radio. The officer in charge at an event is responsible for monitoring LCEMS Channel 1.

A patient care report will be filled out by the crew for each event on the day of the event.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Radio Communications
Effective:	June 1, 2005
Revised:	September 2008, December 2012, December 2015, December 2018, December 2024
Revision:	3
Pages:	3

I. PURPOSE:

To provide uniform radio designations and usages

II.GUIDELINE:

The radios will be operated in conformity with the FCC rules and regulations. Only approved Codes and clear text will be used unless an exception is clearly specified.

III. PROCEDURE:

- The following designations will be used for all Department vehicles.

A. Two person ALS vehicles:

Medic 1, 2, and so on based on shift assignment.

B. One person units:

Rescue 1 – Shift Supervisor
Rescue 2 – Additional Supervisor Staff
Car 1- Department Chief
Car 2- Deputy Chief, Operations
Car 3- Deputy Chief, Clinical Affairs
Car 4- Major

C. Two person ALS carts:
Cart 1, 2, and so on based on assignment by event supervisor.

D. County units will use the following identification numbers regardless of the unit number assigned for use at the County stations:

- County Station 11 – radio ID = Medic 11
- County Station 12 – radio ID = Medic 12
- County Station 13 – radio ID = Medic 13
- County Station 14 – radio ID = Medic 14

E. When extra two person ALS transporting units are put on the road (MCI,

Football coverage, etc.), the controller on duty will assign it a successive Medic unit designation (Med 40, 41 and so on or Special Ops 1, 2 and so on) based on the designations provided in the CAD or the System Status Controller (SSC).

- Only the following Ten Codes will be used by LCEMS:

▪ 10 – 4	Affirmative
▪ 10 – 7	Out of service
▪ 10 – 8	In service
▪ 10 – 9	Repeat
▪ 10 – 24	Emergency assistance needed
▪ 10 – 38	Premise Hazard
▪ Signal 7	Dead on scene
▪ CODE	Cardiac arrest

Phrases such as "copy call", "en route", "on scene", "en route to _____ with __patients", "arriving_____", "available," etc. should be utilized on the radio.

DISPATCH CODES

Code 1	Scheduled transport
Code 2	Respond without lights & sirens - Needs routine evaluation & care
Code 3	Respond with lights & sirens - Needs emergent evaluation & care
Code 4	Cardiac Arrest

PATIENT CONDITION TRANSPORT CODES

Code 1	Stable – scheduled transfers only
Code 2	Any non-critical patient going to the Emergency Room
Code 3	Critical – may be unstable & life-threatening. Immediate intensive care needed on arrival.
Code 4	Cardiac or respiratory arrest. CPR in progress.

- The LCEMS 800 MHz system will be the primary radio system used by LCEMS. UHF radios will be used to contact hospitals and at other times as necessary. In the event of failure of the primary 800 MHz system utilize the regional Med 8 channel, or county assigned cell phone..

All radio transmissions require acknowledgment and confirmation from both parties involved. Example of vehicle radio transmission: “Med 1 Control" (wait for answer). Dispatch response: "Medic 1?" Response from dispatch vehicle radio transmission: "Medic 1 is 10-8". Dispatch response: "10-4 Medic 1". **No one-way messages!** Clear Text will be used as the primary radio messaging process

- LCEMS channel one will be utilized by the system controller to coordinate the entire EMS system. Channel one will use the identifier “control.”

- LCEMS channel two is utilized to relay dispatch information and to record times and

mileages. Channel two will use the identifier "EMS."

- On-duty personnel will remain available for call by monitoring channel one of their radio and LCEMS assigned phone at all times. Radio and phone must be on or within reach of on duty personnel at all times and must be in an operational manner.

- System Status Management (SSM) units will be dispatched on LCEMS channel one by Control. County units will be dispatched on LCEMS channel four by Control.

- Once dispatched on a call, the EMS crew will immediately acknowledge the radio transmission on channel one by stating their Medic number and repeating the message delivered.

- Peak ambulances are required to be en route to the site of any type of call within 60 seconds of dispatch. Rural ambulances are to be en route within 120 seconds of alert.

- The unit will call en route by mobile radio on channel two to EMS as soon as the vehicle begins to respond.

- All other aspects of the call will be radioed to EMS on channel two, i.e., arrival on scene, en route to hospital, 10-8, etc.

- Control will be notified when a LCEMS unit departs a previously reported location. This includes fuel and supply acquisition.

- Once on scene, the LCEMS crew will as quickly as possible size-up the situation and inform control if they are going to transport or not.

- During post to post moves, Medic units are to be en route to the newly assigned post within three minutes of notification. Exceptions must be approved by dispatch. To request an exception, the affected LCEMS crew must contact dispatch and explain the reason for the time limit exception such as needing to get lunch to go, etc.

- The Regional channel UHF Med 8 is used for medical resource coordination between county bases and out of county ambulances and as a secondary Emergency Department channel for TMH or HCA. Anything said on the regional channel can be received by base stations anywhere in the Big Bend area.

- Telephones should be used in accordance with policy as an alternative communication device for sensitive radio transmissions.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Radio and Dispatching
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	1
Pages:	2

I. Purpose:

The purpose of this policy and procedure is to provide a framework with rules for all LCEMS radio communications in order to facilitate the most effective and orderly transfer of information.

II. Policy:

1. Radio equipment will at all times be operated in accordance with current FCC regulations, which will be kept on file at the Communications Center.
2. Responses for requests for service received at the same time will be dispatched according to the principles of triage.
3. The Communications Center EMS watch officer (a.k.a. System Status Controller) will operate LCEMS Channel 1 and be identified on the radio as "Control."
4. The EMS dispatcher assigned to LCEMS Channel 2 will be identified on the radio as "EMS."
5. The System Status Controller (SSC) will be responsible for dispatching the closest unit(s) capable of providing the help required to a call.
6. LCEMS will primarily utilize Clear Text in order to better prepare the agency for interoperability in the event an Incident Management Plan involving multiple agencies was to be put to in place.

III. Guidelines:

General Radio Procedures:

1. Initial Dispatch, Post moves, and any other traffic not related to a call will take place on LCEMS Channel 1.
2. All call related traffic such as, on-scene, en route, at destination, etc., will take place on LCEMS Channel 2.
3. Any extended conversation between two units, such as a dry run approval or reporting problem to a supervisor, shall take place on LCEMS Channel 3. LCEMS Channel 3 shall be considered the EMS "talk around" channel.
4. Dispatching of Fixed Station Geographically deployed units (a.k.a. the County Stations), including the transmission of encoded pages for station pager activation, will take place on LCEMS Channel 4.
5. Radio Communication between responding TFD units and LCEMS units will take place on LCEMS Channel 2. LCEMS Units responding to emergency calls shall monitor LCEMS Ch. 2 for TFD communication.

6. Upon receiving a call from their dispatcher, TFD will switch to LCEMS channel two and call en route. LCEMS dispatcher will then give any information to TFD. Radio communication between LCEMS and TFD will continue on LCEMS Ch. 2 throughout the duration of the call.
7. Upon receipt and acknowledgement of a call, LCEMS units shall go to LCEMS Ch. 2 for the duration of the call. Units shall return to LCEMS Ch. 1 after becoming available from a call.
8. Units interacting on the radio shall simply call their ID and wait to be acknowledged by the channel operator. (Example: *Unit:* "Medic 2…" *Dispatch:* "Medic 2, go ahead.")
9. Individuals that need to interact on the radio will use their 3 digit Radio ID number.
10. All on-duty personnel will be continuously available by radio and pager. Problems with contacting personnel must immediately be reported to the on-duty System Controller.
11. Radio transmissions made by units will be acknowledged by the dispatcher by repeating the EMS unit designation. This is done to ensure that the correct traffic for the correct unit is recorded.

General Dispatch Procedures:

1. The SSC will be responsible for assigning the closest unit capable of providing the required help to all calls.
2. The SSC will also be responsible for notifying the Tallahassee Fire Department of all code 3/Emergency Calls not occurring at a medical facility, and all cardiac arrests, regardless of location. If an emergency call occurs in a geographic zone covered by a Volunteer Fire Department, then TFD will be responsible for notifying the respective VFD.
3. Campus Police Departments will be advised of any call on FAMU, FSU, or TCC property.
4. The on-duty supervisor will be notified of critical calls and may respond at his/her discretion. Examples of such a call are: cardiac arrest, multiple vehicle accidents, unstable patients, calls involving prolonged extrication, etc.
5. A unit in transit to a call for service called by a dispatcher will respond by giving its unit number and present location.
6. The SSC will notify a requestor anytime a scheduled transport is delayed or is expected to be delayed for more than 15 minutes and provide a new ETA for the transport.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Radio Failure
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018, December 2024
Revision:	3
Pages:	1

I. Purpose:

To outline the procedure and means the dispatchers and crews will utilize to contact each other when there is radio failure.

II. Guideline

If there is a failure of radio communication, the following should occur:

A. Communications Center:
    1. The Everbridge system shall be used to communicate messages to Field Personnel.

B. Field Personnel:
    1. If field personnel are unable to contact the dispatcher by radio on the usual assigned channel, after a reasonable number of attempts, then they should contact dispatch on alternate channels. (For instance, if a unit is attempting to make contact with EMS on ch.2, the next step would be to try to contact Control on ch.1) If this also results in no contact, field personnel should contact dispatch by telephone and/or UHF radio.
    2. Unless they are engaged in an ambulance call, personnel will advise the System Status Controller (SSC) of their location, and will remain available at that telephone number until advised that radio communications have been restored. The telephone should be used as little as possible during that time.
    3. If a unit is en route to a scene, contact the Communications Center when you arrive preferably by telephone; this may also be done through law enforcement, fire, or other agency on scene if their radios are working.
    4. If a unit is en route to the hospital with a patient, mileage information and transport status should be called in by telephone.

Total Communications Failure: In the event of a total communications failure (Radio, telephone, cell phone, and pagers) City System Status Management (SSM) units should complete their assigned calls, if any, then immediately report to HQ to await instructions. Fixed station units should return and remain at their station.

LEON COUNTY EMS

Standard Operating Guideline

Title: Refusal Radio Report

Effective: June 20, 2005

Reviewed: December 2012, December 2015, December 2018

Revisions: 1

Pages: 3

I. PURPOSE:

To provide uniform guidelines for the reporting and recording of Patient Refusals over the radio.

II. GUIDELINE:

It is the policy of Leon County Emergency Medical Services although it may not be possible, that all patient refusals will be evaluated by the Paramedic on scene.

III. PROCEDURE:

1. It is the responsibility of the Paramedic to give accurate, concise information about patient condition and hazards associated with the patient's refusal of care during evaluation and treatment for possible injury so that the patient will be properly informed.

2. It is the ultimate responsibility of the Paramedic on Paramedic/EMT teams and the Paramedic charging the call on Paramedic / Paramedic teams to properly evaluate the patient and advise the patient of possible injury and adverse effects of refusing treatment and transport to an Emergency facility for evaluation by a doctor.

   A. If the Patient was witnessed having a seizure, you must inform the patient (and if family is on scene make them aware as well) that the patient is not to drive any kind of vehicle, operate any kind of machinery, work at any heights, take a bath or swim alone (shower OK) until they are cleared by their medical doctor (or a medical doctor) to do so. You MUST DOCUMENT in the report that you informed him/her of these very words.

If the patient is in a vehicle and wants to drive off you may notify law enforcement of the incident/situation but you **CANNOT STOP THEM** from driving off. EMS is not obligated, but we do have the authority to report an individual to the DMV in the state of Florida. The DMV could potentially revoke their driving privileges until cleared by a medical doctor. Unless LCEMS is called to a scene more than one time for the same patient who is behind the wheel of a vehicle, we are not required to turn ever seizure patient over to the DMV, but do use your best judgment.

3. It is the responsibility of this same Paramedic to record the specifics of the patient's refusal of care and transport to the on-duty supervisor or other person designated to receive such a report over the 800 MHz radio channel 3. A sample Refusal Report script is provided below for reference.

Sample Refusal Radio Report

This is medic # _____

We are on scene at _____ with a _____year old Male / Female patient.

EMS was called by: Bystander, Family Member, Friend, patient, and Law Enforcement, Unknown Person, etc…

We have one patient (Multiple Patients) whose Chief complaint(s) is/are Chest pain, SOB, Trauma from fall, MVC, Diabetic problem, N&V, Dizziness, CVA etc..

Pt's Vital Signs are:

Pulse: _____
BP: _____
Resp: _____
BGL: _____ as applicable
SaO2: _____ as applicable
12 Lead ECG as applicable.

Pt has a HX of: SOB, Cardiac. Diabetes, N & V, COPD, Asthma, CVA, etc…

Pertinent Findings are Wheezes, SOB, Chest Pain, Dizziness, Trauma to.., etc... ECG Finding are: Name that rhythm!

Pt is refusing EMS Transport to the Emergency Center for evaluation by a MD for the following reason(s): Not injured, has another method of transport, will follow with private MD later, Feels better now, Parent or Guardian refusing care, etc……

I/we have advised patient that I/we are not able to make a complete evaluation in the field and that I/we advise the patient to go via EMS to the hospital or go to the hospital via personal vehicle to be evaluated by a physician, the patient has refused multiple offers/ attempts to transport via EMS. I/we have advised patient that it is possible that their condition could suddenly change and get worse and this could cause them to suddenly become incapacitated or cause their immediate and sudden death. The patient is at this time conscious alert and oriented has acknowledged the potential for serious complications as a result of this refusal but continues to refuse our care and transport. The patient has been advised to call us back on 9-1-1 if condition warrants.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Search and Rescue
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. Guideline:

In the event that there is a Search and Rescue Operation being conducted inside Leon County and LCEMS is asked to participate, the System Status Controller may, after checking with the on-duty supervisor, dispatch a unit to the designated location of the operation. Participation in search operations shall be limited by the number of units needed to maintain appropriate coverage of Leon County. LCEMS units will not participate in rescue operations that they are not trained or properly equipped for however; they may stand-by if so requested.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Severe Weather
Effective:	June 6, 2005
Reviewed:	September 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. Purpose:

The purpose of this procedure is to define the duties and responsibilities of LCEMS Communications personnel as it pertains to Severe Weather operations.

II. General Information

Examples of severe weather include: Tornadoes, Severe Thunderstorms, Flash Floods, Electrical Storms, Hailstorms, or Hurricanes. A **watch** is issued when the risk of a hazardous weather event has increased significantly, but its occurrence, location, and/or timing are still uncertain. It is intended to provide enough lead time for those who need to set their plans into motion to do so. A **warning** is issued when a hazardous weather event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life and/or property.

III. Procedure

1. Watch - In the event that a severe weather watch is issued, the System Status Controller shall be responsible for notifying all on duty crews via their alphanumeric pagers and notify the on-duty supervisor via telephone.
2. Warning – In the event that a severe weather warning is issued, the SSC shall be responsible for notifying all on duty crews via their alphanumeric pagers and broadcasting the weather bulletin on both channels 1 and 4.

It will be the responsibility of the on-duty supervisor to coordinate with the appropriate LCEMS administrators regarding the extent of response that LCEMS crews will perform during extended periods of severe weather such as hurricanes. Once a decision has been made, the SSC should inform all on duty crews to report to the nearest TFD station or other safe location to stand-by until the weather improves and normal response operations resume. It may be necessary to limit responses to life-threatening emergencies only; this decision will also be made by the on-duty supervisor. Refer to the Emergency Operations Plan, 409.00, for more information..

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – 9-1-1 Calls from Hospitals
Effective:	June 15, 2007
Reviewed:	September 2011, December 2012, December 2015, December 2018, December 2024
Revision:	4
Pages:	1

I. Purpose:

The purpose of this guideline is to define the procedure to be followed should a 9-1-1 call be received from inside a hospital.

II. Procedure:

In the event that a 9-1-1 call is received from a hospital, the call-taker should enter the call in the CAD and immediately notify the System Status Controller (SSC). Additionally, either the call-taker or the SSC should attempt to obtain as much information about the location of the patient and the situation at hand, up to and including a name of the patient, department and/or floor location, room number (if applicable), a call back number, and the nature of the problem. In most cases, the call shall be transferred to the EMS System Status Controller so the most appropriate action can be determined.

After obtaining the information and, if appropriate, dispatching a unit, the SSC should immediately make contact with the appropriate person at each hospital as specified below:

Location of Call	Contact Person	Telephone Number
TMH In-Patient, Any Department	Nursing Supervisor	(850)431-1155, ask for Nursing Supervisor
TMH Emergency Dept or E.D. Waiting Room	Emergency Department On-Duty Nurse Manager	(850)431-0906, ask for Nurse Manager
HCA Hospital In-Patient, Any Department	Nursing Supervisor	(850)325-8282 direct or operator at (850)325-5000
HCA Emergency Dept or E.D. Waiting Room	Emergency Department On-Duty Charge Nurse	(850)325-5090, ask for On-Duty Charge Nurse
Apalachee Center, PATH, Eastside, or Detox	On-Duty Facility Charge Nurse	(850)523-3333, press 1, then 1 again, speak to RN

The System Status Controller should document the time of the call and the person notified in the CAD. The EMS on-duty supervisor should also be notified at the discretion of the SSC. If there is any question as to the exact location of a patient and whether or not they are presently under care of a hospital provider, (such as in a parking lot or outdoors) the SSC should not hesitate in dispatching a unit and allow the responding crew to ascertain the exact situation.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Poison Center Use/Transfer Calls
Effective:	October 11, 2007
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	2

I. Purpose:

Pursuant to Florida Statues 401.268 and 395.1027, the purpose of this guideline is to define the procedure to be followed should a 9-1-1 call be received from a patient or by-stander wanting assistance and/or information on poisonings or insect bites (as specified below).

II. Procedure:

For 911 calls received from a caller requesting assistance and/or information on exposure to, or ingestion of, any of the following, the EMS call-taker should follow the steps outlined:

- Bites & stings from insects, spiders, or marine life
- Household & personal products
- Pesticides & chemicals
- Food poisoning
- Plants and mushrooms
- Prescription & over-the-counter medicine
- Herbal & dietary supplements/drugs

1. Open the Motorola P1 CAD call taking screen and obtain:
    a) Address of the incident and location details
    b) Call back number
    c) Chief complaint (MUST note specifics in addition to selecting a nature)
2. Launch ProQA™ and begin the Q & A process utilizing the appropriate protocol (either 2 or 23).

For Protocol 23: If, after completing the key questions for protocol 23, the call is coded as an omega level call, read the "omega response" statement to the caller, but advise them that you will be remaining on the line. Transfer the call to the poison center using the appropriate transfer button and remain on the line to see if the poison center recommends an EMS response. If possible, while monitoring the line, alert the System Status Controller (SSC) to the status of the call.

For Protocol 2: If, after completing the key questions for protocol 2, the call is due to bites or stings from insects, spiders, or marine life AND the call has been coded as an alpha level call (no priority symptoms present), proceed to the case exit instructions and read the "omega referral" statement to the caller, but advise them that you will be remaining on the line. Transfer the call

to the poison center using the appropriate transfer button and remain on the line to see if the poison center recommends an EMS response. If possible, while monitoring the line, alert the SSC to the status of the call.

If there are any PRIORITY SYMPTOMS present at any time, DO NOT transfer the call to the poison center. Follow the appropriate protocol and remain on the line with the caller until help arrives. Priority symptoms are defined by NAEMD as the presence of abnormal breathing, chest pain, decreased level of consciousness, or serious hemorrhage.

This procedure is intended as a guideline. A call may still be transferred to the poison center for a reason not listed above, at the direction of the on duty EMS SSC.

Note: If after receiving advice from the poison center, the caller still desires an EMS response, note that in the call and advise the caller that the first available ambulance will be sent and to call back if anything gets worse or changes.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	System Status Management & Resource Utilization
Effective:	June 1, 2005
Reviewed:	March 2006, December 2012, December 2015, December 2018, December 2024
Revision:	3
Pages:	4

I. GUIDELINE:

LCEMS utilizes the principles of System Status Management (SSM) to effectively utilize the resource of the department. Adherence to policy and procedure is necessary for system performance success.

II. GENERAL INFORMATION:

1. It is essential that all Communications Personnel function similarly and as consistently as possible in order to eliminate variation based on the individual dispatcher.

2. This system includes mechanisms to monitor and modify procedures to achieve consistent levels of performance.

3. The LCEMS plan includes Flexible Deployment which is a combination of fixed station geographic deployment and Demand Deployment.

4. Two components of System Status Management:

Geographic Coverage - Similar to the type of coverage provided by fixed location deployment systems. Geographic coverage is relatively static, in that it does not vary significantly based on time-of-day and system activity levels.

Demand Coverage - This component of coverage is highly variable. It is designed to incorporate enough capacity to accommodate the normal demand experienced by the service. Demand posts can be identified by the analysis of historical patterns and are often identifiable by the time of day and day of week.

These two components are designed to match resources to demand while providing excess capacity to geographic coverage requirements. This type of coverage is designed to allow the services to respond to requests within the defined response time standards and provides a margin of safety by utilizing the capacity of geographic coverage to address periods of exceptional demand.

5. Staffing - The staffing plan is driven by the historical call data by time of day and the day of the week. The plan, which is reviewed at least bi-annually, will dictate the various staffing hours and patterns needed to meet the demand. Staff schedules will be adjusted accordingly, to meet the needs of the plan. If an unexpected demand arises, such as a

large public service event, natural disaster, etc. then staff will either be scheduled over and above what the plan requires or staff will be called in to assist. Extra planned events, such as public services, are usually well thought out and planned with regards to staffing needs.

6. Field providers may from time to time have a question about an assignment or their workload statistics. It is important that they be given as much insight as possible for the situation in question. A brief explanation can lead to a great deal of understanding and cooperation.

7. The on-duty System Status Controller (SSM) or on-duty supervisor will make the final decision regarding any non-emergency or post assignment that may be questioned by a crew.

III. POST IDENTIFICATION:

1. Post Locations

Headquarters	- 911 Easterwood Dr
Post 1	- 2626 Capital Medical Blvd
Post 2	- 2825 Municipal Way
Post 3	- Orange Ave & South Monroe St
Post 4	- 1300 Miccosukee Rd
Post 5	- 27 North (Monroe St) & I-10
Post 6	- Apalachee Parkway & Blair Stone Rd
Post 7	- Copeland & Tennessee St
Post 8	- Thomasville Rd & Timberlane
Post 9	- Thomasville Rd & Kerry Forest Parkway
Post 10	- Blairstone Rd & SE Capital Circle
Post 11	- Centerville Rd Fire Station
Post 12	- Chaires Fire Station
Post 13	- Woodville Fire Station
Post 14	- Fort Braden Fire Station
Post 16	- 3401 W. Tharpe St.
Post 17	- 1583 Pedrick Rd
Post 18	- N Monroe and Fred George

Units shall remain within a ½ mile of their assigned post location. Crews are permitted to exceed this ½-mile restriction for meals and other instances approved by the system controller or supervisor.

IV. POSTING PROCESS:

Posting - The primary premise of posting is to maintain adequate coverage to the areas with

highest numbers of calls.

1. Based on historical data, a post plan has been developed and implemented.

2. LCEMS uses the positioning post plan as a guide for resource deployment. LCEMS uses the posting plan in the city of Tallahassee on a 24/7 basis.

3. Repositioning of a unit will not take place until

A. Dispatch is confident the responding unit is going to transport based on information received during the initial call

OR

B. The unit on scene advises that they are going to transport.

4. If resource posting is necessary, Controllers must use their judgment and common sense. For instance, if the CAD recommends repositioning a unit to a post that another unit is closer to then a domino type move is to be made moving the closer unit to the vacant post and refilling the closer units post with the CAD recommended unit. As an example, Post 2 becomes vacant. The CAD says send Post 4 to Post 2 but Post 1 is covered, it is recommended that the controller move the Post 1 crew to Post 2, then move the Post 4 crew to Post 1. **DO NOT REPOSITION A UNIT PAST AN OCCUPIED POST!** (Exceptions: see Workload Management).

5. It is important to understand how the geo posts are identified in developing the deployment plan. No service area can be analyzed as an isotopic plane in that a vehicle cannot move from one location to another in a straight line or at the same speed for all possible locations.

6. A unit's response time range is the distance it can travel within a specified time frame. In the post location study for Leon County, this travel time period was set at six minutes. The six minutes standard allows for an eight minute response time given a one minute dispatch and a one minute out-of chute time component. HOW DOES A UNIT'S RESPONSE TIME RANGE CHANGE? Even though posts are selected primarily on a basis of coverage, distance, and time, other factors impact the distance which can be covered in a given period of time. The two most obvious factors are weather and traffic. For example, at 8:00am during rush hour, traffic flow into the city makes travel in that direction by an ambulance difficult. Therefore, the unit's response time range is decreased in that direction. At 3:00 am the unit's response time range may be at its maximum because of negligible traffic. Inclement weather can also decrease a unit's range, as can physical obstruction such as trains, traffic accidents, parades, etc.

7. Use moving units to improve coverage by assigning routes to available units, it is possible to improve coverage. Having units travel through areas in which there are no ambulances available en route to their post will enhance coverage. Likewise, avoid utilizing limited access roadways such as Interstate 10 to move from post to post as a unit on the interstate is essentially “out of the plan.”

8. The post plan is programmed so that the most important post to be filled for that hour is listed first. Lower priority posts are listed by their importance for coverage. A copy of the post plan is available in the dispatch office for reference.

9. At shift change, during the times for posting, use the CAD to fill the most important post first and lower priorities next.

10. If a post plan issue develops, it is to be referred to the Deputy Chief of Operations for guidance.

V. VISUALIZATION:

A key skill for the Dispatcher is to learn to visualize the system. Part of that visualization process includes thinking in terms of unit range rather than a unit at a particular location. As units move and the system changes, response time ranges move, expanding and contracting. The Dispatch CAD is being utilized to facilitate our system visualization process.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications – Rough Terrain Unit Deployment
Effective:	June 7, 2010
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. Purpose:

To outline the procedures to be taken by EMS in the event that deployment of rough terrain equipment is required for patient transport.

II. Responsibility:

It will be the responsibility of the LCEMS System Status Controller (SSC) and on-duty supervisor to evaluate and provide an appropriate response given the available information.

III. General Information:

In an effort to provide the highest level of care, safety when access to the patient is impaired due to terrain or distance from navigable roadways, LCEMS has a 6 wheel drive, Polaris ASAP, patient transport ATV.

IV. Guideline:

In the event that access to the emergency scene or patient is impeded by terrain or distance from navigable roadways, the SSC, on-duty supervisor, and or, responding unit may initiate the deployment of an ATV to facilitate patient access and transport. This resource is housed at EMS HQ and will be deployed by towing the ATV to the scene. The on-duty supervisor, logistics staff, or other appropriate persons trained in vehicle towing, may be utilized to deliver the ATV as needed. The potential for utilization of the ATV should be assessed and implemented as early as possible due to the potential time involved in deploying this resource.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Communications – Inter-Facility Requests Critical Care Transport (CCT)

CAAS: 103.01.01

Effective: January 1, 2012

Reviewed: June 2012, December 2015, October 2018, October 2023

Revision: 3

Pages: 3

I. Purpose:

The purpose of this policy and procedure is to standardize the methods of inter-facility/Critical Care Transport response dispatching in order to enhance efficiency and meet the division's standards for handling all requests for service.

II. Policy:

All inter-facility/CCT requests for service will be processed, and appropriate staffing and equipment needs will be determined and all necessary resources will be dispatched to adequately handle the requests in the most efficient and consistent manner possible.

III. General Information:

Patient Criteria for Activation & Use of Critical Care Transport Team:

Level 1 Criteria: Indication for CCT Team.

- Any patient who is intubated and/or being mechanically ventilated (to include BiPAP and High Flow)
- Any patient requiring infusion of medication used for cardiovascular support or stability:
  Chronotropic or inotropic agents (ie, Dopamine, Dobutamine).
  Vasopressors (ie, Epinephrine, Levophed)
  Antiarrhythmics (ie, Cardizem, Amiodarone, Lidocaine)
  Antihypertensives (ie, Cardene, β-blockers, Nipride, Nitroglycerin infusion)
  Any medication used for sedation or that alters level of consciousness (ie, Propofol, Paralytics)

- Tocolytics (ie, Terbutaline, Magnesium) to arrest labor
- Patient with a ventriculostomy tube.
- All patients with blood product(s) infusing during transport.
- All patients requiring active invasive blood pressure monitoring (ie, Swan Ganz, Arterial Lines).
- Patient with recurrent ventricular tachycardia (V. Tach) or ventricular fibrillation (V. Fib) currently/acutely being treated with antiarrhythmics.

- Patient with 3rd Degree Heart Block and SBP <90.
- Patient with any type of cardiac support device (IABP,Impella device, transvenous or transcutaneous pacer)

*Should consider use of <u>three-person crew</u> for level one activations out of town, to allow for two patient care providers.

<u>Level 2 Criteria</u>: Possible indication for CCT Team (Contact Team Leader)

- Any patient being transferred from an ICU/Critical Care Unit to another ICU/Critical Care Unit.
- Any patient being transferred from an ER to an ICU/Critical Care Unit.
- LVAD alone without additional criteria.
- Any critically ill or injured patient being transferred from an ER to an ER.
- Patient with a chest tube requiring suction.
- Abnormal vitals (any one of the following in an adult): SBP <80 or >200, HR <45 or >130, RR <10 or >28, SpO2 <90%
- Abnormal labs or studies (any of the following in an adult): Hgb <6.5, Hct <25, Plt <80, K+ <2.6 or >6.0, pH, <7.3 or >7.5, pCO2 <25 or >60, pO2 <80, Glucose <60.
- Patient who is felt to be at an increased risk for clinical instability (ie, respiratory distress patient who may need to be intubated, dissecting aortic or thoracic aneurysm, CVA with altered or decreased level of consciousness, patient with multiple co-morbidities).
- *Remember that pediatric patients have different vital signs and lab values. Consider using a critical care paramedic in any pediatric patient with "critical" lab values or vital signs.

Note: All medications with the exception of those given as a bolus, single dose or prn MUST be administered via an IV pump.

<u>IV. Guideline</u>

The most important underlying concept is to have the most appropriate response for each non-emergency request in the time frame necessary for the capable handling of the request.

Receiving Requests & Vehicle Notification

1. Answer the telephone: "Leon County EMS, how may I help you?" Remember keep your tone of voice positive and professional
2. Open the Call taking screen in the P1 CAD and obtain:
    a) Call back number and name of requestor
    b) Name and location of the patient
    c) Transferring facility and physician
    d) Receiving facility, physician and room number
    e) Any specialty care equipment needed (vent, pumps etc.)
    f) Direct phone number of floor and/or Nurse taking care of patient

3. Once the call has been input and saved the System Status Controller will contact the

on-duty supervisor to coordinate assignment of an on-duty CCT crew or potentially activate on-call CCT personnel. **The on-duty CC-Medic will call to receive detailed report prior to acceptance of transport.**

4. Ideally, critical patients will be attended by at least two licensed crew members, one of whom must be a CCT certified paramedic.
5. Once the appropriate crew and equipment needs have been determined, the System Status Controller will dispatch the unit, and will notify the requesting facility of the unit's ETA.
6. CCT inter-facility patients are, critical patients with needs that exceed the scope of practice of a paramedic on an ALS ambulance. If, during the course of transport, the unit encounters an accident or other EMS scene; Leon County SOG 413.00 states:

"III. PROCEDURE:

If, while transporting a critical patient under lights and sirens, a crew comes across the scene of another incident, that crew will continue on its way to the hospital without stopping to render assistance. The driver will contact EMS dispatch of the situation requesting appropriate assistance to respond."

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Bio-hazardous Waste Management
CAAS:	203.05.01
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, December 2015, December 2018, December 2024
Revision:	3
Pages:	4

I. PURPOSE:

To provide guidelines, procedures and responsibilities for the identification, safe handling, storage, disposal, labeling, use of personal protective equipment and program auditing, with respect to the management of biohazardous waste by LCEMS.

II. GUIDELINE:

The program implements applicable requirements of Federal and State Waste Management laws. The Deputy Chief of Operations is designated as the Biohazardous Waste Coordinator and shall provide technical guidance to employees and agencies involved in this program.

III. PROCEDURE:

1. Definitions:

A. Biohazardous Waste – any solid or liquid waste which may present a threat of infection to humans. This term includes, but is not limited to:

1) Nonliquid human tissue and body parts

2) Discarded sharps

3) Human blood and blood products

4) Human body fluids

5) Used absorbent materials such as bandages or gauzes

6) Used sponges that are supersaturated with the potential to drip and splatter

7) Intravenous tubing and catheters

8) Medical devices used in the treatment of HIV or Hepatitis B suspected

or positive patients

B. Biohazardous Waste Generator – any facility or person(s) who produces or generates Biohazardous Waste. Emergency Medical Services are included under this definition.

C. Leon County EMS employees shall regard ***all*** human blood and body fluid as infectious for HIV/HBV and other bloodborne pathogens and take appropriate protective steps to protect themselves from unprotected contact with such fluids. Though HIV/HBV transmission has ***not*** been documented from urine, feces, vomitus, sputum, saliva, sweat or tears, employees are directed to consider ***all*** body fluids as potentially hazardous and protect themselves accordingly. This is primarily due to the frequently uncontrolled conditions present in pre-hospital emergency medical services making fluid differentiation difficult if not impossible.

D. Decontamination – the process of rendering biohazardous waste to solid waste

E. Disinfection – a process that destroys or irreversely inactivates the vegetative cells of microorganisms.

F. Human Blood and Blood Products – includes whole blood, serum, plasma or blood components

G. Point of Origin – the area where the bandage, sponge or other object becomes contaminated with body fluids or blood

H. Saturated – the point at which no more can be absorbed, received or combined; or has the potential to drip or splatter

I. Sealed – free from openings that allow the passage of liquids

J. Sharps – devices with physical characteristics capable of puncturing, lacerating, or otherwise penetrating the skin

K. Significant Exposure – major contact with blood or body fluids whether with or without proper protective equipment

2. Responsibilities

A. Biohazardous Waste Management Coordinator(s) (BWMC) – responsible for the development and implementation of the Biohazardous Waste Management Program, auditing the Division for compliance and providing technical and educational support to employees

B. Deputy Chiefs and Shift Supervisors – assist the BWMC with monitoring for compliance to this program

C. Employees – compliance with this Waste Management Program. Report any noncompliance to Shift Supervisors or the Waste Management Coordinator.

3. Identification/Quantity and Location of Biohazardous Waste Collection Point

A. Type of Waste – Biohazardous mainly composed of sharps, bandages, gauzes and sponges.

B. Quantity – No estimate can be given, dependent upon call type and volume. Not to exceed twenty-five (25) transport pounds at any one time

C. Location – EMS Operations Building, Soiled Utility Room

4. Guideline and Procedure for Handling Biohazardous Waste

Note: The following sections pertain only to Biohazardous Waste generated by LCEMS that is/was not disposed of at the receiving hospital.

A. All Biohazardous Waste shall be identified and segregated from other solid waste at the point of origin. Biohazardous waste will only be placed in approved containers and will not be placed with any other solid type waste (garbage).

B. If Biohazardous Waste is found in non-hazardous waste (garbage), it will be managed as Biohazardous Waste per this program.

C. Biohazardous Waste, except sharps, shall be packaged in impermeable red polyethylene or polypropylene plastic bags, sealed and labeled utilizing Biohazardous Labels.

D. Discarded Sharps will be segregated from all other wastes. Discarded sharps will be placed directly into leak resistant, rigid, puncture resistant containers. The containers shall be designed primarily for the containment of Sharps and prelabeled with the international biological hazard symbol.

5. Pick Up and Disposal of Biohazardous Waste

A. All Biohazardous Waste bags including Sharp containers will be removed from the ambulances by the EMS crew members and/or the EMS Supply Technician.

B. Personnel collecting, transporting and disposing of Biohazardous Waste will

use Personal Protective Equipment as deemed necessary.

C. EMS crew members and/or the Supply Technician will inspect all bags and containers, including Sharps, for leakage at the time of pick up and later disposal. If leakage is noted, wearing PPE, the material will be re-bagged and labeled accordingly. In the event of a spill, procedures outlined under Management of Biohazardous Spills will be utilized.

D. After removal, the Biohazardous Waste will be placed in the EMS Soiled Utility Room at Headquarters. Biohazardous Waste will be placed in the disposal boxes supplied by the disposal vendor. All PPE worn during pick up will be red bagged.

E. Biohazardous Waste can also be disposed of at the appropriate sites at Tallahassee Memorial Hospital and Capital Regional Medical Center.

F. Disposal vendor invoices will be retained by LCEMS and filed for a period of three years.

6. Biohazardous Waste Spills

A. In the event of a Biohazardous Waste spill or leakage, personnel clothed with PPE will immediately initiate the following procedures:

1) Contain the spill utilizing absorbent material

2) Isolate the area, allow no one to interfere

3) If liquid material is present in the spill:

a. Flood the area with a germicide that is tuberculocidal prior to cleaning with absorbent

b. After bulk cleanup, the area will be decontaminated by mopping with a fresh germicidal solution

c. All material used to clean up the spill, including mop heads will be red bagged for disposal

d. All PPE will be red bagged for disposal

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Driver Monitoring Program
Effective:	April 2, 2006
Reviewed:	May 2008, December 2012, December 2015, December 2018, December 2024
Revision:	2
Pages:	2

I. PURPOSE:

To provide uniform guidelines for the use and monitoring of the driver monitoring program.

II. GUIDELINE:

The driver monitoring system, known as "idrive," is to be used as a training tool to improve the safety and protection of LCEMS personnel, equipment, and the citizens of Leon County or any area that is served by LCEMS. Disciplinary actions may be taken as outlined in the procedure section (III, 2).

III. PROCEDURE:

1. The "idrive" incidents will be reviewed weekly by the designated supervisor or his/her designee. A level of infraction will be assigned to the incident and referred to the employee's supervisor for appropriate follow-up action.

    A. No Fault. Examples include: false trigger, manual trigger, non-preventable collision

    B. Minor Incident. Examples include: pothole, speed bump, road dip, driveway, rough surface

    C. Erratic Driving. Examples include: hard braking, hard cornering, excessive acceleration, skidding, rough use of vehicle, vehicle abuse, unsafe speed, lane weaving.

    D. Serious Incident. Examples include: no seatbelt, run stop light or stop sign, failure to yield, serious traffic violation.

    E. Most Serious Incident. Examples include: major collision (driver at fault), intentional damage, reckless/ dangerous driving, road rage, driving under the influence, tampering with the camera.

2. Disciplinary action for the different levels of offenses is at the discretion of the employee's direct supervisor and may take into account an employee's individual driving history with LCEMS and other applicable factors. After an event is reviewed, any recommendations will go

to command staff for review and final approval. All actions taken in accordance with this guideline are administrative. If the driver's partner's actions are deemed negligent, the partner will be subject to the same disciplinary actions as the driver. In lieu of Suspension and/or Termination, **Paramedic** driving privileges may be suspended and/or terminated. The matrix below serves as a general guideline for supervisors and employees as it relates to discipline and driving infractions.

A. No Fault: No action will be taken.

B. Minor Incident: Oral warning if it is an unnecessary, continued pattern. If pattern is continued, progressive discipline may be followed.

C. Erratic Driving:
- 1st Offense: Counseling
- 2nd Offense within 1 year: Oral warning
- 3rd Offense within 1 year: Written warning
- 4th Offense within 1 year: Smith System Driver training and/or EVOC
- Continual Offenses: Suspension and/or Termination

D. Serious Incident:
- 1st Offense: Written warning
- 2nd Offense within 1 year: Smith System Driver training and/or EVOC
- 3rd Offense within 1 year: Suspension and/or Termination

E. Most Serious Incidents: Any offence of this level will be judged on the severity of the incident and will result in one of the following:
- Written warning
- Written warning and Smith System Driver training and/or EVOC
- Suspension and/or Termination

3. Good Driving Recognition will be as follows:

All drivers with no offenses will be submitted for the County's Safe Driver Award, provided annually through the office of risk management.

For specific incidents in which exceptional driving is identified, the reviewing supervisor may choose to provide the employee with verbal praise and/or an e-mail, a letter from a Deputy Chief and/or Chief, or county wide recognition.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Exposure Control Plan
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, December 2015, December 2018
Revision:	3
Pages:	29

I.GUIDELINE:

LCEMS is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens." And the Needlestick Safety and Prevention Act (PL 106-430)

The ECP is a key document to assist our service in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

1. Determination of employee exposure

2. Implementation of various methods of exposure control, including:

   Universal precautions
   Engineering and work practice controls
   Personal protective equipment
   Housekeeping
   Hepatitis B vaccination

3. Post-exposure evaluation and follow-up

4. Communication of hazards to employees and training

5. Record keeping

6. Procedures for evaluating circumstances surrounding an exposure incident

The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.

II. PROGRAM ADMINISTRATION:

1. LCEMS is responsible for the implementation of this ECP. In concert with the County Risk Manager, the Deputy Chief of Operations will maintain, review, and update the ECP at least annually, and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. Review of the sharps injury log will be a part of these reviews to identify problem areas and/or ineffective devices which may need replacement. Documentation relating to the consideration and implementation of appropriate commercially available and effective engineering controls designed to eliminate or minimize exposure and the procedure used for evaluation of circumstances surrounding exposure incidents will be included with the annual update.

2. Those employees or auxiliary members who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

3. LCEMS will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. LCEMS will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. .

4. The County Risk Manager will be responsible for ensuring that all medical actions required are made available and that appropriate employee health and OSHA records are maintained. Contact the County Risk Manager at (850) 606-5120.

5. The Community Engagement and Organizational Development Major will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives. Contact EMS Major at (850) 606-2100.

III. EMPLOYEE EXPOSURE DETERMINATION:

The Center for Disease Control and Prevention (CDC) has established the following job task classification system to determine which employees may be exposed to bloodborne disease:

Category I. Tasks That Involve Exposure To Blood, Body Fluids, or Tissues.

All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them, are Category I tasks. Use of appropriate protective measures shall be required for every employee engaged in Category I tasks.

Category II. Tasks That Involve No Exposure to Blood, Body Fluids, Or Tissues, But Employment May Require Performing Unplanned Category I Tasks.

The normal work routine involves no exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment.

Appropriate protective measures shall be readily available to every employee engaged in Category II tasks.

Category III. Tasks That Involve No Exposure To Blood, Body Fluids, Or Tissues, And Category I Tasks Are Not A Condition of Employment.

The normal work routine involves no exposure to blood, body fluids, or tissues (although situations can be imagined or hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids). Persons who perform these duties are not called upon as part of their employment to perform or assist in emergency medical care or first aid, or to be potentially exposed in some other way. Tasks that involve handling of implements or utensils, use of public or shared bathroom facilities or telephones, and personal contacts such as handshaking are Category III tasks.

Employee Identification

Category I Tasks

Employees in the EMS Operations have been identified as routinely performing Category I tasks. Examples include:

- Bleeding control and bandaging.
- Intravenous access and phlebotomy.
- Other injection procedures.
- Endotracheal intubation and other airway control procedures
- Cleanup of blood and other body fluids

Category II Tasks

No employees of the EMS Division have been identified as routinely performing Category II tasks.

Category III Tasks

Employees in other job safety categories are not exposed to blood or body fluids in their normal work routine. Their work is classified as Category III and is not applicable to this program.

The following is a list of all job classifications at our establishment:

JOB TITLE	DEPARTMENT/LOCATION	CLASSIFICATION
• EMS Staff Assistants	EMS Division	CATEGORY III
• EMS Supply Technician	EMS Division	CATEGORY I
• Emergency Medical Technician	EMS Division	CATEGORY I
• Paramedic	EMS Division	CATEGORY I
• EMS Lieutenants	EMS Division	CATEGORY I
• EMS Captains	EMS Division	CATEGORY I
• EMS Majors	EMS Division	CATEGORY I
• EMS Deputy Chiefs	EMS Division	CATEGORY I
• EMS Chief	EMS Division	CATEGORY I

IV. METHODS OF IMPLEMENTATION AND CONTROL:
The following control methods have been adopted by Leon County EMS and employee compliance is required.

1. Universal Precautions – Body Substance Isolation

Leon County EMS, employees shall regard ***all*** human blood and body fluid as infectious for HIV/HBV and other bloodborne pathogens and take appropriate protective steps to protect themselves from unprotected contact with such fluids. Though HIV/HBV transmission has ***not*** been documented from urine, feces, vomitus, sputum, saliva, sweat or tears, employees are directed to consider ***all*** body fluids as potentially hazardous and protect themselves accordingly. This is primarily due to the frequently uncontrolled conditions present in pre-hospital emergency medical services making fluid differentiation difficult if not impossible.

All employees will utilize universal precautions in accordance with the Leon County E.M.S. Policy with all patient contacts. Universal precautions are defined as the use of all appropriate preventative equipment. This equipment includes the proper use of gloves, gowns, face and eye protection and other such equipment as provided or authorized by LCEMS.

Precautions for Patients With Known Infectious Diseases

- In the event that transportation is requested for a patient who is known to be the carrier of an infectious disease, the crew will be provided with all appropriate information. The crew will receive all information that has been provided to the LCEMS dispatcher. Under no circumstances will LCEMS refuse service / treatment / transport to a patient based on their infectious status.

- Upon arrival at the pickup facility, the crew shall confirm the infectious condition of the patient, and any specific precautions to be aware of.

- Upon arrival at the receiving facility, the crew shall notify the person assuming responsibility for the patient's care of the patient's condition and infectious status. This notification shall be made in a discreet fashion both verbally to the receiving personnel and in writing on the patient care report.

2. Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed during their state mandated HIV Refresher. All employees have an opportunity to review this plan at any time during their work shifts by consulting the safety manual which contains this ECP. If a personal copy of this ECP is requested, contact the EMS Major at (850) 606-2100, and EMS will provide an employee with a copy of the ECP free of charge within 15 days of the request.

In concert with the County Risk Manager, the Deputy Chief of Clinical Affairs is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures, which affect occupational exposure, and to reflect new or revised employee positions with occupational exposure as determined by the Centers for Disease Control (CDC) or other applicable agency.

3. Engineering Controls and Work Practices

Engineering and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

A. The following engineering controls have been developed to minimize the risk of exposure.

- Impervious sharps / needle disposal containers in every ambulance
- Impervious sharps / needle disposal / protection devices in carry-in equipment
- Waterless alcohol-glycerin based hand cleaner in every vehicle
- Disposable bag valve mask resuscitators in every ambulance
- Labeled red plastic biohazard bags in every ambulance
- Personal protective equipment (PPE) provided for all Category I and II employees
- Approved disinfectant provided on all ambulances
- Use of needless systems – a device that does not use needles for: 1. the collection of body fluids or withdrawal of body fluids after initial venous or arterial access is established; 2. The administration of medication or fluids; or 3. Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.
- Use of retractable lancets for blood glucose sample retrieval

B. Work Practices are defined as those practices utilized by personnel in the performance of their job to assist in the prevention of exposures. Specific examples of work practice controls are:

- Disposable gloves must be worn when any contact with body fluids is anticipated.
- Employees will cover and protect from body fluid exposure while on duty all open cuts, abrasions and otherwise non-intact skin.
- Employees will flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with body fluids.

- Hands and other skin surfaces shall be washed immediately and thoroughly. Hot water and soap with vigorous lathering of the entire area for at least 15-30 seconds is recommended. If running water and soap is not available, the alcohol-glycerin based hand wash provided shall be utilized. This is the approved cleaning for field settings. The above mentioned soap and water washing should be done as soon as possible after the use of any alcohol-glycerin based hand wash. Thorough washing of hands should occur:
  - Between patient contact
  - Following glove removal
  - After using restroom facilities
  - Prior to eating
  - After covering nose and mouth when coughing or sneezing
  - After trash and/or infectious waste disposal
  - Any time hands are visibly soiled
  - After care of patients with open skin lesions, or when cleaning of rectal or genital areas is required

- ***All*** used needles and sharps shall ***not*** be recapped, bent, broken or sheared unless you are administering a controlled drug via injection route. Recapping of a controlled drug shall be done using a single handed scoop technique in which the hand holding the sharp is used to scoop up the cap from a flat surface. This procedure is only permitted after the administration of a controlled drug via injection route due to the need to account for un-used controlled drugs. When controlled drug is administered via IV route the needless system will be used. All used needles and syringes must be placed ***directly*** into designated containers/holders. Under no circumstances are they to be placed unguarded on any surface or in carry-in equipment.

- Full sharps containers shall be properly sealed, removed from the ambulance and disposed of in a safe manner in accordance with the Leon County EMS Biohazardous Waste Management Program.

- All spills of blood/body fluid shall be cleaned up as soon as possible. While wearing PPE, soak up visible contaminants with paper towels and follow by cleaning with soap and water then a soaking spray of disinfectant, allowing the manufactures recommended soak prior to wiping off. Place towels and gloves in red biohazard bag and dispose of in designated infectious waste container.

- When starting IV's, an absorbent barrier shall be placed under the limb to absorb blood.

- Contaminated ***reusable*** equipment shall be washed in hot soapy water, rinsed and disinfected with an approved disinfectant or bleach solution of 1:10 using approved universal precautions during cleaning.

- Drivers are to properly remove and dispose of their PPE after loading the patient in the patient compartment and wash their hands using the alcohol-glycerin based hand wash before entering the cab of the vehicle. Drivers are to wear new PPE prior to unloading the patient from the ambulance.

- Family members, walking wounded, and other non-employees shall not be permitted to ride in the cab of the ambulance if they are visibly contaminated with blood or other body fluids, under any circumstances.

- Employees shall not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses in any patient areas, including any area to the rear of the bulkhead of the ambulance. These items are permitted in the cab of the vehicle provided the pass through door/window is kept closed at all times when a patient(s) is/are in the patient compartment. Anytime food, drinks, cosmetics, lip balm, contact lenses, etc. are transported in the cab, they shall be handled in a reasonable manner to prevent contamination by keeping containers closed and covered. Any contamination of the cab shall require that the cab be immediately decontaminated. Hand cream is not considered a cosmetic and is permitted. It should be noted that some petroleum-based hand creams can adversely affect glove integrity and should be washed off prior to use of gloves.

- Employees shall not store food in refrigerators, freezers, shelves, cabinets, or on countertops or bench tops, or any other location in which blood or other potentially infectious materials are present or are likely to be present.

- Employees shall attempt to minimize the spray, splash, or splatter of blood or other potentially infectious materials while performing procedures that involve these substances.

- Employees shall not mouth pipette/suction blood or other potentially infectious materials. Except when using a DeLee suction when clearing an infant's airway in an emergency; when no other method is available; and a trap which prevents suctioned fluid from reaching the employee's mouth is inserted in-line between the infant and the employee.

- During post-mortem procedures the following shall take place:
  - The blood and all body fluids of all deceased patients should be considered potentially infectious;
  - Employees shall wear PPE when contact with blood and other body fluid is anticipated.

- Employees shall tape and secure all specimens of blood to the outside of the IV bag or to the stretcher sheet and will take every precaution to prevent the accidental breakage of the specimen tubes.

- Employees shall assure that all equipment which may become contaminated with blood or other potentially infectious materials is examined and decontaminated as necessary prior to servicing, shipping, or reusing. Equipment that remains contaminated shall be labeled as specified in this exposure control plan.

LCEMS identifies the need for changes in engineering control and work practices through employee input and involvement. LCEMS will solicit input from non-managerial employees responsible for direct patient care in the identification, selection and evaluation of effective engineering and work practice controls. Methods of soliciting employee input will include employees providing ideas and suggestions through the suggestion box and in the participation of the evaluation of devices through pilot testing. The opportunities for employee input will be effectively communicated to employees during their annual ECP training.

LCEMS evaluates the need for new procedures or new products by attending infection control symposiums and by placing equipment/product on EMS units for evaluation, with employee feedback.

The following staff is involved in the review process for engineering controls and work practices:

- Deputy Chief of Clinical Affairs will be the lead contact for any solicitation or evaluation of new equipment/products.
- EMS Captains are involved in relaying information on such equipment and employee comments on usage to the Deputy Chief of Clinical Affairs.
- Employees voice their ideas, suggestions, and concerns in writing directly to the Deputy Chief of Clinical Affairs.

The Deputy Chief of Clinical Affairs will formulate a report that includes the recommended change of policy, engineering controls or work practices and provide that report to the County Risk Manager and EMS Chief for consensus. After approval has been granted the Deputy Chief of Clincal Affairswill ensure implementation of these changes.

4. Personal Protective Equipment (PPE)

LCEMS will provide at no cost to the employee, personal protective equipment which does not allow the penetration of blood and other potentially infectious materials to work clothes, undergarments, skin, eye, mouth, and mucous membranes. The PPE must be worn as specified in this policy and in the Personal Protective Equipment policy. Uniforms that are provided by LCEMS are not intended to be and should not be considered personal protective equipment. LCEMS shall repair or replace any lost, stolen or damaged issued PPE.

Equipment
LCEMS provides training in the use of the appropriate PPE for the tasks or procedures employees will perform. It is the policy of LCEMS that appropriate PPE will be used on all patient contacts. As part of the new employee Orientation/Training Program, all new employees must be required to demonstrate knowledge of the PPE location and procedure for use.

The on-duty crew members are responsible for having their PPE with them in appropriate quantities. PPE shall be carried aboard each emergency vehicle in a quantity sufficient to protect all crew members and anyone else (students, ride along, etc) on board the emergency vehicle. PPE will be accessible to all potentially exposed employees. Employees are responsible for carrying their issued PPE at all times while out of the emergency vehicle. Replacement PPE may be obtained as necessary through EMS Supply. All employees are responsible for ensuring that assigned vehicles are stocked with PPE of all sizes at all times. LCEMS shall maintain the following items in all emergency vehicles:

- Disposable Impervious Gowns
- Face mask/Eye Shield Combination Devise
- Disposable Exam Gloves of various sizes
- Waterless hand wash
- Bio-Hazard bags with Warning Labels
- Puncture Resistant Sharps Container
- Portable Puncture Resistant Sharps Container (in carry in equipment)
- Pair Protective Eyewear (Goggles)
- High Level Disinfectant Solution

Employees will wear the following personal protective equipment in the following instances:

Nitrile / Latex Gloves shall be worn in the following situations:

- All patient encounters where blood or body fluids are visible or have the potential to become present;
- Handling soiled linen;
- Touching/cleaning soiled surfaces;
- Performing invasive and vascular access procedures;
- Handling blood or other body fluids in containers;
- Starting IV's, drawing blood, and manipulating stopcock of lines;
- Emptying the drainage from urinary catheters;
- Digital examinations of mucous membranes;
- Endotracheal suctioning;
- Endotracheal intubation;
- All patient encounters where employees have open sores on hands.
- Never wash or decontaminate disposable gloves for reuse.
- Replace gloves between patients and if: torn, punctured, contaminated, or if their ability to function as a barrier is compromised.

Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided. It will be the responsibility of the employee to notify the Deputy Chief of Administration in writing that such an allergy exists so that proper stock levels can be maintained.

Eye Protection will be worn during intubation and in any situation when there is any anticipation of spraying or spattering of any body fluids and in any situation that has the potential for eye injury, i.e. flying debris, chemical splashing, etc. Also must be carried when contacting patients.

Masks, face shields and protective eyewear will be worn to prevent exposure of the mucous membranes of the mouth, nose and eyes and the upper respiratory tract. Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.

- During procedures likely to generate droplets of blood or other body fluids;
- During direct contact with a patient who is coughing excessively or is intubated and/or being suctioned;

Impervious Gowns shall be worn during procedures likely to generate splashes of blood or other body fluids

Guidelines for Specific Medical Procedures

Endotracheal Intubation / King Airway Insertion

- Personnel performing this procedure must wear gloves, mask and protective eyewear.
- Personnel assisting with this procedure must wear gloves, mask and protective eyewear.

Suctioning

- Personnel performing this procedure must wear gloves, mask and protective eyewear.
- Personnel assisting with this procedure must wear gloves, mask and protective eyewear.

Intravenous Access

- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Needle Thoracostomy

- Personnel performing this procedure must wear gloves and protective eyewear
- Personnel assisting with this procedure must wear gloves and protective eyewear.

Mouth-to-Mouth Ventilation

Employees should not perform direct mouth-to-mouth ventilation at any time.

Other adjunctive devices such as pocket masks, bag-valve-mask devices, or

demand valves should be utilized in lieu of making direct skin contact with patients.

Mouth-to-Mask Ventilation
- Personnel performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves and protective eyewear.

Bag-Valve-Mask Ventilation
- Personnel performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves and protective eyewear.

Intraosseous Insertion
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

OB Deliveries
- Personnel performing this procedure must wear gloves, mask, gown, and protective eyewear.
- Personnel assisting with this procedure must wear gloves, mask, gown, and protective eyewear.

Bleeding Control with spurting blood
- Personnel performing this procedure must wear gloves, gowns, mask, and protective eyewear. When bleeding is controlled, only disposable gloves are required.
- Personnel assisting with this procedure must wear gloves, gowns, mask, and protective eyewear. When bleeding is controlled, only disposable gloves are required.

Bleeding Control with minimal bleeding
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Cardiopulmonary Resuscitation (CPR)
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Administering Intramuscular (IM), Subcutaneous (SQ), and Sublingual (SL) Medications

- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Administering Nebulized Medications
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Administering Intravenous Medications (IVP)
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

REQUIRED PERSONAL PROTECTIVE EQUIPMENT

Task / activity	Disposable Gloves	Gowns	Mask	Protective Eyewear
Bleeding control with spurting blood	YES	YES	YES	YES
Bleeding control with minimal bleeding	YES	NO	NO	NO
Emergency childbirth	YES	YES	YES	YES
Drawing blood	YES	NO	NO	NO
Starting an IV line	YES	NO	NO	NO
Endotracheal intubation Combitube use	YES	NO	YES	YES
Oral / nasal suctioning, manually cleaning airway	YES	NO	YES	YES
CPR	YES	NO	NO	NO
Needle Thoracostomy	YES	NO	NO, unless splashing likely	YES
Mouth-to-mask ventilation	YES	NO	NO, unless splashing likely	YES

Bag-valve-mask ventilation	YES	NO	NO, unless splashing likely	YES
Intraossessous	YES	NO	NO	NO
Giving medications IM/SQ/SL	YES	NO	NO	NO
IV medication administration	YES	NO	NO	NO
Nebulized medication administration	YES	NO	NO	NO
Handling and cleaning instruments with contaminiation	YES	NO, unless splashing likely	NO, unless splashing likely	NO, unless splashing likely

NOTE: The list above is the **required** PPE to use for each procedure listed. In no way, does the above listing restrict personnel from using any and all PPE that the employee deems appropriate.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other PPE. Use of an alcohol-glycerin based hand sanitizer is permitted, but in no way is use of a sanitizer to replace hand washing at the first available opportunity. Please refer to hand hygiene section.
- Remove PPE and replace between patients, if torn punctured, contaminated or if its ability to function as a barrier is compromised.
- In no instance is a vehicle to be driven while wearing PPE that have been used to examine or touch patients, potentially exposed waste materials, blood products or body fluids. All PPE should be removed before getting into the front of an ambulance.
- Employees shall remove all personal protective equipment and place it in a designated container immediately after use.

- Wear gloves when it can be reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces.
- Remove immediately or as soon as feasible any garment or uniform contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface as much as possible. Employees will have a back up uniform available and ready for use and will change into back up uniform immediately or as soon as feasible. Employees needing to change their garment or uniform will do so before responding on any other calls. To minimize migration of contamination beyond the work area, employees must remove any contaminated garments or uniforms and wash up before leaving the work area and going into a non field work area.

Compliance

LCEMS shall assure that all employees use the appropriate personal protective equipment when there is potential for occupational exposure to blood or other potentially infectious materials

In cases when an employee temporarily and briefly declined to use personal protective equipment, when under rare and extraordinary circumstances, it was the employee's professional judgment that in the specific instance its use would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker (danger to self/patient, or an impairment in the ability for the employee to provide timely care to the patient), the employee(s) shall document the incident in writing and submit the report to the Deputy Chief of Administration. This report will be required whether or not the employee perceives that an actual exposure occurred or not. The Deputy Chief of Administration shall review all such incidents on a case-by-case basis to determine the appropriateness of the employee's actions and if any change in procedures or policies should be considered.

In the event that any employee is discovered to not have their PPE accounted for as stated previously, or any employee is observed not complying with any provision of this procedural guideline, the employee shall be subject to disciplinary action up to and including termination of employment.

5. Hand Hygiene Guidelines

The following guidelines are taken from the CDC's Recommendations and Reports on Hand Hygiene in Healthcare Workers:

- If hands are visibly dirty or contaminated with material, or are visibly soiled with blood or other body fluids, wash with either an antimicrobial or non-antimicrobial soap and water
- If hands are not visibly soiled, use an alcohol-based hand rub for routine decontamination or wash hands with antimicrobial soap and water.
- Decontaminate hands before having direct contact with patients (no gloves worn)
- Decontaminate hands after contact with a patient's intact skin (i.e. taking B/P) (no gloves worn)
- Decontaminate hands after contact with body fluids or excretions, mucous membranes, non-intact skin, and wound dressings, if hands are not visible soiled.
- Decontaminate hands after removing gloves
- Before eating and after using a restroom, wash hands with a non-antimicrobial soap and water or with an antimicrobial soap and water.
- Antimicrobial wipes may be considered as an alternative to washing hands with non-antimicrobial soap and water. They are not as effective as alcohol-based hand rubs or washing hands with an antimicrobial soap and water, thus they are not a substitute for using alcohol-based hand rubs or antimicrobial soap.
- When decontaminating hands with an alcohol-based hand rub, apply product to palm of one hands and rub hands together, covering all surfaces of the hands and fingers, until dry.
- Do not wear artificial fingernails or extenders when having direct contact with patients at high risk.
- Keep natural nail tips trimmed to less than a ¼ inch long
- Wear gloves when contact with blood or OPIM, mucous membranes, and non-intact skin could occur.
- Remove gloves after caring for a patient. Do not wash gloves between uses with different patients
- Change gloves during patient care when moving from a contaminated site to a clean body site.

6. Housekeeping

All employees will comply with the following housekeeping and decontamination procedures:

Employees shall wear gloves and other personal protective equipment deemed necessary while cleaning and decontaminating all ambulances and equipment. LCEMS shall assure that all supplies and equipment are cleaned and disinfected with an appropriate disinfectant registered with the EPA. Manufactures recommended usage for the disinfectant will be followed. Disinfectant is available from EMS supply and will be carried on all LCEMS vehicles.

Equipment/Materials Processing

All equipment, supplies, or other materials that are non-disposable (cardiac monitor/defibrillators, traction splints, etc.), and used in direct contact with patients that must be turned in for repairs or servicing shall be decontaminated before being sent for repairs. If any of these items can not be decontaminated they shall be marked with a biohazard label indicating what area is contaminated and what needs repaired.

Trash Receptacles

Trash receptacles in the ambulance shall be emptied at the end of every call. These receptacles shall be inspected daily for contamination and be cleaned or replaced as needed.

Hands-Free Cleanup

In the event any glass items shatter/break or sharps are discovered loose, the glass fragments/sharps shall be collected up using mechanical means, such as plastic paddles and dust pan so that the employee is not handling the item(s) directly in his/her hand. The glass fragments/sharps shall then be dropped in an appropriate sharps receptacle without direct contact with the gloved/ungloved hand. This "hands-free" cleanup procedure shall be utilized whenever the potential exists for a cut or abrasion to occur to the employee's glove/ungloved hand in a potentially contaminated environment. In no case is broken glass or sharp objects to be picked up by hand or vacuum cleaners. The tools which are used in cleanup must be properly decontaminated after use.

Disposal of Contaminated Waste

Contaminated / biohazardous waste shall be disposed of in accordance with the LCEMS biohazardous waste management program. Contaminated waste is to be placed in containers that are closable, constructed to contain all contents and prevent leakage, appropriately labeled (see Labels) prior to disposal, and closed prior to removal to prevent spillage or protrusion of contents during handling. These containers are in no circumstance to be filled to a level that would require force to close. Contaminated / regulated waste will only be disposed of at the receiving hospital in an appropriate biohazard waste container. In cases where contaminated / regulated waste cannot be disposed of at the receiving hospital it can be placed in the biohazardous waste bins at Headquarters. At no time will contaminated / regulated / biohazardous waste be disposed of in the regular garbage.

Cleaning the Ambulance

Routine Cleaning

Employees shall wear disposable gloves when performing routine cleaning of the ambulance. The cab of the ambulance and all horizontal surfaces in

the patient compartment (shelves, bench, seat, ceiling, floor, etc.), shall be wiped with disinfectant solution at the beginning of each shift. This daily cleaning shall be documented on the daily checklist.

Post Call Cleaning

After transporting any patient thorough cleaning shall be carried out. At a minimum this cleaning shall include disposal of paper sheets, removal of all trash, removal of contaminated waste, and a wipe down of the ambulance stretcher mattress and other non-disposable equipment that was in contact with the patient with a disinfectant solution. The paper sheets on the stretcher must be changed at the end of every call. Cleaning and disinfectant solutions, paper towels, and other materials must be disposed of as regular trash unless contaminated.

Decontamination

Bins, equipment, and vehicle interiors (e.g. vehicle bins, Defibrillator, countertop areas inside vehicle) are cleaned and decontaminated as soon as feasible after visible contamination. Employees shall wear disposable gloves and protective eyewear when performing decontamination cleaning. Regardless of the patient's infectious disease status, gross contamination (contaminants that can be seen with the naked eye or can be reasonably anticipated to be present), shall be removed to the fullest extent possible utilizing paper towels and then clean with soap and water then sprayed with the disinfectant solution. After the disinfectant solution has been on the surface for the period of time recommended by the manufacture, the solution shall be wiped off with a paper towel. All disinfecting solutions, paper towels, and other materials utilized in decontaminating the patient compartment and non-disposable equipment shall be disposed of as infectious waste.

Terminal Cleaning

In the event that a patient has been in strict or respiratory isolation and is transported, specific cleaning procedures shall be initiated. The ambulance crew shall notify the on duty supervisor of the need for disinfection. Disposable gloves are to be worn by all personnel engaged in terminal cleaning procedures. When there is potential for splashing of liquids, personnel are required to use protective eyewear.

All contaminated equipment will be scrubbed clean with a detergent, rinsed with water, wiped off then rinsed with a disinfectant solution and wiped dry. All stretcher parts and parts of the mattress that come in contact with the patient will be cleaned with disinfectant. All floors will be sponged or mopped with a detergent solution, then a disinfectant.

Disposition of Soiled Uniforms

All field employees are required to bring a second uniform (pants, shirt), with them to work. Impervious gowns should be worn whenever the employee anticipates encountering an environment where aerosolization of body fluids or splashing of blood is likely to occur. In the event that accidental soiling of the uniform with a patient's body fluid occurs, the uniform shall be removed immediately and double-bagged in biohazard bags (labeled with the crewmember's name), located in each vehicle. The contaminated uniform shall be turned in before the end of the shift for processing at no expense to the employee. The uniform shall be laundered appropriately for decontamination and will be returned to the employee.

All contaminated sharps are to be discarded immediately into containers that are closable, puncture resistant, leak proof on sides and bottoms, and labeled or color-coded appropriately. Sharps disposal containers are to be available in all EMS units and smaller sharp containers located in EMS carry-in kits. If a sharps container is to be moved from its designated location it will be closed immediately prior to removal to prevent spillage or protrusion of contents. It will be placed in a secondary container if leakage is possible. The secondary container shall be closable, constructed to contain contents and prevent leakage and labeled as described in section 8. EMTs or Paramedics may turn filled and properly sealed and labeled Sharps containers into EMS Supply for appropriate disposal via the contracted disposal company. Container should be removed from service when approximately ¾ full. A new sharps container will be received from EMS Supply.

7. Laundry

Cloth towels are provided by LCEMS to aid crews. But at no time are the towels to be used to clean up spills of contaminated or biohazardous materials. Paper towels are provided for this purpose and should be used exclusively to minimize the volume of contaminated materials that must be processed and decontaminated.

Linen (cloth) sheets are not provided by LCEMS and shall not be used on the ambulance stretcher at any time. Cloth blankets are provided by LCEMS for the patient's comfort and should be replaced in-between patients and anytime the blanket becomes contaminated or it is reasonable to assume that the blanket is contaminated.

Linen contaminated with blood or body fluids, shall be double-bagged in biohazard bags and placed in the closest LCEMS linen hamper or returned to Headquarters and placed in the soiled laundry bin. All biohazard linen will be labeled according to labeling requirements in section 8. Laundering of towels and blankets for patient use will be done via a contractually retained agency. Contaminated blankets and towels shall not be rinsed or sorted prior to depositing the item(s) in biohazard bags. Nor should they be left at the scene of an incident. Handle contaminated laundry as little as possible, with minimal agitation. Employees will wear appropriate PPE when bagging or handling contaminated laundry

8. Labels

LCEMS shall assure that all containers in which infectious waste has been discarded has a warning label affixed to it and can be read at a distance of at least five (5) feet. The warning label shall be as follows:



All labels will be orange-red with contrasting colors for lettering and symbols. Red bags or containers may be used as a substitute for labels.

LCEMS will ensure warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into vehicles or facilities. Red biohazard bags, sharp containers are available from EMS supply, and ordered on the Daily Check Sheet. Employees are to notify the Shift Supervisor on duty if they discover regulated waste containers, contaminated equipment, etc. without proper labeling.

All red-bagged waste and sharps containers used at LCEMS will be red bagged or disposed of with disposal boxes located in the EMS Supply area by the EMS Supply Technicians.

V. HEPATITIS B VACCINATION:

LCEMS will provide information to employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost to the employee after BBP training and within 10 days of initial assignment to employees identified in the exposure determination section of this plan. The hepatitis B vaccination series will be started before the employee is occupationally exposed. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series, 2) antibody testing reveals that the employee is immune, or 3) medical evaluation shows that vaccination is contraindicated.

The County's employee health provider will make a determination during the post-offer physical examination as to if an employee should be vaccinated against Hepatitis B. The County's employee health provider will submit to the County a healthcare professional's written opinion. The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination. At the employee's request, Leon County will provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the receipt of the evaluation by the County.

Prevaccination screening for antibody status will not be required of an employee.

If an employee chooses to decline vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in the employee's confidential medical file.

Vaccination provided by all Patients Firsts will be preformed under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional and will be administered in accordance with current U. S. Public Health Service, CDC guidelines including tests after completion of the series for anit-HBs. A copy of OSHA standard Bloodborne pathogens 1910.1030 will be provided by County Risk Management to the County's employee health provider providing the vaccination.

LCEMS will not permit employees to use his/her healthcare insurance to pay for the series nor will LCEMS institute a program in which the employee pays the original cost of the vaccine and is reimbursed by the employer if she/he remains employed for a specified period of time. Nor will LCEMS institute an "amortization contract" which requires employees to reimburse the County for the cost of the vaccination should they leave his/her employment prior to a specified period of time.

If a routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service, CDC, at a future date such booster doses shall be made available at no cost to the employee.

VI. GENERAL POST-EXPOSURE EVALUATION AND FOLLOW-UP:

LCEMS provides the following procedures for follow-up of our employees who have had an occupational exposure.

1. For definition purposes, exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials (OPIM), including contaminated sharps injuries that results from the performance of an employee's duties regardless of the use of provided personal protective equipment.

2. Immediately (if possible) or as close to the occurrence of an exposure as possible, the employee should clean all body surfaces and flush mucous membranes that have been in **direct contact** with blood or OPIM.

3. All personnel are required to notify their shift supervisors immediately upon occurrence of any and all exposure incidents. The employee is also responsible for completing an incident report that details route of exposure, the circumstances under which the exposure incident occurred including; engineering controls in use at the time, work practices followed, a description of devices in use, protective equipment or clothing that was used at the time of the exposure, the location of the incident, the procedure being performed and post incident actions.

4. It is the responsibility of the exposed employee's shift supervisor to notify immediately the Deputy Chief of Administration or designee of the nature of and if possible the extent of the exposure. Determination shall be made as to the type and severity of the exposure in conjunction with the receiving hospital. It is the responsibility of the Deputy Chief of Administration to insure that all required forms and telephone notifications are completed as soon as possible.

5. Following the initial first aid the following activities will be performed:

    A. Document the routes of exposure and how the exposure occurred. Confirm that the employee has completed the necessary exposure forms; First Notice of Injury, accident reports, and incident reports, etc.

    B. Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).

        1) The Shift Supervisor in cooperation with the receiving hospital will obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity. In order to test a source individual (patient) with whom there has been a significant exposure, the exposed employee must also be tested. If legally-required consent is not obtained, the

employer must establish this fact and document it in writing. If consent is obtained and the test is conducted the test results shall be provided to the exposed employee.

2) When the source individuals (patient) consent is not required by law, the source individual's blood, if available (voluntarily drawn for other purposes) shall be tested and the results provided to the exposed employee.

3) If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed. However, in order for no testing to occur, these results must be on file for the patient and absolute confirmation of the positive HIV/HBV status must be thoroughly documented. Notification will be provided to the exposed employee by the receiving facility.

6. The Deputy Chief of Administration will act as the liaison between the employee and the receiving medical facility and the County employee health provider. Their goal is to insure that testing and treatment regimens (as needed) are accomplished after notification of exposure. The Deputy Chief of Administration will provide to the employee health provider a copy of OSHA 1910.1030 Bloodborne Pathogens, a description of the exposed employee's duties as they relate to the exposure incident, documentation of the routes of exposure and circumstances under which exposure occurred, results of the source individual's blood testing, if available; and all medical records relevant to the appropriate treatment of the employee including vaccination status which are the County's responsibility to maintain.

7. An exposed employee will be offered a confidential medical examination and follow-up care, including counseling as needed. In any exposure event, the medical examination and follow-up treatment will comply with the treatment standards for the exposure type, and in accordance with the Centers for Disease Control and when medically indicated as recommended by the CDC will include post-exposure prophylaxis.

8. In all cases where the employee will be tested the consent of the employee must be obtained before the collection and testing of their blood. Pre-test counseling will be provided **BEFORE** sample collection and must include:

   A. Purpose of the test

   B. Information about HIV and/or HBV will be provided to include risk of infections and the need to evaluate for HIV/HBV early.

C. If the source has positive HIV, or refuses to be tested, the exposed employee is informed to report and seek additional medical attention for any febrile illnesses that occur within 12 weeks of exposure.

9. If the exposed employee consents to baseline collection, but does not give consent at that time for HIV serologic testing, the employee health provider will be requested to preserve the sample for 90 days. If within 90 days of the exposure incident, the employee elects to have baseline sample tested, such testing will be completed as soon as possible.

10. The exposed employee will contact the employee health provider to arrange receipt of test results and follow-up on the exposure.

11. The County Risk Manager shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of receipt the completed evaluation. The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
    - That the employee has been informed of the results of the evaluation; and
    - That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment
    - All other findings or diagnoses shall remain confidential and shall not be included in the written report. Any information regarding the results of the employee's evaluation or medical conditions must be conveyed by the healthcare professional to the employee alone and not as part of the written opinion provided to the County.

VII. PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT:

The Deputy Chief of Administration or designee and the County Risk Manager will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident
- procedure being performed when the incident occurred
- employee's training

If it is determined that revisions need to be made in protective equipment, engineering controls, work practices and/or employee training, the Deputy Chief of Administration will ensure that appropriate changes are made to this ECP and are enacted. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

VIII. EMPLOYEE TRAINING:

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by LCEMS at no cost to the employee during working hours on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. This program will cover a number of bloodborne diseases in addition to HIV and HBV such as Hepatitis C (HCV) and syphilis. In addition, the training program covers, at a minimum, the following elements:

- a copy and explanation of the standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection, information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used by LCEMS.
- an opportunity for interactive questions and answers with the person conducting the training session.

Training will also be conducted when there is a change in an employee's responsibilities, procedures or work situation and when changes are made to the ECP.

VIIII. RECORDKEEPING:

1. Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at the EMS Division.

The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed in writing to the County Attorney's Office.

2. Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.20, "Access to Employee Exposure and Medical Records."

The County Human Resources Department is responsible for maintenance of the required medical records. These confidential records are kept for the duration of employment plus 30 years as required by law.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be made in writing to Human Resources.

The records shall include:

- The name and social security number of the employee
- A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
- The employer's copy of the healthcare professional's written opinion
- A copy of the information provided to the healthcare professional

These records will not be disclosed or reported without the employee's express written consent to any person within or outside of the workplace except as required by OSHA 1910.1030 or as required by law.

3. OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by Leon County Risk Management. All work-related injuries from needlesticks and cuts, lacerations, punctures and scratches from sharp objects contaminated with another person's blood or OPIM shall be recorded on the OSHA 300 or equivalent as an injury. To protect the employee's privacy the employees name may not be entered on the OSHA 300. Leon County Risk Management will keep a separate confidential list of the case numbers and employee names so they can update the cases or provide them if asked by the government. If the employee develops a bloodborne disease, the entry must be updated and recorded as an illness.

Leon County Risk Management will establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log shall be recorded and maintained in such a manner as to protect the confidentiality of the injured employee. The sharps log shall contain at a minimum:

- The type and brand of device involved in the incident
- The department or work area where the exposure incident occurred
- Explanation of how the incident occurred.

The sharps injury log must be saved for at least five years following the end of the calendar year that they cover.

HEPATITIS B VACCINE DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Print Name:_____

Signed:_____ **Date:**_____

_____ _____

Witness Printed Name **Witness Signature**

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Patient Handling
CAAS:	202.03.01
Effective:	June 1, 2005
Reviewed:	January 2010, December 2012, December 2015, December 2018, December 2024
Revision:	4
Pages:	3

I. PURPOSE:

To provide guidelines for patient handling, lifting, moving, and for maintaining patient safety in the ambulance.

II.GUIDELINE:

It is the policy of LCEMS to safely handle, lift and move patients to prevent injury to the patient, EMS crew and public. All personnel will be trained in the proper use of patient handling, lifting and moving equipment and methods prior to patient use.

III. GUIDELINES:

The actual procedures used may vary slightly from those listed below, depending on the methods of training, the required movement, the location of the patient, personnel and materials available.

General

- All equipment in the back of the ambulance should be secured while the ambulance is in motion.
- Any child or infant being transported in the back of the ambulance should be secured in the built in child safety seat or be transported using the pediatric restraint device, secured to the stretcher.
- Patients will always be secured to the moving device, including ambulance stretcher, using all safety straps, including shoulder harness straps.
- When taking a patient on the ambulance stretcher from a hospital, skilled nursing facility or private residence, etc., the patient will be turned on a level surface and brought up head first to the waiting ambulance.
- Use caution when moving the ambulance stretcher across uneven terrain. Keeping the stretcher in a lower position helps prevent overturning it.

- Consider the use of a stair chair when carrying patients downstairs. If the stretcher has to be used, the patient always travels head first when sitting up, and feet first when lying flat.

- Remember the ambulance stretcher adds weight to the lift. Carrying it up and down stairs is not always the easiest / safest way to move a patient.

- If the employee does not think he or she can handle the lift, the employee is instructed to call for assistance. Don't risk injury to the patient or yourself.

- When loading the stretcher into the ambulance assure that the safety bar is able to engage the catch before lifting the stretcher. When unloading the stretcher be sure that the safety bar has engaged the catch before pulling the stretcher further out of the ambulance. Assure that the stretcher has locked before putting weight on it. This assures that the head end of the stretcher will not fall from the ambulance.

Employee Safety

- The key to employee safety regarding the use of lifting equipment and the movement of patients is proper body mechanics. Before lifting the patient, the attendant should evaluate the situation, make certain they are aware of what needs to be done and assure that they have the necessary equipment and assistance to accomplish the task.

- The equipment is positioned by placing the wheelchair, stretcher or other equipment, as close to the patient as possible and in proper alignment for the shortest and easiest transfer. Necessary adjustments are made by raising or lowering the equipment to bed level or vice versa, and lowering any handrails or side rails. This minimizes the amount of lowering or lifting required. The wheels on the chair or bed must be locked.

- Holding the patient close helps balance and reduces strain on the arms and back. Keeping the feet apart provides a stable base, helps maintain balance, and leaves more energy for lifting. Employees use their arms and legs in proper proportion. Bending the elbows to hold the patient close and makes the lift easier.

- Lifting is always performed in unison. When working with others, everyone must know what to do in advance and move at the same time. Counting out loud may help (e.g., "1-2-3 Move"). Sudden, jerky movements must be avoided. Good team communication is important.

- Balance - It takes a certain amount of effort just to balance the weight of one's own body. Keeping a low center of gravity over a stable base expends less energy balancing the load, and more energy is available for lifting and carrying.

- Pull or Push When Possible - Less energy is used to pull or push than to lift an object. When lifting or carrying, the force must be overcome and the load balanced at the same time. By pulling or pushing, it is only necessary to overcome the friction between the object being moved and the surface on which it rests. Whenever possible, push rather than pull.

- Think Ahead - Attendants should always think ahead and be sure to assess each patient's medical condition, strength, mobility, etc. before attempting to lift or carry. The patient should be informed exactly as to what is going to happen, so as to calm any fears and encourage their cooperation.

- Don't Guess - Only those procedures with which the employee is familiar are to be used. Guessing the correct procedure, improvising, or failing to exercise proper caution when lifting or moving a patient may be harmful to both the patient and the attendant. If at any time an employee feels uncomfortable with a lifting situation, they will call for additional assistance.

- Avoid Twisting - If it is necessary to turn while lifting or moving something, it is better to change the position of the feet than to twist at the waist. By moving the feet, it is possible to balance the load being carried and minimize the strain on the back and abdominal muscles.

- Using a Draw Sheet or Gait Belt - There may be times when a draw sheet or Gait Belt is the only device practical or available when moving a patient. When using a draw sheet to move a patient, the attendants stand on either side of the patient and grasp the draw sheet at the patient's shoulders and hips. A third attendant or assistance may be needed to support a patient's legs. Pulling the draw sheet tight, the attendants move the patient across the bed to the stretcher. When reaching across the bed, brace your torso with one hand.

- Stretcher Lifting Technique - Lifting can be done safely by following these simple steps: One foot is next to the stretcher and the other foot behind. The back is kept straight, chin tucked in, so the head and neck continue the straight back line. A firm grip on the lower stretcher bars with the palms of the hands is necessary, because the palms are stronger than the fingers alone. Both partners must be properly situated by drawing the stretcher close, with arms and elbows tucked under the sides of the bodies to keep body weight centered. Staff should use teamwork and a standard "1-2-3" count, lifting straight up using the strength of their legs.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Personal Protective Equipment

Effective: June 1, 2005

Reviewed: March 2005, December 2012, December 2015, December 2018

Revision: 3

Pages: 8

I. GUIDELINE:

Leon County EMS will provide employees and trainees with the personal protective equipment (PPE) necessary to protect themselves from exposure to infectious diseases at no cost to the employee. The PPE must be worn as specified in the Personal Protective Equipment List. Employees are responsible for carrying their own PPE at all times while out of the ambulance. Additionally, LCEMS shall repair or replace any lost, stolen, or damaged Emergency Medical Services- issued PPE at no cost to the employee/trainee.

As part of the new employee Orientation/Training Program, all new employees must be required to demonstrate knowledge of the PPE's location and procedure for use. The on-duty crew members must be responsible for having their PPE with them in the quantities specified and in the location designated by this procedural guideline.

II. PROCEDURE

1. Equipment

   PPE shall be carried aboard each emergency vehicle in a quantity sufficient to protect all crew members and anyone else (students, ride alongs, etc) on board the emergency vehicle. LCEMS shall maintain the following items in all emergency vehicles:

   - Disposable Impervious Gowns
   - Face mask/Eye Shield Combination Devise
   - Disposable Exam Gloves of various sizes
   - Waterless Hand Sanitizer
   - Bio-Hazard bags with Warning Labels
   - Puncture Resistant Sharps Container
   - Portable Puncture Resistant Sharps Container (in carry in equipment)
   - Pair Protective Eyewear (Goggles)
   - High Level Disinfectant Solution

2. Compliance Monitoring

In such cases when circumstances preclude the use of PPE as outlined herein (danger to self/patient, or an impairment in the ability for the employee to provide timely care to the patient), the employee(s) shall document the incident in writing and submit the report to the Deputy Chief of Operations. This report will be required whether or not the employee perceives that an actual exposure occurred or not. The Deputy Chief of Operations shall review all such incidents on a case-by-case basis to determine the appropriateness of the employee's actions and if any change in procedures or policies should be considered. In the event that any employee is discovered to not have their PPE accounted for as stated previously, or any employee is observed not complying with any provision of this procedural guideline, the employee shall be subject to disciplinary action up to and including termination of employment.

3. Procedures For Preventing Exposure

Universal Precautions for ALL Patients

The following precautions are to be observed for **all** patients, both emergency and non-emergency. Since it is impossible to determine with 100% accuracy what the patient's infectious disease status is, all patients shall be assumed to be carriers of infectious diseases.

- Wear disposable latex exam or high-risk gloves prior to and during all patient interactions.
- Wear protective eyewear prior to and during all patient interactions where splashes of blood or other body fluids are likely to occur.
- Wear HEPA particulate respirator mask on all patient contacts where confirmed or suspected Tuberculosis infection is present. Note: Protective eyewear is always worn in conjunction with the HEPA mask.
- Apply a surgical (fiber) mask to all patients who have a productive cough who are not on oxygen by mask.
- Assure that the appropriate masks, gowns, goggles, and latex gloves are worn by all personnel assisting with patient care.
- Drivers are to remove and dispose of their gloves after loading the patient in the patient compartment but before entering the cab of the vehicle. Drivers are to re-glove with new gloves prior to unloading the patient from the ambulance.

- Wash hands and arms thoroughly using soap and water, or waterless hand wash if hand washing facilities are not immediately available, as soon as reasonably possible after removing latex gloves.

- Family members, walking wounded, and other non-employees shall not be permitted to ride in the cab of the ambulance if they are visibly contaminated with blood or other body fluids, under any circumstances.

- For employees; All open cuts, sores, or abraded skin must be covered with appropriate bandages, latex gloves, and/or the employee's uniform. If this is not possible or not practical, the employee shall not work in the field environment until the wound has healed or can be properly protected.

- Food, drinks, cosmetics, lip balm, contact lenses, etc., shall not be permitted to be consumed or applied in the patient compartment. Exceptions may be made for long distance transports when the patient may need food or drinks for medical or comfort reasons These items are permitted in the cab of the vehicle provided the pass through door/window is kept closed at all times when a patient(s) is/are in the patient compartment. Anytime food, drinks, cosmetics, lip balm, contact lenses, etc., are transported in the cab, they shall be handled in a reasonable manner to prevent contamination by keeping containers closed and covered. Any contamination of the cab shall require that the cab be decontaminated.

Precautions for Patients With Known Infectious Diseases

- In the event that transportation is requested for a patient who is known to be the carrier of an infectious disease, the crew will be provided with all appropriate information. The crew will receive all information that has been provided to the LCEMS dispatcher.

- Upon arrival at the pickup facility, the crew shall confirm the infectious condition of the patient, and any specific precautions to be aware of.

- Upon arrival at the receiving facility, the crew shall notify the person assuming responsibility for the patient's care of the patient's condition and infectious status. This notification shall be

made in a discreet fashion both verbally to the receiving personnel and in writing on the patient care report.

3. Vehicle & Equipment Sanitation

Equipment/Materials Processing

All equipment, supplies, or other materials used in direct contact with patients that are non-disposable and must be turned in for repairs or servicing (cardiac monitor/defibrillators, traction splints, etc.), shall be decontaminated as outlined below before being turned in. If any of the above mentioned items can not be decontaminated they shall be marked with a biohazard label indicating what area is contaminated and what needs repairs.

Trash Receptacles

Trash receptacles in the ambulance shall be emptied at the end of every call as outlined below. These receptacles shall be replaced daily or sooner if they become contaminated.

Hands-Free Cleanup

In the event any glass items shatter/break or sharps are discovered loose in the patient compartment, the glass fragments/sharps shall be collected up using pieces of cardboard or stiff paper so that the employee is not handling the item(s) directly in his/her hand. The glass fragments/sharps shall then be dropped in an appropriate receptacle without direct contact with the gloved/ungloved hand. This “hands-free” cleanup procedure shall be utilized whenever the potential exists for a cut or abrasion to occur to the employee’s glove/ungloved hand in a potentially contaminated environment.

Disposal of Contaminated Waste

Contaminated / biohazardous waste shall be disposed of in accordance with the LCEMS biohazardous waste management program.

Towels and Blankets

Cloth towels are provided by LCEMS to aid crews. But at no time are the towels to be used to clean up spills of contaminated or biohazardous materials. Paper towels are provided for this purpose and should be used exclusively to minimize the volume of contaminated materials that must be processed and decontaminated.

Linen (cloth) sheets are not provided by LCEMS and shall not be used on the ambulance stretcher at any time. Cloth blankets are provided by LCEMS for the patient’s comfort and should be replaced anytime the blanket becomes contaminated or it is reasonable to assume that the

blanket is contaminated.

Blankets/towels contaminated with blood or body fluids, shall be double-bagged in biohazard bags and returned to Headquarters in the designated area in accordance with the Biohazardous Waste Management Program. Contaminated blankets and towels shall not be rinsed or sorted prior to depositing the item(s) in biohazard bags.

Cleaning the Patient Compartment

Routine Cleaning

Employees shall wear disposable latex gloves when performing routine cleaning of the patient compartment. All horizontal surfaces in the patient compartment (shelves, bench, seat, ceiling, floor, etc.), shall be wiped with disinfectant solution at the beginning of each shift. This daily cleaning shall be documented on the daily checklist.

Post Call Cleaning

After transporting any patient, very thorough cleaning shall be carried out. At a minimum this cleaning shall include disposal of paper sheets, removal of all trash, removal of contaminated waste, and wipe down of the ambulance stretcher mattress and other non-disposable equipment that was in contact with the patient with a disinfectant solution. The paper sheets on the stretcher must be changed at the end of every call. Cleaning and disinfectant solutions, paper towels, and other materials must be disposed of as regular trash unless contaminated.

Decontamination

Employees shall wear disposable latex gloves and protective eyewear when performing decontamination cleaning. Regardless of the patient's infectious disease status, gross contamination (contaminants that can be seen with the naked eye or can be reasonably anticipated to be present), shall be removed to the fullest extent possible utilizing paper towels and then sprayed with the disinfectant solution. After the disinfectant solution has been on the surface for 10 minutes, the solution shall be wiped off. All disinfecting solutions, paper towels, and other materials utilized in decontaminating the patient compartment and non-disposable equipment shall be disposed of as infectious waste. This procedure shall apply for decontaminating non-disposable PPE items as well. Particulate respirator masks may be worn on one or more calls

during a 24 hour shift by the same crewmember. The respirator is to be wiped off with disinfectant solution between patient contacts. At the end of the shift, contaminated respirators are to be placed in biohazard bags and left for pick-up and disposal.

Terminal Cleaning

In the event that a patient has been in strict or respiratory isolation and is transported, specific cleaning procedures shall be initiated. The ambulance crew shall notify the on duty supervisor of the need for disinfection. Latex gloves are to be worn by all personnel engaged in terminal cleaning procedures. When there is potential for splashing of liquids, personnel are required to use protective eyewear.

Prior to initiating terminal cleaning procedures, the patient compartment will be aired for five (5) minutes. All contaminated equipment will be scrubbed clean with a detergent, rinsed with water, wiped off/rinsed with a disinfectant solution and allowed to air-dry. All stretcher parts and parts of the mattress that come in contact with the patient will be cleaned with disinfectant. All floors will be sponged or mopped with a detergent solution, then a disinfectant.

Disposition of Soiled Uniforms

All field employees are required to bring a second uniform (pants, shirt), with them to work. Impervious gowns should be worn whenever the employee anticipates encountering an environment where aerosolization of body fluids or splashing of blood is likely to occur. In the event that accidental soiling of the uniform with a patient's body fluids occurs, the uniform shall be removed immediately and double-bagged in biohazard bags (labeled with the crewmember's name), located in each vehicle. The contaminated uniform shall be turned in before the end of the shift for processing at no expense to the employee. The uniform shall be laundered appropriately for decontamination and will be returned to the employee.

4. Specific Isolation Guidelines

Strict Isolation

Diseases: Abscess (unknown etiology), draining wounds, major burns, Diphtheria, disseminated Herpes Simplex, Impetigo, Meningitis (unknown etiology), Pediculosis (lice), Pneumonic Plague, Pneumonia, Rabies, Rubella, Scabies, Smallpox, Chicken Pox, Shingles, etc.

Precautions: Gown (all persons in unit), gloves (all persons in unit), mask (all persons in unit), and protective eyewear. Hands must be washed after touching the patient or potentially contaminated articles and before taking care of another patient. Articles contaminated with infective material must be discarded or decontaminated. Patient compartment must be disinfected after the patient is removed.

Respiratory Isolation

Diseases: Epiglotitis, Measles, Meningitis (H, flu/Meningococcal), Mumps, Pertussis, Pneumonia, ***Tuberculosis***, SARS, etc.
Precautions: Gloves (all persons in unit), HEPA particulate mask (all persons in unit), protective eyewear (all persons in unit), mask on patient if coughing, when possible. Hands must be washed after touching the patient or potentially contaminated articles and before taking care of another patient. Articles contaminated with infective material must be discarded or decontaminated. Patient compartment must be aired out five (5) minutes after patient is removed and any surfaces contaminated with infective material must be disinfected.

Blood and Body Fluid Precautions

Diseases: AIDS, HIV positive, Hepatitis-B, Hepatitis non-A/non-B, tick fever, Creutzfelt-Jakob Disease, Malaria, Rat Bite Fever, Syphilis, etc.
Precautions: Gown (all persons in unit), gloves (all persons in unit), mask (only if possibility of the patient's blood or body fluids to be aerosolized or splashed), and protective eyewear. Hands must be washed after touching the patient or potentially contaminated articles and before taking care of another patient. Articles contaminated with infective material must be discarded or decontaminated. Patient compartment must be disinfected after patient is removed.

Drainage and Secretion Precautions

Diseases: Abscess (unknown etiology), draining wounds, major burns, skin infections, Anthrax, Cellulitis, Gangrene, Cytomegalovirus, Endometriosis, Herpes Simplex, Herpes Zoster, Bubonic Plague, Pneumonia, Scarlet Fever, Syphilis, Tuberculosis, Chicken Pox, etc.
Precautions: Gown (all persons having contact with patient or patient articles), gloves (all persons in unit), protective eyewear (all persons in unit). Hands must be washed after touching the patient or potentially contaminated articles and before taking care of another patient. Articles contaminated with infective material must be discarded or decontaminated. All surfaces contaminated with infective material must be disinfected after the patient is removed.

Enteric Precautions

Diseases: Amebic Dysentary, Cholera, Diarrhea, Encephalitis, Salmonella/Shigella Poisoning, Hepatitis-A, Viral Meningitis, Poliomyelitis, Typhoid Fever, Viral Pericarditis, etc.
Precautions: Gown (all persons having contact with patient or patient articles), gloves (all persons in unit), protective eyewear (all persons in unit). Hands must be washed after touching patient or potentially contaminated articles and before taking care of another patient. Articles contaminated with infective material must be discarded or decontaminated. All surfaces contaminated with infective material must be disinfected after the patient is removed.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Respiratory Personal Protective Equipment Guidelines
Effective:	October 1, 2007
Reviewed:	June 2009, December 2012, December 2015, December 2018, December 2024
Revision:	4
Pages:	9

I. PURPOSE:

The purpose of the Leon County Emergency Medical Service (LCEMS) Respiratory Personal Protection Guideline is to provide all LCEMS employees with clear guidelines for the selection, use and care of the proper respiratory Personal Protective Equipment (PPE) when faced with a situation that involves a suspected infectious disease, chemical, biological component or potentially related to a Weapons of Mass Destruction response plan. It is not directed toward Hazmat or other specially trained emergency response teams whose primary purpose is to enter a known "Hot Zone" and rescue victims. These guidelines do not constitute a response protocol but serve as a guideline for the respiratory personal protection of each of our responders.

II. GUIDELINE:

It is the policy of Leon County Emergency medical Service to use an abundance of caution when faced with respiratory threats. Since most respiratory threats are invisible to the human eye and absolute detection cannot be assured. Specific respiratory threats are natural and manmade, intentional and unintentional. Infectious threats are common in the health care setting and must be planned for in advance. This guideline specifies actions both to employ and avoid, and should be referred to periodically for personal edification. Specific guidelines regarding usage, training, fit testing; cleaning, storage and inspection follow specific OSHA/NIOSH standards and must be adhered to.

III. PROCEDURE:

It is the responsibility of each individual employee to fully familiarize themselves with The Respiratory Personal Protection Guidelines offered here. Employees must fully evaluate each and every patient encounter and scene to estimate the likelihood of a respiratory threat that may require respiratory protective measures to be initiated. It is also the individual employee's responsibility to attend all offered training, fit testing, and

use classes on the proper donning and doffing of the various types of PPE provided for their personal safety. When considering the use of PPE employees must also consider the

need for other PPE provided for their safety, Universal Precautions and other eye and environmental protection devices should be considered as well.

Special Note: *LCEMS employees are specifically not permitted to enter enclosed spaces where an air oxygen percentage of < 19.5% exists, nor are they to enter the "Hot Zone" or "Warm Zone" of any chemical scene involving contaminates of any description where respiratory PPE has been mandated. LCEMS employees are permitted to function in the "Cold Zone" of scenes provided they are using the proper PPE for the scene. LCEMS does not transport "contaminated" patients nor does it "Decontaminate" patients for transport .all patients received by LCEMS from any other entity involved on scene must be properly decontaminated prior to treatment and transport by LCEMS. Respiratory PPE equipment is provided for the protection of employees should a unsuspected hazard present itself in the normal course of duty, specific threat hazards should be identified and verified prior to using "tight fitting" respiratory protection equipment so that the filtering NBC cartridge employed meets the anticipated threat specifications. Employees must assume that any hazard that presents a need for significant tight fitting respiratory protection also will likely meet the criteria for decontamination and should not doff PPE until and unless definitive decontamination methods have been initiated.*

Definitions

The following definitions are important terms used in the respiratory protection guideline.

Air-purifying respirator means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Canister or cartridge means a container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

Demand respirator means an atmosphere-supplying respirator that admits breathing air to the facepiece only when a negative pressure is created inside the facepiece by inhalation.

Employee exposure means exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.

Filter or air purifying element means a component used in respirators to remove solid or liquid aerosols from the inspired air.

Filtering facepiece (dust mask) means a negative pressure particulate respirator with a

filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.

Fit test means the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. (See also Qualitative fit test QLFT.)

High efficiency particulate air (HEPA) filter means a filter that is at least 99.97% efficient in removing monodisperse particles of 0.3 micrometers in diameter. The equivalent NIOSH 42 CFR 84 particulate filters are the N100, R100, and P100 filters.

Immediately dangerous to life or health (IDLH) means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Level "C" PPE *means Personal Protective Gear that is provided to employees that is OSHA/NIOSH approved for use as Nuclear, Biological, and Chemical protective equipment. The equipment consists of a Tight Fitting Mask; NBC Air Filtering cartridge, chemical protective suit, inner and outer gloves, boots or boot covers, tape, chemical identification card, that is cached in a protective duffel designed for rapid acquisition by crew members in a chemical or biological emergency.*

Loose-fitting facepiece means a respiratory inlet covering that is designed to form a partial seal with the face.

Negative pressure respirator (tight fitting) means a respirator in which the air pressure inside the facepiece is negative during inhalation with respect to the ambient air pressure outside the respirator. (APR)

Oxygen deficient atmosphere means an atmosphere with available oxygen content below 19.5% by volume.

Positive pressure respirator means a respirator in which the pressure inside the respiratory inlet covering exceeds the ambient air pressure outside the respirator.

Powered air-purifying respirator (PAPR) means an air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

Qualitative fit test (QLFT) means a pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

Service life means the period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.

This section means this respiratory protection guideline.

Tight-fitting face piece means a respiratory inlet covering that forms a complete seal with the face.

User seal check means an action conducted by the respirator user to determine if the respirator is properly seated to the face.

Written protection program. This written respiratory protection program uses required worksite-specific procedures and elements for respirator use. The program is administered by the Deputy Chief of Administration for Leon County Emergency Medical Service who has the knowledge, skills and authority to oversee this program. In addition any scene where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer, the employer has established and implemented a written respiratory protection program with worksite-specific procedures. The program shall be updated as necessary to reflect those changes in workplace conditions that affect respirator use. LCEMS provides only OSHA/NIOSH approved respiratory protection equipment for use by its employees.

IV. GENERAL CONSIDERATION for RESPIRATORY PPE SELECTION:

LCEMS personnel are routinely called to treat and transport patients with infectious disease. This may include a patient with Infectious Pulmonary Tuberculosis or the flu. You may also be called to a patient who is carrying a disease delivered by a bio terrorist. In any instance immediately available universal precautions and PPE are available without turning initially to your level "C" equipment. Initial protection with a properly fitting N-95 mask, Tyvek gown, gloves and face shield or safety glasses will serve to protect you from most threats that present themselves. Patients that present to you with fever and extensive rash are possible biologic threats and should be considered contagious, if there are multiple patients on scene with similar symptoms or a series of patients from the same area complaining of similar problems you should become suspicious and initiate PPE precautions. In any circumstance communication with EMS control and the hospital *prior to transporting the patient from the scene* will help to mitigate what may be a possible contamination event. Should you encounter a scene of this type immediately don PPE and notify the receiving hospital of your findings, try to communicate directly with a ER doctor and be as specific as possible. Proper scene control and astute observation will possibly prevent cross contamination with other agencies and the receiving facility and help mitigate the spread of the possible contaminate.

Remember: *Use of a fit tested N95 respirator, with standard/universal airborne and droplet precautions, will protect providers from infectious disease that is naturally occurring or man made.*

V. FIT TESTING:

It is the policy of LCEMS that each employee prior to use of respiratory PPE be properly fit tested using the Qualitative Fit Test (QLFT) method, or quantitative fit test machine, if available. Facial hair, beards, mustaches, sideburns, or any object that interferes with the mechanical seal between bare skin and the edge of the mask will affect the integrity of the safety equipment and is not permitted. Respiratory PPE is safety gear and proper fit and function rely on effective fit testing.

N95 protective masks are fit tested to the above standard and require the same mask to skin seal as the "tight fitting" APR and PAPR masks. Fit testing is mandated by federal guidelines and is inherent to the integrity of the program; there are no current alternatives to proper fit testing.

Skin must be bare to achieve an adequate fit test.

- Fit testing and instruction in the proper donning and doffing of the PPE gear will be completed on each new employee hired for duty in the field prior to assuming that duty. Annual fit testing may be necessary as part of a comprehensive program to ensure continuing compliance with federal regulations.
- Fit testing for individual employees may be necessary for significant changes in weight > 20#, or if significant changes in facial symmetry, endentulation or structural facial surgery are observed.

Specific OSHA fit testing procedures are performed using OSHA approved fit testing equipment to achieve a Qualitative Fit Test. Respirator Fit Test Records are maintained for each employee, records indicate the type of test solutions used and whether or not the individual was able to detect the solution. If the individual was unable to detect the solution then a repeat test will be conducted with an alternate solution and those results are documented. Any possible conditions that affect testing are also noted. All testing is preformed by an individual that has been specifically trained and certified to perform this testing. Appropriate MSDS for solutions used during testing are available during the testing procedure for review by each employee tested. The specific equipment used for fit testing is:

Allegro Industries
Qualitative Respirator Fit Test Kit
(Bitrex part # 2041)
(Saccharin part # 2040)
Portacount Pro+ Respirator Fit Tester

VI. PROCEDURES for SELECTING RESPIRATORS (Biologic Threat):

Potential exposure to infectious disease during an emergency response call is not a particularly new threat to LCEMS. Patients with measles, influenza, or chickenpox are no less infectious than patients with an infectious disease caused by a WMD biological

agent. As an EMS provider you have had extensive training in the use of Standard/Universal Precautions for both airborne and patient contact situations. Utilizing this knowledge and the practice of these skills will protect EMS providers from exposure to infectious biologic threats and benefit patients. Should you encounter a suspected biologic threat of unknown origin don immediately available respiratory PPE (N95) protection and other universal protection (Gloves, goggles or safety glasses, gowns, shoe covers, face shields) as the situation demands. Your individual safety is your primary objective. Biologic infectious events are generally slowly evolving events with incubation periods of one or more days prior to symptom development. EMS employees are to look for patterns of calls or patients with similar symptoms in close proximity. If you encounter these types of patients you should become highly suspicious and relay your concerns through your supervisor and the receiving hospital. Level "C" PPE is generally not required for slowly evolving biologic events.

VII. PROCEDURES for SELECTING RESPIRATORS (Chemical Threat):

Unfortunately in the event of a chemical WMD event first in responders will probably not understand the nature of the threat they face in the first few minutes of an event, responders will likely fall victim to the agent employed while still in the initial evaluation of the scene. Chemical threats by their very nature are far more life threatening, rapidly evolving scenarios. It is of paramount importance for the arriving responders to use the information provided by call takers to formulate a hypothesis of the possible scene environment and consider staging upwind and uphill from the call. If there is a scene where multiple patients are present near a chemical facility, laboratory, or material processing facility suspicion should be high for possible chemical involvement. In these types of situations LCEMS is not to enter the scene or accept any patients that may self evacuate until the threat has been determined by a bonafide hazmat response complement. Retreat is the best option until the exact cause has been determined.

LCEMS provides level "C" PPE gear for protection of its employees, this level of protection does not protect against all hazards. Does not provide supplemental oxygen in environments with ambient oxygen content of < 19.5% and is applicable to only certain chemical precursors or compounds. Suit permeability is different for each chemical encountered and dependent upon chemical concentration, vapor or aerosol, powder or liquid, and proximity to the particular threat. In chemical contamination events Respiratory Personal Protection from environmental chemical insult is of primary importance, rapid acquisition of APR's or PAPR's with NBC filters is imperative even during a retreat. Chemical vapors or clouds can travel with air movement or seek low spots and can gather some distance from the scene. Depending on time of day and

ambient weather, lethal chemical fumes or vapors can travel some distance from the release area.

Without a doubt the tight fitting respirators provided along with a properly fitted NBC cartridges offer the best level of protection from the most chemical threats of IDLH. The same tight fitting respirator and NBC cartridge provide protection from all biologic threats.

The particular brand of equipment LCEMS provides is the 3M Brand tight fitting full face respirator Model 6900DIN that can be configured to use a 3M Turbo Unit if available, capable of increasing filter area 3 times with a full complement of 3M FR-57 NBC filter cartridges. This equipment meets current OSHA/NIOSH requirements.

The current Combination Cartridge / High Efficiency Filter FR-57 provided is capable of filtering the following chemicals in concentrations not IDLH or in atmospheres that are oxygen deficient:

AM-Ammonia, CD-Chlorine Dioxide
CL-Chlorine, FM-Formaldehyde
HC-Hydrogen Flouride, MA-Methylamine
OV-Organic Vapor, SD- Sulfur Dioxide, HE-High Efficiency Particulate Air Filter

The filter cartridges are not specified for use with other than the above listed chemicals, and therefore may not be effective if used in environments where the chemical composition is unknown. Again retreat is the best option for survival until Hazmat Teams can determine the chemical threat and concentration.

VIII. MEDICAL EVALUATIONS

Leon County EMS provides free post offer, pre employment physical medical evaluations to its prospective employees for the purpose of determining suitability of individuals to work in conditions of high performance or high stress. Initiatingrespiratory PPE may also indicate a need for medical evaluation should an employee realize respiratory compromise from the use of the described safety equipment. Employees will be provided with free medical evaluation from the county’s medical provider to determine whether a current employee is able to utilize the equipment provided. Reasonable allowances will be made for employees that are unable to use the equipment provided and will be evaluated on a case by case basis. New employees will be medically evaluated at the time of their pre employment physical for adaptability to PPE equipment prior to final determination.

VIIII. CLEANING and STORAGE OF RESPIRATORY PPE:

Each crewmember employed by LCEMS is provided with their own individually fit tested tight fitting mask in the proper size established during fit testing. The tight fitting masks and cartridges are part of a level “C” personal protection cache issued to each employee. All equipment is in new unused condition and has never been exposed to a

contaminated atmosphere of any type. Each tight fitting mask (TFM) is enclosed in a secure bag that also contains appropriately sized chemical protective suit, gloves and boots.
All equipment bags are sealed to assure the respective users that no equipment is missing and that the interior of the cache is maintained in a clean environment. Employees are instructed to treat the equipment with care and not to crush, bend, abuse, or otherwise damage the bag or its contents. All bags are clearly marked with the users name and ID number.

Reusable equipment is cleaned after training and fit testing with a 5% solution of Distilled Water and Bleach, the interior of the mask is cleaned and dried and replaced in the gear bag and resealed with a numbered seal.

Disposable N95 masks are discarded after each use; masks are worn once and discarded in the appropriate Biohazard container for disposal.

X. INSPECTION AND REPAIR:

Individually issued Respiratory PPE equipment is inspected annually by a designate from the Special Operations Manager that is familiar with the proper function of the equipment, individual equipment is checked for cleanliness damage, degradation, missing parts and serviceability. Additionally equipment is evaluated each time it is reassigned to a new user whether yearly as part of a scheduled inspection or at each new reassignment. Equipment that has been identified as defective will be returned to the manufacturer for refurbishment or replacement as deemed necessary by their inspection and repair process. Equipment will be replaced with like models, size and style so as to maintain familiarity to the end user. Inspection records will be maintained showing the last inspection date, condition, and model or serial number of the equipment if identified by serialization. Otherwise issued equipment will be identified by employee name and identification number.

XI. TRAINING PROCEDURES:

Employees are trained in the use and care of equipment at annual training sponsored by LCEMS by instructors specifically trained in instruction on the use of Respiratory PPE. Instructors have been certified as trainers by recognized instructor training colleges or agencies specifically chosen for their expertise. New employees are provided with of respiratory PPE training that coincides with other PPE training offered. Classes consist of didactic training using slides and other presentations by certified instructors followed by practical hands on training with the specific equipment discussed in the didactic portion.

Each employee has the necessary time to familiarize themselves with actual equipment used and instructors available to facilitate full

instruction. Any employee has the ability to request remedial instruction at anytime to reacquaint themselves with the equipment provided.

Training regimens are evaluated periodically for applicability in the field and throughout the industry. Instructors are encouraged to enhance the training process with further education opportunities made available to them. The LCEMS training manager has responsibility to schedule continuing education in PPE as part of the continuous learning process of each LCEMS employee.

Employees are annually trained in the possible scenarios in which they may encounter possibly hazardous conditions by certified HAZMAT instructors, classes consist of didactic instruction and updates in new technology available to our industry. A typical HAZMAT update includes 4-5 hours of lectures and video presentations in the identification and mitigation of HAZMAT scenes.

LEON County EMS provides OSHA/NIOSH respirators that are adequate to protect the health of the employee and ensure compliance with all other OSHA statutory and regulatory requirements, under routine and reasonably foreseeable emergency situations. These guidelines are reviewed from time to time to insure compliance with standards and review new processes that may enhance the ability of LCEMS to provide a greater level of protection for our employees.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Protective Clothing Policy
Effective:	September 1, 2007
Reviewed:	June 2009, December 2012, December 2015, December 2018
Revisions:	3
Pages:	10

I. PURPOSE:

In an effort to safeguard employees from injury, it is the intent of the County to provide employees with protective clothing and equipment that is appropriate for the various activities and services being preformed. Further guidance on the use of personal protective equipment for protection from bloodborne pathogens can be found in the personal protective equipment standard operating guideline.

II. GUIDELINE:

Protective clothing shall be approved by the EMS Chief. No other protective apparel shall be permitted. Employees shall utilize and wear their protective clothing and safety gear as prescribed by this standard operating guideline.

Protective clothing shall be carried by all personnel every time that they are working and assigned to an ambulance shift. Exceptions to this rule would be in some cases where employees are attending special functions, working in an administrative capacity, or special events as determined by the EMS Chief.

Use of protective clothing and safety gear as defined and prescribed within this standard operating guideline shall be considered mandatory during emergency operations and/or whenever the chance or risk of personal injury may exist. Employees are directly responsible for their personal safety and shall utilize proper protective clothing in accordance with this guideline and the manufactures recommendations.

DANGER

Wearing any elements of your protective clothing and equipment may increase your risk of heat stress which may cause injury or illness. At the first sign of heat stress, immediately move out of the risk area. When in a safe location, doff the personal protective clothing and equipment and seek medical treatment if necessary.

Personnel engaged in emergency operations that pose a potential threat to their safety shall utilize protective clothing and equipment. It is impossible to outline every instance where protective clothing and equipment should be utilized. This standard operating guideline presents instances where the equipment shall be utilized; however there may be more instances where the use of the protective clothing and equipment is appropriate. Personnel must use good judgment identifying other instances where protective clothing and equipment should be utilized.

Personal protective clothing and equipment may not be modified, changed or altered in any manner by the employee. This includes adding decals, labels, pins, stickers, patches, painting or otherwise changing the look of the equipment.

Personal protective clothing and equipment should not be stored in direct light as ultraviolet rays will cause degradation of the materials and the safety value.

Personal protective clothing and equipment shall be inspected by the wearer prior to the start of each shift and following each use to determine the condition and to assure readiness of the equipment. Every six months; the employee shall certify on a standardized form that their gear has been inspected and cleaned in accordance with this standard. It is the responsibility of the field operations supervisors to assure that inspections and cleaning of personal protective clothing and equipment is occurring as outlined in this standard operating guideline. Deficiencies found during the inspection process will be immediately reported to the field operations supervisor so that proper corrective action can occur. Employees shall not repair nor attempt to repair personal protective clothing and equipment. The County will arrange for repairs to be made by a qualified vendor to assure the continued reliability of the protective qualities of the equipment.

Personal protective clothing and equipment shall be stored in the gear bags provided. This equipment shall NOT be stored in direct sunlight, when wet or moist, or in abrasive environments or in contact with sharp objects. All protective equipment shall be clean and dry before storage.

Personal protective clothing and equipment shall be retired at such a time as when determined during the inspection process that the gear is damaged and unrepairable.

Head Protection

- Employees are provided with helmets that will provide head protection when properly used. Helmets are equipped with a faceshield designed for impact and penetration resistance and earlaps for protection of the neck and ears.

Faceshields, earlaps and the chinstrap are not to be removed from the helmet; as this voids the safety certification.

- The use of an approved safety hat is required in those areas or operations wherein there are hazards of bumping one's head, having it struck or having harmful materials fall/spill on the head.

- Personnel are required to wear their approved safety hat when exposed to an area or operation where such equipment is necessary to protect the employee from recognized hazards.

- The following are examples of when head protection shall be utilized; this list is not all inclusive and personnel need to use appropriate judgment when faced with situations not listed below:

    - Vehicle crashes where disentanglement and extrication is necessary
    - Construction, industrial and other sites that are designated as "HARD HAT AREAS" or similar wording that indicates head protection is required.
    - In areas where there is a possible danger of impact from falling or flying objects or striking fixed objects such as when work is being done overhead that may result in an object falling. This includes during severe storms when tree branches are at a higher risk of falling.
    - Operations in areas of potential civil unrest

- Head protection shall not be worn in instances where no hazards are present; such as medical calls where no apparent dangerous situation exists.

- Markings – in an effort to standardize the appearance of the helmets and assure compliance with appropriate safety standards; only the markings and decals provided by the County shall be allowed to be placed on the helmets. These markings, including the reflective bars, shall not be removed by the employee. Each helmet shall be marked as follows:

    - Leon County EMS reflective emblem on the helmet front
    - Reflective certification crescent on each side of the helmet
    - Rank crescent inside the certification crescent, when appropriate

- Ratchet and chinstrap adjustment:
    - Open the headband by turning the ratchet knob counter-clockwise
    - Place the helmet on your head. While holding the helmet down on your head, push the ratchet knob inward and turn clockwise (it adjusts in 1/8" increments) until it is snug and comfortable

- Fasten the chinstrap and adjust to a snug fit

- Eye protection – Faceshield
  - Remove protective covering from lens
  - To raise or lower the faceshield, loosen the knobs on both sides of the faceshield brackets.
  - Adjust the faceshield and tighten the knobs

- Cleaning
  - Helmets must be kept clean and free from contaminants. Helmets shall be cleaned every six months and after each use where it has been soiled or exposed to blood or body fluids, tars, fuels, resins, paints, acids, by-products of combustion or other hazardous materials.

  - If contaminated and when possible, flush the protective equipment with water at the scene or as soon as possible after emergency operations are complete.

  - Never use a helmet that is wet from use or cleaning. Allow parts to dry before use.

  - Faceshield
    - Use mild cleaning agents such as ethyl alcohol or a mild detergent and water and a soft sponge or cloth. Never use abrasives, solvents paint removers, acetone, paint or lacquer thinner, or any chlorinated organic solvents.

    - Removal of light scratching and stains can be achieved through the use of jeweler's polish.

  - Helmet Shell
    - Helmets should be hand washed in a sink using water that is between 105 and 110F
    - Do NOT machine wash helmets – helmets should always be hand washed
    - Protective gloves should be used to avoid contact of the wash water with the skin
    - Remove faceshield before cleaning
    - Use mild household detergent or ethyl alcohol and water
    - Do NOT use other materials such as strong (industrial strength) detergents, solvents, petroleum products. These will damage the shell and faceshield and reduce the protective capability of the helmet.

        - Forced ventilation air drying is recommended; this can be achieved by using a fan. Drying can also be achieved by hanging the helmet in a shaded area and allowing it to air dry.
        - Do NOT machine dry helmets

- Inspection
    - Inspect the helmet, including all accessories after each use for impact, thermal and use damage. Never use a damaged helmet. If there is any damage, remove the helmet from service immediately and repair or replace the damaged component before using the helmet.
    - Helmets that have been exposed to excessive heat, taken an impact or sustained damage shall be taken to the shift operations supervisor for further inspection.
    - Helmet shall be inspected for overall cleanliness. If dirty, it shall be immediately cleaned.
    - Helmet Shell – replace if any of these conditions exist
        - Cracks longer than one inch
        - Any size crack that is completely through the shell material
        - Soft spots equal to or large than thumb pad. Smaller soft spots require further inspection by a supervisor.
    - Edge trim
        - Reattach if separated but intact
        - Replace if broken or aluminum core is exposed
    - Reflective trim – replace if any of these conditions exist
        - Charred
        - Partially detached
        - Non-reflective
        - Missing
    - Faceshield and Hardware – replace if any of these conditions exist
        - Blistered, bubbled, cracked or charred faceshield
        - Missing E-ring
        - Shaft not intact
    - Breakaway tabs – replace if any of these conditions exist
        - Missing, bent or damaged tabs
    - Chinstrap – Replace if any of these conditions exist
        - Frayed, missing or broken parts
        - Missing, cut frayed or broken stitching
        - Clogged or worn-out Velcro
        - Brittle, broken or missing quick release button
        - Loose postmans slide
    - Suspension Straps
        - Ensure straps lie flat and pass between alignment guides

        - Replace if any of these conditions exist
            - Missing, cut or broken stitching
            - Tears or abrasions on straps
            - Brittleness
            - Discoloration
    - Earlap – Replace if any of these conditions exist
        - Missing, cut or broken stitching
        - Nomex layer discolored, charred, or perforated
        - Flannel liner torn or seared
    - Headband – replace if any of these conditions exist
        - Brittle, torn, cracked or broken
        - Holes
        - Able to open ratchet by tugging on legs

Hand Protection

- Work gloves shall be provided for use when an employee is working in an area where they are exposed to injury to the hands or fingers from material, machinery, heat, chemicals, sharp objects or other hazards.

- The gloves provided do not provide protection from bloodborne pathogens and as such gloves for protection from bloodborne pathogens shall be worn under these work gloves.

- The following are examples of when hand protection shall be utilized; this list is not all inclusive and personnel need to use appropriate judgment when faced with situations not listed below:
    - Vehicle crashes where broken glass is present
    - Vehicle crashes where disentanglement and extrication is necessary
    - In any situation where injury to the hand or fingers is probable

- Work hand protection shall not be worn in instances where no hazards are present; such as medical calls where no apparent dangerous situation exists.

- Cleaning
    - Wash with warm water and mild detergent
    - Allow to air dry; do NOT machine dry

- Inspection
    - Check for cleanliness
    - Replace if any of these conditions exist:
        - Stiff or rigid
        - Stitching worn or rotten
        - Glove insulation is worn through

- Leather split
- Holes or tears
- Improper fit
- Not issued or approved by the County

Protective Jackets

- The protective jackets supplied may be worn for general purposes under the guidelines of the appearance and uniform standard operating guideline. This standard operating guideline only outlines when the jacket must be worn for protective purposes.

- The jacket meets protective standards for emergency medical services and liquid-borne pathogens. The shell is made of the fire retardant material NOMEX. However this garment may burn and melt if exposed to high heat or flames. It has not been required to meet a flammable performance requirement and it is not designed nor intended to be used for firefighting activities. While this jacket is resistant to penetration from liquid-borne pathogens, due to a Crosstech fabric liner, no protective garment can provide absolute protection. The Crosstech liner also provides penetration resistance against NFPA "common chemicals" such as battery acid (37% sulfuric), gasoline (Ref. Fuel C), hydraulic fluid, aqueous film-forming foam (AFFF) and swimming pool chlorine solution.

- The garment should not be punctured in any manner; doing so compromises the protective qualities of the jacket. Pins, patches or any other emblems or insignias shall **NOT** be placed on the jacket by the employee.

- The following are examples of when protective jackets shall be utilized; this list is not all inclusive and personnel need to use appropriate judgment when faced with situations not listed below:

    - Vehicle crashes where disentanglement and extrication is necessary
    - In areas where there is a possible danger of fire, falling or flying objects, or contact with sharp objects.
    - During emergency operations where there is a large amount of blood or other potentially infectious materials.

- Cleaning
    - Machine wash in warm water (less than 130F) with all closures fastened.
    - Wash separately from other garments in the machine located in logistics
    - The outer shell should be washed separately from the fleece liner
    - Use detergent such as liquid Tide or Cheer

- Dry by hanging in shaded area or by using forced ventilation air drying; this can be achieved by using a fan
- Do NOT machine dry
- Do NOT dry clean
- Do NOT use chlorine bleach
- Do NOT spray with a high velocity power washer

- Inspection
  - Check the integrity of all major seams on the outer shell. This shall be done by pulling on the seams in a way comparable to the stress put on a seam when the garment is worn. If repair is necessary, the county will make all necessary arrangements. Repair should not be done by the employee.

  - Inspect all hardware such as snaps, zippers, suspender buttons, etc. Do this by gently pulling on buttons and rivets to make sure they are secure, opening and closing snaps. Any loose or missing hardware should be replaced.

  - Inspect all hooks and loops (Velcro) to assure cleanliness and that stitching is intact.

  - Check reflective trim for broken thread and stitching, rips and badly soiled areas and for cracks with water vapor and debris under the coating. Check reflectivity by testing the trim in a darkened area with a flashlight. Sections of trim that has lost its reflectivity and where stitching has broken or frayed should be repaired. Repairs should not be done by the employee.

  - Look for worn and abraded areas. If these areas exist, the garment should be taken to a field operations supervisor for corrective action.

  - Inspect the liner checking for wear and tear. Check the seams for failure or separation.

Protective Pants

- The pants meet protective standards for emergency medical services and liquid-borne pathogens. The shell is made of the fire retardant material NOMEX. However this garment may burn and melt if exposed to high heat or flames. It has not been required to meet a flammable performance requirement and it is not designed nor intended to be used for firefighting activities. While the pants are resistant to penetration from liquid-borne pathogens, due to a Crosstech fabric liner, no protective garment can provide absolute protection. The Crosstech liner

also provides penetration resistance against NFPA "common chemicals" such as battery acid (37% sulfuric), gasoline (Ref. Fuel C), hydraulic fluid, aqueous film-forming foam (AFFF) and swimming pool chlorine solution.

- The garment should not be punctured in any manner; doing so compromises the protective qualities of the jacket. Pins, patches or any other emblems or insignias shall **NOT** be placed on the jacket by the employee.

- The following are examples of when protective pants shall be utilized; this list is not all inclusive and personnel need to use appropriate judgment when faced with situations not listed below:

    - Vehicle crashes where severe disentanglement and extrication is necessary
    - In areas where there is a possible danger of fire, falling or flying objects, or contact with sharp objects.
    - During emergency operations where there is a large amount of blood or other potentially infectious materials.

- Cleaning
    - Machine wash in warm water (less than 130F) with all closures fastened.
    - Wash separately from other garments in the machine located in logistics
    - The outer shell should be washed separately from the fleece liner
    - Use detergent such as liquid Tide or Cheer
    - Dry by hanging in shaded area or by using forced ventilation air drying; this can be achieved by using a fan
    - Do NOT machine dry
    - Do NOT dry clean
    - Do NOT use chlorine bleach
    - Do NOT spray with a high velocity power washer

- Inspection
    - Check the integrity of all major seams on the outer shell. This shall be done by pulling on the seams in a way comparable to the stress put on a seam when the garment is worn. If repair is necessary, the county will make all necessary arrangements. Repair should not be done by the employee.

    - Inspect all hardware such as snaps, zippers, suspender buttons, etc. Do this by gently pulling on buttons and rivets to make sure they are secure, opening and closing snaps. Any loose or missing hardware should be replaced.

- Inspect all hooks and loops (Velcro) to assure cleanliness and that stitching is intact.

- Check reflective trim for broken thread and stitching, rips and badly soiled areas and for cracks with water vapor and debris under the coating. Check reflectivity by testing the trim in a darkened area with a flashlight. Sections of trim that has lost its reflectivity and where stitching has broken or frayed should be repaired. Repairs should not be done by the employee.

- Look for worn and abraded areas. If these areas exist, the garment should be taken to a field operations supervisor for corrective action.

- Inspect the liner checking for wear and tear. Check the seams for failure or separation.

Protective Footwear

- The footwear provided is designed to provide limited thermal and physical protection of the feet and ankles.

- Cleaning
  - Use a light bristled brush to remove all dirt from the boots before cleaning with mild soap and water and a damp cloth. Do not use solvents or other cleaners, as they may adversely affect the protective properties of the footwear.

- Inspection
  - Look carefully for cleanliness, excessive tread wear, tears, cracks, holes, leakage, missing stitches, soft spots or any physical damage. Report any damage.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Mycobacterium Tuberculosis Control Guidelines
Effective:	June 2004
Reviewed:	Jan 2009, December 2012, December 2015, December 2018
Revision:	3
Pages:	7

I. PURPOSE:

The purpose of the Leon County Emergency Medical Service Mycobacterium Tuberculosis (TB) Control Program is to provide all LCEMS employees with the most current Center for Disease Control (CDC) information about TB control guidelines and procedures to avoid the contraction and spread of Tuberculosis.

II. GUIDELINE:

It is the policy of LCEMS to treat all suspected TB patients as infectious and take all necessary precautions to avoid contraction of the disease through the use of proper personal protective equipment and procedures to safeguard themselves while in the proximity of suspected TB patients. This guideline also provides for periodic pre and post exposure testing and medical surveillance should a documented exposure occur.

III. PROCEDURE:

It is the responsibility of the patient caregiver to familiarize themselves with the guidelines and uses of PPE provided and carefully evaluate each patient contact for signs and symptoms of respiratory compromise and the possibility of exposure, to determine the proper level of PPE in each situation and to use the appropriate PPE and techniques to minimize transmission possibilities.

Definitions

Exposure Incident: Any event during which an employee had unprotected contact with a person with active, contagious tuberculosis disease.

Fit Testing: An OSHA approved procedure used to determine the correct size and type of personal protective respirator an individual must use to achieve a proper seal.

TB: Mycobacterium Tuberculosis
Tuberculosis is a **highly contagious disease** that is transmitted during coughing and sneezing. Many people are exposed to tuberculosis, yet not everyone develops tuberculosis disease

Some people may carry tuberculosis infection for many, many years before developing tuberculosis disease. Others may have a tuberculosis infection, yet never develop tuberculosis disease. Those people who do develop tuberculosis disease, will experience signs and symptoms of tuberculosis.

It is believed that the strength of the immune system determines whether a tuberculosis infection develops into tuberculosis disease. People with weakened immune systems, such as those with HIV/AIDS, are more susceptible to developing tuberculosis disease.

Unlike tuberculosis infection, tuberculosis disease is contagious. This is because the Mycobacterium that causes the disease is active. People infected with tuberculosis disease may experience any of the following signs and symptoms:

- Nausea / weakness / fatigue
- Rapid weight loss
- Fever
- Night sweats
- Cough
- Chest pain
- Hemoptysis

TB Testing: Laboratory, Medical or Radiological procedure used to determine if an employee is infected with the TB bacteria. Methods may include blood testing using Quantiferon- TB gold test (QFT-G), Mantoux or PPD testing, Sputum culture or radiological exam.

Tuberculosis Disease: The active stage of tuberculosis where the bacteria is present in sufficient quantity to cause illness. A patient with active TB is contagious and will normally show signs and symptoms of the disease.

Tuberculosis Infection: An inactive stage of tuberculosis infection where the tuberculosis bacteria is present but not in sufficient quantity to cause disease. The patient will test positive but may not show signs and symptoms and is not

contagious. It is estimated that 10% of infections will develop into active TB disease.

Respirator: A respiratory personal protective device that meets OSHA and NIOSH standards for Fit and Filtration and is provided by LCEMS to all of its employees as part of the Personal Protective Equipment cache that is located on every licensed vehicle operated by LCEMS.

Universal Precautions: A method of infection control in which all human blood and body fluids are treated as if known to be infected with HIV or HBV. A corresponding level of personal protective equipment is used to mitigate the threat. PPE may include the use of impermeable gloves, goggles or face mask, respirators, safety glasses, gowns, caps and shoe covers

Responsibilities:

A. Employee Responsibilities
- Attend and participate in all related TB and respirator training and comply with training requirements
- Comply with established TB pre exposure and post exposure testing requirements
- Comply with procedures for respirator fit test requirements, usage, storage and inspection
- Report any known defect or difficulty in respirator usage to the Shift Supervisor.
- Report any known or suspected exposure incidents to his/her supervisor immediately and complete Incident Report as required
- Comply with medical follow up recommendations / treatments and reports progress to appropriate administrative contact regularly.

B. Supervisor Responsibilities
- Review incident report for completeness
- Determine need for First Report of Accident or Injury/Illness
- Notify Infection Control contact of possible exposure and employee involved
- Notify safety officer of possible exposure
- Determine employees suitability for continuing shift duties

C. Program Manager
- Coordinates TB testing and medical evaluation forms for new hires.
- Coordinates follow up TB testing for existing employees.
- Coordinates original Fit Testing and follow up fit testing as required.

- Ensures all new employees are oriented to the program and trained in the use and care of PPE issued equipment prior to deployment to the field.
- Collects and maintains TB Test Roster for all employees and maintains the most current date of TB testing or a waiver for each employee in the database.
- Collects and maintains fit test data and reviews fit test techniques for compliance.

D. Program Manager / Training Manager or Designee
- Fit Tests new employees upon presentation from Training Manager
- Maintains respirator and fit test kit supply inventory
- Reviews program annually and makes revisions as necessary

Risk Assessment:

Current risk stratification estimates based on data obtained from both hospital infection control directors and Leon County Health Department Officials of actual cases of reported active TB place LCEMS Employees are reviewed annually. Current practice is to conduct Quantiferon-TB Gold (QFT-G) testing at the time of employment, annually thereafter, and after a documented exposure event per OSHA and CDC standards. Employees are permitted to refuse testing subsequent to pre hire evaluation but must complete and sign a waiver; an employee may change their mind at any time and continue with annual or semi annual precautionary testing if initiated due to increased frequency of contact.

LCEMS Employees who are determined to be at increased risk of exposure to TB include those employees in direct care settings and initiating high risk procedures, those employees include:

- Emergency Medical Technicians
- Paramedics
- Controllers
- Supervisors
- Licensed Administrators

Some examples of high risk procedures are:

- Transporting patients in an enclosed patient care area of an ambulance
- Oropharyngeal Suctioning
- Stoma Suctioning
- Intubation
- BIAD Initiation and placement
- Procedures that induce a cough

Non licensed LCEMS employees who do not work in patient care areas and do not perform any direct patient care are not considered at risk. Examples of these employees are:

- Office clerical staff
- Logistics technicians

Control Procedures and practices:

A. Immediately available universal precautions, respirators and other OSHA/NIOSH approved PPE barrier devices designed to physically shield the wearer from contact with contaminated surfaces or environments.

B. Environmental filtration devices and precautions that function to eliminate airborne particulates from recirculation throughout a closed environment.

C. Decontamination of work surfaces with OSHA approved cleaners specifically formulated and tested then supplied for use in the patient care arena.

D. Training in the specific use of personal protective equipment. How, when and where personal protective practices must be employed so as to provide a maximum level of effectiveness and safety for the user.

E. Continuing education in TB treatment modalities and evolving trends in healthcare for patients with TB.

E. Interactive Quality Management and direct medical oversight of suspected exposures and oversight of the clinical management of patients.

G. Effective and timely infection control feedback from receiving hospital staff if a documented exposure occurs, clinical follow up from health care provider for evaluation of employee exposures for treatment recommendations.

H. Pre-employment employee exposure testing by providing either a blood assay for mycobacterium tuberculosis (BAMT) or two step tuberculin skin test (TST) for baseline and post exposure follow up testing as part of a monitoring program.

I. Initial and continued fit testing of employees for respiratory personal protective equipment using OSHA/NIOSH standards and practices to correctly train and fit employees prior to deployment to the field and after any significant perceptible change in employee facial symmetry or significant weight gain or loss of more than 20 # while in continued employment.

LCEMS maintains an aggressive, comprehensive, respiratory protection standard that involves training in the use, cleaning, care and fit testing of respiratory equipment for its employees against respiratory threats occurring in the environment from both natural and manmade threats. Specific guidelines of this program can be found in the Respiratory Protection Guidelines located in the services general operating guidelines.

Control Technique: (Ground Ambulance Transport)

A. Upon presentation of a patient that exhibits signs and symptoms of TB immediately move upwind of the patient and increase distance; if practical initiate universal precautions.
B. Ask patient if they have TB or have ever had or been treated for TB.
C. Immediately retrieve and don the appropriately sized N-95 respirator mask and verify correct fit.
D. Place surgical mask over patients mouth and nose and consider the use of oxygen via non rebreather mask at sufficient flow
E. Place ambulance ventilation system in non recirculation mode or turn off and open windows to maximize outdoor air intake.
F. Turn on exhaust fan.
G. If vehicle uses HEPA filtration system filters, maximize airflow through filter elements by increasing fan speed.
H. Airflow should ideally flow from the front of the vehicle past you then over the patient then either out the back windows, or out of the rear vent or through the HEPA filter before recycling back into the patient care compartment. If possible physically separate the front compartment from the patient care area by closing the door or window between the two areas.
I. Notify the receiving facility of a possible TB patient and follow the directions from staff about transfer inside of the facility.

Control Technique: (Transfer to another service)

A. Upon presentation of a patient that exhibits signs and symptoms of TB as above, that will be packaged by LCEMS for transfer by a secondary service to their ultimate destination. Initiate the above guidelines and inform the receiving service of the possibility of TB. Mask the patient as above and provide full patient care summary.

Training:

A. Continuing TB education is provided to employees during yearly annual training and includes the most current Center for Disease Control data available at the time of training. TB fact sheets are distributed and guidelines for care are reviewed for consistency. Face mask donning guidelines are reviewed and hands on practices are held by applying N-95 respirators and

tight fitting respirators according to manufacturer's instructions. Guidelines for environmental control of patient care compartment and HEPA air filtration techniques. Education in the proper cleaning of environmental areas and the use of appropriate disinfectants.

Exposure Incident Reporting:

Exposure incident reporting is outlined in the LCEMS policy and procedure manual and exposures must be reported even in cases where full protection was used in order to determine exposure frequency. This information is used to determine risk stratification and the need for possible increases in group TB testing frequency. If a shift supervisor, acting shift supervisor or program manager is notified of a bona fide exposure incident by hospital infection control after a patient transport has been completed, the supervisor will immediately notify involved employees and send them to the appropriate facility for medical evaluation and follow up TB testing if indicated.

Medical Surveillance:

Medical surveillance by the county's authorized workers comp medical provider will be initiated and provided for all employees who have occupational exposure to TB. This surveillance will include appropriate medical interview, documentation and baseline evaluation for risk of exposure. This medical surveillance may also include:

- Baseline TST or BAMT testing
- Annual or semi annual TST or BAMT retesting
- Medical evaluation and follow up for employees when an employee has documented unprotected contact with a known active TB case where contact has been determined by a medical practitioner to suggest infection.
- Medical Evaluation when an employee has a skin test conversion or positive BAMT finding.
- Medical treatment and monitoring for an employee if he or she develops LTBI or Active TB disease as a result of an occupational exposure.

Written Program

This document is part of LCEMS's SOG manual which is readily available to all employees on all shifts. It will be reviewed and revised annually and as necessary by the Program Manager and the Deputy Chief of Clinical Affairs. It will be made available upon request to designated employee representatives, OSHA and NIOSH officials.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Reporting Hazards
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

To provide guidelines for reporting hazards.

II.GUIDELINE:

All employees have a responsibility to immediately report hazardous conditions to LCEMS Command Staff. Employees are required to report conditions and situations that may cause danger to patients, employees and / or the public. Further, employees are encouraged and supported to provide suggestions on how to improve overall safety. This policy does not replace and is not a substitute for other policies that require mandatory reporting.

III. PROCEDURE:

- Employees will provide written documentation of the hazardous condition to the on duty Shift Supervisor. The employee should also make verbal contact with the on duty Shift Supervisor, who can then determine the immediate nature of the condition and corrective action necessary.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Safety Vests
Effective:	August 21, 2006
Reviewed:	November 2008, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. PURPOSE:

To provide guidelines for the use of high visibility safety vests compliant with The Code of Federal Regulations Title 23 (Highways) Part 634., known as the "Worker Visibility Rule".

II.GUIDELINE:

All field employees shall utilize their issued high visibility safety vest in accordance with this SOG and the County safety policy.

III. PROCEDURE:

- All field employees will be issued an ANSI / ISEA 107 or ANSI / ISEA 207 high visibility safety vest. It is the responsibility of the employee to bring the vest to work with them each day and to maintain the vest in an acceptable condition. High visibility safety vests shall be returned to the County by the employee upon termination of employment.

- High visibility safety vests shall be worn as the outermost garment in the following situations:

    - All incidents located on a roadway, median or side of a roadway, or other areas where vehicles will pass nearby, including vehicle collisions and medical incidents.
    - All mass causality incidents or drills
    - Any incident where the crew deems a need for increased visibility
    - As directed by a supervisor

- When engaged in operations that may result in direct exposure of flame, fire, heat, and/or hazardous materials; the personal protective, retro-reflective "turn-out" gear shall be worn in lieu of the high visibility safety vest. Examples would include a vehicle collision where active extrication is taking place.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Sanitation and Cleaning
CAAS:	203.01.02
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, January 2013, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

To provide cleaning and sanitation guidelines.

II.GUIDELINE:

A superior state of cleanliness and sanitation will be constantly maintained on all ambulances.

III. PROCEDURE:

- Each ambulance will be thoroughly cleaned in accordance with the Bloodborne Pathogens Exposure Control Plan, Housekeeping Section.
- Each in-service ambulance will be washed and cleaned on each shift. Cleaning will include, but not be limited to, a wipe down of all interior surfaces, sweeping, mopping and removal of all garbage, marks, etc. from all surfaces. Exterior surfaces will be washed if the ambulance is visibly soiled.
- After each patient transport, or anytime a patient is brought into the back of the ambulance, the crew will visually inspect the ambulance and clean interior surfaces as appropriate.
- The exterior of the ambulance will be cleaned by the crew assigned to that vehicle whenever there is visible dirt on the vehicle and weather permits.
- All reusable equipment will be cleaned after each use with germicidal disposable wipes in accordance with the manufacturer's guidelines.
- Special detail will be given to vehicles/equipment that has come into contact with patients with communicable diseases.
- Ideally, ambulances will be stripped of equipment, fully decontaminated and waxed outside once every six months.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Workplace Safety
Effective:	June 1, 2005
Reviewed:	January 2010, December 2012, December 2015, December 2018
Revision:	4
Pages:	8

I. PURPOSE:

Leon County Emergency Medical Services have established a series of safety policies to control hazards and minimize the risk of workplace injuries & illnesses. It is the expectation of LCEMS that these policies are observed and followed at all times.

While the list of safety policies appears to be comprehensive, every loss producing exposure may not be addressed. We ask that all hazards not addressed in these policies be reported to the on-duty supervisor so that LCEMS can take appropriate corrective action. LCEMS welcomes active participation by all employees in the ongoing development and review of these safety policies to ensure they adequately meet our needs.

The following policies have been established for Leon County Emergency Medical Services. While the policies listed here are general, more specific policies are in place where needed.

II.GUIDELINES:

All areas

Safe Workplace Conditions

- Fire extinguishers and first aid kits will be provided for all work areas including company vehicles.
- Smoke detectors will be provided in all crew quarters.
- Circuit breaker protected multi-outlet strips shall be provided for multiple appliance loads.
- Seatbelts shall be provided in vehicles at all approved seating positions.
- Hand trucks and/or dollies shall be available.

Personal Protective Equipment

- Gloves, masks, eye protection and gowns will be provided in appropriate areas for protection against bloodborne disease.

- "Universal precautions" using appropriate personal protective equipment must be taken whenever blood or body fluids are present.

- PPE will be worn by all responders entering a vehicle or in area immediately around vehicle during patient extrication

Safe Work Practices

- Report all unsafe conditions to your supervisor.

- Report all occupational accidents, injuries and illnesses to the Shift Supervisor.

- Horseplay and use of intoxicating substances is prohibited.

- Smoking, tobacco products, and electronic cigarettesare prohibited in all LCEMS buildings and vehicles. Further tobacco and electronic cigarette use is prohibited by all LCEMS employees while on duty.

- If fire occurs, employees must place safety for themselves and others ahead of concerns for vehicles and property.

- Any fire, which cannot be quickly extinguished, must be reported to 9-1-1 and the building evacuated.

- If fire occurs in a moving vehicle, stop in a safe area and request assistance by radio or cellular phone, then ensure that engine and all electrical circuits are turned off.

- Employees shall not attempt to fight fuel fires.

- If vehicles or buildings are abandoned due to spreading fire, withdraw at least 1500 feet due to hazard from rupturing oxygen/compressed gas cylinders.

- Fire extinguishers shall be maintained, tested and recharged at appropriate intervals and kept accessible at all times.

- Fire extinguishers should only be operated by employees trained in their use.

- Fire extinguishers may be used on small fires after all occupants have exited the vehicle.

- Smoke detectors must be operational at all times. Battery removal or other means of disabling smoke detectors is strictly prohibited.
- Worn or frayed wiring shall be promptly reported for repair or replacement.
- Exits shall be kept clear, well lit and will be able to be opened from the inside without taking extra steps to unlock the door.
- Open doors slowly, stand to one side when approaching doors that open towards you.
- Excessive paper shall not be stored in work areas.
- Aisles and hallways to be kept clear at all times.
- Hand carts and dollies shall be available for heavy loads.
- Work, break and storage areas shall be kept clean, orderly, clear of debris and floor storage and electric cords at all times.
- Cords and cables are to be secured out of the way to prevent tripping and fraying hazards.
- File cabinets must have only one drawer open at a time. Close drawer when finished.
- Empty file cabinets shall be filled bottom to top.
- Keep hands clear when closing all drawers.
- Desk chairs shall be adjustable.
- Computer terminals shall have adjustable positions.
- “No glare” screens may be provided when requested as appropriate.
- Padded wrist rests, adjustable keyboards and document stands (holders) may be made available to employees performing four or more hours of keyboard entry per day as appropriate.
- Telephone headsets or padded cradles may be provided to those employees spending four or more hours per day on the telephone as appropriate.

- In locations where disinfectants are used, closed containers shall be provided and placed away from food preparation areas.
- Spilled liquids or dropped ice shall be cleaned up immediately.
- Where disinfectants, petroleum products and chemicals are used, closed containers shall be provided with appropriate identification and hazard prevention information.
- Employees shall use caution and personal vigilance to prevent hand injuries when moving compressed gas cylinders.
- Approved cylinder hand trucks shall be used whenever possible when moving large compressed cylinders ("M" or "H" type).
- Security chains must be adjusted and re-attached after moving compressed gas cylinders.
- Valve caps (threaded protective covers for use on large compressed gas cylinders) shall be used on all "M" cylinders and "H" cylinders.
- Seatbelts shall be worn at all times except when providing specific patient care which prevents such use.
- Driver shall systematically scan for potential hazards in the near, middle and far zones ahead of the vehicle.
- Driver shall make gradual and smooth lane changes, signaling well in advance.
- Driver shall maintain a safe following distance behind the car ahead, adjusting distances in response to actions of other drivers.
- Driver shall practice defensive driving at all times.
- Driver shall not exceed posted speed limits or speed safe for conditions.
- Driver shall not operate a motor vehicle when too tired to do so safely.
- Drivers shall only back with a ground guide. If alone, driver must exit vehicle to check behind before reversing.
- Employees must be certain fingers and hands are clear before closing vehicle doors.

- Employees shall not attempt to lift loads heavier than their ability. Assistance must be obtained prior to moving overly heavy loads.
- When necessary to lift and turn at the same time, employees shall move feet rather than twisting torso whenever possible.
- Lift properly using bent knees and straight back.
- Vary position periodically during prolonged activity.
- All portable ladders shall be maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and movable parts operating freely without binding or undue play.
- Top steps of ladders shall never be used as steps.
- Metal ladders shall not be used around electrical equipment.
- All tools and equipment (both Company and employee-owned) used by employees at their workplace shall be in good condition at all times. All equipment must conform to applicable safety and industry regulations.
- Employees are required to follow need stick prevention procedures and policies in accordance with the revised Bloodborne Pathogens Standard and Needle stick Safety and Prevention Act (PL 106-430).

EMS Operations

Safe Workplace Conditions

- Impervious needle disposal containers and red plastic Biohazard bags shall be provided on every ambulance.
- Oxygen cylinder dollies will be available at locations where main tanks are changed.
- Waterless hand cleaner for use in the field shall be provided.
- HazMat reference materials and protective specialized equipment appropriate for treating exposed patients shall be provided.

Personal Protective Equipment

- Gloves, masks, eye protection and gowns shall be available at all times in the ambulance for protection of the employees

Safe Work Practices

- Smoke detectors shall be maintained in all crew quarters.

- Stretchers shall be serviced at regular intervals in accordance with manufacturer's instructions. Employees must report to their Shift Supervisor any equipment in need of repair.

- During Code 3 operation, driver shall never drive faster than is safe for conditions with due regard for the safety of all persons using the highway.

- During Code 3 operation, driver must continuously exercise due regard for the safety of all persons using the highway.

- During Code 3 operation, driver must come to a complete stop at every stop sign or red light, proceeding slowly through the intersection after obtaining clear passage with due regard for the safety of all persons using the highway.

- During Code 3 operation along the shoulder of a highway, the driver must slow and proceed only when safe to do so with due regard for the safety of all persons using the highway.

- Employees shall keep windows tightly shut when the siren is in operation.

- The ambulance shall be parked out of the line of traffic, whenever possible at the scene, and shielded by other emergency vehicles.

- Double-bag infectious waste in red Biohazard bags and dispose of at designated facilities in appropriate receptacles.

- Employees shall wash their hands after every patient contact, using waterless hand cleanser when running water is not available.

- When unloading a patient, employee shall confirm that the stretcher is locked prior to transferring weight to lowered wheels.

- The inclined loading position of the stretcher shall only be used to load and unload; never to roll for any distance.

- Employees shall obtain assistance whenever they hand collapse stretchers.

- When moving patients, employees should take advantage of every opportunity to brace or otherwise support their upper torso.

- Crews shall seek assistance, whenever possible, when carrying patients downstairs.

- Employees shall not place themselves in hazardous extrication situations.

- Crews should stage their vehicle some distance away from unsecured crime scenes and not approach until advised by dispatch that the scene is “secure”.

- Employees should request police assistance any time they believe they are in danger of assault by patients or bystanders.

- Employees should plan an “escape route” whenever interacting with a disturbed patient; similarly allowing the patient a perceived route of “escape”.

- Crews should clearly identify themselves and their mission to people present in potentially threatening situations.

- If physically assaulted, employees must **Retreat** if possible, and summon assistance using **Defensive** physical techniques only (dodge, deflect, block, etc.). Offensive techniques (punch, jab, kick, etc.) are only to be used if cornered with no escape route and being physically assaulted.

- Crews should approach all scenes with caution, alert to the possible presence of unrecognized hazardous materials.

- If first on scene of a HazMat incident, crews must withdraw an appropriate distance as trained. Request additional assistance, isolate the scene, and deny entry.

- Employees must remain in the cold zone at all times during HazMat incidents and must only care for properly decontaminated patients.

- Employees shall utilize incident - specific advice from Poison Control vs. HazMat officials when determining decontamination requirements and secondary contamination risks to themselves and others, when no other Public Safety representative is available.

- Employees shall at all times function in accordance with company and jurisdictional HazMat policies.

Personal Protective Equipment

- Employees shall wear appropriate personal protective equipment when exposed to blood and specific body fluids when performing procedures.

- Employees shall wear latex gloves, surgical masks, protective eyewear, waterproof shoe covers and biohazard - type impervious gowns when the potential for exposure exists and as outlined in the bloodborne pathogen exposure control plan.

- Employees using high-level disinfectant solutions to treat airway/ventilation instruments are required to wear impervious gloves and eye protection when exposed to solution.

- Employees shall wear protective clothing and helmet when circumstances indicate their usage.

- Employees shall carry on their person or be within contact distance of their radio and pager at all times for response call outs and when away from their station, must carry their radio and pager on their person at all times if active on a ambulance.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Critical Care Team Personal Protective Equipment

Effective: July 15, 2012

Reviewed: December 2012, December 2015, December 2018

Revision: 1

Pages: 7

I. GUIDELINE:

Leon County EMS will provide Critical Care Paramedics (CCP) with the personal protective equipment (PPE) necessary to protect themselves from exposure to infectious diseases at no cost. The PPE must be worn as specified in the Personal Protective Equipment List. LCEMS shall repair or replace any lost, stolen, or damaged Emergency Medical Services- issued PPE at no cost to the employee/trainee. (Reference All Employee Personal Protective Equipment SOG 305.00).

II. PROCEDURE

1. Equipment

   PPE shall be carried aboard each emergency vehicle in a quantity sufficient to protect all crew members and anyone else (students, ride alongs, etc) on board the emergency vehicle. Due to the length of some Critical Care transports, sufficient amount of PPE shall be provided for the CCP(s). LCEMS shall maintain the following items in all emergency vehicles:

   - Disposable Impervious Gowns
   - Face mask/Eye Shield Combination Devise
   - Disposable Exam Gloves of various sizes
   - Waterless Handwash
   - Bio-Hazard bags with Warning Labels
   - Puncture Resistant Sharps Container
   - Portable Puncture Resistant Sharps Container (in carry in equipment)
   - Pair Protective Eyewear (Goggles)
   - High Level Disinfectant Solution

2. Compliance Monitoring

   - In such cases when circumstances preclude the use of PPE as outlined herein (danger to self/patient, or an impairment in the ability for the CCP to provide timely care to the patient), the CCP(s) shall document the incident in writing and submit the report to the Deputy Chief of Administration. This report will be required whether or not the CCP

perceives that an actual exposure occurred or not. The Deputy Chief of Administration shall review all such incidents on a case-by-case basis to determine the appropriateness of the CCP's actions and if any change in procedures or policies should be considered. In the event that any CCP is discovered to not have their PPE accounted for as stated previously, or any CCP is observed not complying with any provision of this procedural guideline, the employee shall be subject to disciplinary action up to and including termination of employment.

3. Procedures for Preventing Exposures

- Universal Precautions for ALL Patients.
- Precautions for Patients With Known Infectious Diseases
  - In the event that transportation is requested for a patient who is known to be the carrier of an infectious disease, the CCP(s) will be provided with all appropriate information. The CCP(s) will receive all information that has been provided to the LCEMS dispatcher.
  - The CCP(s) will return to Head Quarters to pick up any PPE supplies required for the transport.
  - Upon arrival at the pickup facility, the CCP(s) shall confirm the infectious condition of the patient, and any specific precautions to be aware of.
  - Upon arrival at the receiving facility, the CCP(s) shall notify the person assuming responsibility for the patient's care of the patient's condition and infectious status. This notification shall be made in a discreet fashion both verbally to the receiving personnel and in writing on the patient care report.

4. Specific Isolation Guidelines

Strict Isolation

Diseases: Abscess (unknown etiology), draining wounds, major burns, Diphtheria, disseminated Herpes Simplex, Impetigo, Meningitis (unknown etiology), Pediculosis (lice), Pneumonic Plague, Pneumonia, Rabies, Rubella, Scabies, Smallpox, Chicken Pox, Shingles, etc.

Precautions: Gown (all persons in unit), gloves (all persons in unit), mask (all persons in unit), and protective eyewear. Gloves must be removed and sanitizer gel used after touching the patient or potentially contaminated articles. Hands must be washed as soon as possible after transport is complete. Articles contaminated with infective material must be discarded or decontaminated. Patient compartment must be disinfected after the patient is removed.

Respiratory Isolation

Diseases: Epiglotitis, Measles, Meningitis (H, flu/Meningococcal), Mumps, Pertussis, Pneumonia, ***Tuberculosis***, SARS, etc.
Precautions: Gloves (all persons in unit), HEPA particulate mask (all persons in unit), protective eyewear (all persons in unit), mask on patient if coughing, when possible. Gloves must be removed and sanitizer gel used after touching the patient or potentially contaminated articles. Hands must be washed as soon as possible after transport is complete. Articles contaminated with infective material must be discarded or decontaminated. Patient compartment must be aired out five (5) minutes after patient is removed and any surfaces contaminated with infective material must be disinfected.

Blood and Body Fluid Precautions

Diseases: AIDS, HIV positive, Hepatitis-B, Hepatitis non-A/non-B, tick fever, Creutzfelt-Jakob Disease, Malaria, Rat Bite Fever, Syphilis, etc.
Precautions: Gown (all persons in unit), gloves (all persons in unit), mask (only if possibility of the patient's blood or body fluids to be aerosolized or splashed), and protective eyewear. Gloves must be removed and sanitizer gel used after touching the patient or potentially contaminated articles. Hands must be washed as soon as possible after transport is complete. Articles contaminated with infective material must be discarded or decontaminated. Patient compartment must be disinfected after patient is removed.

Drainage and Secretion Precautions

Diseases: Abscess (unknown etiology), draining wounds, major burns, skin infections, Anthrax, Cellulitis, Gangrene, Cytomegalovirus, Endometriosis, Herpes Simplex, Herpes Zoster, Bubonic Plague, Pneumonia, Scarlet Fever, Syphilis, Tuberculosis, Chicken Pox, etc.
Precautions: Gown (all persons having contact with patient or patient articles), gloves (all persons in unit), protective eyewear (all persons in unit). Gloves must be removed and sanitizer gel used after touching the patient or potentially contaminated articles. Hands must be washed as soon as possible after transport is complete. Articles contaminated with infective material must be discarded or decontaminated. All surfaces

contaminated with infective material must be disinfected after the patient is removed.

Enteric Precautions

Diseases: Amebic Dysentary, Cholera, Diarrhea, Encephalitis, Salmonella/Shigella Poisoning, Hepatitis-A, Viral Meningitis, Poliomyelitis, Typhoid Fever, Viral Pericarditis, etc.
Precautions: Gown (all persons having contact with patient or patient articles), gloves (all persons in unit), protective eyewear (all persons in unit). Gloves must be removed and sanitizer gel used after touching patient or potentially contaminated articles. Hands must be washed as soon as possible after transport is complete. Articles contaminated with infective material must be discarded or decontaminated. All surfaces contaminated with infective material must be disinfected after the patient is removed.

5. Guidelines For Specific Medical Procedures

Endotracheal Intubation / King Airway Insertion

- Personnel performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves and protective eyewear.

Suctioning

- Personnel performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves and protective eyewear.

Intravenous Access

- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Needle Thoracostomy

- Personnel performing this procedure must wear gloves and protective eyewear
- Personnel assisting with this procedure must wear gloves and protective eyewear.

Mouth-to-Mouth Ventilation

Employees should not perform direct mouth-to-mouth ventilation at any time.
Other adjunctive devices such as pocket masks, bag-valve-mask devices, or demand valves should be utilized in lieu of making direct skin contact with patients with unknown infectious disease status.

Mouth-to-Mask Ventilation
- Personnel performing this procedure must wear gloves and protective eyewear.

Bag-Valve-Mask Ventilation
- Personnel performing this procedure must wear gloves and protective eyewear.

Intraosseous Insertion
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

OB Deliveries
- Personnel performing this procedure must wear gloves, mask, gown, and protective eyewear.
- Personnel assisting with this procedure must wear gloves, mask, gown, and protective eyewear.

Bleeding Control with spurting blood
- Personnel performing this procedure must wear gloves, gowns, mask, and protective eyewear. When bleeding is controlled, only gloves are required.
- Personnel assisting with this procedure must wear gloves, gowns, mask, and protective eyewear. When bleeding is controlled, only gloves are required.

Bleeding Control with minimal bleeding
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Cariopulmonary Resuscitation (CPR)
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Administering Intramuscular (IM), Subcutaneous (SQ), and Sublingual (SL) Medications
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Administering Nebulized Medications
- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Administering Intravenous Medications (IVP)

- Personnel performing this procedure must wear gloves.
- Personnel assisting with this procedure must wear gloves.

Arterial Blood Gas Sampling (Restricted to MD or RT)
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Blood Transfusion
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Chest Tubes
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Emergency Escharotomy
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Homodynamic Monitoring (Including: CVP monitoring, Arterial Line/BP monitoring, Swan Ganz monitoring (must have Critical Care Nurses)
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

ICP (Increased Intra-Cranial Pressure) Monitoring
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Ventricular Assist Device
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

I-Stat
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Pericardiocentesis
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Temporary Cardiac Pacing
- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Tracheostomy Care

- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Venous Access Devices

- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

Ventilator

- CCP performing this procedure must wear gloves and protective eyewear.
- Personnel assisting with this procedure must wear gloves.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Securing Weapons
Effective:	October 2016
Reviewed:	October 2016, December 2018
Revision:	1
Pages:	4

I. PURPOSE:

It is the policy of Leon County to provide a work environment that is reasonably safe, secure, and free from threats, intimidation, abusive behavior, and physical violence. The purpose of this Standard Operating Guideline is to provide a process for securing any weapons that a patient may have with them to provide a safe environment for the patient, crew, and others. Patient and crewmember safety is the main concern of LCEMS. Patients, crewmembers, and others transported in a Leon County ambulance may not carry or possess on their person any weapon as defined in this policy, unless they are non-patient law enforcement officers acting in their official capacity.

II. GUIDELINES:

The safety and security of LCEMS personnel and patients is the primary purpose of this guideline. If at any time a crew member feels threatened, notify law enforcement, stop the vehicle, and evacuate as necessary.

A weapon is defined as any device that can be used to inflict great bodily harm, such as a sharp edged instrument, dirk, billie, metallic knuckles, tear gas gun, chemical weapon, Taser or other electrical device, firearm, other deadly weapon carried on or about a person.

Document on an incident report all activities and actions taken regarding weapons security including final disposition, names of all persons involved (including security or law enforcement personnel), and any actions or decisions by the patient that may have or potentially did adversely affect patient care or cause a potentially unsafe environment. Information concerning firearm ownership may not be entered into a patient's health record.

EMS personnel should NOT attempt to determine if a patient is "authorized" to carry a concealed weapon. That determination should be made by the appropriate law enforcement authorities.

EMS personnel should NOT attempt to unload or render any weapon "safe", even if the EMS personnel are familiar with the weapon. Any manipulation of the weapon may increase the risk of an accidental discharge. These activities should be conducted in a controlled environment by security or law enforcement personnel, rather than in the confined environment of an occupied ambulance.

III. PROCEDURE:

1. Specific activities at the home:

a. EMS personnel shall have the authority to inquire about the possession of presence of a firearm, if they in good faith believe that it is necessary to the treatment of a patient during the course and scope of a medical emergency or that the presence of possession of a firearm poses an imminent danger or threat to the patient or others.

b. If the patient is obtunded, impaired, or lacks decisional capacity and is known to be or is discovered to be armed with a weapon:

1) Contact law enforcement and ask them to secure the weapon.
2) If it can be performed safely, have a family member secure the weapon at the home appropriately.
3) If a weapon is secured by law enforcement, once at the hospital, be sure to notify the family of which law enforcement agency has secured the weapon.

c. If the patient is conscious, alert, and oriented to person, place, and time, and is known to be or is discovered to be armed with a weapon:

1) Ask the patient to secure the weapon or ask a family member to secure it, if it can be performed safely.
2) If in a public place, ask if there is a place to secure the weapon such as a vehicle gun safe.
3) Request law enforcement to respond and ask law enforcement to secure the weapon.
4) Note that you will be asking the patient to voluntarily surrender their weapon and it will be necessary to explain that as a matter of LCEMS policy, weapons cannot be carried in the ambulance.
5) If the patient refuses to surrender their weapon, call law enforcement to respond and explain that refusing to surrender the weapon may constitute refusal of services. If the patient is unstable or potentially unstable, law enforcement should be called to help with the situation and facilitate the securing of the weapon.

If the patient is stable and refuses to surrender their weapon, explain that as a matter of policy they cannot be transported by ambulance and proceed with the standard refusal paperwork.

2. Specific activities if an EMS crew member discovers a weapon en-route in the ambulance:

a. <u>If the patient is obtunded, impaired, or lacks decisional capacity and is discovered to be armed:</u>

1) Secure the weapon within a holster if it is already contained in a holster. Do not remove it from the holster or manipulate the weapon in any way. If the weapon is not contained in a holster, carefully hold the weapon by the handle and point it away from the patient or crew members at all times.
2) Secure the weapon in a locking compartment in the ambulance. Be sure that the weapon is stabilized so that it does not move during transport and that it is pointed away from the patient and all crew members.
3) Request a law enforcement officer to meet you en-route to help secure the weapon.
4) Be sure to advise EMS partner that a weapon has been secured in the ambulance.
5) Be aware that a patient in possession of a weapon may have been trained in weapon retention techniques. As a result, any movement to secure the weapon from them may be met with resistance. Be calm, reassuring, and give notice to the patient that their weapon is being secured for their safety and the safety of EMS crews. Let the patient know that they weapon will be returned to them by law enforcement or hospital security upon their discharge from the hospital.
6) DO NOT become involved in any use of force to remove a weapon. If you meet with resistance, contact law enforcement immediately. If the environment is unsafe, then evacuate the ambulance. Refrain from the use of an electrical therapy in the treatment of a patient with a known weapon on their person. Inform the patient in a professional manner that refusal to surrender a weapon may adversely affect their medical treatment and may result in delays in transport.

b. <u>If the patient is conscious, alert, and oriented to person, place, and time, and is discovered to be armed:</u>

1) Ask the patient to remove the weapon from his person inside a holster, if it is in one. Then secure the weapon into a locking compartment in the ambulance without manipulating any parts of the weapon or attempting to unload the weapon of make the weapon “safe”.
2) Secure the weapon in a locking compartment in the ambulance. Be sure that the weapon is stabilized so that it does not move during transport and that it is pointed away from the patient and all crew members.
3) Request law enforcement to respond and ask law enforcement to secure the weapon if needed.
4) Be sure to advise EMS partner that a weapon has been secured in the ambulance.
5) Be calm, reassuring, and give notice to the patient that their weapon is being secured for

their safety and the safety of EMS crews. Let the patient know that they weapon will be returned to them by law enforcement or hospital security upon their discharge from the hospital.

6) DO NOT become involved in any use of force to remove a weapon. If you meet with resistance, contact law enforcement immediately. If the environment is unsafe, then evacuate the ambulance. Refrain from the use of an electrical therapy in the treatment of a patient with a known weapon on their person. Inform the patient in a professional manner that refusal to surrender a weapon may adversely affect their medical treatment and may result in delays in transport.

7) Report to the receiving hospital that security is needed upon arrival to take possession of a weapon of a patient.

3. Upon arrival at the hospital:

1) EMS crew must have hospital security or law enforcement take possession of the weapon once the patient has been removed from the ambulance.

2) Advise the patient and/or family to contact hospital security or law enforcement upon discharge to retrieve the weapon.

3) In the event that a patient still possesses a weapon upon arrival at the hospital, be sure that hospital security and law enforcement have been notified and instructions received prior to taking the patient into the emergency room.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Airport Transfers
Effective:	November 1, 2006
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

To establish guidelines for transports to Tallahassee Regional Airport for continued transport via fixed wing or rotor wing aircraft.

II. GUIDELINES:

All prescheduled transports to and from the Tallahassee International Airport are by nature non-emergency and do not usually require the use of lights and sirens. However rare circumstances may exist that warrant the use of lights and sirens.

III. PROCEDURE:

1. The crew will work within the parameters of care for the particular patient condition encountered. Generally only non-emergency transport is required when en route to the airport with patient and aircrew.

2. Requests by an air flight crew for lights and siren transport to the airport must be medically necessary and approved by the on-duty supervisor prior to upgrading.

3. Airport transports of an organ harvest team with a harvested organ onboard are acceptable candidates for emergency transport mode (refer to SOG 215.00).

4. Crews that drive up on an accident with a transfer patient on board may stop if their patients care is not compromised. Crews that drive up on an accident while returning with flight crew members and no patient, must stop and render aid until other units arrive to take over patient care appropriately.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Approved Medical Equipment

Effective: January 1, 2004

Reviewed: October 2005, May 2008, December 2012, December 2015, December 2018, October 2020

Revision: 5

Pages: 2



I. PURPOSE:

To provide Medical Director approval for cervical immobilization, rapid blood glucose monitoring, nebulized breathing treatment equipment and 12 Lead EKG transmission by Leon County E.M.S.

II. GUIDELINE:

- Cervical Spine Immobilization – The following equipment is approved for use on adult and pediatric patients requiring cervical spine immobilization.

  Cervical collars – AMBU Perfit ACE – Adjustable Collar - Extrication
  AMBU Mini perfit ACE – Adjustable Collar – Extrication

  Cervical Immobilization Device – AMBU Head Wedge

- Rapid Blood Glucose Monitoring – The following device is approved for use on adult and pediatric patients requiring blood glucose monitoring.

  Glucometer – Ascensia Elite Blood Glucose Monitor,
  Ascensia Contour Blood Glucose Monitoring System, or
  Assure Platinum Blood Glucose Monitoring System

- Nebulized Breathing Treatment – The following device is approved for use on adult and pediatric patients requiring nebulized breathing treatments.

  Nebulizer – Curaplex small volume nebulizer

  Medications - Atrovent Albuterol

- 12 Lead EKG transmissions – Leon County E.M.S. Paramedics are permitted to transmit 12 lead EKGs to the emergency departments via modem connections. Furthermore, all

cardiac monitors will be equipped with strip chart recorders.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	BA 52 Patient Transports
Effective:	November 1, 2006
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	2

I. PURPOSE:

To provide guidelines for safe transportation of "Baker Act" patients to continuing care facilities from acute care facilities.

II.GUIDELINE:

All "Baker Act" patients transported by Leon County EMS will be evaluated by the EMS crew prior to departing the Emergency Department for possible safety or elopement issues prior to assuming care of the patient in the Emergency Department.

III. PROCEDURE:

1. The EMS crew transporting a "Baker Act" patient to another facility for continuation of care will, prior to assuming care, evaluate the patient in the Emergency Department for safe transport.

    A. The charge crew member will make contact with the P.E.R.P. staff and receive a brief report on the patient's mental status and determine if crew safety issues are present as determined by patient behavior.

    B. If patient behavior issues are present and the crew members feel that transport by EMS would be unsafe for the crew members, the crew member in charge will then contact the on-duty supervisor and advise of the situation.

    C. The on-duty supervisor will then proceed to the Emergency Department and make a "go" / "no go" decision for transport via EMS.

    D. If a "no go" decision is reached by consensus between the transporting crew and the on-duty supervisor then the patient will be refused transport by EMS and law enforcement will be summoned.

    E. Once a "no go" transport decision has been made by the on-duty supervisor, the patient will no longer qualify for transport by EMS for the duration of the patient's Emergency Department stay.

    F. Any patient transported by EMS must be searched by Emergency Department Security for weapons or contraband both on their person and in their belongings

prior to EMS transport.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Blood Alcohol Sampling
Effective:	May 15, 2012
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	2

I. PURPOSE:

To provide guidelines for LCEMS personnel asked to perform blood sampling by law enforcement personnel.

II.GUIDELINE:

Paramedics may, at the request of law enforcement personnel, obtain a blood sample for the purposes of legal blood alcohol testing. Requests for blood testing only should be reported to the on duty supervisor and the Deputy Chief of Operations. The request shall be considered a low priority and will only be fulfilled when there are a satisfactory number of EMS units available based on operational demand.

III. PROCEDURE:

Section 316.1932(1)(f)2.a. Florida Statues (2012), ”Only a physician, certified paramedic, …acting at the request of a law enforcement officer, may withdraw blood for the purpose of determining the blood alcohol content thereof or the presence of chemical substances or controlled substances therein…” **DRAWING A BLOOD ALCOHOL SAMPLE SHOULD NOT DELAY TRANSPORT OF A CRITICAL PATIENT.**

1. The EMS patient care report (PCR) shall contain the following information:
    a. A blood alcohol kit was used.
    b. Betadine (povidone-iodine) solution (or hydrogen peroxide/acetone if allergic to iodine) was used for the skin preparation.
    c. Name of law enforcement officer requesting blood sample
    d. Time of draw.
    e. The paramedic completing the blood draw should be the one to complete the PCR and sign it.
2. All blood samples taken shall be surrendered to the requesting law enforcement officer.
3. The paramedic:
    a. May be required to obtain multiple samples

b. Shall obtain a minimum of two samples per person/per draw.
c. Shall render emergency medical service or treatment as necessary prior to the drawing of the blood and alcohol samples.
d. Shall obtain blood alcohol samples only at the request of a law enforcement officer, either in the field or upon arrival in the Emergency Department.

4. Blood specimen collection instructions:
    a. The blood specimen must be drawn by a paramedic. The blood draw must be at the request of a law enforcement officer, and observed by that officer.
    b. The officer will remove the parts of the kit and hand them to the paramedic drawing the blood as needed. Two vials from the kit will be filled with blood. **NOTE: The tube marked CONTROL will remain in the kit at all times. It will not be used for the collection of blood**
    c. The paramedic drawing the blood should use the pad provided in the kit to clean the area where the needle is going to be inserted. If the provided pad is not used, make sure that a non-alcoholic solution is used. The foil envelope that the swab came in should be placed back in the Biological Specimens box. The swab may be disposed of by the paramedic drawing the blood.
    d. The paramedic drawing the blood should hand the vials back to the officer as they are filled. The officer should gently rock the vials (at least 10 times) to mix the anticoagulant with the blood. Do not shake them vigorously!
    e. The paramedic drawing the blood may now dispose of the needle and holder along with any other contaminated parts not needed as evidence.
    f. The paramedic that drew the blood must sign the Blood Collection Form (section three: Certification of Blood Withdrawal).
    g. The officer is responsible to complete steps 7 – 10 noted on the instruction form noted on the kit.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Aquatic/Water Rescue
Effective:	January 15, 2010
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

Leon County Emergency Medical Services have established a series of safety policies to control hazards and minimize the risk of workplace injuries & illnesses. To provide guidelines for how personnel should react at a scene involving a water rescue. It is the expectation of LCEMS that these policies are observed and followed at all times.

II. GUIDELINE:

For the purpose of emergency response, a water rescue shall be defined as any incident that involves the removal of victim(s) from any body of water other than a swimming pool. This shall include rivers, creeks, lakes, washes, storm drains, or any body of water, whether still or moving. EMS personnel are not routinely trained nor equipped to effect water rescue. EMS personnel shall not **enter** the water in an attempt to rescue individuals other than swimming pools.

In the event EMS personnel encounter a victim in need of **water rescue**, consider requesting assistance from the following:

a. Tallahassee Fire Department (Boats)
b. Leon County Sheriff's Office Dive Team
c. **Reach**- Attempt to reach the victim with a rescue hook or skimmer pole.
d. **Throw**- Attempt to throw the victim a life ring, buoy, or rope if available.

In the event EMS personnel encounter a victim in need of rescue from a **swimming pool**, in addition to c. & d. (above), EMS personnel may;

Go- As a last resort, enter the pool to effect rescue.

- The rescuer shall take into consideration his/her ability to swim, the depth, condition, and clarity of the pool water before entering.
- Rescuer should remove electronic devices, shoes, or any other encumbering clothing and equipment.
- Enter the pool via steps or pool-side ladder.
- DO NOT DIVE INTO THE POOL.
- Bring victim to nearest edge of pool and immobilize and or remove as patient conditions and complaints dictate

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Civil Unrest
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, December 2015, December 2018
Revision:	3
Pages:	8

I. PURPOSE:

To provide a guideline for LCEMS personnel in instances of civil unrest.

II. GUIDELINE:

Upon notification that a civil disturbance exists, LCEMS personnel and vehicles will not enter civil disturbance areas unless notified by the appropriate Law Enforcement Agency that the area is secure and safe for LCEMS personnel to respond and work.

III. PROCEDURE:

1. OPCON 1

A. Normal operations of LCEMS is such that the in-service ambulances will be stocked and staffed so as to respond to the normal EMS events of the day.

B. Should the Shift Supervisors receive information from a reliable source that events are about to unfold that would seriously exceed the abilities of normal staffing, then the Shift Supervisor will initiate LEVEL 1A

1) **LEVEL lA** requires notification of superiors of the potential situation. LCEMS Dispatchers are to begin utilizing their "Disaster Checklists". (See "Plan A".) Notifying the following of the situation:

    1. Chief
    2. Deputy Chiefs

2) An immediate analysis of vehicles, equipment, and extra staff in an effort to meet the possible demand will be done. Efforts will be made to enhance fleet readiness by attempting to retrieve vehicles at repair shops and stocking and fueling extra vehicles.

3) At the discretion of the Chief or Deputy Chiefs - dispatch will contact

off-duty personnel notifying EMS staff of the potential pending recall and will advise all contacted staff to monitor their pagers for possible recall and cancellation, and to charge both batteries. All staff will be reminded to have on their person their LCEMS ID tags if recalled.

4) The on-duty supervisor will attempt to arrange the removal of the private autos of the EMS staff whose stations are located within the potential problem areas.

5) LEVEL lA can be canceled by the on-duty supervisor upon receipt of information to that effect by a reliable source.

2. OPCON 2

LEVEL 2 is initiated when a confirmed civil disturbance exists. Such confirmation must come from a reliable source.

A. Requires the immediate recall of all available LCEMS staff and has them respond to Headquarters with their radios, extra batteries and chargers, and uniforms with I.D. tags. Dispatch is to continue to utilize their "Disaster Checklists".

B. The on-duty supervisor will respond to the Law Enforcement command Post on scene and assume EMS command. LCEMS Command will establish and maintain on-scene EMS operations such as triage, communications, and transportation. If a Law Enforcement EOC is activated consideration must be given to EMS being represented.

C. LCEMS Command must evaluate the EMS needs of the situation and consider the activation of mutual aid. If mutual aid is activated, EMS Dispatch will coordinate the response routes of the mutual aid EMS vehicles. All mutual aid vehicles will be advised as to what EMS channel to utilize for the event. This decision is to be coordinated by Dispatch and EMS Command. It is the intent of this plan to utilize only LCEMS units during escort situations. (See "Escort Operations" at the end of this policy.) LCEMS requests that are not located within the troubled areas will be handled with LCEMS units and mutual aid units.

D. EMS Dispatch will advise all surrounding counties of the local situation. Each county will be notified that radio approval of inbound vehicles prior to entry into Leon County is necessary in order to eliminate the accidental entry of an out-of-town EMS unit into a hazardous area.

E. A command officer will represent LCEMS at the County EOC.

F. The following additional operation positions must be filled ASAP with recalled personnel.

1) Dispatch – Additional dispatcher.

2) Equipment and Supplies – Recall the Supply Tech's.

G. The remaining recalled EMS staff will be assigned duties PRN.

H. All LCEMS units that are taking calls within the troubled areas will respond to Command Post authorized requests for service utilizing Command Post authorized routes with law enforcement escorts. Under no circumstances will any LCEMS personnel respond to any requests for service within an active disturbance area. Law enforcement will coordinate the removal of victims from an active disturbance area.

I. If tear gas is being used by Law Enforcement, field crews will utilize the patient isolation coveralls, jumpsuits, goggles/gas masks (depending on the situation), and double gloves for protection during patient care situations. Extreme caution must be exercised not to cross contaminate the EMS responder. EMS command will consider the need to prepare one or more EMS units as contaminated patient transport units. (See the guide for contaminated transport units following LEVEL 5.)

J. It will be the discretion of the LCEMS personnel as to whether or not to stop for private citizens attempting to flag down an ambulance. The decision must be made based on current environment, location, etc.

K. No red lights or sirens will be used near civil disturbance areas.

L. If at any time LCEMS unit/crew is threatened, attacked, etc., personnel will withdraw immediately to a safe area. Communication of such an event must be relayed immediately to EMS command.

M. Ideally, LCEMS personnel will treat and transport decontaminated patients. If a patient that requires transport has not been decontaminated, LCEMS staff will wear protective clothing and will isolate the patient to prevent cross contamination. E.R. notification must be made early so that proper preparations can be made.

N. Patients that are under arrest will be accompanied of a Law Enforcement representative on board during transport. This may need to be coordinated

through EMS command.

P. A stand down of LEVEL 2 will occur after consultation between EMS command and the EMS Liaison in the EOC.

Q. LCEMS staff must do a thorough secondary survey of all patients in order to discover weapons that may be on the patient. Weapons are to be turned over to the Law Enforcement Officer on scene or Security at the hospitals.

R. During LEVEL 2 only the family members of young children will be allowed to ride with the patient in the ambulance.

3. OPCON 3

LEVEL 2 must be fully operational.

A. If the situation appears to be of long duration and the EOC is activated, then LCEMS will move to LEVEL 3.

B. Legal authority now changes to the Leon County Sheriff or Tallahassee Police Department. Senior EMS supervisory staff will be assigned to the County EOC for resource coordination, if not already implemented. EMS Command will relocate to or in some way participate in the City/County EOC and will change in designation to EOC EMS Command.

C. During LEVEL 3 a law enforcement escort staging area will be established. EOC EMS COMMAND will coordinate staffing of the escort staging area. All EMS units assigned to the staging area operations will utilize channel 2 for escort control. All other EMS units will remain on the LCEMS Channel 1.

D. Law enforcement escorts are designed to provide protection to the LCEMS or Fire units responding to "safe" areas within the troubled zone. All responses will be in the non-emergency mode.

E. Under hazardous situations, law enforcement will extricate the patient. The law enforcement vehicle will then meet EMS at a safe area for patient delivery.

4. OPCON 4

LEVEL 2 and 3 must be operational.

A. Florida National Guard now on the scene, Tallahassee has been declared an area of civil disturbance by the Governor and resources are unable to cope with

the situation. All operation centers will remain open.

B. All EMS responses inside the City limits will originate from Headquarters. Each EMS response will have police and/or National Guard protection and will respond under this protection to non- hostile areas.

5. OPCON 5

LEVEL 2, 3 and 4 must be operational.

A. Federal Law Enforcement Agencies and/or U.S. Armed Forces have now moved in to assist the National Guard with military and police actions. EOC, LCEMS communication and command posts will continue to function in the same locations. LCEMS actions and objectives remain the same.

B. LEVEL 3, 4, 5 stand downs require authorization from EMS command and the EMS Administrative Liaison.

6. CONTAMINATED PATIENT TRANSPORT UNITS

A. EOC EMS Command will see to it that an adequate number of vehicles are prepared for the transportation of patients contaminated with CS or CII gas. Every effort will be made to utilize the "prepared" vehicles if possible.

1) If the need arises to transport patients contaminated with CS or CII, such as patients that have time urgent injuries, the following items must be completed:

2) The entire patient compartment of the ambulance(s) must be lined with plastic.

3) Utilize the minimal equipment and supplies in the exposure area.

4) All on-board EMS staff will utilize the gas masks and full protective clothing.

B. The units utilized to transfer the contaminated patients will be re-used for these types of patients until the event is over. No non-contaminated CS or CII patients are to be transferred in the previously contaminated vehicles.

C. Decontamination will be completed based on the advice of TFD command.

7. ESCORT OPERATIONS

In order to respond to patients in the troubled areas, LCEMS, Fire, and Law Enforcement will respond together in order to enhance the safety of the emergency responders. The staging area for Escort Operations will be at TFD station #4 on the training field unless otherwise directed by EMS command.

A. A "staging coordinator" will be assigned by LCEMS Command, and three EMS units will be assigned to the escort staging area.

B. Each LCEMS staging unit will carry all necessary protective gear to enhance the safety of the staff. (See LEVEL 2)

C. Each EMS staging unit will communicate with staging command and EOC EMS Command on radio channel #3.

D. Calls for service within the trouble areas will be dispatched by EOC EMS Command. The request will be relayed to Staging Command. Response coordination will occur between EMS, TFD, and Law Enforcement staging command on site at the staging area. All requests will be responded to non-emergency unless an EOC EMS Command override occurs. At the time of the dispatch, Law Enforcement will send a unit to investigate the need and safety of the situation. Escort units are to standby in a safe area until cleared to enter.

E. Once enroute, the escort EMS unit will advise EOC EMS Command of all response activity, i.e., enroute, arrived, etc.

F. All communications between the escort units that are responding on the request will be on EMS Channel 3.

G. Should any of the escort vehicles receive rocks, bottles, etc., escort communications should occur and the response should be terminated. The lead law enforcement unit may also terminate the response if information becomes available via law enforcement sources that would warrant such a change.

8. DECONTAMINATION

During crowd control situations, law enforcement may utilize one or all of the following lacrimating agents CS, CN, or Pepper gas. All patients contaminated with these agents require the use of protective equipment by the EMS staff. (See LEVEL 2)

A. CS and CN (tear gas)

1) CS and CN are used as a multiperson crowd deterrent designed to

disperse crowds in extreme situations. All patients transported that are contaminated with CS, CN, or pepper gas require E.D. notification of the situation prior to patient delivery.

2) Patients contaminated with CS or 014 will require total body wash down prior to transport in most cases. During critical patient situation or incident critical situations, the Paramedic may choose to disrobe the patient quickly or wrap the patient in a blanket in order to expedite transport and prevent cross contamination. Decontamination could take place later in a safe location or at the hospital if necessary. If a patient is to be transported by EMS that has not been decontaminated of CS or CII, gloves, gas masks, and tyvek suits must be utilized to protect staff and prevent cross contamination.

3) LCEMS staff must be careful not to cross contaminate themselves by touching their face or hair with contaminated gloves.

4) If the patient's medical condition is not life threatening, the Paramedic may opt to remove the patient and rescuers from danger and decontaminate in a safe area prior to completing the transport to the hospital.

B. Pepper Gas

1) Pepper gas is normally utilized in a one-on-one law enforcement suspect incident. It is a lacrimator that is sprayed directly into the face of someone by law enforcement in order to gain control of the situation.

2) Patients contaminated with pepper gas are safe to transport in an EMS unit without utilizing full body decontamination or patient isolation techniques.

3) The patient’s eyes will be burning and should be flushed with water continuously until the discomfort diminishes (usually about 45 minutes after contamination)

4) LCEMS staff must be careful not to contaminate themselves through contact with the patient.

5) If law enforcement is not on scene when EMS is presented with a pepper gas patient, contact should be made with EMS command in order to advise law enforcement of the situation.

6) Notify the destination Emergency Department staff of the patient contamination and condition well ahead of delivery.

IV. TRANSPORT PROCEDURES

A. During escort responses the patient is to be removed from the scene ASAP with minimal care and treatment. Further intensive care can be performed after the LCEMS unit is in a safe area.

B. Maintain radio contact with the escort leader and LCEMS command.

C. Provide patient status reports to the Emergency Departments as soon as is possible, particularly in contaminated patient situations. Make radio contact with both Emergency Departments in a normal manner.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Controlled Substance Administration and Documentation

CAAS: 203.03.03

Effective: January 1, 2004

Reviewed: March 2008, December 2012, July 2015, December 2018



Revision: 4

Kim Landry, MD- Medical Director

Pages: 8

I. PURPOSE:

The purpose of the Leon County E.M.S. Controlled Substance Policy is to provide guidelines for and documentation of the security, storage, use and replacement of controlled substances and to provide a guide for meeting DEA and DOH requirements.

II. GUIDELINE:

All procedures and requirements of this SOG and the DEA and DOH pertaining to controlled substances will be met.

III. PROCEDURE:

1. Scope / Applicability

    a. The procedures of this SOG apply to all employees and agents of Leon County E.M.S. and applicable members of TFD (Tallahassee Fire Dept.).

    b. For the purposes of this SOG controlled substances are: Morphine Sulfate, Fentanyl, Versed, Dilaudid, Valium, and Ketamine. Other Important Medications include: Succinylecholine, Rocuronium and Toradol. This list will be expanded if Leon County E.M.S. adds other controlled substances meeting DEA regulations.

    c. Leon County E.M.S. and TFD shall use Operative IQ (OpIQ) inventory

management software as its primary tracking and documentation for Narcotic medications where role security is established.

2. Positions with access to controlled substances

    a. The following employees are authorized to access controlled substances stored in the logistics area: Chief, Deputy Chiefs, Major, Captains, Lieutenants, and Supply Technicians.

    b. Paramedics are authorized to access controlled substances located on their units. The controlled substances should only be accessed at the beginning and end of their shift, when the attending paramedic changes, and when necessary to administer a controlled substance.

3. Security and Storage of controlled substances

    a. Logistics

        i. All controlled substances not in use on a staffed unit will be stored in the controlled substance safe located in the logistics area at EMS Operations Center.

        ii. There are three controlled substance safes that maintain and store controlled substances:

            - 2 Narcs Safes – This is a Knox System safe where personnel defined in section 2(a) have individual PIN's for access. This safe maintains the revolving controlled substance inventory.
            - Narcotic Box Safe – Is the combination locked safe that houses narcotic boxes that are not in use.
            - The Fridge Safe – Contains other Important Medications that require advanced temperature control.

            Safes will remain locked at all times and will only be opened when necessary to distribute or collect controlled substances. Safe combination and PIN's will only be distributed to employees who are designated as requiring access under this SOG. The Narcotic Box safe combination will be changed from time to time and all Knox safes will be maintained by administrator.

        iii. The E.M.S. Operations center, including where the controlled substances are located, has limited access that is controlled and monitored by security access. The buildings and logistics area are under continuous digitally recorded video surveillance and patrolling armed security officers.

iv. Access to the storage area room is controlled by security access cards. The door to the storage room will remain shut and locked at all times when unattended. Only employees identified as requiring access to controlled substances under this SOG will be granted access. The security system creates a log with the date, time and person who accessed the storage room door. In case of system or power failure, Facilities Management and Security personnel are the only employees in possession of a key to open this door. Security access authorization will be reviewed from time to time to assure that only employees who require access to this area have been granted such access.

v. The storage room will be climate controlled to maintain an appropriate temperature of the controlled substances.

vi. Deteriorated or expired controlled substances will be electronically moved to the "Destruction Box" in OpIQ and stored in the Narcs Box safe, in a clearly marked quarantined container, separate from usable stocks.

vii. One Narc Box will be distributed in OpIQ to each ALS in-service unit or special event unit that originates at E.M.S. Operations Center at the beginning of the shift. The paramedic taking responsibility for the controlled substances will visually inventory the contents of the Narc Box through the Security Bag. They will assure that the Bag is sealed and has not been tampered with. The serial number and bar code on the bag should be clearly visible and easy to read. The paramedic will also verify the control numbers and expiration dates of the medications provided on the checkout screen for consistency with those in the security bag.

viii. Anytime a Security Bag is opened, The Bag needs to be reloaded in logistics. OpIQ loading of a Narcotic Security Bag maintains records including: the Narc Box number, the serial numbered sealed removed, the reason the seal was removed and the new serial numbered seal placed on the box.

b. Field

i. Controlled substances will be issued from logistics and will be sealed in a Security Bag and placed into a Narc Box then checked out in OpIQ. The Narc Box will be secured at all times in the Knox Safe unless being used.

ii. Issued Narcotics Boxes are stored in the locked controlled substance Knox Safe located on all ambulances.

iii. Paramedic's and EMT's will be issued a Knox Personal Identification Number. Knox PIN's are administered by authorized personnel. User PIN's are to be confidential and not shared. If for any reason a PIN number is shared, such as an unforeseen emergency, the incident should be reported to the on duty supervisor and the PIN changed. The Knox software records user activity and doesn't allow current PIN's to be viewed or accessed. The on duty supervisor or EMS I.T. Coordinator needs to be contacted for PIN reset.

iv. The storage area will be climate controlled to maintain an appropriate temperature of the controlled substances.

v. The controlled substances will only be accessed at the beginning and end of the shift and when necessary to administer a controlled substance.

vi. Controlled substances will only be stocked on deployed ambulances. The controlled substances will be removed from the out of service units and returned to the logistics storage area.

vii. Controlled substances used at special events will be issued from the logistics area and will be secured in a Security Bag and placed into a Narc Box as outlined in this SOG. The paramedic who signs out the controlled substances will assure security throughout the event. If there is not an appropriate location to lock the Narc Box, the paramedic will maintain possession of the Narc Box for the entirety of the special event, until it is returned to the logistics storage area.

viii. Any time that crew members change on a unit before the end of the scheduled shift for that unit, the controlled substances shall be inspected as outlined in section III(3)(a)(vii) of this SOG. If applicable, a Crew "Transfer" or Crew "Pick Up" must be performed in order to maintain record of possession.

ix. All documents related to narcotic use/inventory are maintained in OpIQ by the on-duty Supervisor or Supply Technician in accordance with 64J-1.004 (4c).

4. Inventory of controlled substances

a. Logistics

i. Upon receipt of new medications outlined in section III(1)(b), logistics personnel should immediately label each Medication or Narcotic with the unique Control Number.

ii. A perpetual inventory of the controlled substances contained in all the controlled substance safes will be recorded for each controlled substance covered by this SOG. Controlled substances secured in Narc Boxes are not included in this inventory and are inventoried separately.

iii. At shift change, a reconciliation and "Audit" of the perpetual inventory and the actual contents of the safe will be done in OpIQ. The count shall be performed by the logistics personnel and on-duty supervisor. A separate daily reconciliation of the Narc Boxes will be maintained.

iv. The Par levels and reorder points of controlled drugs and other Important Medications located in the supply room safes will be monitored and documented in OpIQ by logistics personnel. Based on manufacture availability, there shall be a minimum of 10 and a maximum of 50 carpujects/vials each of Morphine Sulfate, Fentanyl and Dilaudid located in the Narcs safe (excluding those already in sealed Narc Boxes). Also, there shall be a minimum of 10 and maximum of 50 carpujects/vials each of Valium and Versed located in the Narcs safe (excluding those already in sealed Narc Boxes). In addition, there shall be a minimum of 5 and maximum of 10 carpujects/vials each of Succinylcholine and Rocuronium located in the Fridge safe (excluding those already in sealed Narc Boxes) Finally, there shall be a minimum of 5 and maximum of 20 carpujects/vials of Toradol located in the Narcs safe (excluding those already in sealed Narc Boxes).

v. Narc Boxes that are issued from logistics will be signed in and out on OpIQ. OpIQ shall record: contents with Control Numbers, the date issued, serial number of the seal, person received by, date returned, and person returned to. OpIQ procedures maintains a continuous record of all Control Numbered medications and it's chain of custody.

b. Fixed Station Units

i. The off going and oncoming paramedic will take responsibility for the controlled substances at Shift Change. They will inspect the contents and will assure that the Narc Box has its Security Bag sealed with the correct serial number and visually verify the expiration dates.

ii. This inspection will be recorded on a daily basis by OpIQ Crew Transfer function. When a change of custody of controlled medications is being performed in the field, it is preferred that the Crew Transfer process be used. Crew Pick up should only be used when it is not possible to Transfer.

iii. The on duty supervisor will be notified immediately if there is any suspicious tampering or a question as to the integrity of the controlled substances or the serial numbered Security Bag.

iv. Once the inspection is complete and properly recorded, the oncoming paramedic is responsible for securing the controlled substances in accordance with this SOG.

5. Narc Box preparation

a. Narcotic Boxes will be numbered and prepared in OpIQ for distribution by personnel authorized in section III. 2. a. of this SOG.

b. For inventory purposes, each Narcotic Box will be assigned a unique identification number. A perpetual inventory of Narc Boxes will be maintained and reconciled by OpIQ as they are checked in/out.

c. One sealed Security Bag in a Narcotic Box will be prepared for each EMS unit and will be kept in the Knox safe on each unit. Carpuject syringe devices will also be kept in the Knox safe. The use of controlled substance "Administration" form is located on OPIQ check sheet.

d. The Narcotic Box will contain a Security Bag "Loaded" with (based on manufacturer availability): 2 Morphine 10mg Sulfate, 2 Sublimaze 100mcg (Fentanayl), 2 Diazepam 10mg (Valium), 2 Ketorolac 30mg (Toradol), 2 Midazolam 5mg (Versed), and 1 Etomidate 40mg (Amidate) vials, carpujects, prefilled syringes, and/or auto injectors.

e. Each medication shall be inspected to assure that it is sealed, has a unique Control Number, and that the fluid inside is not discolored. Each label will be inspected to assure that the medication is the correct dose and is not expired.

f. In addition to the Narcotic Box described above (III.5.d and III.5.e), the supervisor response vehicle will also be issued an RSI Box that will contain a sealed Security Bag Loaded with (based on manufacturer availability): no more than 5 yet no less than 2 vials of Succinylecholine. It will also contain no more than 5 yet no less than 2 vials of Rocuronium. In addition, it will contain 2 Sublimaze 100mcg (Fentanayl), 2 Midazolam 5mg (Versed), and 1 Etomidate 40mg (Amidate) vials. The RSI Box shall be stored within a locked cooler. The on-duty supervisor will make note of the seal numbers upon Crew Transfer at Shift Change.

g. It is the responsibility of the on-duty supervisor to ensure that all Narc Boxes with

Security Bags are accounted for; either locked in the Narcs Box safe or on the active trucks. The on-duty supervisor will monitor the OpIQ and check any outstanding Control Numbers with the LCEMS crews from time to time.

6. Use of controlled substances

    a. Controlled substances will only be administered to patients who meet the criteria as established by Leon County E.M.S. treatment and transport standing orders / protocols or when ordered to be administered by a qualified physician.

    b. Controlled substances may only be administered by paramedics. Prior to administration the paramedic should verify the following:

        i. The order received for medication administration
        ii. The name of the medication
        iii. The dose and route of the medication administration
        iv. The expiration date of the medication

    c. Administration of controlled substances will be reported to medical staff taking over care of the patient at the receiving facility.

    d. Record of use of controlled substances will be made on the patient information forms that are left at the receiving facility.

    e. Record of use of controlled substance will be recorded on the patient pre hospital treatment record. The following information will be recorded:

        i. patient's name who received the controlled substance
        ii. date the controlled substance was administered
        iii. time the controlled substance was administered
        iv. amount of the controlled substance that was administered
        v. route that the controlled substance was administered
        vi. name of the medical command physician who authorized the administration of the controlled substance

    f. The paramedic will complete ePCR appropriately, to include signatures for administration and waste. Also, complete entirely and submit the "Administration Form" in OpIQ.

    g. The unused portion of the controlled substance will be disposed of by the paramedic who administered the medication while being witnessed by one other clinician; for example, their partner or a hospital RN. The witness will complete the waste witness section of the ePCR.

h. All re-supply of controlled substances will occur at the logistics area of headquarters as soon as practical after the administration of the controlled substance and in accordance with section III (5) of this SOG.

i. After the Narc Box has been re-supplied with a new sealed Security Bag and the proper paperwork has been completed, that same Narc Box will be given back to the crew for continued use on their unit.

j. In situations where immediate re-supply is not possible a ready Narcotic Box with a sealed Security Bag may be Issued to the Crew Member. In these instances the paramedic will sign the used Narcotic Box back in and the newly assigned Narc Box with Sealed Security Bag out in OpIQ.

7. Records Storage

a. All current controlled substance documentation will be kept on OpIQ.

b. Dated controlled substance documentation is kept in a locked filing cabinet and OpIQ. This includes disposal of expired drugs through reverse distributor.

8. Monitoring of Expiration of controlled substances

a. Expiration dates are entered in OpIQ upon receiving inventory. Check expiration dates on all meds in the sealed Security Bag within the Narcotic Box each time the controlled substance is issued and returned. It is the responsibility of all personnel to monitor dates in OpIQ and return for exchange any controlled substance prior to expiration.

b. All expired Controlled Substances and other Important Medications, shall be transferred to the Destruction Box in OpIQ and stored in the safe in a quarantined area that is easily identified.

c. Expired controlled substances shall be disposed of through a DEA approved reverse distributor.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	EMTs Attending to Patients
Effective:	June 1, 2005
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	2

I. PURPOSE:

To ensure adequate staffing during patient treatment and transport.

II.GUIDELINE:

Leon County EMS shall maintain adequate staffing during patient treatment and transport. At a minimum, a Florida certified Emergency Medical Technician (EMT) will be in attendance of the patient at all times.

III. PROCEDURE:

- Certain patients transported by ALS licensed ambulances require no ALS procedures to be instituted or provided. In such instances EMTs can attend to the patient during transport given the following guidelines are followed:
    - EMTs attending non-ALS patients may do so only after a Paramedic has conducted an ALS assessment of the patient to determine if the patient's condition warrants ALS care. If the incident is trauma related, the Paramedic must take into consideration the mechanism of injury. Patients presenting with a mechanism of injury consistent with potentially serious injuries will be attended to by the Paramedic. This ALS assessment must be documented on the patient care report.
    - The EMT must feel comfortable in providing care for the patient. If the EMT is not comfortable in providing care for the patient, the Paramedic will attend to the patient.
    - If any negative change in patient condition occurs the Paramedic will immediately attend to the patient.
    - Patients whom have received any ALS procedure, intervention and / or care will not be attended to by an EMT. Examples of patients that EMTs are prohibited from attending:
        - Patients with IVs that are medicated or initiated in the prehospital setting.

- Patients that are intubated or who require airway control.
- A patient who's ECG is being or has been monitored.
- Patients that have been administered any medications by the EMS crew.

- The Paramedic will attend to the patient if any doubt exists as to what level of provider should attend to the patient.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Emergency Operations Plan
CAAS:	102.02.01 102.02.02
Effective:	June 1, 2005
Reviewed:	June 2007, July 2008, December 2012, December 2015, December 2018
Revision:	5
Pages:	43

I. PURPOSE:

To provide guidelines for implementation during disasters, HAZMAT events, bio terrorism/weapons of mass destruction events, hospital building fires and bomb threats.

II. GENERAL INFORMATION:

The LCEMS disaster, fire and safety plan is written with an "all hazards" concept. The plan is general enough and flexible enough to allow EMS management to respond to all hazards that could impact the community. Some hazards such as HAZMAT, bio/chemical/ weapons of mass destruction and hurricanes provide for more specific tasks to be completed. Attached to this policy are specific annexes for special hazardous events.

LCEMS will work within existing county and division policy to the extent possible during emergency situations. It is understood that situations may dictate actions outside of current policy. Actions so taken are expected to meet the overall vision toward safe, effective, legal, and efficient service delivery.

As a guiding planning principle, in the event of a disaster the County and LCEMS should expect to function without outside aid for three days. After 72 hours, state and federal resources may become available. While in some disasters state and federal aid may be available sooner, disasters impacting large regions or multiple states may slow the response of resources external to the county government.

LCEMS personnel should strive to continually maintain high levels of readiness. While some disasters permit advanced warning and preparation efforts, other disasters provide for little or no forewarning of their occurrence. Subsequently, while the use of this policy will largely be based upon the threat of hurricanes, LCEMS personnel shall adopt an all-hazards approach to disaster preparedness.

Command Staff are expected to exercise independent decision-making in the event of a total failure of communication systems.

Response to any disaster will not be the responsibility of a single-department. All county departments, offices, and agencies have an integral role to play in overall planning, preparation, response, and recovery.

LCEMS operates under the guidelines of Incident Command/Unified Command. As such, LCEMS Supervisory personnel will participate in the operations of the County Emergency Operations Center (EOC).

All expenses incurred by LCEMS directly related to the preparation and response to the event will be separately tracked. This includes but is not limited to regular time, overtime, cost of supplies, equipment used, etc.

III. GUIDELINE:

It is the policy of LCEMS to prepare, as much as possible, for potential major community situations and disasters. Preparation includes participation in community wide disaster exercises and collaborative participation with outside agencies and health care providers in community wide planning.

IV. LCEMS RESPONSE LIAISON AGENCIES:

For the purposes of identification, listed below are the local agencies that EMS plans, trains and responds to incidents with.

Leon County
County Commission
GIS
Sheriffs Office
Leon County Sheriff's Office Division of Emergency Management
County School System

City of Tallahassee
City Commission
Police Department
Fire Department
StarMetro
City Utilities/Water/ Sewer
Consolidated Dispatch Agency (CDA)

State of Florida
Division of Emergency Management
Bureau of Emergency Medical Services

University's/Colleges
Florida State University
Florida A &M University
Tallahassee Community College

Support Agencies
Talquin Electric
Williams Communications
American Red Cross
First Communications

Private Transportation Providers
Cab Providers
Medicaid Providers

Department of Community Affairs
Department of Health, Bureau of EMS
Regional Domestic Security Task Force

Federal Agencies
Secret Service
Federal Prison
FBI

Hospitals
Tallahassee Memorial Hospital
Capitol Regional Medical Center

V. SCOPE:

Hazards . Types and Levels, Leon County Comprehensive Emergency Management Plan 2002 (CEM Plan)

The City of Tallahassee and Leon County are exposed to many types of hazards. The hazards require varied levels of response from the local emergency agencies. These events can be, and usually are, handled locally. Rarely are there hazards that exhaust local resources ability to cope with the event. LCEMS plans, trains and responds with local, State and Federal Agencies to meet the needs of the community during crisis. This Emergency Operations Plan (EOP) is designed to clarify the actions and relationship of LCEMS to the emergency responders in the community. LCEMS follows the Leon County Comprehensive Emergency Management Plan (CEM Plan) methodology of operational phases. The operational phases are Monitoring, Alert, Mobilization, Response and Recovery. LCEMS has a role in each phase but the primary role for LCEMS occurs during the response/recovery phases.

According to the CEM Plan of 2002, the following hazards are possible threats to the City and the County. The hazards noted were selected because of their historical occurrences, the community's vulnerability, the severity of past events and the probability of their occurrence. The LCEP/EOP rates hazards in three distinct categories: High Risk, Medium Risk and Low Risk.

Hazard specific roles and responsibilities for EMS are listed in the annexes.

- High Risk- Hurricanes, Tropical Storms, Floods and Tornadoes
- Medium Risk- Major Structural Fire, HAZMAT/Transportation Incidents, Acts of Terrorism, Civil Disturbance, Power Failure, Aircraft Disasters and Civil Disturbances
- Low Risk- Radiological Emergencies

VI. PLAN DEVELOPMENT:

The EOP was developed using information provided by the CEM Plan, Tallahassee Memorial

Hospital & Capital Regional Medical Center Environment of Care Plans, the City of Tallahassee Regional Airport Emergency Plan, Department participation on local emergency committees (LEPC, WMD Bio-Terrorism Response Planning Committee, North Florida Regional Domestic Security Task Force, the County SNAPP Committee), American Red Cross, Leon County Sheriff's Office Division of Emergency Management, County Health Department, Amateur Radio Services, County Sheriffs Office, City Police Department, City Fire Department, State of Florida, Division of Emergency Management, State of Florida Bureau of Emergency Medical Services, Federal Bureau of Investigation and the United States Secret Service. Information acquired during training on subjects such as WMD/BIO Terrorism, HAZMAT, Multi-Casualty Incidents and Incident Command training was also used to develop the plan.

VII. SITUATION:

SUMMARY OF HAZARD ANALYSIS AND VULNERABLE POPULATION BY HAZARD

High Risk

- Hurricane/Tropical Storm: A hurricane/tropical storm will affect the entire population of the County. As such, they are the hazard of highest risk with the greatest impact on the population. The primary threats are high winds, tornadoes and flooding. Emergency Medical Services could easily be overwhelmed with requests for service. Emergency response and mutual aid would be ineffective until roads were made passable. The population is at great risk from isolation (impeded transportation, no power or phones) as the roads/power lines/telephones have historically been interrupted due to fallen trees.

- Floods: The County has many flood prone areas. The populations that reside and / or works in the flood prone areas are vulnerable. Most of the areas are well known due to past events. Floods usually are short in duration but significantly impact the population of the County. Roads become impassable and LCEMS responses are impeded. Some areas could be accessed only by boat. LCEMS would have to coordinate with Emergency Management and the Fire Department to access boats for response and evacuation. There are two nursing homes in flood prone areas. The residents of the nursing homes are vulnerable and are at risk for emergency evacuation.

- Tornadoes: All citizens within the County are vulnerable to tornadoes but the mobile home population is the most at risk. The State of Florida has the highest number of tornadoes in the United States. Again, road conditions will dictate the ability of EMS to effectively respond to a tornado event. If a significant tornado event was to occur in a populated area, i.e. F-3, 4 or 5, LCEMS would quickly be overwhelmed with requests for service and search and rescue. Mutual aid from other EMS providers would be necessary to execute a reasonable response. "Field hospital(s)" in the affected area(s) may be necessary.

MEDIUM RISK

- Major Structural Fires: The City has many high rise buildings. During business hours, a significant portion of the working public is vulnerable to high rise fire. Traditional fire fighting equipment allows for fire fighting at the lower levels of the buildings. Populations located above the fire may be trapped in the buildings. LCEMS would not have a direct role in the search and rescue from the building, but would rather be tasked with triage, treatment and transportation of the rescued parties.

- Terrorism/Weapons of Mass Destruction: The events of September 11, 2001, changed the concepts Americans had for terrorism. As evidenced that day, the population is vulnerable to the actions of persons intent on terrorist activities. Tallahassee/Leon County is considered to be at risk for an act of terrorism. State government, major universities, regional health care institutions and a railway that runs through the heart of downtown Tallahassee are all prime targets. As an example, large scale and usually nationally televised Florida State University football games or during the State's legislative sessions would be ideal times for a terrorist to strike. An attack on Tallahassee during these events of similar magnitude to September 11 would grossly overwhelm the local resources in Tallahassee.

- HAZMAT/Transportation Incidents: Based on the LCEP, there are sixty (60) facilities that generate varying levels of HAZMAT threat (LCEP 2002). The release of hazardous materials from one of these sites represents a risk to the population adjacent to the facility and, based on the material released and wind conditions, populations downwind from the release. A railway system carries hazardous materials through the County urban and suburban centers. At risk and vulnerable is the population living in close proximity to the rail system. Hazardous materials are transported daily by all types of vehicular means through all types of population centers. Populations in close proximity to the roadways and storage facilities are vulnerable and at risk. LCEMS would coordinate a response under the command of the Tallahassee Fire Department (TFD). LCEMS would only operate in the "cold zone" and would accept decontaminated patients from the TFD. Triage, notification of the hospitals, treatment and transport are the main functions of LCEMS at a HAZMAT incident.

- Civil Disturbance: State Government and Federal offices are located in the County. As significant population is employed by the State and Federal Systems, this population is vulnerable and at risk for Civil Disturbance events such as terrorism. LCEMS would coordinate a response under the command of the Law Enforcement agency in charge. LCEMS does not respond into the "civil disturbance" area but instead will establish a triage/treatment site nearby, upwind and uphill from the incident. Triage, notification of the hospitals, treatment and transport are the roles of LCEMS. LCEMS staff will use "universal protection", IB, eye goggles and gloves, to prevent cross contamination of crowd control gasses and sprays. Proper

decontamination, prior to transport, is the key to operational success.

- Air Craft Incidents: The Tallahassee Regional Airport is the commercial airlines depot. Many flights land and take off daily with varying quantities of passengers on each flight. The vulnerable population of an air craft accident are the passengers on the plane and populations in the flight path of the airport. The airport has an emergency plan and exercises it tri-annually. LCEMS coordinates a response under the Unified Command Structure. Utilizing local and regional resources, LCEMS will establish a triage/treatment site, a walking wounded site and a temporary morgue site. LCEMS will notify the hospitals of the incident and will provide continuous updates of patient quantities and status. Treatment will be provided at the two triage sites and transport will be provided by ambulance, helicopter and/or by bus.

LOW RISK

- Radiological Incidents: There are no nuclear power plants within 50 miles of the County. There are low level radiation users in the County. Examples are Florida State University and Tallahassee Memorial Hospital. Additionally, radiological materials are transported by vehicles on a daily basis. There is a low risk to the populations for radiological events. Any response to a radiological incident will be under the command and control of the TFD. LCEMS will not enter the "hot zone". All patients to be treated and transported by LCEMS will be properly decontaminated and isolated, if necessary, by the TFD, prior to transport.

VIII. CONCEPT OF OPERATION:

Concept of Operations is an overview of general operational levels of LCEMS.

LCEMS operates in five phases of readiness.

OPCON 1 (Operating Condition 1) Normal Operating Conditions

- Monitoring Phase – During the monitoring phase LCEMS will maintain itself in a state of readiness. This is accomplished through mitigation and preparedness initiatives such as training, exercising, policy review, situational status monitoring and research. LCEMS participates with the Leon County Sheriff's Office Division of Emergency Management (LCSO – DEM)) in response policy development and County EM community/region wide drills.

OPCON 2 (Operating Condition 2) Developing Situation

- Alert Phase – During the alert phase, LCEMS has been made aware of a potential threat and is monitoring that particular situation with high interest. During this phase preparations are made to respond, as necessary, to the event. Status of LCEMS vehicle availability, fuel levels, supply stock levels and availability, staff availability, etc are checked. If the threat is perceived to likely develop into an actual event, staff is notified of the pending issue, shift schedules are reformatted, vehicles are readied,

etc. LCEMS participates in LCSO - DEM response planning activities as needed.

OPCON 3 (Operating Condition 3) Increased Readiness

- Mobilization Phase – During the mobilization phase, LCEMS will enact internal response plans including activation of the Division Emergency Operations Plan, staff recall, deployment of resources, etc. If the event is significant enough mutual aid availability will be confirmed and the EMS Division will send representatives to the County EOC.

OPCON 4 (Operating Condition 4) Response

- Response Phase – During the response phase LCEMS will be fully activated, responding to the needs of the community. The events will be coordinated through the cooperative efforts of the EOC's. Staff recall and mutual aid may be activated. During certain situation, such as hurricanes, response activities will be terminated until conditions return that permit the safe response of emergency vehicles.

OPCON 5 (Operating Condition 5) Recovery

- Recovery Phase – During the recovery phase, usually the busiest phase for LCEMS, the Division responds to the needs of the community. Physical injury of the recovering public is the norm and as a result, LCEMS utilization is historically high. Also during the recovery phase, LCEMS critiques it's response to the event. Policies are reviewed for accuracy, new policies are written and efforts are made to improve services for the next event

IX. ORGANIZATION:

LCEMS is a Division of the Leon County Public Service Department. The EMS Chief reports to the Deputy County Administrator who reports to the County Administrator who in turn reports to the County Commission. Paramedics, EMT's and Support Staff make up the EMS Division. The Division has Shift Captains, Sergeants, Lieutenants, Majors, Deputy Chiefs and a Chief. EMS Leadership represents LCEMS on numerous local and state wide constituency groups. Each Shift Captain, Major, and Deputy Chief has additional duties assigned to them such as IQM/Training, MIS System Administrator and Communications, etc.

Chain of Command

- Chief
- Deputy Chiefs
- Majors
- Captains
- Lieutenants/Charge Paramedics
- Paramedic IIs

- Paramedic Is
- Paramedics
- EMT IIs
- EMT Is

Planning Boards

Through the planning board process, the Division monitors daily activities, policy and procedure review, public events planning, vulnerability analysis, safety, disaster planning, etc, and recommends enhancements designed to improve department operations. Planning boards are comprised of stakeholders of various departments that are potentially going to be affected by a proposed change. Participation represents a cross section of staff and management. Planning boards attempt to reach consensus on issues prior to implementation of any recommended enhancement.

Coordination with LCSO - DEM

The Chief is the liaison with the LCSO - DEM. The Chief, or his designee, attends planning sessions with the LCSO - DEM. Areas targeted are WMD, hurricane response, special events planning, emergency exercises, SNAPP client reviews, 911 system and policy development, etc. During community events, the Chief will assign members of the Division's leadership to staff to County EOC. LCEMS participation in the County EOC is at the discretion of the LCSO - DEM.

X. TRAINING AND EXERCISING:

LCEMS annually trains staff on all manner of patient care scenarios. Certifications are maintained by staff in ACLS, ITLS, pediatric care, and Emergency Medical Dispatch. Additional training in geriatric care, infection control, universal precautions, scene safety and HAZMAT, WMD and now Bio Terrorism are routine. Additionally, LCEMS participates in City/County EM training exercises. Examples are WMD/Bio Terrorism, SWAT and county wide scenario development/exercises such as table tops and full scale exercises. LCEMS participates in large scale community wide "disaster" exercises. The County EM coordinates and critiques all exercises. LCEMS participates in the critiques in order to improve our processes.

XI. PROCEDURE:

Types of Disaster

Outlined below are basic disaster situations that may be faced by LCEMS and the response that might be required in each situation.

1. EXTERNAL DISASTERS - Minor community disasters involving relatively small

numbers of casualties (storm, fire, flood, hurricane, explosion, epidemics, HAZMAT, Bio/WMD terrorism, etc.).

Response – treatment/isolation of casualties.

2. EXTERNAL DISASTERS – Major community disaster involving out of hospital treatment areas for large numbers of casualties (storm, fire, flood, hurricane, explosion, HAZMAT, Bio/WMD terrorism, epidemics, etc.)

Response – Assist with the opening of off site patient care facilities in the community. Mass isolation activities possible.

3. DISASTERS IN THE REGION – The region is susceptible to disasters. Through informal mutual aid agreements, LCEMS may be called upon to assist during regional times of need. LCEMS is the Region II Primary EMS Provider for WMD incidents. Trained and equipped by the State, the LCEMS WMD team is available to respond to regional WMD incidents.

Response - expansion of LCEMS services could include staff recall and response to an event in the region. LCEMS personnel may be utilized to augment the hospitals' ability to cope with patient surges. LCEMS could also be utilized to evacuate patients from TMH, CRMC, or nursing homes to other hospitals or facilities in the region.

A. LCEMS FUNCTIONS IN DISASTERS

- Respond to local or regional disasters.
- Participate in Leon County Emergency Operations Center activities.
- Coordinate field medical responses and resources in conjunction with other agencies on scene.
- Provide casualty care and transportation.
- When assigned to assist at TMH or CRMC, provide continuing care to patient's in the Emergency Center.
- Respond to Region II WMD events serving as the primary EMS provider for the region.

B. INITIATION OF THE LCEMS DISASTER PLAN:

Community disasters can come in many forms; explosions, hurricanes, HAZMAT incidents and acts of terrorism. When made aware of a situation that could be classified as a disaster, the Chief or designee, usually the Shift Supervisor, will locate the emergency operations plan and multi-casualty incident policies and

initiate the plans.

C. EMPLOYEE IDENTIFICATION

All LCEMS employees are issued ID cards. When an LCEMS employee is recalled during any special circumstance, the ID card must be worn in order for the employee to be given access such as, at law enforcement road blocks or barriers, to Headquarters or at the incident site.

D. INCIDENT COMMAND JOB ACTION SHEETS

LCEMS utilizes the Incident Command Structure. All incidents must have certain tasks completed or at least considered for action as part of the response. The department "Multiple Casualty Incident (MCI) Plan describes, in detail, LCEMS operations at a major/MCI incident. Included in the MCI plan are Job Action Sheets for LCEMS Command, Triage, Treatment, Transportation, Staging, Communications, Dispatch and Helicopter landing zone leaders. Each task on the job action sheets are to be checked off/considered and initialed by the person assigned to that task.

E. ON SCENE DISASTER CARE – Specific on-scene activities are addressed in LCEMS multiple casualty plan policy.

F. **PERSONAL PREPAREDNESS**
As all LCEMS members are subject to work during any disaster, it is recommended that all personnel plan for the possibility of their absence from home during an event. It is recommended that this be completed during normal operating conditions. It is the member's responsibility to monitor events and make necessary adjustments to their personal and family preparations. Each member must recognize the potential for his recall to work for extended periods. Considerations for such a plan include, but are not limited to:

_ Arranging for the sheltering of immediate family members
_ Emergency travel routes
_ Emergency contact information
_ Maintaining supplies in the home (food, cooking supplies, flashlights, etc)
_ Maintaining items necessary to secure personal property
_ Maintaining supplies for use during a recall
_ Maintaining supplies in-station for unforeseen events

There are websites and pamphlets offering specific information on emergency preparedness to the general public, including those of FEMA, Florida Department of Emergency Management, and the Red Cross. Members are urged to take advantage of these information resources to prepare their families. Appendix B provides an Individual Readiness Checklist. Members should plan on providing sufficient food, water, and personal items to sustain themselves for 72 hours. Under disaster conditions, LCEMS shall attempt to provide food, water, and

miscellaneous items to those members who are in need, but there is no guarantee as to the quantities that will be available or the time frame when supplies can be delivered.
All career uniform and non-uniformed personnel are classified as essential employees under the COOP plan and are therefore required to report for duty regardless of the County's operational condition.

STATION PREPAREDNESS PLANNING
Each station and office shall develop a site-specific disaster preparedness plan. The development of station plans shall be the responsibility of Command Staff. The station disaster preparedness plan should include, but not be restricted to, the following issues (see Appendix C Station Disaster Preparation Planning Guide):
_ Evaluation of emergency generator capabilities
_ Identification of specific fuel needs and the identification of the closest fueling sites
_ Designated sleeping areas
_ Potential issues with overhead lines
_ Identification of major medical target hazards in the first-due area
_ Evaluation of alternative water supply (i.e., water heater)
_ Evaluation of HVAC capabilities
_ Designation of in-station decontamination and PPE drying areas
_ Designated tornado safe sites
_ Identified needs to control parking inside and outside the station
_ Evaluate the potential for housing long-term (24+ hours) relocation of LCEMS personnel from stations that have been evacuated
_ Identification of alternative hygiene facilities (means and site)
_ Identification of station evacuation preparations
_ Designated office space
_ Designated storage areas for personal disaster kits
_ Planned station evacuation procedures
_ Options for adding additional units into the station, if possible
_ Identified sites to post special instructions for civilians in case the station is emptied

LEON COUNTY EMS

EMERGENCY MEDICAL SERVICES FUNCTIONAL ANNEX

FIRES IN THE EMS DEPARTMENT

1. What to do in case of Fire at Headquarters:

    A. If you see smoke or flames carry out the following steps in the order listed:

        1. Remove any persons in immediate danger
        2. Call 9-1-1 to report the fire
        3. Close doors to the fire area
        4. Help to extinguish, control, or contain the fire until the fire department arrives. Secure fire extinguishers and use on the fire. Aim directly at the burning object, not at flames or smoke except in case of burning liquid. Aim just above burning liquid to avoid splashing and spreading the fire. Be sure to use the correct type of extinguisher

    B. If you smell smoke, but do not see smoke or flames carry out the following steps in the order listed:

        1. Call 9-1-1 to report the problem.
        2. With the assistance of others in your work area, make a careful search of the area in which the smoke odor is located.
        3. If you discover flames or visible smoke, carry out the procedure in #1-A.

2. What to do in case of fire at County stations:

    A. If you see smoke of flames, carry out the following steps in order listed:

        1. Alert your partner & TFD crew.
        2. Call 9-1-1.
        3. Notify EMS Dispatch of the problem.
        4. Attempt to control or extinguish the fire with the fire extinguisher.
        5. Do not re-enter the building once exited until TFD declares the area safe.

    B. If you smell smoke, but do not see smoke or flames, carry out the following steps in order listed:

        1. Notify the TFD crew of the problem.
        2. Notify LCEMS Dispatch by radio of the problem.
        3. Exit the building until scene is declared safe by TFD personnel.

EMERGENCY MEDICAL SERVICES FUNCTIONAL ANNEX

HAZMAT/WMD/RADIOACTIVE MATERIALS/BIO-CHEMICAL AGENTS

I. PURPOSE

A. To provide emergency care for persons injured in an area contaminated with HAZMAT/WMD/Radioactive Materials/Bio-chemical agents.

B. To provide a guide for emergency personnel giving aid to those injured.

II. GENERAL INFORMATION

The responsibility of LCEMS personnel at Hazmat/WMD/Radioactive/Bio-Chem events is to Recognize the event, Isolate the area, Protect the area and individuals potentially in harms way and Notify other response agencies of the situation

LCEMS personnel shall use caution when responding to a person down, multiple sick people or other events at a facility known to manufacture, ship or use chemicals or other hazardous materials and at locations of significance (public places, capital, court house, stadiums, civic center) and in accidents involving cargo vans, tractor trailers, trains and other vehicles commonly used to transport hazardous materials.

All HAZMAT/WMD/Radioactive Material/Bio-chemical agent incident scenes operate under the control of the Tallahassee Fire Department (TFD). The scene will be divided into three main work areas:

A. HOT ZONE- area of contamination. LCEMS personnel are never to enter the scenes HOT Zone.

B. WARM ZONE - area of patient care and patient/responder decontamination. LCEMS personnel are never to enter the warm zone. Any patient care provided will be accomplished by TFD.

C. COLD ZONE- area of LCEMS operations. Decontaminated patient delivery to LCEMS personnel will transition in this zone. The patient is to be fully decontaminated prior to delivery to LCEMS for transport.

III. PROCEDURE

A. Upon receiving a call that involves HAZMAT/WMD/Radioactive Materials/Bio-chemical agents, the dispatcher will send a minimum of one ambulance and a supervisor to the scene.

B. The dispatcher will advise the responding crews and hospital emergency rooms of the potential problem.

C. Dispatch will obtain the wind conditions and report the information to the responding EMS personnel so that a safe approach will occur. The wind direction can be obtained by calling the National Weather Service.

D. Access to the scene will not occur until the scene is declared safe by TFD. Based on information received from TFD dispatch, the responding EMS unit will be directed where to stage in the cold zone. Usually access will be upwind side of the site. EMS should not enter if fire/plumes are involved due to possibility or airborne contamination.

E. Dispatch will also obtain product information from either the original caller or TFD. This information is to be relayed to all responding agencies and receiving hospital emergency departments.

F. Upon arrival at the scene, the LCEMS charge person (first Paramedic on the scene) or Shift Supervisor will:

1. Obtain a situation report form the TFD Incident Commander.

2. Obtain the name of the hazardous material/WMD source/ source of radiation/bio-chemical agent and proper decontamination procedures to be followed by LCEMS personnel after transport.

3. LCEMS Command will advise EMS dispatch of the situation and will pass on decontamination procedure information.

4. Depending on the incident, LCEMS Command will request EMS dispatch to respond the WMD trailer to the scene.

5. LCEMS personnel will utilize the recommendations of the Emergency Response Guide published by the US Department of Transportation appropriate for the material identified to guide the EMS response and management.

G. When providing patient care to any decontaminated HAZMAT/WMD/Radioactive Materials/Bio-chemical patients, LCEMS will take the following protective precautions.

1. Ideally, the LCEMS crew member providing patient care will utilize the Proper Personal Protection Equipment (PPE) against any remaining hazardous material. If it is necessary for the driver of the vehicle to don the PPE at the incident site, he/she must remove and properly contain the clothing prior to transport to minimize vehicular contamination.

2. The decontaminated patient will be placed in the disposable pouches (body

bags)so that only the face is exposed. This action reduces the cross contamination of any hazardous material to the ambulance equipment. Consider lining the rear of the ambulance with plastic while the unit is in the staging area awaiting clearance by TFD.

3. Each LCEMS staff member must maintain familiarity with the limitation of PPE. NOTE: EMS PPE must not be used by LCEMS personnel to enter contaminated atmospheres; intentional or prolonged direct chemical contact or chemical clean-up/decontamination procedures.

4. The enclosed respirator will not filter contaminated air or protect the user by providing an artificial and safe breathing environment. It is the role of the Fire Department to remove patients from hazardous material environments and to fully decontaminate the patient prior to delivery of the patient to LCEMS.

H. Judicious use of IV therapy is indicated due to the potential for introduction of internal contamination. Provide any BLS and ALS procedures as needed. DO NOT USE TAPE as the tape abrades to skin and may cause further patient contamination.

J. LCEMS Command is to advise the receiving hospital emergency centers as soon as possible that a HAZMAT/WMD/Radioactive Materials/Bio-chemical agent decontaminated patient is going to be transported to their facility. This will be a follow-up to Dispatch's initial notification.

K. Standard practices of patient care are to be followed when caring for and transporting the decontaminated patient, while maintaining rescuer personal protection.

L. Patient delivery procedures at TMH:

Upon arrival at TMH, park at the HAZMAT/DECON reception site at the Bixler Emergency Center. The transporting crew will assist in unloading the patient from the ambulance and then will receive decontamination by the emergency center staff. The Emergency Department staff will deliver the patient to the Bixler Emergency Center for further decontamination.

M. Patient delivery procedures at Capital Regional Medical Center (CRMC):

Patient delivery sites at Capital Regional Medical Center can be obtained via their Emergency Department radio. The transporting crew will assist in unloading the patient from the ambulance and then will receive decontamination by the emergency center staff. The Emergency Department staff will deliver the patient to the Emergency Center for further decontamination.

N. Based on decontamination processes suggested by TFD Command, LCEMS personnel, the ambulance stretcher, LCEMS equipment and ambulance will be

decontaminated prior to further use. Specific personnel, vehicle and equipment decontamination procedures, as in the case of patients that have encountered radioactive material, may also be obtained through TFD dispatch.

0. Post incident, LCEMS staff are to obtain follow-up evaluations from Hospital Emergency Department, complete an Incident Reports and Employee Initial Notice of Injury.

4. TRAINING:

LCEMS will train with local law enforcement, fire services and hospitals to effectively operate under the Incident Command structure. Other goals of training are to safely operate in the HAZMAT environment and process the contaminated/decontaminated/multi-system injured patient on scene, en-route and at the hospitals.

EMERGENCY MEDICAL SERVICE FUNCTIONAL ANNEX

SCENE INVOLVING WEAPONS/ASSAULTS IN PROGRESS

1. It is the policy of LCEMS that no employee will place themselves, another employee and when possible the patient in jeopardy while responding to calls or while providing patient care.

2. LCEMS crews will not be sent to an incident scene where weapons are being used or assaults are in progress. To the extent possible, it is the responsibility of LCEMS dispatch to assure scene safety for EMS personnel through communication with law enforcement. LCEMS Dispatch will direct the LCEMS crews to stage a minimum of one block away from such incidents until the scene is secured and made safe by law enforcement.

3. If a LCEMS crew is faced with a potentially life threatening situation, is threatened or feels threatened the crew is to call via radio "10-24" also stating their location or activate their orange panic button on their portable radio. These codes are only to be used when law enforcement is needed immediately to protect the lives and safety of the EMS crew, the patient or public. LCEMS dispatch will immediately notify the appropriate law enforcement agency of the situation. The Shift Supervisor will be notified of the situation and shall respond to the scene.

4. Should a LCEMS crew be on scene with a patient and the environment become so hazardous that the EMS crew feels that they are physically in danger, the LCEMS crew may elect to vacate the scene without the patient if necessary. The first consideration of the LCEMS crew must be their personal safety. The LCEMS crew will move to a safer location while notifying LCEMS dispatch of the situation and need for additional resources. The LCEMS crew will need to provide EMS dispatch with as much information about the situation as possible so that assisting agencies can respond appropriately (IE; violent bystanders, weapons, etc.). The LCEMS crew will not approach or return to the scene until the scene is secured and deemed safe by law enforcement.

5. LCEMS personnel who elect to utilize body armor may do so, but must comply with the "DO NOT ENTER UNTIL SECURED" policy as stated above. Reference S.O.G. 425.00 for LCEMS SWAT Medics guidelines.

EMERGENCY MEDICAL SERVICE FUNCTIONAL ANNEX

CIVIL UNREST

I. PURPOSE:

To provide a guideline for LCEMS personnel in instances of civil unrest.

II. GUIDELINE:

Upon notification that a civil disturbance exists, LCEMS personnel and vehicles will not enter civil disturbance areas unless notified by the appropriate Law Enforcement Agency that the area is secure and safe for LCEMS personnel to respond and work.

III. PROCEDURE:

1. **OPCON 1 (Operating Condition 1)**

   A. Normal operations of LCEMS is such that the in-service ambulances will be stocked and staffed so as to respond to the normal EMS events of the day.

   B. Should the Shift Supervisors receive information from a reliable source that events are about to unfold that would seriously exceed the abilities of normal staffing, then the Shift Supervisor will initiate OPCON 1A

      1) **OPCON 1A** requires notification of superiors of the potential situation. LCEMS Dispatchers are to begin utilizing their "Disaster Checklists". (See "Plan A".) Notifying the following of the situation:

         1. Chief
         2. Deputy Chiefs

      2) An immediate analysis of vehicles, equipment, and extra staff in an effort to meet the possible demand will be done. Efforts will be made to enhance fleet readiness by attempting to retrieve vehicles at repair shops and stocking and fueling extra vehicles.

      3) At the discretion of the Chief or Deputy Chiefs - dispatch will contact off-duty personnel notifying EMS staff of the potential pending recall and will advise all contacted staff to monitor their pagers for possible recall and cancellation, and to charge both batteries. All staff will be reminded to have on their person their LCEMS ID tags if recalled.

4) The Shift Supervisor will attempt to arrange the removal of the private autos of the EMS staff whose stations are located within the potential problem areas.

5) OPCON lA can be canceled by the Shift Supervisor upon receipt of information to that effect by a reliable source.

2. OPCON 2 (Operating Condition 2)

OPCON 2 is initiated when a confirmed civil disturbance exists. Such confirmation must come from a reliable source.

A. Requires the immediate recall of all available LCEMS staff and has them respond to Headquarters with their radios, extra batteries and chargers, and uniforms with I.D. tags. Dispatch is to continue to utilize their "Disaster Checklists".

B. The on-duty supervisor will respond to the Law Enforcement command Post on scene and assume EMS command. LCEMS Command will establish and maintain on-scene EMS operations such as triage, communications, and transportation. If a Law Enforcement EOC is activated consideration must be given to EMS being represented.

C. LCEMS Command must evaluate the EMS needs of the situation and consider the activation of mutual aid. If mutual aid is activated, EMS Dispatch will coordinate the response routes of the mutual aid EMS vehicles. All mutual aid vehicles will be advised as to what EMS channel to utilize for the event. This decision is to be coordinated by Dispatch and EMS Command. It is the intent of this plan to utilize only LCEMS units during escort situations. (See "Escort Operations" at the end of this policy.) LCEMS requests that are not located within the troubled areas will be handled with LCEMS units and mutual aid units.

D. EMS Dispatch will advise all surrounding counties of the local situation. Each county will be notified that radio approval of inbound vehicles prior to entry into Leon County is necessary in order to eliminate the accidental entry of an out-of-town EMS unit into a hazardous area.

E. A command officer will represent LCEMS at the County EOC.

F. The following additional operation positions must be filled ASAP with recalled personnel.

1) Dispatch – Additional dispatcher.

2) Equipment and Supplies – Recall the Supply Tech’s.

G. The remaining recalled EMS staff will be assigned duties PRN.

H. All LCEMS units that are taking calls within the troubled areas will respond to Command Post authorized requests for service utilizing Command Post authorized routes with law enforcement escorts. Under no circumstances will any LCEMS personnel respond to any requests for service within an active disturbance area. Law enforcement will coordinate the removal of victims from an active disturbance area.

I. If tear gas is being used by Law Enforcement, field crews will utilize the patient isolation coveralls, jumpsuits, goggles/gas masks (depending on the situation), and double gloves for protection during patient care situations. Extreme caution must be exercised not to cross contaminate the EMS responder. EMS command will consider the need to prepare one or more EMS units as contaminated patient transport units. (See the guide for contaminated transport units following LEVEL 5.)

J. It will be the discretion of the LCEMS personnel as to whether or not to stop for private citizens attempting to flag down an ambulance. The decision must be made based on current environment, location, etc.

K. No red lights or sirens will be used near civil disturbance areas.

L. If at any time LCEMS unit/crew is threatened, attacked, etc., personnel will withdraw immediately to a safe area. Communication of such an event must be relayed immediately to EMS command.

M. Ideally, LCEMS personnel will treat and transport decontaminated patients. If a patient that requires transport has not been decontaminated, LCEMS staff will wear protective clothing and will isolate the patient to prevent cross contamination. E.R. notification must be made early so that proper preparations can be made.

N. Patients that are under arrest will be accompanied of a Law Enforcement representative on board during transport. This may need to be coordinated through EMS command.

P. A stand down of OPCON 2 will occur after consultation between EMS command and the EMS Liaison in the EOC.

Q. LCEMS staff must do a thorough secondary survey of all patients in order to discover weapons that may be on the patient. Weapons are to be turned over to the Law Enforcement Officer on scene or Security at the hospitals.

R. During OPCON 2 only the family members of young children will be allowed to ride with the patient in the ambulance.

3. **OPCON 3 (Operating Condition 3)**

OPCON 2 must be fully operational.

A. If the situation appears to be of long duration and the EOC is activated, then LCEMS will move to OPCON 3.

B. Legal authority now changes to the Leon County Sheriff or Tallahassee Police Department. Senior EMS supervisory staff will be assigned to the County EOC for resource coordination, if not already implemented. EMS Command will relocate to or in some way participate in the City/County EOC and will change in designation to EOC EMS Command.

C. During OPCON 3 a law enforcement escort staging area will be established. EOC EMS COMMAND will coordinate staffing of the escort staging area. All EMS units assigned to the staging area operations will utilize channel 2 for escort control. All other EMS units will remain on the LCEMS Channel 1.

D. Law enforcement escorts are designed to provide protection to the LCEMS or Fire units responding to "safe" areas within the troubled zone. All responses will be in the non-emergency mode.

E. Under hazardous situations, law enforcement will extricate the patient. The law enforcement vehicle will then meet EMS at a safe area for patient delivery.

4. **OPCON 4 (Operating Condition 4)**

OPCON 2 and 3 must be operational.

A. Florida National Guard now on the scene, Tallahassee has been declared an area of civil disturbance by the Governor and resources are unable to cope with the situation. All operation centers will remain open.

B. All EMS responses inside the City limits will originate from Headquarters. Each EMS response will have police and/or National Guard protection and will respond under this protection to non- hostile areas.

5. **OPCON 5 (Operating Condition 5)**

OPCON 2, 3 and 4 must be operational.

A. Federal Law Enforcement Agencies and/or U.S. Armed Forces have now

moved in to assist the National Guard with military and police actions. EOC, LCEMS communication and command posts will continue to function in the same locations. LCEMS actions and objectives remain the same.

B. OPCON 3, 4, 5 stand downs require authorization from EMS command and the EMS Administrative Liaison.

6. CONTAMINATED PATIENT TRANSPORT UNITS

A. EOC EMS Command will see to it that an adequate number of vehicles are prepared for the transportation of patients contaminated with CS or CII gas. Every effort will be made to utilize the "prepared" vehicles if possible.

1) If the need arises to transport patients contaminated with CS or CII, such as patients that have time urgent injuries, the following items must be completed:

2) The entire patient compartment of the ambulance(s) must be lined with plastic.

3) Utilize the minimal equipment and supplies in the exposure area.

4) All on-board EMS staff will utilize the gas masks and full protective clothing.

B. The units utilized to transfer the contaminated patients will be re-used for these types of patients until the event is over. No non-contaminated CS or CII patients are to be transferred in the previously contaminated vehicles.

C. Decontamination will be completed based on the advice of TFD command.

7. ESCORT OPERATIONS

In order to respond to patients in the troubled areas, LCEMS, Fire, and Law Enforcement will respond together in order to enhance the safety of the emergency responders. The staging area for Escort Operations will be at TFD station #4 on the training field unless otherwise directed by EMS command.

A. A "staging coordinator" will be assigned by LCEMS Command, and three EMS units will be assigned to the escort staging area.

B. Each LCEMS staging unit will carry all necessary protective gear to enhance the safety of the staff. (See OPCON 2)

C. Each EMS staging unit will communicate with staging command and EOC

EMS Command on radio channel #3.

D. Calls for service within the trouble areas will be dispatched by EOC EMS Command. The request will be relayed to Staging Command. Response coordination will occur between EMS, TFD, and Law Enforcement staging command on site at the staging area. All requests will be responded to non-emergency unless an EOC EMS Command override occurs. At the time of the dispatch, Law Enforcement will send a unit to investigate the need and safety of the situation. Escort units are to standby in a safe area until cleared to enter.

E. Once enroute, the escort EMS unit will advise EOC EMS Command of all response activity, i.e., enroute, arrived, etc.

F. All communications between the escort units that are responding on the request will be on EMS Channel 3.

G. Should any of the escort vehicles receive rocks, bottles, etc., escort communications should occur and the response should be terminated. The lead law enforcement unit may also terminate the response if information becomes available via law enforcement sources that would warrant such a change.

8. DECONTAMINATION

During crowd control situations, law enforcement may utilize one or all of the following lacrimating agents CS, CN, or Pepper gas. All patients contaminated with these agents require the use of protective equipment by the EMS staff. (See OPCON 2)

A. CS and CN (tear gas)

1) CS and CN are used as a multi-person crowd deterrent designed to disperse crowds in extreme situations. All patients transported that are contaminated with CS, CN, or pepper gas require E.D. notification of the situation prior to patient delivery.

2) Patients contaminated with CS or CII will require total body wash down prior to transport in most cases. During critical patient situation or incident critical situations, the Paramedic may choose to disrobe the patient quickly or wrap the patient in a blanket in order to expedite transport and prevent cross contamination. Decontamination could take place later in a safe location or at the hospital if necessary. If a patient is to be transported by EMS that has not been decontaminated of CS or CII, gloves, gas masks, and tyvek suits must be utilized to protect staff and prevent cross contamination.

3) LCEMS staff must be careful not to cross contaminate themselves by

touching their face or hair with contaminated gloves.

4) If the patient's medical condition is not life threatening, the Paramedic may opt to remove the patient and rescuers from danger and decontaminate in a safe area prior to completing the transport to the hospital.

B. Pepper Gas

1) Pepper gas is normally utilized in a one-on-one law enforcement suspect incident. It is a lacrimator that is sprayed directly into the face of someone by law enforcement in order to gain control of the situation.

2) Patients contaminated with pepper gas are safe to transport in an EMS unit without utilizing full body decontamination or patient isolation techniques.

3) The patient’s eyes will be burning and should be flushed with water continuously until the discomfort diminishes (usually about 45 minutes after contamination)

4) LCEMS staff must be careful not to contaminate themselves through contact with the patient.

5) If law enforcement is not on scene when EMS is presented with a pepper gas patient, contact should be made with EMS command in order to advise law enforcement of the situation.

6) Notify the destination Emergency Department staff of the patient contamination and condition well ahead of delivery.

IV. TRANSPORT PROCEDURES

A. During escort responses the patient is to be removed from the scene ASAP with minimal care and treatment. Further intensive care can be performed after the LCEMS unit is in a safe area.

B. Maintain radio contact with the escort leader and LCEMS command.

C. Provide patient status reports to the Emergency Departments as soon as is possible, particularly in contaminated patient situations. Make radio contact with both Emergency Departments in a normal manner.

EMERGENCY MEDICAL SERVICE FUNCTIONAL ANNEX

HURRICANES/TORNADOES/SEVERE WEATHER

ALSO, SEE COLD WEATHER/SNOW AND ICE ANNEX

1. Based on information received from;

- National Weather Service
- Florida State Disaster Preparedness
- News media (television and radio)
- Division of Emergency Management, 488-5921

EMS dispatch will notify the following personnel should a hurricane/tornadoes/severe weather event threaten Tallahassee/Leon County.

- On duty Shift Supervisor
- All on duty LCEMS personnel
- Department Chief
- Deputy Chiefs
- Majors
- Captains

The Hazard

Nature of the Hazard

The term "hurricane" describes a severe tropical cyclone and sustained winds of 74 miles per hour (mph) or greater that occurs along the Gulf or East Coasts, in the Caribbean, or in the Pacific along the west coasts of Mexico and California or near Hawaii. Tropical cyclones rotate counterclockwise in the Northern Hemisphere, and in other areas of the world will have different names (e.g., typhoon). Tropical cyclones are classified as follows:

_ **Tropical Depression**- An organized system of persistent clouds and thunderstorms with a closed low-level circulation and maximum sustained winds of 38 mph (33 knots) or less.

_ **Tropical Storm**- An organized system of strong thunderstorms with a well defined circulation and maximum sustained winds of 39 to 73 mph (34-63 knots).

_ **Hurricane**- An intense tropical weather system with a well defined circulation and sustained winds of 74 mph (64 knots) or higher. In the western North Pacific, hurricanes are called typhoons, and similar storms in the Indian Ocean are called cyclones. The hurricane season runs from the first of June until the end of November. Yet hurricanes have occurred in every month of the year.

Hazard Agents

The primary hazard agents associated with a hurricane are the high, sustained winds; flooding from storm surge or heavy rains; battering from heavy waves; and a variety of secondary hazards:

_ **High Winds**- The high winds impose significant loads on structures, both direct wind pressure and drag, and tend to propel loose objects at high velocity.
_ **Flooding**- The hurricane can cause many different types of flooding. Along the coast the flooding may occur from storm surge, wind-driven water in estuaries and rivers, or torrential rain. The flooding can be still water flooding or velocity flooding caused by wave action associated with wind-driven water along the coast. The rainfall associated with a hurricane is on the order of 6 to 12 inches, with higher levels common. The rain may precede landfall by hours and may persist for many hours after landfall, causing severe flooding.
_ **Heavy Waves**- The storm may generate waves up to 25 feet high. These can batter the coastline, causing devastating damage to the shoreline itself and to structures near the shore. The velocity of the water moving back and forth undermines the foundations of buildings and piers by removing the soil from around them. Debris driven inland by the waves can cause severe structural damage; persons exposed to the moving water and debris are likely to receive severe injuries.
_ **Secondary Hazards**- Hurricanes can also cause numerous secondary hazards. Tornadoes and electric power outages are common. Contamination of water supplies, flooding of sewage treatment facilities, and even levee failure may occur.

Force of Hurricanes
The Saffir-Simpson scale is a widely recognized and accepted practical tool planners rely on to estimate the destructive forces associated with hurricanes. This scale classifies hurricanes into five categories based on wind speed, and describes the destructive forces caused by wind, storm surge, and wave action for each category. Hurricanes or typhoons reaching Category 3 and higher are considered major hurricanes because of their potential for loss of life and damage. Category 1 and 2 storms are still very dangerous and warrant preventative measures.

National Weather Service Warnings
The National Weather Service is responsible for issuing warnings of hurricanes and tropical storms that approach the U.S. mainland. As soon as there are definite indications that a hurricane or a tropical storm is forming, the storm is given a name and the National Weather Service begins issuing “advisories.” The advisories are issued frequently throughout the day and night and tell where the storm is, how intense it is, and its speed and direction of movement. If the hurricane moves toward the mainland, hurricane “watch” notices are included in the advisories and storm and hurricane warnings are issued. In addition, “bulletins” for press, radio, and television are issued at frequent intervals to keep the public informed of the progress of the storm.

_ **Hurricane / Tropical Storm Watch:** Hurricane / Tropical storm conditions are possible in the specified area of the **Watch**, usually within 36 hours.
_ **Hurricane / Tropical Storm Warning:** Hurricane / Tropical storm conditions are expected in the specified area of the **Warning**, usually within 24 hours.

_ Short Term Watches and Warnings: These warnings provide detailed information on specific hurricane threats, such as floods and tornadoes.
_ Flood Watch: This product informs the public and cooperating agencies of possible flooding.
_ Flood / Flash Flood Warning: A flood / flash flood **Warning** is issued for specific communities, streams or areas where flooding is imminent or in progress. Persons in the warning area should take precautions **IMMEDIATELY!**

Saffir-Simpson Hurricane Scale

Scale Number (Category)	**Sustained Winds (mph)**	**Types of Damage**
1	74-95	**Minimal:** Damage primarily to shrubbery, trees, foliage and unanchored mobile homes. No real damage to other structures. Storm surge 4-5 ft. Coastal roads flooded. *(Hurricane Irene, 1999)*
2	96-110	**Moderate:** Some trees blown down. Major damage to exposed mobile homes. Some damage to roofing materials, windows and doors. Storm surge 6-8 ft. Up to 12 ft waves. *(Hurricanes Georges, 1998 / Floyd, 1999)*
3	111-130	**Extensive:** Large trees blown down. Mobile homes destroyed. Some structural damage to roofing materials of buildings. Some structural damage to small buildings. Storm surge 9-12 ft. Flooding can occur up to 10 miles inland. Up to 18 ft. waves. *(Hurricanes Betsy, 1965 /*

		Alicia, 1983)
4	131-155	**Extreme:** Trees blown down. Complete destruction of mobile homes. Extensive damage to roofing materials, windows and doors. Complete failure of roofs on many small residences. Storm surge 13-18 ft. Flooding to 10 ft above sea level up to 30 miles inland. Up to 25 ft waves. *(Hurricane Andrew, 1992)*
5	>155	**Catastrophic:** Complete failure of roofs on many residences and industrial buildings. Extensive damage to windows and doors. Some complete building failure. Storm surge over 18 ft Flooding to 10 feet above sea level up to 30 miles inland. *(Hurricane Camille 1969)*

EMS Operations

In the event a hurricane is expected to hit this area, all off-duty personnel are encouraged to take the necessary precautions to protect their families and property as quickly as possible. EMS personnel are essential employees and are required to report to duty, if recalled, during an emergency such as a hurricane. No leaves will be granted at this time. Any employee using sick leave must be under the care of a physician. Only the EMS Chief or Deputy Chief's may declare a change in the OPCON level for the EMS Department.

Preseason Preparations: Start on April 1st of each year - OPCON 1

All command staff will become familiar with target occupancies in Leon County by conducting preseason surveys. Target occupancies are those with a high probability of trapped victims following a hurricane. Target occupancies may also include buildings

susceptible to structural failure or occupancies that store a large amount of hazardous materials. Also, each facility listed in the Appendix Section that agreed to house EMS personnel as a last area of refuge, or to store EMS apparatus in the event of a storm, must be contacted to make sure that all agreements are still valid. Any changes and all confirmations must be forwarded to headquarters by **no later than May 1st** of each year. Before June 1st of each year the department will have a practice recall of manpower called Operation Activate to ensure that all personnel information is up to date. The Deputy Chief of Operations will consult with all local hospitals to determine if they will need any assistance during a hurricane. All Command Staff need to familiarize themselves with the topography of Leon County to become aware of low-lying areas that are prone to flooding. If help from outside agencies is needed, the pre-determined staging areas will be as follows:

LCEMS Headquarters
Leon County Sheriff's Office

Hurricane Enters the Gulf of Mexico – OPCON 2

_ Chief or designee will contact the Director of the Leon County Sheriff's Office Division of Emergency Management to obtain a situation status report. All information will be forwarded to the Deputy County Administrator
_ Notify all LCEMS Administrative staff
_ Have dispatch/Captain place all LCEMS staff on alert for recall (Operation Activate)
_ All personnel should regularly call the EMS Announcement line at 850-606-2105 to keep up with agency announcements regarding the storm and disaster preparations
_ All personnel are encouraged to monitor weather/news reports
__ Review Leon County EMS Emergency Operations Plan
__ A formal staff meeting will be held for each operational period or Watch / Warning Bulletin issued by the National Weather Service
__ An inventory shall be taken of all equipment and the apparatus shall be double checked to insure their readiness (flashlights, spare batteries, etc.on each vehicle)
_ Check stock of supplies and linen and place order for immediate delivery of needed supplies and linen
_Charge all spare batteries for portable suction devices, LP12's, portable radios
_ Coordinate acquisition of extra oxygen cylinders
_ Contact LCSO-DEM to arrange for possible mutual aid
_ Contact the amateur radio operators to confirm their support at EMS Headquarters
_ Logistics will pick up all re-useable equipment at the hospitals on a regular basis
_ Consider the need for water and food for field staff
_ Vehicle repair shops will be contacted and priority repairs of the vehicles will be requested
__ Check that all emergency generators are in working order
__ All apparatus fuel tanks should be topped off
__ Check that all electronic equipment at Headquarters(computer, fax, phone, radio, etc.) can be quickly disconnected and safely stored in the event of an evacuation

_ All members should take steps to secure their family and property in preparation for reporting for duty
_ Command Staff should begin maintaining an event file in-station, maintaining a copy of e-mails, phone messages, etc., related to the incident.
_ Command Staff should initiate the Disaster Checklist (Appendix A)
_Special Operations personnel should initiate conditional readiness test for all response equipment

HURRICANE WATCH: Hurricane becomes a threat to Leon County within 36 hours – OPCON 2

_ Top off station fuel tanks, apparatus, including spares, staff vehicles, chain saws, generators, power units, portable pumps, etc.
_ Test and assure that all power equipment is operational; i.e. chainsaws, portable pumps, generators, etc.
_ Secure all loose items around the exterior of stations; i.e. wash out hose, garbage cans, chairs, anything that can become a projectile in high wind
_ Assure that all First Responder supplies are up to normal operating level
_ Reconfirm with all Areas of Last Refuge

HURRICANE WARNING: Hurricane is expected to hit Leon County within 24 hours – OPCON 2

_ Chief or Deputy Chief should consider Command Staff meeting to discuss disaster plans and operations
_ In the event of a fast-moving hurricane, on-duty personnel may take a reasonable period of time, in a coordinated and orderly method, to get their families and homes prepared for the hurricane. This shall be done in such a way as to not interferewith the operations of the department. ***Note: The safest procedure for families is evacuation.***
_ All batteries are to be charged; i.e. radios, cardiac monitors, suctions, etc.
_ All personnel are encouraged to move personal vehicles to higher ground.
_ Off duty personnel are to monitor local media in case a recall of manpower is announced. TeleStaff and IRIS will be utilized to send out recall announcements. See Operation Activate.
_ All personnel should regularly call the EMS Announcement line at 850-606-2105 to keep up with agency announcements regarding the storm and disaster preparations
_ There will be a dedicated telephone line at headquarters for members to call for instructions and information at 850-606-2105
_ All members who have been recalled and will be reporting for duty should bring the following items:
3 sets of uniforms, and 1 set of protective gear
5 each - pairs of socks, undershirts, and underwear
1 extra pair of shoes

3 Bath towels
Toilet articles for a 3-day stay
Toothbrush and toothpaste
Deodorant
Soap
Shampoo
Razor and shaving cream
Mosquito repellent
3-day supply of food that will not require refrigeration or cooking; i.e., can goods
3 gallons of water
Sleeping bag, pillow, and other needed sleeping materials
Cot or camp chair if available
Flashlight and batteries
_ Unused and spare SUVs shall be placed at headquarters to be used as "Scout Teams" after the storm—See Post Hurricane

HURRICANE WARNING: Hurricane is expected to hit Leon County within 12 hours – OPCON 3

_ Initiate operational and planning meetings of Command Staff
_Begin situational status reporting
_
_ Consider beginning Operation Activate
_ Dispatch to contact Leon County air ambulance provider to verify aircraft relocation site and expected return to duty time
_ Assign a LCEMS representative to serve as liaison at the Leon County EOC located at the Leon County Sheriff's Office
_Distribute severe weather safety reminders to crews
_ Move all radio and computer equipment possible to a safe area.
_ Move all critical files to a safe area if necessary
_
_ Move as many ambulances and Special Operations vehicles into bays at EMS Operations as possible.
_ Prepare to have crews stage at the EMS Operations and main Public Safety Complex Building.
_ Prepare for radio backup procedures with crews. Test backup channels and phones
_ At the recommendation of the EMS Chief or his designee, the Medical Director, at his discretion, may issue an Open Protocol Order. The EMS Chief or his designee will transmit an Open Protocol Order to all personnel. Issuance of an Open Protocol Order will allow currently certified providers operating under general supervision of the Medical Director of Leon County to perform medical techniques to the highest certified medical trained level as outlined by the Leon County EMS Medical Protocol Manual without prior Medical Control permission. This order does not allow for deviation from the Protocol Manual, only the relaxation of contacting medical control prior to performing authorized medical techniques.

_ The decision to alter the normal response matrix will be made by the Chief or Deputy Chief. Safety considerations to be taken into account should include, but not be limited to:
1) Excessive winds
2) High water
3) Civil disturbances
4) Roadway debris
5) Visibility deterioration
6) Extremely hazardous driving conditions
7) Chemical/radiation/bio-hazards

County Begins to Feel Storm Effects – OPCON 4

_ During such times as actual hurricane conditions exist, every attempt will be made by the EMS Department to continue its primary mission of protecting the lives of the citizens of Leon County. It should be remembered that EMS personnel are subject to the same limitations as are members of the public. All attempts to deliver Emergency Medical and Rescue Service to the public during hurricane conditions should be tempered by safety.
_ No members shall ride alone during the event; All Command Staff will select a member to act as aide as needed.
_ All personnel are to wear full protective gear, including helmet, for all responses to protect from flying debris
_ A Command Staff person shall report to Dispatch. Once responses stop due to weather conditions, the Command Staff person shall assist dispatch in prioritizing calls for when weather conditions permit responses to resume
_ Command Staff are to use their discretion when responding—keeping in mind that the safety of LCEMS personnel is of the utmost priority
_EMS crews that encounter high water while responding are to notify dispatch and other responding agencies
_ Six inches of moving water can knock you off your feet—use a pole or stick to make sure that the ground is still there before you walk through an area of standing water
_ Use extreme caution when driving through deep water—the road could be washed out
_ Because of the hazard of falling tree branches, helmets will be worn at all times
_ Notify dispatch of any hazardous conditions
_ **Carbon Monoxide Exhaust Kills**—if a gasoline powered generator is used to supply electricity to headquarters and other buildings. It must be placed outside and elevated while taking care that the exhaust is ventilated to the outside air; **DO NOT PLACE GENERATORS ON THE BAY FLOOR**
_ EMS will discontinue response to medical calls when **sustained** wind speeds reach **55 MP** or when a joint decision at the Emergency Operations Center has been made in conjunction with all response agencies. The Chief of EMS or a Deputy Chief will make the determination when to discontinue response and when to resume response based on safety of personnel.
Any Command Staff officer who feels that situations encountered are sufficiently dangerous to personnel at his/her location may choose to cease operations and return to quarters, but

must advise dispatch. In order to provide EMS protection to the citizens of Leon County until the last possible moment, when storm conditions dictate that operations cease, the administration realizes that some apparatus will be left vulnerable to the storm effects and may be possibly damaged or lost. This is a conscious decision and calculated risk that the county must take. If the evacuation of stations becomes necessary, either by orders of the administration or the discretion of the Command Staff, EMS crews are to report to their respective Area of Last Refuge listed in the Appendix Section. The Chief or Deputy Chief's may at any time decide to pull all units into the Area of Last Refuge when conditions become unsafe. County EMS units may be brought in to headquarters until such time as it is safe to respond out. County EMS units will not return to their base station until it has been determined that the station is safe for habitation and has adequate power and water to sustain operations.

_ When the announcement to cease response for hazardous wind conditions is made, units en route to or on the scene of an emergency shall continue their work until completed. If out of station and not on a call, units shall report back to headquarters as soon as possible.

_ When responses cease, due to wind conditions, all apparatus will be driven "head first" into the stations causing the rear of the apparatus to be facing outwards, thus protecting the windshields.

_ The determination for resuming responses will be made by the Command Staff, in consultation with the EOC.

Hurricane Eye Operations

Operations during the eye of the hurricane should be concerned primarily with re-securing headquarters and apparatus. Assist citizens who come to headquarters when it would be a danger to release them. No EMS crews will be dispatched during the eye of the hurricane. All such activities during the hurricane eye shall be undertaken only if such operations can be completed in a safe manner. Remember, even though the skies appear clear, storm conditions will return suddenly. The safety of department personnel will remain the primary consideration during these operations. In all cases, Hurricane Eye Operations should be coordinated through dispatch and Command Staff.

Post Hurricane Operations – OPCON 5
Before Resuming Operations

_ Once the event has passed, Command staff will initiate a personnel roll call. On duty Command Staff must account for all personnel on duty

_ Designated officers and crew are to conduct a "snapshot" survey to give Command Staff an assessment of the following:

Personnel – Is everyone OK? Do you need medical assistance?
Equipment – Are the apparatus operational? Can they be dispatched?
Facilities – Can you operate out of the station? Do you need significant repairs?

_ Use a scale of 1-5 with 5 being the most severe (example: building collapse, a 5) and notify dispatch and Command Staff. Station Damage Survey forms— found in Appendix 9—must be filled out and forwarded as soon as conditions permit Command Staff are to

conduct a “Windshield Survey” of the general situation regarding hospitals and response. This provides information on the condition of high life hazard occupancies, status of major transportation arteries, response routes, and resource needs (i.e., structure collapse, fires, hospital status, petro-chemical/tank farms). Command Staff shall:
_ Conduct Windshield Survey with lights and sirens. Remember, this is a quick and rapid damage survey.
_ Immediately report survey information to their Deputy Chief and dispatch
_ Interrupt a Windshield Survey only to respond to an immediate life-threatening incident.
_ Assume command of life-threatening incident and provide a status report to dispatch and the Deputy Chief.
_ Upon completion of the incident, report the unit’s status to dispatch and resume the Windshield Survey.
_ Report potential life-threatening incidents encountered during the Windshield Survey to dispatch. These reports shall be made while continuing the survey.
_ If a Command Staff officer reports that they are unable to complete the Windshield survey, the Deputy Chief shall assign resources as needed to complete the survey Response Area Damage Survey forms found in Appendix 9 are to be filled out for each occupancy. Stations that have a spare car assigned to them will not use the apparatus for this purpose. Two members will be assigned to the car and it will go in service as a
“Scout Team.” This “Scout Team” will conduct the Windshield Survey and also be on the lookout for any hazardous conditions (building fires, structure collapse, etc.) that may exist. Any hazardous conditions found are to be reported to dispatch.

Resuming Operations – OPCON 5

_ The Chief or his designee shall make the determination when the division can resume response operations. This will happen when sustained wind speeds fall below 55
Mph or the response group at the Emergency Operations feels that resuming response operations is safe. This decision will then be announced by dispatch as a Resume Response order. The Command Staff who believe it is safe to resume operations prior to this announcement shall contact dispatch and state the conditions at their location and their need to begin operations after coordination with the EOC. They will be authorized to respond only upon approval from Command Staff through dispatch. If unable to contact dispatch, the decision to approve such operations will rest with the deputy chief. If unable to contact the deputy chief, the decision will be the responsibility of the Captain on duty. Activities shall be undertaken only if such operations can be completed in a safe manner. Remember that downed trees and electrical lines may impede response and may need to be cleared before emergency response can be made to many areas. ESM crews may need to work in Rescue Task Forces in conjunction with law enforcement, fire, public works, electric utilities, and others to effect an adequate response.
_ It may be necessary for EMS units to dispatch themselves due to lack of communications with other stations or dispatch. This should be done based upon the deputy chief or on duty Captain’s assessment of the situation at the time. With the
exception of providing life-saving assistance, a search will be conducted as soon as possible

of the predetermined target occupancies (hospitals, shelters, nursing homes, etc.). Remember, this most likely will be a multi-incident event.
_ Personnel conducting emergency operations must realize that their own safety and well-being is their first priority. Many hazards will be encountered during the first 72 hours after a hurricane. These include (but are not limited to):
live wires down
natural gas leaks
building fires
unsafe structures
flooding
hazardous material incidents
traumatized animals
heat stress
downed trees
_ Every attempt should be made to report these hazards, if it can be done safely. As with other incidents, personnel should utilize all safety equipment available, work in teams, and keep themselves well hydrated.
_ Chain saw injuries to personnel after a hurricane skyrocket. Employees trying to cut downed trees to clear a path can be injured by saw kickback and the pinching of the saw. All employees are encouraged to exercise extreme caution when using chain saws. All employees must have attended a County chain saw safety class before using a chain saw on duty.
_ All members are to be properly relieved—one for one
_ Collect damage assessments
_ Consider the need for Critical Incident Stress Debriefing
If applicable, terminate Open Protocol Order
_ Begin demobilizing personnel as appropriate
_ Chief or Deputy Chief will determine when LCEMS will return to normal operations – OPCON 1
_ Begin after action reporting

Emergency Operations Center Activation

Upon activation of the EOC an EMS staff member will be assigned to represent EMS in the EOC. Preferably this will be a Lieutenant or higher ranked member of EMS. The member that has been selected should be familiar with these protocols and understand their role in the event of a disaster including Unified Command. Staff members should be pre-qualified to fill the EOC position. Qualified staff members should have completed NIMS, NRP, ICS 100 and ICS 200 training. Staff members should also complete ICS 300 and 400 training and FEMA EOC training if possible. The ideal shift rotation will be 12 hours on and 12 hours off in the EOC. A minimum of 4 individuals should be identified as possible EOC EMS representatives to cover ongoing shifts in an extended event. Ideally more personnel should be identified for emergencies and illness as needed.

Upon being identified as an EOC EMS representative, the staff member should gather the list of suggested equipment listed later in this document and become familiar with the protocols and procedures in the EMS Emergency Operations Plan. Most of the items listed in the equipment list will be put into a "go kit" that will be available in each command staff vehicle and at headquarters. The staff member should respond as soon as possible to the EOC to begin their shift. A standard EMS uniform is required. Shift changes and scheduling will generally be done at 7 am and 7 pm unless specified otherwise and approved by the Chief or a Deputy Chief. Once the EOC is manned by an EMS staff member, the post should not be left vacant until the Chief or a Deputy Chief has determined that the operation has ended or that EMS no longer needs to be represented.

Upon arrival at the EOC, park in the parking lot outside the Public Safety Complex and proceed with all equipment to the EOC. Remember you will be in a secure facility and no weapons of any type are authorized except for law enforcement personnel. You will be directed to the EMS chair with a specific phone line and area. Our area usually includes others from the responder community such as law enforcement and fire. Duties and responsibilities at the EOC are listed later in this document. Be sure to check in with the EOC manager on duty and see if there are any special instructions or messages. Meals are provided for all EOC staff. There are usually sufficient beverages and snacks available.

Equipment List

The usual shift at the EOC should be no more than 12 hours; however with unforeseen circumstances in a disaster situation, it is possible that the EOC could be manned for several days without relief. The following list is required and suggested items to make you more comfortable during your EOC shift.

1) EMS uniforms (at least three changes of clothing)
2) EMS jacket or rain jacket
3) EMS ID badge
4) EMS radio with spare battery and charger
5) EMS laptop computer with cables and power cords
6) EMS cell phone with charger
7) Notebook or paper with pens
8) Stapler, paper clips, office supplies
9) EMS Emergency Operations Center Plan
10) EMS MCI Plan
11) EMS phone list
12) County and State Resource Phone list
13) EMS SOG's
14) County Emergency Management plan
15) EMS COOP
16) Personal medications
17) Extra food and snacks *
18) Pillow *
19) Blanket *

20) Entertainment (music, games, book, etc.) *
21) Flashlight with batteries *
22) First Aid Kit *
* Optional items

Duties and Responsibilities
This list of duties and responsibilities is not all inclusive and can change as needs change. Sometimes under the Unified Command structure you may be asked to perform tasks that are not directly related to your usual function. These tasks may be essential and are acceptable as long as they do not interfere with our primary mission in the EOC. If additional tasks seem to be unacceptable for any reason, contact the Chief or a Deputy Chief for direction.

1) Coordination of EMS resources through the EOC
2) Liaison with other EOC agencies
3) Coordination with dispatch on system plan and individual responses
4) Coordinate safety of EMS personnel in a disaster event
5) Coordinate with EMS administration on operations
6) EMS point of contact for all EOC issues
7) Document requests and decisions made by you in the EOC in writing
8) Participate in regularly scheduled conference calls in the EOC
9) Regularly notify EMS administration of progress and issues in the EOC
10) Access CAD on the laptop to monitor system operations

Recall of Manpower
Operation Activate

The Order for Operation Activate shall come from the Chief or Deputy Chief. Upon receipt of Operation Activate orders, EMS dispatch shall announce to all personnel over the radio that an Operation Activation has been called. Operation Activation will also be announced through TeleStaff, IRIS and by pager.

EMS Crews
Upon the sounding of signal Operation Activate, all EMS personnel below the rank of Lieutenant assigned to the current on duty shift (Alpha or Bravo), shall remain on duty until the next shift change time which will be either 7 am or 7 pm. The other shift (Alpha or Bravo) shall report to headquarters at the next shift change. Shift patterns will begin 12 hours on and 12 hours off until the hazard has been declared over by the Chief. Annual leaves or vacations will be cancelled. Members on Light Duty may be recalled to assist in dispatch or as aides to Command Staff. All members are to bring at least a three-day supply of personal items— medicine, toiletries, change of clothes, etc.—with them when reporting during Operation Activate. (See page 5 for complete list of items) This schedule will be kept until conditions permit returning to a normal schedule.

Deputy Chiefs

Deputy Chief's who are on duty at the time Operation Activate is sounded shall remain on duty in charge of one shift. The other Deputy Chief will be assigned to work on the opposing shift until conditions permit returning to a normal schedule.

Majors
Majors shall be assigned by a Deputy Chief to specific duties as needed and will also begin 12 hours shift patterns.

Captains and Lieutenants
Captains and Lieutenants who are on duty at the time Operation Activate is sounded shall remain on duty in charge of their respective shifts. (A or B). They shall attempt to contact by pager, TeleStaff, or phone, a minimum of three attempts, all members of all shifts to advise them of when to report to work. The Captain shall record the time any member reports for duty and complete a Hurricane Overtime Report—see Appendix 9. The Captain shall report to the Deputy Chief, those members who have reported back to duty as well as the on duty personnel. During Operation Activate, members shall rotate working twelve-hour shifts. As soon as the division reverts to a normal schedule, Captain's will forward to headquarters a completed Hurricane Overtime Report for all members of their respective shifts.

EMERGENCY MEDICAL SERVICE FUNCTIONAL ANNEX

COLD WEATHER / SNOW AND ICE

1. Information concerning potential cold weather/snow/ice may be received from various sources including radio, television, and weather service, etc.

2. Upon receipt of information related to cold weather (temperatures below 32 degrees F):

A. Dispatch will collect all available data and monitor the situation.
B. Dispatch will notify the Shift Supervisor.
C. The Shift Supervisor will have Logistics prepare all EMS vehicles for cold weather operations to include checking coolant levels, other fluid levels and fuel levels. The Captain will assure proper functioning of vehicular heaters. Repairs are to be completed as necessary:

i. Plug in space heaters in each out of service vehicle to prevent fluid/medications freezing.

ii. County stations will plug in their space heaters when not on calls. EMS crews are required to frequently monitor the temperature of the unit, fluids and medications to prevent freezing.

iii. System status trucks will keep their module heater on and will monitor the temperature of the unit, fluids and medications to prevent freezing.

iv. Utilize IV warmers as needed for fluids.

3. Upon receipt of notification involving severe cold weather related problems such as temperature into the teen's, snow and ice on the roads, etc, the Shift Supervisor will:

A. Notify the Deputy Chiefs and Chief.
B. Assure compliance with all items in number 2.
C. Check all LCEMS vehicle tire conditions for excess wear. Tires with excess tread wear are to be replaced.
D. Locate extension cords for each station and have EMS crews plug in the diesel engine heaters when not on calls.
E. Decrease emergency and non-emergency EMS vehicular traffic as much as is possible.
F. Have the most experienced drivers operate the vehicles.
G. Review precautionary driving practices with each crew member (i.e., slower speeds, ice on bridge. etc.).
H. If the Bixler Emergency Center entrance ramp ice's over, dispatch is to instruct local and regional EMS crews of the situation and direct them to off load patients under the Bixler Center until the ramp can be rendered safe for use. Contact TMH Plant

Engineering to request that sand be spread on the ramp. Work with TMH Security and Plant Engineering to block the Bixler Center ambulance ramp until the ramp is safe to use.

EMERGENCY MEDICAL SERVICE FUNCTIONAL ANNEX

EMS/WMD REGIONAL RESPONSE TEAM ANNEX

1. PURPOSE:

As a regional EMS/WMD recipient/service provider, LCEMS is charged with assembling and maintaining equipment and supplies necessary to support the team mission.

When activated by the Florida Department of Health (DOH) Office of Emergency Operations and the Bureau of EMS, the LCEMS/WMD Regional Team will provide medical care personnel to assist state and local health officials in providing for ill or injured victims at the site of major disasters or emergencies.

2. ACTIVATION:

Requests for EMS/WMD assistance must come through State or local emergency management officials to the State warning Point. The State Warning Point then contacts the State Health and Medical Duty Officer who will process the request through the State Emergency Operations Center (SEOC). The LCEMS/WMD assets can be requested by the CEOC for planned events that may be a target of a terrorist attack, after a Nuclear/Biological/Chemical (NBC) event has occurred or thought to have occurred, or when the Federal Bureau of Investigation (FBI) or Florida Department of Law Enforcement (FDLE) determines a credible threat exists.

3. CAPABILITIES:

The LCEMS/WMD Team is equipped and trained to perform the following specific functions:

- Assist in providing medical care to decontaminated victims
- Provide technical assistance to local EMS
- Assist in triage and medical care of NBC events after decon
- Provide technical assistance, decon and medical care at a medical facility
- Assist in providing medical care to first responders on site
- Assist in providing conventional medical care to victims of a non-NBC event

4. PERSONAL EQUIPMENT LIST FOR EMS/WMD REGIONAL RESPONSE TEAM

The LCEMS/WMD Regional Response Team personnel should be prepared to respond to a mission within two (2) hours of alert and for up to three (3) days or at least until initial disaster recovery efforts have ensured adequate support for its operations. Since team members may not find adequate food, shelter, or water available initially at the site, and the Logistic Staging Area (LSA) may not become operational until well into the response, team members must bring personal food and water for the first twenty four (24) hours. Additionally, each team member must have a personal kit of not more that 50 lbs, sufficient to enable the team member to live and

work in the austere conditions. This should include appropriate clothing for the environment, personal protective equipment (PPE), personal hygiene items, medications, and protective items such as sunscreen and insect repellent. It should be contained in one or two packs at most. It is advantageous to have a large type backpack and a small pack for personal necessities to remain with the team member at all times.

The following is suggested minimum inventory of personal gear and equipment necessary for regional LCEMS/WMD team members to maintain appearance, hygiene, and comfort for the duration of their assignment. This list may be modified by the team management to fit the response. Team members should adjust this minimum inventory based on specific requirements of the assignment.

- Uniforms
- Under clothes
- Light jacket
- Heavy jacket (cold weather)
- Gloves
- Rain gear
- Extreme weather clothing and equipment
- Personal safety clothing and equipment
- Photo ID
- Towel and washcloth
- Personal grooming and hygiene kit
- Two sets of eyeglasses (if applicable)
- Sunglasses
- Flashlight and extra batteries
- Watch
- Hearing protection
- Boots (over the ankle)
- Personal funds and credit cards
- Bottled water (canteen, camelback. 32-64 oz)
- Two week supply of required prescription medications, sunscreen, insect repellent, and necessary over the counter medications
- Sleeping bag
- Ground pad

OUT OF AREA/REGION DEPLOYMENT

1. Personnel and equipment will only respond on an out of area, long term deployment after an official request from a local, state, or federal entity with a tracking number for reimbursement. This does not include emergency requests for mutual aid and other direct assistance to surrounding counties and agencies.

2. From the time a request is made, a file needs to be compiled by the Deputy Chief of

Administration or his/her designee with all correspondence related to the request.

3. Careful accounting of all receipts, payroll sheets, time on task, event logs, patient care reports, and other documentation must be practiced by all responding and supervisory personnel.

4. The Deputy Chief of Operations or his/her designee will ensure that all LCEMS Special Operations equipment is prepared and ready to respond to the deployment.

5. Generally, deployments will range from 7-14 days depending on the event and the request. Personnel should bring personal items to sustain them during the appointed deployment period. Items to bring include, but are not limited to:

At least 3 sets of uniforms, and 1 set of protective gear
EMS jacket or rain jacket
7-14 each - pairs of socks, undershirts, and underwear
1 extra pair of shoes
At least 3 Bath towels
Toilet articles for a 7-14 day stay
Toothbrush and toothpaste
Deodorant
Soap
Shampoo
Razor and shaving cream
Mosquito repellent
7-14 day supply of food that will not require refrigeration or cooking; i.e., can goods
7 gallons of water
EMS ID badge
EMS radio with spare battery and charger
EMS laptop computer with cables and power cords
EMS cell phone with charger
Notebook or paper with pens
Stapler, paper clips, office supplies
EMS Emergency Operations Center Plan
EMS MCI Plan
EMS phone list
County and State Resource Phone list
EMS SOG's
County Emergency Management Plan
EMS COOP
Personal medications
Extra food and snacks *
Pillow *
Blanket *
Entertainment (music, games, book, etc.) *
Flashlight with batteries *

Personal First Aid Kit *
* Optional items

6. Personnel will be paid based on active duty periods only. This depends on the type of event and the staffing that is available. Rest and relaxation periods will not be paid. All expenses will be reimbursed.

7. Safety of all personnel is of paramount importance during an out of area deployment. Situations may vary greatly and all personnel that are activated should take all appropriate precautions and not take undue chances when deployed. Pairing with law enforcement for deployment is highly desirable and encouraged. After catastrophic events, many times unsafe situations occur and personnel should take every precaution possible.

8. When an out of area deployment is requested, personnel will be notified and volunteers solicited. Team members will be selected based on shift schedules, qualifications, and resources requested. Personnel with Special Operations training will be considered first.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Minimum Staffing
CAAS:	201.04.01
Effective:	January 2004
Reviewed:	May 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

The purpose of this Standard Operating Guideline is to describe the staffing requirements for LCEMS ambulances.

II. GUIDELINE:

All requirements of the State of Florida Department of Health, Bureau of Emergency Medical Services will be met.

III. PROCEDURE:

1. Staffing guidelines
   A. All in-service LCEMS units are Advanced Life Support in accordance with the State of Florida Department of Health.
   B. All ambulances shall be staffed with a minimum of one Florida certified paramedic as well as one Florida certified EMT (or another Florida certified paramedic).
   C. For Critical Care Transports, a minimum of one Critical Care Certified Paramedic will staff the transport in addition to the EMT/Paramedic crew member.
   D. For tactical call outs, only trained, certified, and appropriately equipped Paramedics may accompany the Leon County Sheriff's SWAT Team on a call out. If EMS resources are requested and Tactical Paramedics are not available, then the EMS System Controller will dispatch an ambulance to stage in the cold zone of the incident.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Multiple Casualty Incident (MCI) Plan
CAAS #:	102.02.01 102.02.02
Effective:	June 1, 2005
Reviewed:	March 2006, December 2012, December 2015, December 2018
Revision:	2
Pages:	17

I. PURPOSE:

Treatment and transportation of casualties to hospitals will be the prime function required of LCEMS during an MCI. These guidelines are designed to assist LCEMS personnel in accomplishing that mission. The MCI plan may be implemented in part or its entirety, as the situation or incident warrants. Experience has taught that there are many sets of circumstances which can, if not dealt with immediately, escalate to the level of a major incident. No one will be criticized for treating an incident as serious, in the first instance, even if events later prove it not to be.

The procedures outlined in this plan establish responsibilities, outline establishment of command and coordination, and provide protocols for patient care and the orderly transport of patients involved in an MCI or major incident/terrorist act. In keeping with the Incident Command System, through the use of Job Action Sheets, various activities associated with the LCEMS response will be completed.

When the County disaster plan is activated or an MCI is declared, the following LCEMS personnel will be specifically notified:

- Chief
- Deputy Chiefs
- Captains
- Lieutenants

II. GUIDELINE:

When the County emergency plan is activated or an MCI is declared, this plan will be put into effect to the extent necessary to manage the event at hand.

It is a condition of employment for every LCEMS department employee to respond to departmental staff recall (see job description) for natural or man-made disasters resulting in an MCI. When notified, each LCEMS department member will report to Headquarters unless otherwise directed. Employees must have their County picture ID with them when reporting to

duty for a recall.

III. PROCEDURE:

1. GENERAL INFORMATION

A. Multiple Casualty Incident is an EMS response where two or more patients are involved.

B. Major incident/terrorist act - any emergency, natural or man-made that requires the implementation of special response by one or more emergency agencies.

C. Hazardous materials incident (HAZMAT) - any substance, chemical, biological, radiological, which is known or suspected to present a health hazard.

D. Weapons of mass destruction - devices/weapons employing explosives, chemical, biological, or radiological elements for the purpose of inflicting mass casualties.

E. Incident Command System (ICS) - structured incident command process.

F. Job Action Sheets - used in the ICS plan, Job Action Sheets provide guidance to command and response staff for critical actions that must be taken in the course of the response to a critical event. Job action sheets that pertain to this policy follow the narrative of this policy.

2. AREAS OF RESPONSIBILITY AT AN MCI

A. The overall on scene incident commander at an MCI is the senior representative of the Tallahassee Fire Department (TFD).

B. The LCEMS commander, referred to as EMS command, will join the TFD Incident Commander under the concept of unified command. EMS Command may range from the first on scene EMS unit to the EMS Chief.

C. All medical care on the scene of an MCI will be the responsibility of EMS Command. Once on scene, EMS Command will review/distribute the job action sheets and assign job action sheet duties to LCEMS personnel as needed in order to complete critical tasks. Included in the job action sheets are sheets for EMS Command, Communications, Staging, Triage, Transportation and the Helicopter LZ.

D. MCI incidents that require patient decontamination will be the responsibility of TFD. LCEMS personnel will operate in the cold zone receiving decontaminated patients from TFD.

E. LCEMS will triage patients using the S.T.A.R.T. triage process.

F. Perimeter control of the scene is the responsibility of TFD Command and law enforcement.

G. Patients that are deceased will be left in the location they are found in. The medical examiner is responsible for the processing and removal of the bodies.

3. COMMUNICATIONS

LCEMS will use the following call signs when on scene at an MCI:

LCEMS incident commander – EMS Command
Communications – EMS Communications
Triage – EMS Triage
Transportation – EMS Transportation
Staging – EMS Staging
Helicopter landing zone – EMS LZ

Operating radio channels for MCI's: EMS Communications is the only EMS representative that will communicate with EMS dispatch. All EMS leaders on scene will communicate with EMS Command via EMS Communications.

EMS Command – Channel 3 and Channel 1
EMS Communications – Channel 3 and Channel 1
All other areas – Channel 3

Radio traffic should be kept to a minimum. Field medics are to report emergencies only via Channel 1.

4. FIRST ARRIVING UNIT AT THE SCENE

The initial call to respond to the scene may not provide adequate information to identify the call as a major incident. The first arriving EMS unit will:

- Approach the scene with extreme caution. Do not rush into the area. Ensure your safety and the safety of those with you.
- If first arriving (or subsequent units) unit determines or suspects HAZMAT, WMD, or terrorist act is present, all LCEMS personnel will immediately evacuate the area to a safe/cold zone upwind from the incident. A series of long blasts on the air horn and an announcement over the radio will indicate emergency evacuation of all personnel.
- Assess the situation and report the status to dispatch immediately.

- Leave vehicle emergency lighting on to identify the EMS Command site.
- If an MCI, the EMS vehicle driver will establish EMS Command/Communications. Join the TFD unified command post as soon as it is established.
- The Charge Paramedic will establish EMS Triage/Transportation.
- As other LCEMS units arrive, EMS Command will assign personnel to Communications/Transportation/staging/LZ, as needed.

5. HAZMAT, BIOLOGICAL, CHEMICAL OR RADIOLOGICAL INCIDENTS

All patients determined or suspected of exposure or contamination will the above noted agents will be decontaminated by TFD prior to patient care and transportation by LCEMS. LCEMS will operate only in the cold zone of one of these incidents. Personal protection from contamination is an essential activity for EMS personnel.

6. TRIAGE PROCEDURE

The Simple Triage and Rapid Transport (S.T.A.R.T.) Method of triage will be used by LCEMS and TFD on MCI scenes.

7. GUIDELINES FOR SECONDARY RESPONDERS

1. Extinguish emergency lighting as you arrive.
2. Contact EMS Communications on Channel 3 for assignment.
3. Remain with your vehicle until assignment is given by EMS Communications.

8. CRITICAL INCIDENT STRESS (C.I.S.D.) DEBRIEFING TEAM

If EMS personnel notice other responders undergoing extreme stress, suggestion for a C.I.S.D. response should be made to EMS Communications. Arrangements can be made for the team to come to the scene or to be at the hospital or other appropriate facility.

IV. RESPONSIBILITIES

The Fire Chief or his designee has responsibility for the overall MCI scene.

Responsibilities of LCEMS are set forth in this policy and procedure.

The Chief is responsible for review of the policy/procedure occurs.

Attachments:
Job Action Sheets
S.T.A.R.T triage system procedure

LEON COUNTY EMERGENCY MEDICAL SERVICES

INCIDENT COMMAND SYSTEM

EMS COMMAND

Mission: Organize and direct on scene EMS operations at MCI events

Immediate:
Initiate EMS Command by assuming role of EMS incident commander
Don EMS Command vest
Establish the radio channel to be used on site by Communications, Triage, Transportation, Treatment, Staging and LZ leaders
Confirm MCI/HAZMAT/Bio-chemical/radiological incident exists
Protect the safety of LCEMS personnel
Confirm status of incident with EMS dispatch and request needed resources
Confirm that hospitals have been advised of the situation
Activate incident response plan
Establish and appropriately identify EMS command location
Join TFD unified command once established
Assign LCEMS personnel with the duties of Communications, Staging, Triage, Transportation and Helicopter landing zone coordinator
Provide each with Job Action Sheets for their areas

Intermediate:
Consult with TFD Incident Commander to determine continued safety of the scene
Coordinate all EMS operations during incident
Continue to consult with TFD Incident Commander
Monitor resources and request/stand down resources as needed
Act as liaison with other public safety agencies and hospitals on behalf of EMS
Via EMS Communications, provide frequent situation status reports to dispatch

Extended:
Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Call for C.I.S.D. as needed.

LCEMS EMERGENCY MEDICAL SERVICES

INCIDENT COMMAND SYSTEM

EMS TREATMENT

Mission: Organize and direct patient care at MCI events.

Immediate:
Report to EMS Command and receive briefing
Receive EMS Treatment Vest and Job Action Sheet
Don EMS Treatment Vest
Confirm with EMS Command the radio channel to be used
Treatment officer should not become involved in patient care
Report to treatment site and establish command of the work area
Establish primary treatment area
- Think big – treatment area must be capable of accommodating large numbers of patients and equipment
- Consider: weather, safety, HAZMAT
- Area must be readily accessible
- Designate entrance and exit to area
- Divide treatment area into four (4) distinct and well marked areas: use appropriate colored flags, barricade tape, and/or tarps

Determine equipment and personnel needs in treatment area and request resources via EMS Communications
Coordinate personnel assigned to treatment area
Designate secondary treatment area as an alternative should the primary area become unstable
Inform EMS Command of primary and secondary site locations
Assign personnel to treatment areas based on medical capabilities

Intermediate:
Continue to triage/re-triage patients
Advise EMS Transportation when patients have been prepared for transport
Notify EMS Transportation which hospital the patient should be transferred to
Evacuate patients by priority
Regularly inventory supplies using the MEDICAL EQUIPMENT CHECKLIST and request resupply, via EMS Communications, when necessary

Extended:
Begin relieving or reducing staff as necessary
Report to EMS Command when Triage site activities are no longer necessary

LCEMS EMERGENCY MEDICAL SERVICES

INCIDENT COMMAND SYSTEM

EMS TRANSPORTATION

Mission: Organize and coordinate transportation of patients from an MCI incident

Immediate: Report to EMS Command and receive briefing
Receive EMS Transport Vest and Job Action Sheets
Don EMS Transportation Vest
Confirm with EMS Command the radio channel to be used
Report to Transportation site
Do not become involved in patient care or loading of the patients
Appoint radio operator, if necessary
Determine equipment and personnel needs in transportation area; request same from EMS Communications
Coordinate personnel assigned to Transportation area
Determine location of helicopter LZ via EMS Communications
Establish communications with EMS Triage and advise the location of the loading zone and helicopter LZ
Loading zone should have separate entrance and exit routes
Advise EMS Staging of the location of the loading areas
Communicate with area hospitals:

- Relay information concerning incident to hospitals as needed
- Ascertain each hospital's capabilities to receive patients
- Inform hospitals of number of patients to expect and their conditions

Begin completion of HOSPITAL CAPABILITY AND PATIENT TALLY SHEET
Request from EMS Staging, ambulances/helicopters as needed for transport
Coordinate routing of patients to proper ambulances

Intermediate: Maintain HOSPITAL TRANSPORTATION LOG. If Mettags are used, assure completion of the tag and retain corner tear off from tags
Advise each ambulance of their hospital destination
Advise receiving hospital of: name of unit transporting, number of patients in unit, brief description of patients' condition and ETA of ambulance
Update HOSPITAL CAPABILITY AND PATIENT TALLY SHEET as patients are transported; complete totals at conclusion of incident

Extended: Begin relieving or reducing staff as necessary.
Advise EMS Command/Communications, EMS Triage, EMS Staging, Helicopter LZ when last patient is transported

LCEMS EMERGENCY MEDICAL SERVICES

INCIDENT COMMAND SYSTEM

EMS TRIAGE

Mission: Organize and coordinate triage of patients from an MCI incident

Immediate:
Report to EMS Command and receive briefing
Receive EMS Triage Vest and Job Action Sheet
Don EMS Triage Vest
Confirm with EMS Command the radio channel to be used
Ascertain from the EMS Command, if it safe to initiate triage activities
Do not become involved in direct patient care
Designate a radio operator as necessary
Determine equipment/personnel needs; request same from EMS Communications
Coordinate personnel assigned to Triage
Distribute S.R.A.R.T. tape to triage personnel
Begin triage operations
Advise EMS Treatment of approximate number of patients ASAP
Coordinate transfer of patients by priority to Treatment area
Request personnel and equipment as needed to transfer patients to treatment area
CHECK ALL AREAS AROUND MCI SCENE FOR POTENTIAL PATIENTS, WALK AWAYS, EJECTED PATIENTS, ETC

Intermediate: Advise EMS Communications when initial triaging and tagging operations are complete

Extended:
Begin relieving or reducing staff as necessary
Advise EMS Command/Communications, EMS Transportation, EMS Staging, Helicopter LZ when last patient is transported to Treatment area

LCEMS EMERGENCY MEDICAL SERVICES

INCIDENT COMMAND SYSTEM

EMS STAGING

Mission: Organize and coordinate offsite EMS vehicle resources at an MCI incident

Immediate: Report to EMS Command and receive briefing
Receive EMS Staging Vest and Job Action Sheets
Don EMS Staging Vest
Confirm with EMS Command the radio channel to be used
In cooperation with Incident Command, establish location of staging area

- LCEMS staging area should be distinct from TFD staging area but may be in the same general location
- Think big – staging area must be capable of accommodating large numbers of EMS vehicles
- Consider: safety and HAZMAT
- Area must be readily accessible
- Designate entrance and exit to staging area
- Consider need for secondary staging area as an alternative should the primary staging area become unusable

Notify EMS Communications for the Location of the Staging Area
Proceed to Staging Area
Determine equipment and personnel needs for Staging Area: Request same from EMS Command
Coordinate personnel assigned to Staging Area
Ascertain from EMS Transportation location of ambulance loading zone and best route to zone
Ascertain from EMS Communications approximate number of EMS units to expect
Maintain EMS UNIT STAGING LOG
Give an INCIDENT PROTOCOL CARD to each arriving EMS unit; Complete the back of the card as appropriate
Send EMS units to EMS Transportation when requested to do so

Intermediate: As the number of EMS units in Staging Area decreases, Advise EMS Communications of possible need for additional units

Extended: Report to EMS Command for reassignment upon closure of the Staging Area

LCEMS EMERGENCY MEDICAL SERVICES

INCIDENT COMMAND SYSTEM

EMS COMMUNICATIONS

Mission: Organize and coordinate communications for EMS Command at an MCI incident

Immediate:
Report to EMS Command and receive briefing
Receive EMS Communications Vest and Job Action Sheets
Don EMS Communications Vest
Confirm with EMS Command the radio channel to be used
Stay with EMS Command
Receive and relay all communications from/to EMS personnel at the incident site to EMS Command
Contact EMS Triage, Transportation, Staging, Treatment and LZ leaders to establish radio communications link
Receive and relay all communications between EMS Command and EMS Dispatch
Document requests for additional resources

LCEMS EMERGENCY MEDICAL SERVICES

INCIDENT COMMAND SYSTEM

EMS HELICOPTER LANDING ZONE

Mission: Organize and coordinate activities at the helicopter landing zone at an MCI incident

Immediate:
Report to EMS Command and receive briefing
Receive EMS Communications Vest and Job Action Sheets
Don EMS Communications Vest
Confirm with EMS Command the radio channel to be used
Proceed to helicopter landing zone
In cooperation with Incident Command, establish location of the helicopter landing zone
- Helicopter landing zone should be distinct from TFD/EMS staging area but may be in the same general location
- Think big – staging area must be capable of accommodating large numbers of helicopters and their required access and egress

The helicopter landing zone must be flat, open, free of wires, trees, and other obstructions
- Consider: safety, wind direction, site security and HAZMAT
- Area must be readily accessible by EMS vehicles
- Designate EMS vehicle entrance and exit to helicopter landing zone
- Consider need for secondary helicopter landing zone as an alternative should the primary landing zone become unusable

Notify EMS Communications of the location of the helicopter landing zone
Determine equipment and personnel needs for helicopter landing zone: Request same from EMS Command
Coordinate personnel assigned to helicopter landing zone
Maintain EMS UNIT STAGING LOG
Give and INCIDENT PROTOCOL CARD to each arriving helicopter; Complete the back of the card as appropriate

Intermediate: As the number of EMS units in Staging Area decreases, Advise EMS Communications of possible need for additional units

Extended: Report to EMS Command for reassignment upon closure of the Staging Area

LCEMS EMERGENCY MEDICAL SERVICES

INCIDENT COMMAND SYSTEM

EMS DISPATCH

Mission: Organize and coordinate overall communications between other public safety agencies, the hospitals and EMS Communications at the MCI site

Immediate: When notified of a major incident/MCI contact the following personnel/areas of the hospital:

- EMS Chief
- Deputy Chiefs
- Captains
- Lieutenants
-
- TMH and CRMC Emergency Centers

Assess locations of all on duty EMS units and relocate as necessary
Attempt to keep at least one EMS unit in service for non-MCI related calls
Confirm the response/awareness of other public safety agencies
Call in additional dispatch personnel
IF THE INCIDENT INVOLVES AN AIRCRAFT, CALL FLIGHT SERVICES.(Gainesville 352-377-4681) OR (Flight tower at TLH 942-9642 6am-11pm/JAX (904) 549-1537 11pm-6am) TO GET THE TOTAL NUMBER OF SOULS ON BOARD
SEND AN OFFICER TO THE COUNTY EOC TO SERVE AS THE DEPARTMENT LIAISON OFFICER
ADVISE THE LIAISON OFFICER WHICH RADIO CHANNEL TO MONITOR

Intermediate: After confirmation of a major event:

- Reconfirm notification/nature of event with EMS administrative personnel
- Confirm authorization to recall staff via EMS Administration
- Reconfirm notification/nature of event with both Emergency Centers
- Notify Leon County Sheriff's Office Division of Emergency Management via the Leon County Warning point (922-3300) of the incident
- Request mutual aid from Gadsden, Wakulla and Jefferson Counties through the EOC. Coordinate their access to the scene. Provide the radio channel for them to operate on at the incident site.

- **CONSIDER HELICOPTER SUPPORT AS AN AERIAL PLATFORM OR TO QUICKLY DELIVER STAFF AND SUPPLIES**

Extended: Refer all media inquiries to the County PIO
Continue to support EMS Command at the incident site
Plan for personnel, equipment and supply replenishment.

THE SIMPLE TRIAGE AND RAPID TRANSPORT (S.T.A.R.T) METHOD OF TRIAGE

The Simple Triage and Rapid Transport (S.T.A.R.T.) method of triage will be used by LCEMS and TFD on MCI incidents.

S.T.A.R.T. triage is based on three assessments and two treatments:

Assessments

- Is ventilation adequate?
- Is perfusion adequate?
- Is mentation adequate?

Treatments

- Airway maintenance
- Hemorrhage control

S.T.A.R.T. triage steps

1. Identify low priority "walking wounded" and direct them to a safe area (large tree, parking lot). Do not direct these patients to an ambulance. They may impede emergency care and transport of patients. Instructions may be given over the vehicles loud speaker. Advise these patients that you will send emergency workers to them. Spend no further time with this population of patients.

2. Begin triage where you stand and proceed in a systematic, orderly manner through the patients. Use METTAGS or colored ribbons. Attach the tag/ribbon to the patients arm or leg, not the patients clothing. The following colors are used to signify the noted patient condition:

- RED - critical, immediate care
- YELLOW - Serious, stable, delayed
- GREEN - emergency treatment not necessary
- BLACK - dead, expectant
- BLUE - HAZMAT contamination

3. Assessing and tagging should take no longer that 60 seconds per patient. Identify urgent, life threatening conditions for second wave of rescuers.

4. If the victim is NOT BREATHING, reposition and clear the airway. If spontaneous breathing does not begin, tag the victim with BLACK RIBBON and MOVE TO THE NEXT VICTIM.

5. Deceased should not be moved unless it is necessary to reach a live victim or if the body is

likely to deteriorate due to environmental hazards such as fire

6. If a dead body is moved from its location at the incident, evidential continuity (chain of evidence) of the handling must be maintained through its recovery.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Response to Aircraft Emergencies at Tallahassee International Airport
Effective:	June 1, 2005
Reviewed:	March 2006, December 2012, December 2015, December 2018
Revision:	3
Pages:	2

I. PURPOSE:

To provide for rapid response to the airport in the event of an aircraft accident or a medical emergency on an inbound aircraft.

II. GUIDELINE:

1. Under normal circumstances, information concerning an aircraft emergency will come from either the City of Tallahassee Fire Department dispatcher or from the FAA airport tower. If the request comes from another source other than TFD or the tower, notify the tower.

2. In the following scenarios EMS will be requested to respond to at the airport:
   - Aircraft emergency
   - Medical Emergencies at the airport or on an inbound flight

A. Alert 2 - Aircraft Emergencies or Alert 3 & 4 - Aircraft Accidents

1) EMS dispatch should acquire the following information and relay it to the responding units.
   1. Alert code
   2. Type of aircraft/souls on board
   3. Nature of emergency
   4. Estimated time of arrival of aircraft
   5. EMS staging location (normally Million Air) or gate to access the patient/incident

2) Alert 2 calls will be dispatched as Code 2 unless the system controller has information that would indicate a Code 3 response. Alert 3 calls will be dispatched as Code 3 responses.

3) Upon arrival at the airport, LCEMS units will position themselves at the airport location identified by EMS dispatch. Airport personnel will provide access through the gate for LCEMS. Airport personnel will guide LCEMS to the accident site.

4) LCEMS units are to have their emergency lights on anytime the

LCEMS unit is inside the fenced perimeter of the airport.

5) In the event of an aircraft crash, Tallahassee Fire Department and LCEMS will establish a “unified command of operations” Refer to the "Emergency Operations Plan" and "MCI Plan" for specific response guidelines to this type of emergency.

B. Medical Emergencies

1) Medical emergencies can occur at the airport terminal or on an inbound aircraft.

2) EMS Dispatch will acquire information related to the patients location and medical condition. Such information will be relayed to the responding LCEMS crew.

3) EMS dispatch will ask airport personnel to guide LCEMS personnel to the patient.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Second Incident Encounters
Effective:	June 1, 2005
Reviewed:	March 2006, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. PURPOSE:

To provide guidance in the event a crew finds themselves on the scene of a second incident while responding to or transporting a patient from a different incident.

II. GUIDELINE:

Under normal operational conditions ambulances will not respond to another incident with a patient on board.

III. PROCEDURE:

- If, while transporting a critical patient under lights and sirens, a crew comes across the scene of another incident, that crew will continue on its way to the hospital without stopping to render assistance. The driver will contact EMS dispatch of the situation requesting appropriate assistance to respond.

- If, while responding to a Code 3 patient under lights and sirens but without a patient on board, a crew comes across the scene of another incident, that crew will stop and render aid only after notifying EMS dispatch of the situation. A second unit will be dispatched as appropriate.

- If, while transporting a non-critical patient, the crew comes across another incident, that crew will stop and the driver will render aid as necessary. The charge person will not abandon his/her patient to render aid. Further assistance will be called for through EMS dispatch as needed. If at all possible, any additional patients from a second scene will not be transported in the same vehicle with the original patient. A second or subsequent unit will transport patients from the second scene.

- EMS dispatch will divert ambulances to calls as necessary but will ordinarily avoid sending ambulances carrying patients to subsequent scenes.

- In the event of unusual circumstances the on-duty supervisor or System Status Controller will make decisions related to this guideline.

414.00

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Social Services Referral
Effective:	June 1, 2005
Reviewed:	May 2010, December 2012, December 2015, December 2018
Revision:	3
Pages:	2

I. PURPOSE:

To refer patients to needed and appropriate services within the community.

II. GUIDELINE:

LCEMS shall attempt to assist patients in finding appropriate services in the community that meet the needs of that patient. The paramedic will attempt to assist the patient to find appropriate resources to utilize and reduce the utilization of inappropriate resources while more closely meeting the patient's needs.

III. PROCEDURE:

When a patient is identified with needs that are beyond the scope of LCEMS personnel, the paramedic will:

1. Offer the patient a 211 Big Bend Card so that the patient can help themselves by calling for needed services.

2. Fill out the Social Service Referral Form and turn it in to the on-duty supervisor. Provide as much information as possible.

3. The on-duty supervisor will provide these forms to the Deputy Chief of Clinical Affairs.

4. The Deputy Chief of Clinical Affairs will call the appropriate community resource and request assistance. In cases where immediate assistance is identified the on-duty supervisor will call the appropriate community resource.

When a need is identified and the patient is transported, the crew will notify the receiving hospital of the need also.

Leon County EMS Social Services Referral

Date: _____ Time: _____

Name of Person Being Referred: _____

_____
Street Address

_____
City State Postal Code

Contact Number: _____

Referred By: _____ ID# _____

G Emergency (Notify on duty supervisor) **G Urgent (Leave for the on duty supervisor)**
G Referral Card Given **G Referral Authorization Form Signed**
G Referral Form Attached

Please Check Applicable Categories

G Abuse/Neglect
Q Child Abuse/Neglect
Q Elder Abuse/Neglect

G Food/Meals
Q Feeding Sites
Q Food
Q Food Stamps

G Individual/Family Support
Q Adoption
Q Adult Day Care
Q Animals/Animal Control
Q Child Care
Q Disability Services
Q Hospice Care
Q Respite Care

G Mental Health
Q Anger Management
Q Baker Act Info
Q Death and Grief Issues
Q Depression
Q Hypochondria
Q Loneliness
Q Mental Health Support Group
Q Stress Management

G Disaster Services
Q Disaster Info/ Preparation
Q Flooding Relief
Q Hurricane Relief

G Housing
Q Emergency Shelter
Q Foreclosure
Q Home Repairs
Q Rent/Housing

G Legal/Criminal Justice
Q Child Custody/Support
Q Court Services
Q Discrimination/Harassment
Q Landlord/Tenant
Q Legal Assistance
Q Offenders/Ex-Offenders Services
Q Victim Services

G Personal/Household Needs
Q Clothing
Q Furniture/Appliances
Q Holiday Assistance

G Transportation/Utilities
Q Utilities Assistance
Q Utilities Deposit

G Employment
Q Job Opportunity/Search
Q Job Training
Q Unemployment Assistance

G Income Support/Assistance
Q Public Assistance/TANF
Q Tax Assistance
Q WIC

G Medical/Dental Assistance
Q Clinic Information
Q Dental Care
Q Health Support Groups
Q Medical Financial Assistance
Q Medicare/Medicaid

G Substance Abuse
Q Substance Abuse/Addiction
Q Substance Abuse Support Group

G Suicide
Q Suicide Information
Q 1st Party Suicide
Q 2nd Party Suicide

G Other Information

_____
_____
_____
_____
_____
_____

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Transporting Donor Organs
Effective:	June 1, 2005
Reviewed:	March 2006, December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. PURPOSE:

To provide rapid transportation to and from the airport for organs donated for transplant.

II. GUIDELINE:

The request to transport organ procurement teams and donated organs to / from the airport is to be considered of high importance. The fee for services provided by Leon County EMS is the responsibility of the organ procurement team.

III. PROCEDURE:

- LCEMS dispatch will obtain the required information including the expected time that services will be needed. System Status Controllers (SSC) will make payment arrangements with the requesting organization in accordance with current payment policies.

- LCEMS dispatch will assign a unit to provide the requested services at the location and time requested.

- All responses and transports will be done Code 2 unless otherwise directed by the SSC or on-duty supervisor according to the needs of the team.

- Airport transports of an organ harvest team with a harvested organ onboard are acceptable candidates for emergency transport mode (refer to SOG 215.00).

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Vehicle Operations
CAAS:	202.01.02
Effective:	June 1, 2005
Reviewed:	March 2006, December 2012, December 2015, December 2018, October 2020
Revision:	4
Pages:	15

I. PURPOSE

To provide uniform driving guidelines for the safe operation of Leon County EMS vehicles.

II.GUIDELINES

Only safe drivers are allowed to operate County vehicles and that basic standards be followed in all vehicle operations. Safety is the ultimate concern for patients, the public and employees. This SOG applies to employees of the EMS Division who are required to drive as a part of their duties. It does not apply to office support personnel who do not engage in pre-hospital care.

III. DRIVERS

All drivers of LCEMS vehicles will meet the qualifications and motor vehicle records requirements as outlined in the current County Driver Policy and in accordance with Florida Statute 401 and the corresponding Florida Administrative Code.

All drivers of LCEMS emergency vehicles will have successfully completed the Emergency Vehicle Operations Course before operating any department vehicle. All guidance provided in these courses will be followed.

Employees must immediately report in writing any revocation, suspension, or loss of driver's license to the on-duty supervisor.

Employees must report within 1 hour of reporting to work, in writing, convictions and / or citations for violations of motor vehicle traffic laws and ordinances other than parking violations, in any vehicle, to the on-duty supervisor. The report will include copies of all available citation / arrest paperwork. The written report will include an explanation of the circumstances surrounding the citation / arrest.

IV. TRAINING

All new employees will be required to complete Initial LCEMS driver training. Annual training will also be provided for all drivers of LCEMS emergency vehicles. Driver training reinforces good driving habits.

1. Initial training

   All employees at the time of hire, will be introduced to the type of vehicles which they will be operating and its specialty equipment and safeguards. If more than one type of vehicle will be used, introduction to all equipment will be done. All new drivers will demonstrate competence in safe driving with a Field Training Officer before being allowed to routinely drive. As part of their field training and orientation, drivers will pass the driver proficiency checklist prior to being given full driving privileges.

   Initial training will be completed as part of the LCEMS new employee orientation program. It will include the following components:

   1. Vehicle Inspection – The trainer will explain why and when vehicles should be inspected. The inspection of the vehicle will be demonstrated to the new employee. The new employee will then perform the inspection under the supervision of the trainer.

   2. Operating Techniques – Instruction will be given to allow the driver to become familiar with operating and using the equipment / vehicles.

   3. Training Exercises – After operating techniques have been learned the new employee should work on developing proficiency in operating the vehicle and equipment.

   4. Governmental Rules & Regulations - All appropriate rules and regulations will be reviewed with the driver. Emphasis will be given regarding safe vehicle operations.

   5. Accident Reporting Procedures – A review of procedures developed for handling accidents will be conducted. This review will include familiarization with accident reporting forms, accident review procedures and possible disciplinary actions.

   6. Emergency Procedures – How to handle: fires (including fire extinguisher use), mechanical failures and other potential emergencies.

7. Overview of Driver Monitoring program, currently known as "iDrive".

2. Smith System Driver Training

   All employees of the EMS Division will successfully complete the Smith System Driver Training with in 60 days of being hired.

3. Annual Training

   All drivers of LCEMS emergency vehicles will successfully complete annual refresher driver training. The training shall consist of a Smith System Refresher class or an online Learning Module.

4. Periodic Training

   Periodic training of all drivers is necessary:

   1. To reinforce County policies and procedures
   2. When County policies and procedures have changed
   3. As a result of changes in vehicles, equipment, products or regulations.
   4. As a result of specific accident trends, high frequency or high severity of accidents within the fleet.
   5. As a part of disciplinary procedures for a driver involved in an accident or for a driving violation.

5. Training documentation

   All training will be documented in writing and maintained by the Education / IQM Manager at LCEMS.

V. INSPECTIONS

All employees shall perform a safety check each day of any vehicle they are assigned to drive. These checks will be documented on the daily inspection form in Operative IQ. The safety check will include:

1. Windshield washers and wipers
2. Directional signals / turn signals

3. Tires – check for adequate inflation, damage, and tread wear.
4. Lights – all lights must be checked, inside and out, including dash lights. Check both high and low beam headlights.
5. Horn
6. Brakes – When testing the brakes, the engine will be on. They shall be tested by putting the vehicle in gear and applying the brakes to bring the vehicle to a stop. When the pedal is depressed it should move smoothly. When released the pedal should return to the complete raised position. When stopping there should not be any pulling to either side, grinding sounds or return pressure felt in the brake pedal. If brakes fade or any of the above symptoms are noted immediately notify Logistics or the Shift Supervisor and take the unit out of service.
7. Parking brake – The vehicle should not roll either forward or backward when the parking brake is applied.
8. Back-up alarm
9. Emergency lights
10. Siren
11. Date / mileage due of next preventive maintenance. – Vehicles that are found to be due for preventive maintenance will be immediately reported to logistics.
12. Damage to the vehicle – all employees will inspect the vehicle for new damage when taking responsibility for the vehicle. Upon return of the vehicle it will be inspected for new damage. Damage not previously noted on the vehicle's damage report will be assumed to have occurred during the employee's use of the vehicle. If new damage is noted, it will be immediately reported in writing to the shift supervisor.
13. Motor oil
14. Brake fluid
15. Power steering fluid – should be checked while the vehicle is on a level surface and when the engine is warm but not running.
16. Hydraulic systems
17. Automatic transmission fluid
18. Cooling system reservoir
19. Seatbelts – assure they are in proper working order. Buckles must lock into place and release when the button is depressed. Straps must not be ripped, torn or frayed.
20. Equipment – assure that all equipment is stored and secured in its proper place. Make certain that nothing can loosen and become a "missile" hazard in the event of a quick stop.

Employees must assure that the vehicle is in safe operating condition at all times. Gauges will be monitored when the vehicle is in operation. If any gauge indicates an abnormality the vehicle must be taken out of service as soon as possible. All defects or deficiencies shall be immediately reported to the shift supervisor.

VI. VEHICLE MAINTENANCE

1. All vehicle maintenance and records of maintenance is the responsibility of Leon

County Fleet Management.

2. Repairs, adjustments, alterations and modifications to equipment will be carried out only by qualified persons specifically authorized by Leon County. No employee of LCEMS is to undertake such work unless authorized.

3. In the event of vehicle / equipment malfunction, corrective measures on the part of LCEMS personnel will be limited to verification that power exists and that all operating controls are in a normal configuration. If such action does not correct the malfunction, the problem will be referred to authorized service personnel.

4. All malfunctioning vehicles and vehicle equipment will be reported to the Shift Supervisor. No vehicle perceived to be unsafe will be driven until checked and repaired or deemed safe by Leon County Fleet or the Shift Supervisor on duty.

5. If a critical vehicle malfunction occurs while responding to a call or transporting a patient the crew will immediately notify control to dispatch another unit. The Shift Supervisor will be notified to assure that the patient is cared for and to coordinate towing and repairs. The crew will complete an incident report and provide it to the Shift Supervisor.

VII. GENERAL SAFE DRIVING

- Before driving
  - A good mental attitude is essential for safe driving. A chip on your shoulder, a bad temper, irritations caused by other drivers, personal worries, fighting traffic and aggressive driving are all out of place for safe driving.
  - Make all adjustments for safe driving such as seat, inside and outside mirrors and sitting position before putting the vehicle into gear.
  - All persons who drive or ride in County vehicles will in all cases wear the installed seat belt. The only exception is an attendant in the rear of an ambulance who is administering patient care that would not otherwise be able to be administered if the seat belt were worn.
  - Never take drugs or strong medication before operating a vehicle. Drugs, illness or extreme fatigue may affect an employee's ability to judge distance, speed and driving conditions.
  - Nothing is to be stored on the dashboard (i.e. coffee cups, clip board, papers, etc)

- Starting
  - Signal your intention.
  - Wait for traffic to clear
  - Avoid jack-rabbit starts…they may injure an occupant and will damage the vehicle

- On the road
  - All drivers will abide by all federal and state laws and County policies.
  - Use of cellular / mobile phones is limited to hands free use while driving County vehicles.
  - Always be prepared to make emergency stops or take evasive action.
  - The speed limit is a prudent safety limit. The posted speed limit will not be exceeded except during emergency responses as outlined in this policy.
  - Check mirrors and gauges frequently.
  - Shift your vision from point to point.
  - Do not drive too close to the vehicle ahead. Keep a distance of at least four seconds between you and the vehicle in front of you.
  - Slow down at intersections. Anticipate turns by other drivers.
  - Do not jump yellow traffic lights.
  - Slow down for curves and accelerate as you reach the straight. Remember that ambulances are top heavy and can overturn as a result of swerving.
  - Never assume you have been seen or heard. Conversation, radios, tape players, closed windows and closed minds all may prevent drivers from seeing or hearing your vehicle until the last moment. Prepare yourself accordingly.
  - Respect the right of way of others before asking that they yield to you. Watch for signs of movement. Do not assume the right-of-way. The driver who has the last chance to avoid an accident may be the driver in the legal right.
  - Keep a distance behind other vehicles to avoid tailgating. Do not allow others to tailgate. Slow down, pull over to the side and let the tailgater pass.
  - Watch for and yield to pedestrians, especially at crosswalks and between parked cars. Small children and old or incapacitated persons are completely unpredictable.
  - Drivers must be particularly alert while driving near children. Children must be kept from playing in or about County vehicles. While in areas such as schools, parks, playgrounds, swimming pools or community centers be especially watchful for children and drive carefully and slowly.
  - Lookout for animals and avoid them whenever possible. Never jeopardize your patient or vehicle by swerving or braking violently to avoid an animal.
  - Watch the hidden lane of traffic at intersections. Vehicles in that lane may not see or hear you.
  - Be visible at all times. Turn on low beam headlights at all times the vehicle is operated.

- Passing
  - Pass only when your view is clear well ahead and never on a solid yellow line.
  - Make sure the vehicle behind you is not about to pass
  - Signal by flashing your high beam headlights
  - Use extreme care when passing by crossing the median and driving in the wrong lane. This will only be done while traveling in emergency mode with lights and siren on.

- Convex mirrors provide deceptive spatial positioning. Do not use them to judge position of your vehicle in relation to other vehicles.

- Turning
  - Signal intentions at least 100 feet in advance, including changes in lane and actual changes in direction.
  - Check blind spots and mirrors before turning
  - Look ahead and behind several times before turning
  - Learn blind spots and compensate for them

- Stopping / breaking
  - Anticipate your stop and signal your intention.
  - Use pumping or press and release action when braking.
  - Stop gently, remember your patient and partner.
  - Avoid sudden braking. Instead of sudden hard braking continue past and go back. Remember a vehicle may be right behind you that you don't see

- Parking
  - Vehicles on calls should be left running.
  - When possible do not park in moving traffic lanes.
  - Leave emergency warning lights on when parked in the flow of traffic
  - Before leaving the vehicle place the vehicle in park and engage the parking brake.
  - Engage the high idle.
  - If parked on a downgrade the front wheels should be turned towards the curb.
  - If parked on an upgrade the front wheels should be turned away from the curb.

- Night driving
  - Do not overdrive your headlights.
  - Keep headlights and windshield clean.
  - Dim headlights for oncoming traffic.
  - Distant tail lights are deceiving. Slow down until you are sure of distance.
  - Keep alert for pedestrians, unlighted vehicles, vehicles with one headlight, bicycles, motorcycles and animals.

- Weather hazards
  - Do not drive through moving water
  - Use caution when leaving the roadway – making sure the ground can handle the weight of the ambulance and you won't get stuck. You and the patient are better off if you have to park on a hard surface and walk to the patient. This will prevent delays in care and or transport.
  - Do not drive too fast for existing conditions.
  - Do not make hard stops or turns on roads that are slippery, wet, icy oil slicked.
  - In obscured vision situations slow down, be alert and use hazard warning flashers. Turning off a portion of your emergency lights during heavy fog or rain may improve visibility and decrease reflective glare.

VIII. BACKING PROCEDURE

Ambulances

- To ensure the safety of pedestrians and for the protection of property in the vicinity of LCEMS ambulances operating in reverse all personnel are required to follow this procedure when the ambulance is proceeding in reverse mode.

- The ambulance will not be put into reverse until someone is outside the ambulance on the driver's side rear. This person is responsible to make sure that the area directly behind the ambulance is clear of all objects and persons.

- The driver of the unit will keep their window down and the AM/FM radio off while backing the ambulance to ensure better communication and vision.

- Direct eye contact must be made between the driver of the ambulance and the person responsible for backing them up. If the driver cannot see the spotter, they should immediately stop the ambulance to avoid hitting the spotter.

- Auxiliary lights such as the side scene lights should be used if necessary to illuminate all areas near the ambulance.

- Side mirrors shall be free of water, dirt and debris to allow for maximum visibility by the driver.

- Verbal communication between the driver and spotter at the rear of the unit shall be maintained. Use of the two way radio should not be used.

- Hand signals consistent with the direction of travel and stopping will be used by the spotter at all times. See attachment #1 for approved hand signals.

- If a crew member attending the patient is unable to direct the driver, the driver should immediately seek the help of another individual who is on scene. If the situation arises where there is absolutely no one to direct the ambulance driver the driver should inspect the path of travel to the rear of the ambulance before moving the ambulance in reverse. When moving in reverse the crewmember in the patient compartment should proceed to the rear door windows and clear the travel area to the rear of the ambulance. This should only be done in extreme circumstances when no other alternative exists.

- Back up slowly and with caution, never more than 1-2 mph.

- Turn off the back-up alarm whenever a backer is present, if available. In emergent situations when a backer is not available, back-up alarm must be on.

Other vehicles

All drivers of LCEMS non-ambulance vehicles will observe the Leon County backing policy located in the Leon County Board of County Commissioners Safety Manual.

IX. RESPONDING TO EMERGENCIES

- Vehicles responding to an emergency call will utilize both audible and visual warning devices (lights and sirens) except when contraindicated for safety.

- Give traffic a chance to clear itself before pushing through. Weaving in and out of various traffic lanes is exceedingly dangerous.

- Leon County EMS ambulances utilizes the Opticom GPS traffic light preemption system in all units. This system activates itself when driving with lights and sirens on. Leon County EMS personnel shall only use the traffic preemption system on dispatched emergency responses and when transporting all emergent class patients to appropriate medical facilities. Drivers must remember the use of the emitter system does not guarantee or grant right-of-way at intersections. Use of traffic preemption to control traffic signals at any other time is prohibited.

- Florida Statutes 316.126 (3) say "Any authorized emergency vehicle when enroute to meet an existing emergency, shall warn all other vehicular traffic along the emergency route by an audible signal, siren, exhaust whistle, or other adequate device or by a visible signal by the use of displayed blue or red lights.. While en route to such emergency, the emergency vehicle shall otherwise proceed in a manner consistent with the laws regulating vehicular traffic upon the highways of this state." Keeping this in mind, when making emergency response between 11:00 p.m. and 6:00 a.m. in residential areas, if there is no apparent vehicular traffic and the unit is traveling at posted speed limits, the use of sirens is not mandatory. Safe operation of the ambulance must always be the primary objective of the driver. When in doubt concerning the use of the sirens, always choose to use the sirens.

- When making emergency response with lights and sirens, although the statues specify the posted speed limits may be exceeded, the driver must always take weather, road and traffic conditions into consideration. The statute specifically "does not relieve the driver from the responsibility to drive with due regard for the safety of all persons" (316.126 (5)). Unnecessary and unreasonable excessive speeds shall be avoided.

- The AM/FM radio will be turned off during emergency responses and while transporting patients.

- Drivers will be alert for other emergency vehicles responding.

- When a two person crew is responding they will work as a team. The front seat passenger will note the location of the incident, locate it in the map book and provide directions to the driver as needed. They will serve as a second set of eyes watching for hazards, other vehicles and pedestrians and will communicate such to the driver. The passenger should operate the two way radio and siren to avoid distractions to the driver.

- Use of cellular / mobile phones will be limited to calls necessary to get information from control or dispatch. They will be used in hands free mode and will be operated by the passenger when present.

- Use caution when beginning siren in traffic. If sirens are suddenly turned on, the drivers in the immediate vicinity may be startled and panic.

- Driving on the wrong side of the road, crossing medians and driving the wrong way on one-way streets will be done in cases of necessity and with extreme caution. Resort to this only when there is no other way to get through. Drivers will be prepared to justify their actions.

- When driving to an emergency all drivers of emergency vehicles will come to a full and complete stop at all red lights and stop signs. After ascertaining that all other traffic has yielded to the emergency vehicle, the vehicle may proceed through the intersection with due regard for the safety of others.

- Posted speed limits in school zone must be observed when children are present.

- Emergency vehicles will not pass a school bus when the school bus is loading or unloading students as indicated by the flashing red lights on the school bus until cleared to do so by the driver of the bus. At that time the emergency vehicle will proceed with extreme caution.

- Upon arrival at the scene of an incident, emergency vehicles will be parked at a safe distance from any hazard and in such a manner as not to cause obstructions to other emergency vehicles responding to the scene. Vehicles will, unless otherwise contra-indicated for reasons of safety or security, remain idling at all times. Turn off white lights and head lights at night, unless they are deemed necessary for safety.

- At Haz-Mat scenes the unit should be parked at a distance and location indicated by a Haz-Mat team officer. In the absences of such an officer the crew should use information contained in their North American Emergency Response Guidebook to determine where to position the unit.

- Ambulances transporting patients to an emergency care facility may use emergency lights and sirens in circumstances involving patients with life-threatening or potentially life-threatening illness or injuries at the discretion of the paramedic in charge of patient care.

- Ambulances may only be operated by LCEMS employees, regardless of Code return.

X. ACCIDENTS & EMERGENCIES

All accidents, no matter how minor, involving County owned vehicles will be immediately reported to the shift supervisor. Employees will follow the policy on handling and reporting accidents as outlined in the Leon County Board of County Commissioners Safety Manual. This includes mandatory drug and alcohol testing of drivers as outlined. County employees involved in accidents while utilizing a County – owned vehicle is to only discuss the accident with the investigating law enforcement officer or an agent of Leon County. Do not offer an admission of guilt.

If an ambulance is involved in an accident while transporting a patient:

- Immediately notify control of the situation and request additional resources and the on duty supervisor to respond.
- Check the status of the crew and patient and provide first aid as required. If injured and it is safe to do so remain where you are, don't further injure yourself trying to provide care for others.
- Check the status of the other parties involved and provide first aid as required. Their care will be immediately turned over to other responding units when they arrive on the scene.
- Warn other motorists of the accident by using warning devices.
- Ensure the safety of everyone involved.
- Evacuate the ambulance if it is not safe for the patient or crew to remain in the ambulance.
- If it is safe for the patient and crew to remain in the ambulance, keep the patient in the ambulance until the back-up units arrive to provide assistance.
- Transfer the patient being transported to another unit for continuation of care / transport.

If an emergency vehicle is involved in an accident other than while transporting a patient:

- Immediately notify control of the situation and request additional resources and the on duty supervisor to respond to assist you. If responding to a call request that another unit be sent to that call.
- Check the status of the crew and provide first aid as required. If injured and it is safe to do so remain where you are, don't further injure yourself trying to provide care for others.

- Check the status of the other parties involved and provide first aid as required. Their care will be immediately turned over to other responding units when they arrive on the scene.
- Warn other motorists of the accident by using warning devices.
- Ensure the safety of everyone involved.
- Evacuate the ambulance if it is not safe for the crew to remain in the ambulance.

If a fire occurs on board any County vehicle the crew will assure that all passengers are immediately evacuated. Only after everyone's safety is assured and in cases of small fires should the crew attempt to extinguish the fire. Do not attempt to extinguish any fuel fires.

If you smell fuels vapors or observe fuel leaking:

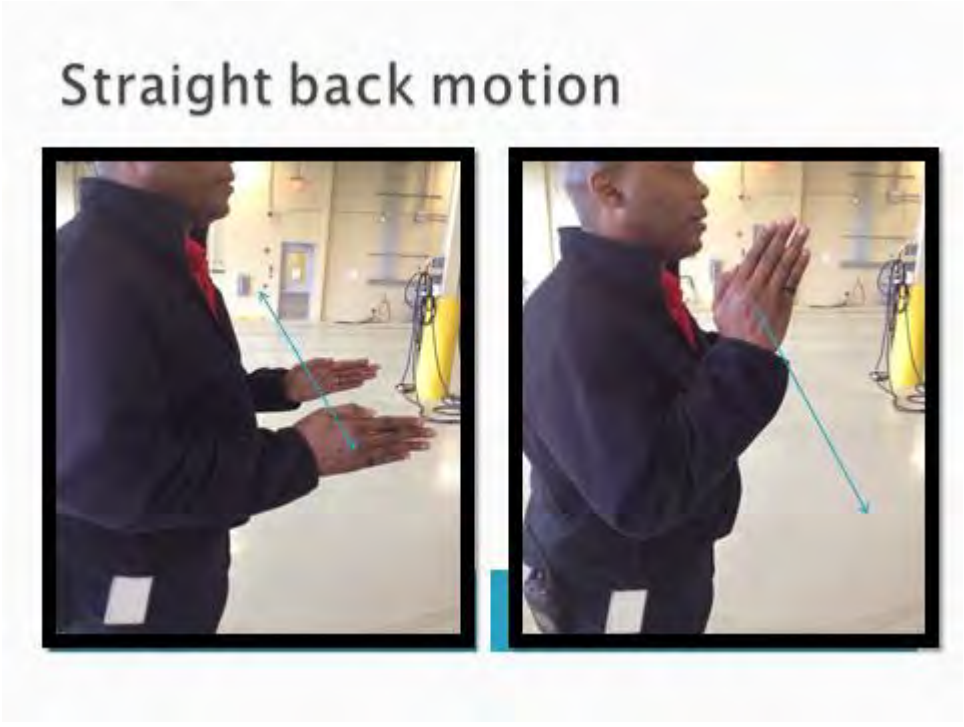
- Stop the unit
- Turn off all electrical systems
- Remove the patients, passengers, and crew from the unit
- Keep the area clear
- Immediately notify the Shift Supervisor
- Request additional unit as needed to transport patient or respond to call

It is not possible to list all emergency situations that a crew may encounter. However, in all emergency situations the safety of the crew and the patient will always be the first consideration. Safe guarding property will always take a back seat to safe guarding life.

XI. DISCIPLINE

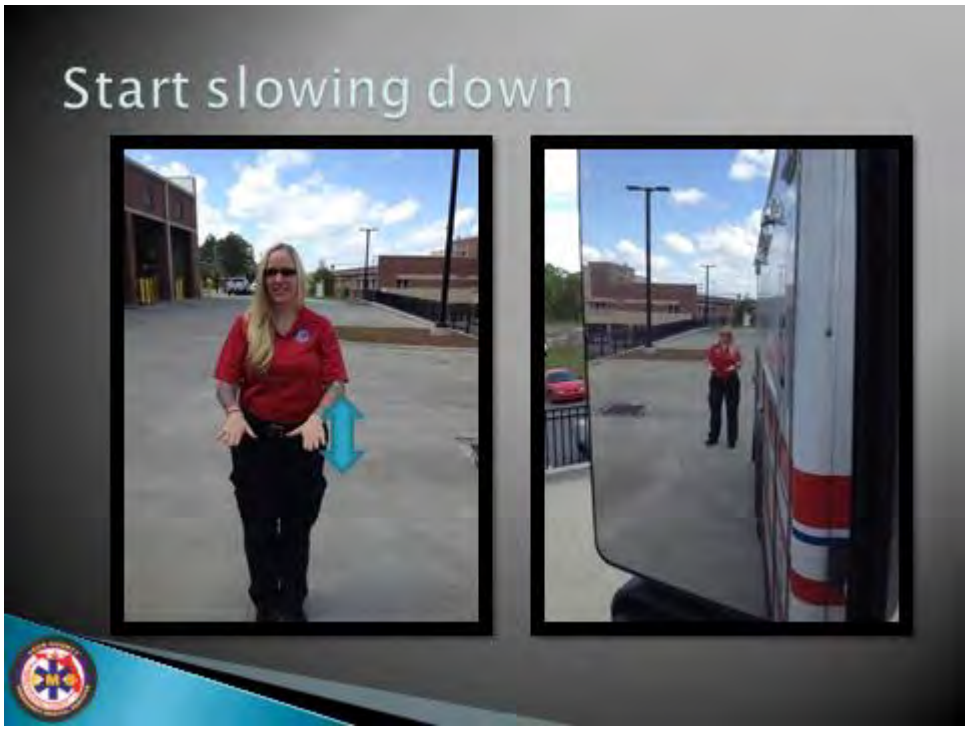
Any employee who fails to abide by any of the Leon County driving policies and procedures will be subject to disciplinary action up to and including termination of employment.

Attachment #1




Turning to left


Turning to right


Start slowing down


Distance to stopping



- Not all backing instances require a “start slowing down” or “distance to stopping” signal.
- Simple “all stop” signal will work.
- Use safe judgement of situation and hazards present to use correct signals.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Gasoline and Diesel Refueling
Effective:	June 1, 2005
Reviewed:	March 2005, June 2008, December 2012, December 2015, December 2018
Revision:	4
Pages:	3

I. PURPOSE:

To provide a policy governing the refueling of Leon County EMS vehicles

II. GUIDELINE:

To assure fleet readiness by assuring appropriate levels of fuel are maintained in all Leon County EMS vehicles.

III. PROCEDURE:

General Information

- All vehicle fuel levels will be maintained at no less than ½ total fuel volumes. All units will have a full fuel level before leaving headquarters. Units based at County stations will be maintained at a 3/4 level at their post.
- The employee fueling the vehicle is responsible for placing the correct fuel in the vehicle. Placing the incorrect fuel in the vehicle may result in disciplinary action.
- Only County owned vehicles (emergency or non-emergency) may be refueled using the County system.
- Do not fill tanks to the point of overflowing.
- Smoking and use of cellular / mobile phones during the refueling process are prohibited.
- Follow all posted safety directions
- Ambulances equipped with urea tanks shall have diesel exhaust fluid (DEF) added when the range is 500 miles, or under ½ full.

County fuel depots

- Routine refueling will occur at the County owned fuel depots at public works and the Sheriff's Office.
- Follow the directions on the fuel key reader located at these locations.

TFD fuel depot

- Routine use of TFD or City fuel depot is not permitted. They will only be used in extremely necessary situations. Prior to use supervisor approval must be obtained.
- Only County units can use the TFD fuel depots located at the County Fire Stations.
- Complete the fuel log located at the County Fire Station and an incident report indicating the reason for fuel acquisition at TFD or City depot, the amount of fuel obtained and the name of the supervisor who approved the acquisition.
- Refuel the vehicle by following the directions.

P-Card Use

- Each Paramedic is issued a county Purchasing or "P-Card." Any time that a County vehicle is traveling out of town the paramedic should use the P-card to refuel. Fuel can be obtained at any station that accepts the Visa P-card.
- Fuel vehicle and follow any specific instructions provided by attendant.
- Sign credit card receipt for purchases. Be sure to verify dollar amount and gasoline volume charged to the County account.
- Retain receipt and provide it to the EMS staff assistant at HQ for processing as soon as possible after the transport/
- Failure of any individual to turn in receipts for purchases may result in

disciplinary action and may result in payroll deduction of amount charged.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Vehicle Security
CAAS:	203.03.03
Effective:	January 2004
Reviewed:	May 2008, December 2012, December 2015, December 2018
Revision:	3
Pages:	1

I. PURPOSE:

The purpose of this Standard Operating Guideline is to ensure that all equipment as well as crewmembers' personal belongings cannot be stolen and/or tampered with.

II. GUIDELINE:

It is the guideline of LCEMS that every patient will receive a high level of consistent care. Therefore, all EMS equipment shall be secured when the vehicle is unattended.

III. PROCEDURE:

1. Responsibilities
   - A. It is the responsibility of both crewmembers to ascertain that all compartments of the ambulance are locked when the vehicle is unattended. Ambulances on scene out of eyesight of the crew are considered unattended and shall be locked as well.
   - B. This includes locking of all compartments when a vehicle is taken out of service at the end of a shift or taken to a service facility for repair.
   - C. Crew members are responsible for notifying the on-duty supervisor if the locks are not functional.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Transportation – Destination Determination
Effective:	August 20, 2013
Reviewed:	December 2015, December 2018, November 2019, November 2024
Revision:	2
Pages:	3



Kim Landry, MD – Medical Director

I. PURPOSE:

The purpose of this guideline is to provide guidance to the paramedic on determining the most appropriate emergency department destination for patients from ambulance transports not originating at a hospital or emergency department.

II. GUIDELINES:

1. All trauma alert patients must be transported to the trauma center without exception unless the medic feels that the patient needs to go to the closest emergency department for airway stabilization. The only trauma center is Tallahassee Memorial Hospital – Main Campus.

2. All STEMI patients should be transported to a STEMI center with a cardiac catheterization lab unless the medic feels that the patient needs to go to the closest facility to be stabilized. The STEMI centers are HCA Capital Hospital – Main Campus and Tallahassee Memorial Hospital – Main Campus. The patient or the patient's family may choose which STEMI center to be transported to. If the patient has no preference the patient should be transported to the closest STEMI center.

3. All stroke patients should be transported to an appropriate level of stroke center as specified by the Florida Department of Health. The following matrix indicates the current facility stroke center designations.

Tallahassee Memorial Hospital – Main Campus	**Primary Stroke Center**
Tallahassee Memorial Hospital - Northeast Emergency Center	**No stroke services**
HCA Capital Hospital – Main Campus	**Primary Stroke Center**
HCA Florida Southwood Emergency Department	**Primary Stroke Center** – if requested by patient / family.
HCA Florida Lake Jackson Emergency Department	**Primary Stroke Center** – if requested by patient / family.

In instances where the stroke patient qualifies for transport to multiple emergency departments, the patient or the patient's family may select which emergency department the patient will be transported to. If the patient or the patient's family has no preference of emergency departments, the patient will be transported to the closest appropriate emergency department.

Patients qualifying for transport to a primary stroke center should not be transported past a main campus stroke center of the same hospital to be transported to a freestanding emergency department with stroke capabilities. If the patient chooses to be transported to a freestanding emergency department that qualifies as a primary stroke center, the patient must be informed that they may receive emergency treatment for their stroke in a similar manner as though being transported to the main campus of the primary stroke center; however, the patient / family must be informed and willing to accept the risk of a possible delay in definitive care due to the need to transfer to an inpatient hospital facility for admission.

4. All other patients not covered in items 1 – 3 above, that are of legal age, that are conscious, alert, and mentally competent will be taken to the emergency department of their choice.

    a. Freestanding Emergency Departments – patients with the following conditions should not be transported to a freestanding emergency department unless in the opinion of the attending paramedic immediate lifesaving care is required – **patients with severe hemorrhage; newborns; OB patients that are 14 weeks or more post gestation; psychiatric emergencies; patients that require physical restraints; patients with behavioral disorders including overdose, suicide attempts, and depression; and patients likely needing surgical interventions.** If the paramedic is unsure if a freestanding emergency department is an appropriate destination for the patient, they should consult the attending emergency physician at that freestanding emergency department.

5. If the patient has no preferred choice of emergency departments and cannot make a rational decision, then the patient will be taken to the closest emergency department capable of providing services for the patient. The closest emergency department will be determined by

the paramedic who will use their best judgment and experience to determine the closest emergency department.

6. If in the judgment of the attending paramedic immediate assistance is needed in the management of the patient, the patient may be taken to the nearest emergency department, regardless of the patient's choice and regardless of the patient's condition (for trauma patients this is limited to airway assistance).

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Ambulance Passengers
Effective:	April 2012
Reviewed:	December 2012, December 2015, December 2018
Revision:	1
Pages:	1

I. PURPOSE:

The purpose of this Standard Operating Guideline is to provide guidance for crews in allowing and or disallowing additional non-patient passengers to accompany a patient to the hospital in the ambulance.

II. GUIDELINE:

The LCEMS crew will be responsible for determining what, if any, additional passengers will accompany a patient to the hospital in the ambulance. Transport of an additional passenger may be considered if the person is:

a. The parent or guardian of a minor child
b. An interpreter
c. Minor with a parent being transported, if this would cause the minor to be left unattended.
d. Family member with medical information
e. Caretaker
f. Law Enforcement Officer
g. Firefighter

Transportation of pets is prohibited in ambulances with the exception of service animals.

The paramedic in charge will determine where the passenger rides. Passengers should be seated in a fashion that allows for use of safety belts. Family members, walking wounded and other non-employees shall not be permitted to ride in the cab of the ambulance if they are visibly contaminated with blood or other body fluids, under any circumstances.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Student Riders
Effective:	April 2012
Reviewed:	December 2012, December 2015, December 2018, December 2024
Revision:	2
Pages:	2

I. PURPOSE:

To define guidelines for EMT and Paramedic students while riding with Leon County EMS.

II. GUIDELINE:

1. EMT and Paramedic students are allowed to perform BLS skills and/or procedures under the direct supervision of any Leon County EMS (LCEMS) EMT or Paramedic.
2. Paramedic Students are only allowed to perform ALS procedures during their scheduled clinical time while under the direct supervision of a Paramedic Preceptor or Supervisor. Students must be cleared by the Paramedic Instructor to do the individual skill prior to performing it on the ambulance.
3. No Paramedic/EMT student will be allowed to do any Paramedic procedure at any other time, specifically those individuals who are employed at LCEMS.
4. Students are required to wear their assigned student uniform when riding with EMS. The uniform should be clean and pressed and the student should be in compliance with LCEMS uniform and appearance guidelines. A student may be sent home by any employee for failure to comply with this guideline. The on-duty supervisor and the LCEMS clinical coordinator will be notified by e-mail when a student is sent home.
5. Students are required to remain free of Tobacco products while riding with LCEMS.
6. Students must don Traffic Safety Vests while working in traffic.
7. Students are required to arrive at HQ 15 minutes prior to the start of their shift. On-duty ambulances should not return to HQ for late students except at the discretion of the on-duty supervisor.
8. The LCEMS crew is responsible for ensuring the student is proficient with stretcher operations at the beginning of each shift.
9. TSC paramedic students are assigned preceptors that are responsible for completing the appropriate paperwork each shift. TSC EMT students and NFCC students should have their appropriate paperwork completed by the most senior, full-time paramedic on the ambulance.
10. Interventions performed by students should be documented accordingly in the Patient Care Report by adding “TSC Student” or “NFCC Student” to the ambulance crew.
11. The Paramedic/EMT overseeing the student during the performance of a particular skill is responsible for ensuring the skill/intervention is done appropriately and according to protocol. A Paramedic/EMT may refuse to allow a student to perform a skill/intervention at anytime if they are uncomfortable with the student’s proficiency.

12. All student riders should be treated professionally and respect. All LCEMS staff members are expected to behave in accordance with Leon County Board of County Commissioners Human Resource Policies and Procedures including;
    a. 2.02 Workplace Harassment
    b. 2.05 Nepotism
    c. 2.13 Safety
    d. Any student complaints regarding the behavior of any LCEMS employee will be investigated by the Deputy Chief of Clinical Affairs or his/her designee.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Patient Care Report Delivery to Receiving Facilities
CAAS:	201.03.02
Effective:	June 15, 2012
Reviewed:	December 2012, December 2015, December 2018, December 2024
Revision:	2
Pages:	2

I. PURPOSE:

To ensure delivery of accurate records of medical care given by LCEMS personnel in compliance with standard medical records practices.

II. GUIDELINE:

EMS patient care reports are to be completed on all patients whom LCEMS assesses, treats and / or transports. The patient care record in all instances will accurately describe the services provided to the patient, any and all pertinent scene information, an accurate and complete patient assessment and accurate and complete treatments. A copy of a completed report will be provided to the receiving facility at time of patient delivery whenever possible. Any crew being utilized within system status must be available for call after patient delivery and cleanup. In these instances a verbal report and/or preliminary copy of the patient care report will be given to a receiving RN or MD and a signature will be obtained on the patient care report whenever possible.

III. PROCEDURE:

1. Patient care reports or ambulance run reports are to be completed as soon as possible after the incident. This assures completeness and accuracy. At no time shall patient information, notes or reports be removed from LCEMS or taken home for completion.

2. It is the responsibility of the crew member who cared for the patient to complete the patient care record, and assure delivery to the receiving facility.

3. The patient's name and incident number will be entered into the LifePak 15 for all patients who are placed on the cardiac monitor.

4. For patients who are transported. A completed Ambulance Run Report is to be left at the following locations at time of patient delivery to that institution:

A. TMH - Bixler Emergency Center, TMH Northeast ER, HCA Capital Hospital: Once an Ambulance Run Report is completed, a copy is automatically faxed to the receiving facility. Hospital staff may, at any time, log on to ESO to obtain a completed Ambulance Run Report.

B. Any VA Hospital - Leave a completed copy of the Ambulance Run Report at the "Travel Officer's" office (must have beginning and ending odometer readings).

C. All Other Hospitals - Leave a copy of the completed Ambulance Run Report with the facility.

5. Any crew being utilized in system status must be available after patient delivery and equipment clean-up. If the patient care report is not complete, a verbal report and/or a preliminary copy of the patient care report must be given to the receiving RN or MD including; incident location, incident type, date, time, crew members, agency, any available patient demographics, medical history, chief complaint, assessment findings, vital signs, clinical impression, treatments, responses to treatments, disposition of patient, and date/time report was given to the receiving facility.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Lateral Transfer and Relocation of Patients

Effective: July 5, 2012

Reviewed: December 2012, December 2015, December 2018



Revision: 1

Kim Landry, MD – Medical Director

Pages: 1

I. PURPOSE:

The purpose of this guideline is to delineate certain situations where the "lateral" transfers of bedridden patients may be indicated and the variance of destination may be a facility other than a hospital. This consideration is intended to move a patient to a substantially safer environment than he/she is currently in during a severe weather event.

II. BACKGROUND:

At times, during periods of mandated emergency evacuation of special needs patients, it may be necessary for EMS to assist in relocating a bedridden patient to a special needs shelter for the expected duration of a weather event or named storm that impacts this region. In this situation, where no other viable means of horizontal patient movement exist, Leon County EMS may be tasked with missions of this type. Each mission will be evaluated on a case by case basis in order to determine what is in the best interest of the patient.

III. GUIDELINE:

1. This variance may only occur during times when the county Emergency Operations Center (EOC) is fully activated and a liaison from EMS is present in the EOC.

2. This variance may only apply when prevalent conditions are suitable enough that safe transport of the patient can take place.

3. The variance may only apply when the patient's medical condition is stable and the patient is a candidate for the special needs shelter environment.

4. It is understood that a transport may be aborted due to dangerous weather conditions that may place the patient or transport crew in jeopardy.

5. An EMS Patient Care Report is still required for any transport under this variance.

6. Patients that are unable to remain in their own dwelling due to evacuation orders and whose healthcare needs exceed the capability of the special needs shelter will be transported to the closest hospital that can meet their need.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Road Closures/Hazards
Effective:	December 11, 2012
Reviewed:	December 2012, December 2015
Revision:	N/A
Pages:	1

I. PURPOSE:

The purpose of this guideline is provide a means of notifying crew members and dispatchers of road closures or hazards/

II. PROCEDURE:

A. Advance notice of scheduled road closure
- Any staff member receiving notification of an upcoming scheduled road closure will email notification to the EMS_List
- Road Closure notification should include;
  - location of closure
  - duration of closure
  - any informative maps

B. Emergency Road Closures
- Includes closures for downed power lines or traffic investigations
- Any LCEMS employee noting a road closure due to hazards that they have not previously been informed of shall promptly notify the system status controller of the location, type of hazard, and agency handling road closure.
- Upon receipt of notification, the controller shall notify all on duty crews of the location of the closure and alternate routes when necessary.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Tactical Medical Program
Effective:	June 1, 2015
Reviewed:	December 2018, September 2019
Revision:	1
Pages:	6

I. PURPOSE

To provide immediate and continued medical support for the Leon County Sheriff's Office (LCSO) Special Weapons and Tactical (SWAT) Team.

II. GUIDELINES

Tactical Medical Program (TMP) paramedics will accompany SWAT members on call-outs and training for the primary purpose of rendering emergency and preventative operational medical care to injured victims. These victims may include law enforcement officers and civilians. TMP paramedics will operate in the cold, warm, and hot zones of an event and will be backed up in the cold zone by LCEMS ambulance when a patient presents themselves to the TMP paramedic. The TMP paramedic may be armed, but continuous 360 degree protection will be provided by the SWAT Team members. TMP paramedics will receive training to be able to operate in austere and hostile environments.

III. SELECTION & REQUIREMENTS

A. Applicant Requirements

1. Minimum of one (1) year of service as a Paramedic I at LCEMS and must currently be employed with LCEMS as a Paramedic I with demonstrated clinical experience
2. Approval and endorsement by the LCEMS Medical Director as a Tactical Medic.
3. Letter of intent must be submitted by the candidate indicating the candidates desire to be considered for participation in the Tactical Medical Program. This letter must be submitted to the Program Coordinator not less than 15 days prior to the announced date of the program testing.
4. Written letter of recommendation from your current shift Captain.
5. Not on probationary status with EMS.

6. Endorsement of the EMS Tactical Medical Program Administrator.
7. Overall work performance, behavior, attitude, clinical skills, and professionalism during regularly assigned duties must be consistently demonstrated at "satisfactory" levels in all areas.

B. Participant Selection

1. Successful completion of physical agility testing as conducted by LCEMS and LCSO.
2. Successful completion of an interview administered by LCEMS and LCSO.
3. Background screening as conducted by LCSO.
4. Successful completion of a written examination as administered by LCEMS may be required.

C. Participant Minimum Qualifications

1. Successful completion of the Florida SWAT Association Tactical Medic Course.
2. Successful completion of the Basic SWAT Tactics Course provided by LCSO.
3. Attendance at required SWAT training.
4. Attendance at all required LCEMS training.
5. Maintained standard of physical conditioning.
6. Continued endorsement of the SWAT Team Leader.
7. Continued endorsement of the Tactical Medic Team Leader and Administrator.
8. Continued endorsement of the LCEMS Medical Director.

As part of the LCSO screening process, Tactical Medical Program candidates and participants will be subject to annual medical physical and psychological exams. Failure to submit to such testing as required will result in immediate probation from the Tactical Medical Program. The program coordinator and administrator will determine if the TMP medic will be eligible to continue in the program after completion of all requirements

IV. FUNCTIONS

1. Provide medical treatment to injured team members during SWAT operations. Provide medical treatment to non-law enforcement personnel injured during SWAT operations.
2. Prepare medical surveillance, rehabilitation, and medical pre-plans to assess risk to mission success and team welfare. A Medical Threat Assessment (MTA) document will be created for tactical and training events.

3. Serve as the medical advisor to the SWAT Team Commander. The TMP paramedic will serve as a health information resource to the team and act as the "Commander's Medical Conscience".
4. TMP paramedics will ensure that team members and civilians are afforded optimum treatment and are transferred in a timely manner to the appropriate level of ongoing medical care.

V. TACTICAL MEDIC RESPONSES

The following are incidents in which a tactical medic may be utilized. Note that when there are conflicting needs for personnel in any of the listed situations, the needs of LCEMS will take priority.

1. High risk warrant service (HRW)
2. Hostage situation
3. Barricaded suspects
4. Armed felony suspect arrest
5. Dignitary protection details
6. Civil disturbances/demonstrations
7. Active shooter incident
8. Terrorist acts
9. Other incidents not listed here but deemed necessary by the Sheriff or SWAT Commander.

VI. CHAIN OF COMMAND AND AUTHORITY

1. During SWAT operations, the TMP medic shall be under the direct command of the SWAT Team Leader.
2. During SWAT operations, the SWAT Commander shall have final authority regarding tactical decisions. This includes patient care mitigation, to the extent team members or the mission may be in danger.
3. The TMP medic shall make and implement all medical decisions as the attending medical practitioner providing it does not jeopardize team safety, mission accomplishment, or conflict with order given by the SWAT Team leader or SWAT Commander.

4. All LCEMS personnel, while working with LCSO SWAT Teams, will always be employed by Leon County EMS and will be subject to all protocols and guidelines for LCEMS personnel.

VII. CONFIDENTIALITY AND OPERATIONAL SECURITY POLICY

1. It is recognized that TMP medics will be exposed to confidential information during TMP participation. It is further recognized that TMP medics and SWAT Team members will be held to strict standards of confidentiality and operational security. Confidential information will include, but is not limited to, SWAT tactics, SWAT operations, the identities of SWAT team members and undercover law enforcement personnel and all medical information.

2. Unless otherwise directed by SWAT Command, TMP medics and SWAT Team members will not communicate with the media

VIII. CALL-OUT PROCEDURE

1. LCSO will notify TMP paramedics via SMS Text/Phone.
2. The Tactical Medic Team Leader or designee will assess the medical needs for the call-out and advise the TMP Coordinator and Administrator. The TMP medic will be paged and will call the Team Leader. If the Team Leader is unreachable, then call the TMP Coordinator. At this time the medic will be advised whether or not to respond. If a medic is needed, they will then be advised of where to meet the team.
3. TMP medics will assemble their equipment. The TMP medic will then proceed to the Sheriff's Office or specified staging location and meet with the rest of the team.
4. The Tactical Medic Team Leader or designee will coordinate with the Captain and Controller on duty if ambulances are needed to standby or transport patients.
5. Control will create a call using the Sheriff's Office as a location and nature of call as SWAT.
6. Prior to the call being closed out, Control will be notified of the corrected incident address and any other needed information. This will be the actual address of the SWAT incident for reporting purposes.

IX. CALL-OUT EQUIPMENT

TMP paramedics are responsible for the maintenance and security of their equipment. For call-outs, the following equipment is necessary for the TMP paramedic to bring with them:

1. All personal safety equipment including tactical vest
2. Medical bags
3. AED, ProPack, batteries
4. EMS radio with charged battery
5. EMS and SWAT ID's
6. Other communications, tactical, medical equipment as necessary

X. CALL-OUT OPERATIONS

At the beginning of each SWAT call-out operation, TMP medics will be issued a weapon from the SWAT commander or designee and will maintain the weapon for the duration of the call-out.

During SWAT call-out operations, TMP medics will participate in whatever part of the assault that the Commander feels necessary. The zone of care the medic is assigned to may be dependent on the level of training and experience of the medic.

While involved in SWAT operations, the TMP medic will be under the command of the SWAT Commander. The medics on scene will make all medical decisions. The SWAT team's safety should drive all medical decisions.

TMP medics may be armed but will be accompanied at all times by an armed SWAT team member without exception. TMP medics will always be clearly marked as medics so that all SWAT team members will know that this is a medical team member that constantly needs protection in all circumstances.

If the SWAT Commander feels that the team's safety would be compromised in trying to reach a victim, then the victim will remain in place until access can be made with greater safety. Remote Assessment Methodology will be in place.

Once a victim has been accessed, the TMP medic will immediately begin assessment of the victim's injuries and initiate the appropriate treatment for the threat level. Other SWAT team members will provide assistance and cover if necessary.

If hospital transport of a victim is necessary, the TMP paramedic will ask Command to contact the Consolidated Dispatch Agency (CDA) to request an ambulance be sent to the

designated response area. Once the transport unit arrives at the designated response area, the TMP paramedic will transfer the victim to the transport unit. The TMP paramedic will need to make a decision to relinquish care or ride in with the victim. If the incident is still considered “active” or “hot” then the care should be transferred immediately to the transporting unit. If there is little threat of any additional victims, then it may be advantageous for the TMP medic to continue care to the hospital.

In many cases, TMP paramedics should remain on the scene of the incident until its completion to provide care for additional casualties. Exceptions to this may occur, however sufficient emergency medical coverage must be maintained on all operations as necessary.

In the event that a SWAT team member is injured, a TMP paramedic should accompany that team member during transport to the appropriate emergency department. The TMP paramedic should act as the SWAT team’s medical advocate and liaison, keeping the team members family, friends, and coworkers informed of their medical status.

Operational Security (OPSEC) is the responsibility of each individual team member. The events of a call-out or training will remain with the team. The purpose of this exists for the continued safety of all team members and the SWAT team as a whole. Nonspecific answers can be given to any inquiries pertaining to the SWAT team.

LCEMS patient care reports will be filled out on all patients treated and/or transported by the TMP medic. These reports will probably need to be filled out after the end of an incident but before the TMP medic ends his or her SWAT shift.

TMP medics will maintain appropriate HIPAA confidentiality and not disclose protected patient information even to SWAT team members unless it is necessary within the boundaries of an active law enforcement investigation.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Transportation of Service Animals

CAAS:

Effective: January 25, 2018

Reviewed: N/A

Revision: N/A

Pages: 3

I. PURPOSE:

The purpose of this Standard Operating Guideline (SOG) is to provide Leon County Emergency Medical Services (LCEMS) staff with guidelines for handling a request for transport of individuals that are assisted by Service Animals.

II. GUIDELINE:

Animals that meet the definition of a Service Animal are permitted to be transported with the patient in the ambulance, unless the accommodation cannot be made due to specific circumstances as listed in this policy, such as safety. Patient and crewmember safety is the main concern for LCEMS. Any incidents during which safety is compromised must be documented and addressed immediately as referenced in SOG 112.00, Incident Reporting. All EMS personnel shall be trained in this policy and on how to properly leash and secure a Service Animal during transport.

III. MISCELLANEOUS:

A. Definitions

Service Animal:

Under the Americans with Disabilities Act (ADA), a Service Animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Emotional support animals that are not trained to perform a specific task are NOT considered to be Service Animals. Dogs used for law enforcement purposes are NOT considered to be Service Animals.

IV. PROCESS:

A. Transport of Service Animals:

1. Service Animals are permitted to accompany the patient in the ambulance unless the presence of the Service Animal will disrupt emergency or

urgent patient care or there is some basis for the crew members to believe that the safety of the crew, the patient, or others would be compromised by the presence of the Service Animal in the ambulance., such as the Service Animal is out of control and the handler is unable to effectively control it or the Service Animal is not housebroken.

2. EMS personnel may ask if an animal is a Service Animal or ask what tasks the animal has been trained to perform but cannot require special ID cards for the animal or ask about the person's disability if it is not related to medical history. No other questions may be asked related to the service animal and animals cannot be required to perform the specific tasks. Service animals are not required to wear a vest, ID, or specific harness.

3. The patient is responsible for caring for and supervising the Service Animal.

4. Allergies and fear of animals are generally not valid reasons for denying transport of Service Animals or refusing service to patients with Service Animals.

5. Make alternative transport arrangements for the Service Animal under the following circumstances: the patient is unconscious; its presence would compromise the care of the patient or the safety of the crew during transport; or cause damage to the ambulance or equipment. Unless emergency conditions dictate otherwise, every effort must be made to reunite the patient with the Service Animal at the time of the patient's arrival at the hospital or other destination.

6. If one of the above reasons indicates that the Service Animal cannot be transported in the ambulance, acceptable alternative methods of transporting a Service Animal to the receiving facility include, but are not necessarily limited to, family members, friends, neighbors of the patient, animal control, or law enforcement. Attempt to obtain and document the consent of the patient for transport of the Service Animal by such person. If no individuals are available to transport the Service Animal, contact the Captain on duty to request additional manpower to respond to either transport the Service Animal or stay with the animal so the patient can be transported in a timely manner.

7. When transporting a Service Animal in the ambulance, the Service Animal must be tethered by a leash to a stationary object within the ambulance module at all times. Leashes are provided in each EMS unit. Service animals are not to be petted or distracted in any way.

8. EMS providers must document on the patient care report any instance where the patient utilizes a Service Animal and document on the patient care report whether or not the Service Animal was transported with the patient. If the Service Animal is not transported with the patient, a separate Incident Report must be filled out by the EMS provider describing the reasons that the Service Animal was not transported in the ambulance with the patient.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Whole Blood Program
Effective:	February 22, 2024
Reviewed:	n/a
Revision:	n/a
Pages:	2

I. PURPOSE

Leon County EMS has an agreement with OneBlood to allow member EMS agencies to store whole blood in the field for immediate use by paramedics trained and authorized by our medical director to administer blood.

The purpose of this document is to outline the approach for storing and exchanging whole blood. It will not address specific patient care protocols for administering blood.

II. GUIDELINE:

Storage Procedure

1. Whole blood must be stored in a secure manner with access restricted to authorized personnel only. All blood stored by LCEMS will be housed in an approved refrigerator or cooler and maintained at a storage temperature between 2º - 6º Celsius and in accordance with applicable FDA regulations.
2. Coolers will be validated by LCEMS and continual temperature logs will be maintained by LCEMS at no less than 15 minute intervals. Freezer inserts shall be replaced at a minimum every 24 hours. An alarm/notification threshold will be set at less than 2 and greater than 6 degrees to allow corrective action prior to exceeding the temperature threshold. Temperature logs will meet any additional requirements set forth by OneBlood and made available to OneBlood upon request.
3. No food or drink should be stored in any containers near the blood cooler. Food or drink coolers should be kept in a separate compartment in the vehicle and in logistics.
4. In addition to utilizing an approved system to continually monitor temperature, LCEMS will also inspect the temperature dot on each unit of blood to ensure the temperature dot is intact and indicating appropriate temperature at the beginning of each shift and before any transfusion.
5. If the temperature monitoring system shows blood deviated from the 2-6 degree (C) storage range for greater than 30 minutes, the affected unit will be discarded and LCEMS will place an order in Blood Hub for OneBlood to

replace the unit ASAP.

6. If the temperature dot on the unit indicates the blood is outside the proper temperature, the unit will be discarded and LCEMS will place an order in Blood Hub for OneBlood to replace the unit ASAP.
7. When a unit is 3 days before expiration, an order will be placed in Blood Hub for OneBlood to provide a new unit.

Resupply Procedure

This section details the blood resupply process at LCEMS. The same process will take place regardless of the reason for resupply.

LCEMS will maintain a resupply process in their protocols that meets the following minimum requirements.

The common reasons for resupply:

1. The unit is near its expiration (and needs to be replaced).
2. The blood unit was transfused in the field on a patient (and needs to be replaced).
3. The blood unit has been out of temperature range, either per the approved continual temperature monitoring device or the temperature monitoring device located on the blood product indicates the product is outside the proper temperature range.

The location of blood exchange

Blood will be exchanged with OneBlood. Blood will be shipped by OneBlood to the TMH blood bank and will be picked up by LCEMS personnel at:

Tallahassee Memorial Blood Bank
1300 Miccosukee Road
Blood Bank
Tallahassee, FL 32308

The timing and method of used or damaged blood exchange

1. Once a unit is used or damaged, an order will be placed in Blood Hub. The replacement unit will be available in 1-2 days.

Post Administration Support

Following the administration of blood, all required information will be entered into Blood Hub. This would routinely include the patient demographics and any other required notifications such as suspected transfusion reaction. Additional information required by OneBlood such as “lookbacks” will be provided to LCEMS notification information in Blood Hub. All incidents involving blood administration or damage/loss of blood will be reviewed by the Medical Director for quality assurance purposes.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Ballistic Armor
Effective:	April 6, 2020
Reviewed:	N/A
Revision:	1
Pages:	4

I. PURPOSE: To establish guidelines for the use, storage, inspection, and cleaning of Ballistic Armor vests and helmets.

II. DEFINITIONS:

Active Shooter/Hostile Event (ASHE) - An active shooter/hostile event (ASHE) situation describes any incident in which there is an ongoing hostile threat to public and agency safety. These events will often involve firearms and/or explosives but may contain any number of improvised devices which pose a threat to the safety of civilians and responders. These are rapidly evolving events and may even meet the definition of a Complex Coordinated Attack (CCA).

Cold Zone – Area where first responders can operate with minimal threat to personal safety and where triage, treatment, and transport occur.

Hot Zone – A dynamic area of imminent danger that moves with the threat.

Rescue Task Force (RTF) – In the context of ASHE, an RTF is an operational model that facilitates entry into a warm zone by EMS providers, protected by law enforcement, to provide care as early and as close to the point of wounding as possible, with the intent of increasing survivability. The RTF is one model of delivering “escorted warm zone care.”

Staging Area – Designated area for equipment and personnel to assemble before use.

Warm Zone – Transitional area between the hot zone and the cold zone where collection or patients, rapid triage, and evacuation occur.

III. GUIDELINE:

Ballistic Armor is to be worn as force protection in order to increase personnel safety in warm zone areas and in certain cold zone areas. Only SWAT medics working directly with the SWAT

team with full SWAT equipment will work in a hot zone. All SWAT medics not working directly with the SWAT team and with full SWAT equipment will follow these established guidelines.

A. Ballistic Armor including vests and helmet will always be worn when responding in any warm zone. This will include:
    a. Active Shooter/Hostile Events (ASHE)
    b. Civil Disturbances
    c. Any time the incident commander deems it necessary.
    d. Any time the crew or supervisor deems it necessary due to a reasonable concern for safety.
B. Ballistic Armor including vests only will always be worn when responding in the following cold zones:
    a. Any incident that includes a weapons threat of any type.
    b. Any known violent incident.
C. Ballistic Armor including vests only should be considered by all personnel when there is a reasonable concern for safety.

IV. PROCESS:

A. Donning Ballistic Armor
    a. Check for appropriate fit by donning the system complexly. Begin with donning the vest, open side panels from the front, don overhead placing the head through the shoulder straps. Attach the left-side panel to the front first then attach the right-side panel over the left.
    b. Donning of the equipment should take place as soon as possible after receiving the call. Crews may need to stage temporarily to don the equipment. Personnel should arrive at the call already wearing ballistic armor.
    c. Ballistic armor is designed to be worn over uniform shirts, not underneath. All EMS personnel should ensure that identification as EMS personnel is prominent. Wearing and use should be per manufacturers specifications.
    d. Once the use of ballistic armor is determined, all crew members shall don equipment for an equal level of protection and all incoming units should be notified of its use.
    e. The use of approved jackets, bunker gear, and safety vests over the ballistic armor is appropriate. Environmental conditions should be considered by

supervisors but shall not supersede the need for safety. Supervisors should consider rotating crews as necessary to limit heat related issues.

f. **Front/Chest Plate –** The top of your chest plate should be at the suprasternal notch which is also known as the jugular notch. Tracing the sternum with a finger superiorly, the soft spot you reach at the top of the sternum is the suprasternal notch. The chest plate should ride at least level with the sternum while standing. An easy way to do this is to place a finger in your suprasternal notch and position the plate such that the top of the plate touches the bottom of your finger.
g. **Rear/Back Plate –** Find the most prominent bony eminence at the base of your neck. Count down two bony spinousus (or measure down about an inch) and that should be above the level of the superior aspect of the sternum. Positioning at least this high will ensure your entire heart and great vessels are protected from a shot to the back.
h. Ballistic armor shall stay donned on personnel until the units have left the scene and have returned to a safe area or Incident Command has determined the scene to be stabilized and the threat of violence has been eliminated.

B. Equipment Inspections
   a. All body armor shall be inspected at the beginning of each shift.
   b. All body armor shall be inspected after each use.
   c. All body armor shall be inspected after each cleaning.
      i. Visually inspect the complete set for wear, scratches, discoloration, frayed harness webbing, straps, or other damaged components.
      ii. Inspect for overall cleanliness.
      iii. Ensure hard plates, components are securing devices are properly placed. Hard plates should not be removed. The specific placement and orientation of the hard plates is vital to their effectiveness.
      iv. Ensure fit of assigned user.
      v. Store in a ready condition.
   d. At the beginning of each shift, each crew member will inspect and adjust ballistic armor as needed for an appropriate fit. Adjustments should be made in accordance with the manufacturer's recommendations.
   e. Fitting vests – refer to the manufacturer's instructions.
   f. Fitting helmets – refer to the manufacturer's instructions.

C. Storage

Equipment should be stored in the cab of the unit. There should be one set of equipment for each crew member. There should also be one set of equipment for each

student or ride along. The helmet should be stored face up to avoid damage to housings and adjustment devices.

D. Cleaning
Cleaning of ballistic armor should be done in accordance with the manufacturer's recommendations. Mild soap and water or anti-microbial soap with a damp cloth may be used. **DO NOT USE BLEACH** on any part of the vest or helmet. Do not submerge any part of the vest or helmet in water.

V. Procedure:

Follow all recommendations of the manufacturer of the vests and helmets.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Certification, Ongoing Training, and Credentialing

CAAS: 106.06.02
106.06.03

Effective: January 2004

Reviewed: May 2008, December 2012, January 2013, March 2015, December 2018, August 2020, August 2024

Revision: 5

Pages: 3

I. PURPOSE:

The purpose of this Standard Operating Guideline is to outline the process for monitoring certification requirements for both Paramedics and EMTs.

II. GUIDELINE:

All requirements of the State of Florida Department of Health, Bureau of Emergency Medical Oversight will be met.

III. PROCEDURE:

1. Education and Certification requirements
   A. Emergency Medical Technicians working under the direction of the Leon County EMS Medical Director will be required to meet certain educational and certification requirements:
      - The EMT shall maintain current AHA CPR for the Healthcare Professional or equivalent including the use of an AED (or equivalent as approved by medical director).
      - 30 hours of CEUs as approved by the Medical Director in in-service material, either in person, online, or by video, bi-annually (or more frequently as scheduled by the training officer or medical director) 2 hours of which must be in pediatric emergencies..
      - Maintain current EMT certification issued by the State Department of Health, Office of Emergency Medical Services.
      - Maintain current certification in ITLS (or equivalent as approved by medical director).
      - National Incident Management System courses; ICS 100, ICS 200, ICS 700, and ICS 800.
      - Annual refresher training on the following subjects; Bloodborne Pathogens, Airborne Pathogens, Hazardous Materials, Patient Privacy, Health Care Fraud and Abuse, and Anti-kickback Law.

- Copies of renewed certifications, immunizations, and/or licenses must be submitted to the EMS Training Office no later than the 15th day of the month of expiration of the one or ones currently on file.

B. Paramedics working under the direction of the Leon County EMS Medical Director whose primary responsibilities involve direct patient care will be required to meet certain educational and certification requirements.
   - The Paramedic shall maintain current AHA CPR for the Healthcare Professional or equivalent including the use of an AED (or equivalent as approved by medical director).
   - The Paramedic shall maintain current AHA ACLS Provider or equivalent (or equivalent as approved by medical director).
   - The Paramedic shall obtain and maintain current International Trauma Life Support provider status (or equivalent as approved by medical director) within one year of employment.
   - The Paramedic shall obtain and maintain current Pediatric Advanced Life support provider status (or equivalent as approved by medical director) within one year of employment.
   - 30 hours of CEUs as approved by the Medical Director in in-service material, either in person, online, or by video, bi-annually (or more frequently as scheduled by the training officer or medical director) 2 hours of which must be in pediatric emergencies.
   - The Paramedic shall maintain current paramedic certifications issued by the State Department of Health, Office of Emergency Medical Services.
   - National Incident Management System courses; ICS 100, ICS 200, ICS700, and ICS 800.
   - Annual refresher training on the following subjects; Bloodborne Pathogens, Airborne Pathogens, Hazardous Materials, Patient Privacy, Health Care Fraud and Abuse, and Anti-kickback Law.
   - Copies of renewed certifications, immunizations, and/or licenses must be submitted to the EMS Training Office no later than the 15th day of the month of expiration of the one or ones already on hand.

C. Charge Paramedics and EMS Dispatchers working under the direction of the Leon County EMS Medical Director will be required to meet additional educational and certification requirements.
   - The communications employee shall maintain current 911 Public Safety Telecommunicator.
   - The communications employee shall maintain current International Academy of Emergency Medical Dispatch certification as an Emergency Medical Dispatcher (EMD). Certification as and EMD-Q or EMD instructor may substitute for the EMD certification.

D. Employees acting in the capacity of a supervisor, to include; Chiefs, Deputy Chiefs, Majors, Captains, and Lieutenants will be required to meet certain educational and certification requirements in addition to the above listed requirements:
    - National Incident Management System courses; ICS 300, ICS 400, and other supporting ICS courses involving ESF 8, contingency planning, and multi-casualty incidents.

E. Certification standards will be reviewed on a monthly basis via a spreadsheet monitored by the training officer. In addition, CE Broker will be utilized for the monitoring of CEUs acquired by each EMT and paramedic.

II. RESPONSIBILITY:

1. It is the responsibility of the employee to maintain any level of certification required by Leon County and all applicable laws for the employee's position. Failure to maintain current and valid certification shall result in the employee not being permitted to work and may result in disciplinary action up to termination.

2. The employee is responsible to submit current and valid certifications or proof of training to the Staff Assistant assigned to track employee certifications before the expiration of the certification or training and monitor their individual CE Broker Account.

3. The positions of Paramedic and EMT have been designated as fluid positions. The designation of a position as a Paramedic or EMT may be determined by the certification held by the incumbent or designated candidate for hire. When employees who are EMTs receive their Paramedic certifications, their titles and grades will be changed to that of Paramedic subject to the approval of Administration. It is the responsibility of the EMT who has become a Paramedic to notify the Deputy Chief of Operations of their new status and provide the required documentation.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Clinical Standards – Performance Indicators and Thresholds
CAAS:	201.06.02
Effective:	January 15, 2010
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	2

I. PURPOSE:

Part of the Integrated Quality Management (IQM)process ,as outlined in SOG 504.00, will include monitoring of measurable clinical indicators that are regularly assessed for compliance with established thresholds. As in IQM, this review and evaluation is primarily the function of the Medical Director and the Deputy Chief of Clinical Affairs; however it also includes supervisors, Field Training Officers, management, and field personnel.

II. GUIDELINE:

The following clinical indicators will be monitored:

A. Documentation: All calls for service will have a complete patient care report associated with the call, 100% of the time. The on-duty supervisors will be primarily responsible for monitoring this indicator on a daily basis.

B. Timely and accurate patient assessments: On ALS calls, the Paramedic will complete an ALS assessment within five minutes of making patient contact, at minimum 95% of the time.

C. Cardiac Interventions: On calls where the administration of aspirin is indicated, the Paramedic will administer aspirin within ten minutes of making patient contact, at minimum, 95% of the time.

D. Cardiac Interventions: On calls where obtaining a 12 Lead EKG is indicated, the Paramedic will obtain the 12 Lead EKG within fifteen minutes of making patient contact, 95% of the time.

E. Cardiac Interventions: On calls where the Paramedic declares the patient as having a possible “STEMI,” the Paramedic will notify the receiving facility within ten minutes, 100% of the time. Additionally, the Paramedic will transmit a 12 Lead EKG to the receiving facility 100% of the time.

F. Intravenous Access: On calls where obtaining IV access is indicated, the Paramedic will have an 80% success rate out of all patients with attempted IV’s.

G. Airway Management: On all calls requiring active airway assistance, all field personnel will have 100% success rate with successfully managing the airway.

H. Airway Management: On calls where endotracheal intubation is required, the paramedic will have an 80% success rate at placing the endotracheal tube. Esophageal intubations will be recognized by the Paramedic within fifteen seconds, 100% of the time.

I. Trauma Alerts: On calls where the patient meets state trauma alert criteria, the Paramedic will notify the receiving facility (via dispatch) of the trauma alert within ten minutes of recognizing the patient meets criteria, 100% of the time.

J. Stroke Alert: On calls where the Paramedic identifies a patient with signs and symptoms of a stroke, when onset is within the current accepted window, the Paramedic will notify the receiving facility within ten minutes of recognizing criteria is met, 100% of the time.

K. Patient Refusals: On calls where the Paramedic makes patient contact, yet does not transport the patient, the Paramedic will give a complete radio report to the acting supervisor/ system status controller, 100 % of the time.

L. Other clinical indicators will be monitored as requested by the Medical Director or at the direction of the Deputy Chief of Clinical Affairs.

III. PROCEDURE:

Patient care reports will be audited using the electronic reporting system to identify calls where the above listed indicators were not in compliance with listed thresholds. Calls out of compliance will be automatically routed to the Medical Director and Deputy Chief of Clinical Affairs or their designee for IQM review.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Communications - Employee Training
CAAS:	204.04.01
Effective:	June 10, 2009
Reviewed:	December 2012, December 2015, December 2018
Revision:	2
Pages:	1

I. PURPOSE:

Members working in the Leon County EMS positions at the Consolidated Dispatch Agency (CDA) are responsible for the minute to minute operation of the service. All calls for service are handled and dispatched through the CDA.

II. GUIDELINE:

It is the guideline of LCEMS that every person working in the CDA will undergo training.

III. PROCEDURE:

- Training is coordinated through the Training /IQM manager as well as the Captain responsible for Communications.
- Employees working in the LCEMS dispatch positions in the CDA shall be certified in the International Academy of Emergency Dispatch's Emergency Medical Dispatch protocol.
- All employees working the LCEMS dispatch positions in the CDA shall obtain the State of Florida 9-1-1 Public Safety Telecommunicators (PST) certification within 1 year of initial training. Employees cannot work as a System Controller without the PST certification.
- After EMD certification, the candidate is oriented to the Computer Aided Dispatch (CAD) program.
- After orientation to the general functionality of CAD or participation in a 1 day CAD Workshop, the candidate is scheduled for orientation shifts as a third person working in communications with the System Controller and EMT-Dispatchers, learning the various position specific duties and responsibilities.
- During the orientation period, the member and the System Status Controller will complete a communications center orientation check-list, as well as Daily Observation Reports for each shift worked.

- The completed check-list with the Daily Observation Reports is returned to, and retained by, the Community Engagement and Organizational Development Major or the Captain responsible for Communications.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Interactive Quality Management
CAAS:	201.06.01
Effective:	June 1, 2005
Reviewed:	March 2005, December 2012, December 2015, December 2018
Revision:	3
Pages:	2

I. PURPOSE:

The Interactive Quality Management (IQM) program exists to provide optimal care for all pre-hospital patients through a process which provides a mechanism for review and evaluation of procedures, documentation, and overall system operations. This review and evaluation is primarily the function of the Medical Director and the Deputy Chief of Clinical Affairs, however, it also includes supervisors, Field Training Officers, management and field personnel. All processes and care are compared to performance standards to assure optimal operational levels and a high level of patient care. Continuous quality improvement is the goal of LCEMS. It is the policy of LCEMS that every patient will receive a high level of consistent care.

II. GUIDELINE:

It is the guideline of LCEMS that every patient will receive a high level of consistent care.

III. PROCEDURE:

1. Responsibilities
   a. It is the responsibility of the Deputy Chief of Clinical Affairs to design and implement the IQM policy as agreed upon in consensus with the Medical Director and EMS management.
   b. It is the responsibility of the Medical Director to oversee and be the ultimate medical authority in the IQM process.

2. Medical Care Standards
   a. Medical care standards will be established by the Medical Director and the Deputy Chief of Clinical Affairs using state and national standards in conjunction with local medical protocols.
   b. Medical protocols and procedures including standing orders will be reviewed as necessary to keep all protocols and procedures up to date and to make recommendations to management regarding innovative or essential system updates.
   c. Recommendations will be made by the Medical Director and the Deputy Chief of Clinical Affairs to management as necessary to maintain state and national system requirements.

Medical Feedback

a. Lines of communication are always open for medical critique and suggestions from supervisory, management, emergency center staff and physicians.

b.

Run Report Review

a. Run reports and other documentation are reviewed in a systematic fashion to address specific medical issues on a monthly rotational basis. Statistically significant cross section of reports are reviewed by the Medical Director and the Deputy Chief of Clinical Affairs. Peer review will also be accomplished by supervisory staff, management, Field Training Officers and field personnel.

Direct Observation

a. The Medical Director and the Deputy Chief of Clinical Affairs will either ride with EMS on duty units or follow them to scenes to evaluate actual on scene care and adherence to protocols. They will also evaluate EMS on duty units at the emergency centers for complete patient care, documentation, and interface with emergency center staff.

b. The Deputy Chief of Clinical Affairs will document ride along activities with evaluation outcomes and feedback for field personnel.

IQM Surveys

a. The Deputy Chief of Clinical Affairs will survey various participants in the EMS process to ascertain perceived problems and to request proposed solutions for improvement.

IQM Reporting

a. IQM progress reports will be prepared by the Deputy Chief of Clinical Affairs or his/her designee .

Ongoing IQM Process

a. IQM is a dynamic process and quality management activities can be added or deleted at the discretion of the Medical Director and the Deputy Chief of Clinical Affairs. IQM processes should always reflect ongoing changes and upgrades in medical direction.

LEON COUNTY EMS

Standard Operating Guideline

Title:	Privacy and Information Security Training
CAAS:	106.07.01
Effective:	May 15, 2008
Reviewed:	December 2012, December 2015, December 2018
Revisions:	2
Pages:	2

I. PURPOSE:

To ensure that all members of LCEMS workforce-- including all employees, students and trainees-- who have access to patient information understand the organization's concern for the respect of patient privacy and are trained in the County's policies and procedures regarding Protected Health Information (PHI) and the security of e-PHI.

II. GUIDELINE:

This policy applies to all LCEMS workforce. This includes those who have access to PHI or e-PHI, as well has those who do not ordinarily have access or a need to access to it.

III. PROCEDURE:

1. All current staff will be required to undergo privacy and security training in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule and the HIPAA Security Rule.

2. As a part of EMS orientation all new staff members will be required to undergo privacy training in accordance with the HIPAA Privacy and Security Rules.

3. All staff members will be required to undergo privacy training in accordance with the HIPAA Privacy and Security Rules within a reasonable time after there is a material change to the County's policy and procedures on privacy practices and the security of patient information.

4. The Privacy and Security Training will be conducted by the Privacy/Information Security Officer or his or her designee.

5. All attendees will receive copies of the Counties policies and procedures regarding privacy and security of e-PHI.

6. All attendees must personally complete the training and verify completion and agreement to adhere to the County's policies and procedures on privacy and security practices.

7. Topics of the training will include a complete review of the County's privacy and security policies and procedures and will include other information concerning the HIPAA Privacy and Security Rules, such as, but not limited to, the following topic areas:

    a. Overview of the federal and state laws concerning patient privacy including the Privacy and Security Regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
    b. Description of protected health information (PHI) and electronic protected health information (e-PHI)
    c. Patient rights under the HIPAA Privacy Rule
    d. Staff member responsibilities under the Privacy and Security Rules
    e. Role of the Privacy/Information Security Officer and reporting employee and patient concerns regarding privacy issues
    f. Importance of and benefits of privacy compliance
    g. Consequences of failure to follow established privacy and security policies
    h. Use of the County's specific privacy and security forms

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Training & Orientation
Effective:	June 1, 2005
Reviewed:	March 2006, December 2012, December 2015, December 2018, December 2024
Revision:	4
Pages:	1

I. PURPOSE:

To provide guidelines for the training and orientation of EMS employees.

II.GUIDELINE:

- The Captain assigned to Training shall develop and implement an orientation program for new hire employees and is responsible for new hire orientations and training.
- All new hires will be required to participate in an orientation program prior to being released for duty.
- Areas of focus during orientation are LCEMS Policies and Procedures, HIPAA training, Safety training and Paramedic/ EMT position specific training.
- At the Chief's discretion this training period can be waived and / or customized based on the new team members experience.
- This training and orientation is in addition to the orientation program for County employees.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Online Education
Effective:	June 18, 2012
Reviewed:	December 2012, December 2015, December 2018, December 2024
Revision:	2
Pages:	1

I. PURPOSE:

To provide guidelines for the online continuing education program. To improve performance of EMS employees.

II.GUIDELINE:

- The Captain assigned to Training shall develop and implement a continuing education program for all EMT and Paramedic employees and is responsible for education and training.

- All EMT and Paramedic employees will be required to participate in monthly continuing education. Courses will be assigned the first day of each month and will be due no later than the last day of that same month.

- Areas of focus are LCEMS Protocols, LCEMS Policies and Procedures, Health Insurance Portability and Accountability Act (HIPAA) training, Safety training, EMT and Paramedic position specific training, and any training deemed necessary by IQM / Education Manager or the Medical Director.

- Memos and other documents distributed via the online training program can be assigned at any time for no less than fourteen days. Receipt and understanding will be verified online. This confirms that the document is acknowledged as the most up to date information on the given topic.

- Additional courses will be assigned on an individual basis if an issue is recognized. Issues may be reported by anyone to the on-duty supervisor or to the Deputy Chief of Clinical Affairs. The Deputy Chief of Clinical Affairs, or his/her designee, will determine if an additional online course is warranted. Any additional online course must be completed in no more than 14 days.

- Additional courses will be assigned to all EMT and Paramedic staff if an issue is recognized in 3 or more separate instances, or at the discretion of the Medical Director. Issues may be reported by anyone to the on-duty supervisor or the Deputy Chief of Clinical Affairs. The Deputy Chief and/or Medical Director will determine if additional online course is warranted. Any additional online course must be completed in no more than 14 days.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Clinical Standards – Performance Indicator and Threshold Exceptions
CAAS:	201.06.02
Effective:	June 10, 2012
Reviewed:	December 2012, December 2015, December 2018, December 2021, August 2024
Revision:	3
Pages:	2

I. PURPOSE:

Part of the Integrated Quality Management (IQM) process (as outlined in SOG 504.00) will include monitoring of measurable clinical indicators that are regularly assessed for compliance with established thresholds. If exceptions are found as a trend or individually, they will be addressed by the Deputy Chief of Clinical Affairs or the Medical Director, so as to bring them to compliance.

II. GUIDELINE:

Clinical Indicators and Thresholds will be monitored and tracked by the Deputy Chief of Clinical Affairs or his/ her designee. A bi-annual summary of findings in the following areas will be analyzed;

A. Documentation
B. Chest Compressions (CPR)
C. Cardiac Interventions (STEMI)
D. Neurologic Interventions (CVA)
E. Intravenous Access (IV/IO)
F. Airway Management
G. Whole Blood Administration
H. Trauma Alert
I. Critical Care Transport
J. Sepsis

In instances where thresholds are found out of compliance, as a trend, the Deputy Chief of Clinical Affairs and/or Medical Director shall be notified via email. At that time the indicator threshold will be examined by the Deputy Chief of Clinical Affairs or his/her designee for currency and validity. If the threshold is found to be appropriate and current, the Deputy Chief or Medical Director may assign continuing medical education or adjust policies and/or protocol accordingly.

In instances where thresholds are found out of compliance, in individual instances, Deputy Chief of Clinical Affairs designee noting the exception shall investigate the occurrence, and notify the Medical Director of findings via email or through a Triptix message, including incident number,

crew members, date and time, and a brief summary of the incident. Continuing medical education will be assigned to any staff involved in the incident at the discretion of the Deputy Chief and/or Medical Director.

III. PROCEDURE:

Patient care reports will be audited using the electronic reporting system. Reports will be audited by designees of the Deputy Chief of Clinical Affairs. The assigned designee will track Key Performance Indicators and will provide a summary to the IQM Manager bi-annually. In addition, the Deputy Chief or his/her designee will audit patient care reports for accurate patient assessments, adherence to medical protocols, success of skills, and outcome, and provide a bi-annual summary for IQM review.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Public Education – General Guidelines
CAAS:	105.01.02
Effective:	February 15, 2011
Reviewed:	December 2012, January 2013, December 2015, December 2018, December 2024
Revision:	4
Pages:	2

I. PURPOSE:

The Leon County EMS Public Education division is active in developing and implementing programs to enhance our overall goals of "Preserving Life, Improving Health, and Promoting Safety."

II. GENERAL GUIDELINE:

The Deputy Chief of Clinical Affairs, or his/her designee, is responsible for oversight and implementation of all Leon County EMS Public Education programs. In addition, he/she may serve as the department's Public Information Officer as determined by the EMS chief.

The following programs have been developed and are outlined further later in this section:

A. Bicycle Safety
B. CPR & AED Training
C. Child Passenger Safety seat program
D. First Aid
E. Leon Lifesaver (calling 911 for children)
F. Senior Health & Fall Prevention
G. Stroke Awareness
H. Vial of Life program
I. "What is EMS?"

III. PROCEDURE:

Requests for Public Education programs are forwarded to the Deputy Chief of Clinical Affairs, or his/her designee, for approval and scheduling. Staff members are encouraged to actively seek out opportunities to present programs to the public and coordinate any contacts made through the Deputy Chief.

If utilizing any EMS vehicle(s) for an event, the vehicle(s) should be clean and presentable inside and out.
Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to proper storage and completing a run report in Triptix. The

abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Bicycle Safety
Effective:	December 2012
Reviewed:	December 2015, December2018, December 2024
Revision:	2
Pages:	1

I. PURPOSE:

To provide a guideline for EMS when presenting educational programs on bicycle safety and injury prevention.

II. GENERAL GUIDELINE:

The Deputy Chief of Clinical Affairs, or his/her designee, will coordinate events for Leon County EMS personnel to promote bicycle safety.

III. PROCEDURE:

Leon County EMS personnel should check-in with the Deputy Chief, or his/her designee prior to the event to receive the details of the assignment along with contact information for the individual in charge at the event. Upon arrival at the event, the crew should locate the individual in charge.

If utilizing any EMS vehicle(s) for an event, the vehicle(s) should be clean and presentable inside and out.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to proper storage and completing a run report in Triptix. The abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	CPR & AED Training
Effective:	December 2012
Reviewed:	December 2015, December 2018, December 2024
Revision:	2
Pages:	1

I. PURPOSE:

To provide an outline for information and procedures that EMS will follow during CPR & AED training at venues throughout Leon County.

II. GENERAL GUIDELINE:

The Deputy Chief of Clinical Affairs, or his/her designee, is responsible for scheduling the CPR & AED training events.

III. PROCEDURE:

Leon County EMS personnel should check-in with the Deputy Chief, or his/her designee, prior to the event to receive the details of the assignment along with contact information for the individual in charge at the location. The EMS personnel should gather all appropriate material for the training event. Upon arrival at the location, the crew should make contact with the individual in charge to find the training area. Once the training area is located, the crew should assemble the CPR manikins. All participants should sign-in on the Leon County EMS sign-in sheet (available on the ems share drive, G:). The EMS personnel may play the American Heart Association's various CPR training DVDs or may elect to conduct the training without video, assuring that all key topics are covered. EMS personnel should observe the participants for proper technique during the hands-on portion of the CPR training. EMS personnel should demonstrate the proper use of the AED and allow participants to interact with the AED trainer. Allow time for questions. At the completion of the training, have the participants complete the Leon County EMS evaluation. Disassemble and clean the manikins.

If utilizing any EMS vehicle(s) for an event, the vehicle(s) should be clean and presentable inside and out.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to proper storage and completing a run report in Triptix. The abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Child Passenger Safety Seat Program
Effective:	December 2012
Reviewed:	December 2015, December 2018, December 2024
Revision:	2
Pages:	2

I. PURPOSE:

The goal of the Leon County EMS Child Passenger Safety Seat Program is to make people aware of the importance of properly securing all children in child safety seats, boosters or seat belts - every trip, every time.

II. GENERAL GUIDELINE:

Car seat check point events will be held periodically throughout the year where instruction and training is offered to caregivers by certified Child Passenger Safety technicians. Car seat checks are available by appointment at EMS Headquarters. The Deputy Chief of Clinical Affairs or his/her designee will schedule any public events and notify the LCEMS web steward in advance so the event may be advertised on the Leon County EMS website.

III. PROCEDURE:

CPS checks by appointment:

1. CPS checks are done by appointment, or as part of a scheduled event.
2. Proper paperwork must be completely filled out on every check. Make sure the date and location are included.
3. On select occasions, a new car seat may be provided to patrons. One car seat is given per child. The child should be present so he/she can be properly fitted for the seat, unless participant is pregnant. The LCEMS technician will decide if providing a new car seat is appropriate on a case by case basis.
4. Educate the guardian on how the car seat should be installed. Have the guardian install the seat and sign them off. This is especially important for the guardians that do not own a vehicle and will be transferring the seat to different vehicles.
5. Place a LCEMS CPS sticker on the child seat.
6. When event is over, e-mail the Deputy Chief, or his/her designee, the type of seats, if any, were distributed, the quantity distributed, and quantity left in the trailer.

CPS checks at public events:

1. Review contents of trailer to be sure there are a variety of seats.

2. Place CPS signs in the vicinity to advertise the event.
3. Set-up tables and CPS tent.
4. Proper paperwork must be completely filled out on every check. Make sure the date and location are included.
5. On select occasions, a new car seat may be provided to patrons. One car seat is given per child. The child should be present so he/she can be properly fitted for the seat, unless participant is pregnant. The LCEMS technician will decide if providing a new car seat is appropriate on a case by case basis.
6. Educate the guardian on how the car seat should be installed. Have the guardian install the seat and sign them off. This is especially important for the guardians that do not own a vehicle and will be transferring the seat to different vehicles.
7. Place a LCEMS CPS sticker on the child seat.
8. When event is over, e-mail the Deputy Chief, or his/her designee, the type of seats, if any, were distributed, the quantity distributed, and quantity left in the trailer.

If utilizing any EMS vehicle(s) for an event, the vehicle(s) should be clean and presentable inside and out.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to proper storage and completing a run report in Triptix. The abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	First Aid
Effective:	December 2012
Reviewed:	December 2015, December 2018, December 2024
Revision:	2
Pages:	1

I. PURPOSE:

To provide an outline for conducting educational presentations for the citizens of Leon County on First Aid and Injury Prevention.

II. GENERAL GUIDELINE:

The Deputy Chief of Clinical Affairs, or his/her designee, will coordinate events for Leon County EMS personnel to provide first aid training.

III. PROCEDURE:

Leon County EMS personnel should check-in with the Deputy Chief, or his/her designee, prior to the event to receive the details of the assignment along with contact information for the individual in charge at the event. EMS personnel will gather all appropriate materials for the training event. Upon arrival at the training, the crew should locate the individual in charge.

If utilizing any EMS vehicle(s) for an event, the vehicle(s) should be clean and presentable inside and out.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to proper storage and completing a run report in Triptix. The abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

LEON COUNTY EMS

Standard Operating Guideline

Title: Operation and Use of Leon Lifesaver

Effective: November 1, 2007

Reviewed: February 2012, December 2012, December 2015, December 2018, December 2024

Revisions: 4

Pages: 2

I. PURPOSE:

To provide a guideline that will clearly define the proper operation and knowledge needed for the use of Leon Lifesaver and a general overview of the Leon Lifesaver presentations.

II. GUIDELINE:

To ensure that Leon County EMS crew has the proper knowledge and training to correctly and actively participate in the production of Leon Lifesaver, competently fulfilling either role of announcer or the robot.

III. PROCEDURE:

For Leon Lifesaver events, crews should arrive at headquarters at least one hour ahead of the scheduled program start time. Crews should check-in with logistics for an ambulance assignment. Ambulances should be clean and presentable for all events. Crews should also check-in with the Deputy Chief of Clinical Affairs, or his/her designee, to receive the details of the assignment along with any hand-outs or give away materials.

Crews should wear their standard work uniform (red shirts) for Leon Lifesaver events in order to help familiarize children with what an EMS crew will regularly look like.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to storage and completing a run report in Triptix. The abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

IV. ROBOT OPERATION:

To be able to actively and correctly use Leon Lifesaver, the participant is expected to do the following:

- Be familiar with, and practice, the operation of the remote control system for the robot.
- Be familiar with the robot including, but not limited to, the remote control battery chargers.
- Be familiar with the inner workings of the robot including,
  - ✓ Voice pitch shifter
  - ✓ Battery connection and straps
  - ✓ Eyelid connections
  - ✓ Water reservoir
- Be familiar with headphone and microphone setup.
- Be able to talk and control robot simultaneously.
- Be familiar with both sections of the script and be able to improvise.
- Be familiar with how to transport robot via “sled” and stretcher.
- Have the ability to stand in front of people and properly interact with children.

If the participant is going to use Leon Lifesaver on a solo basis, they will need to:

- Practice with the robot in the parking lot at Headquarters.
- Have observed at least one (1) live Leon Lifesaver presentation.
- Practice once as the announcer and once as the robot with approved supervision.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Senior Health and Fall Prevention
Effective:	December 2012
Reviewed:	December 2015, December 2018, December 2024
Revision:	2
Pages:	1

I. PURPOSE:

To provide an outline of educational programs for the senior citizens of Leon County on health, injury and fall prevention.

II. GENERAL GUIDELINE:

The Deputy Chief of Clinical Affairs, or his/her designee, will coordinate events for Leon County EMS personnel to provide training in Senior Health and Fall Prevention.

III. PROCEDURE:

Leon County EMS personnel should check-in with the Deputy Chief, or his/her designee prior to the event to receive the details of the assignment along with contact information for the individual in charge at the event. EMS personnel will gather all appropriate materials for the training event. Upon arrival at the training, the crew should locate the individual in charge.

If utilizing any EMS vehicle(s) for an event, the vehicle(s) should be clean and presentable inside and out.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to proper storage and completing a run report in Triptix. The abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Stroke Awareness
Effective:	December 2012
Reviewed:	December 2015, December 2018, December 2024
Revision:	2
Pages:	1

I. PURPOSE:

To provide an outline for conducting educational presentations for the citizens of Leon County on Stroke awareness and prevention.

II. GENERAL GUIDELINE:

The Deputy Chief of Clinical Affairs, or his/her designee, will coordinate events for Leon County EMS personnel to promote stroke awareness.

III. PROCEDURE:

Leon County EMS personnel should check-in with the Deputy Chief, or his/her designee, prior to the event to receive the details of the assignment along with contact information for the individual in charge at the event. EMS personnel will gather all appropriate materials for the training event. Upon arrival at the event, the crew should locate the individual in charge. EMS personnel may use the American Stroke Association's *Power to End Stroke* program to educate the participants.

If utilizing any EMS vehicle(s) for an event, the vehicle(s) should be clean and presentable inside and out.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to proper storage and completing a run report in Triptix. The abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	Vial of Life
Effective:	December 2012
Reviewed:	December 2015, December 2018, December 2024
Revision:	1
Pages:	2

I. PURPOSE:

To provide an overview of the "Vial of LIFE" program.

II. OVERVIEW:

To assist EMS personnel when responding to, and treating individuals during home medical emergencies. The Vial of LIFE contains much of the medical history of an individual needed by the responding EMS personnel, such as existing medical conditions, allergies, medication currently being taken, and emergency contact information.

III. PROCEDURE:

When there is a medical emergency in the home, EMS personnel will look on the refrigerator door for a Vial of LIFE magnet and baggie. Upon seeing this magnet on the refrigerator door, the members will retrieve the completed information from the baggie. This information will assist responding EMS personnel with previous medical history, medications and other related information that may be used in the treatment of the patient. The kit consists of an information form, baggie and magnet.

Citizen:

1. Complete a Vial of LIFE form. Include the date that the form was completed (this will help EMS personnel know how recent the medical information is). It may be beneficial to attach a recent photograph of yourself to the form as a means for positive identification.
2. After completing the forms, fold and place them in the baggie.
3. If you do not know the answer to a question on the form, contact your doctor or pharmacist for the correct information or leave the section blank.
4. Attach the Vial of LIFE magnet and baggie to the top portion of your refrigerator door to alert emergency personnel to the presence of Vial of LIFE information.

EMS Personnel (use of):

1. Upon arrival at a residence, look on the refrigerator for a Vial of LIFE magnet and baggie.
2. Record the pertinent information and return the information sheet to baggie placing it back on the refrigerator OR if necessary to take the Vial of LIFE with you, be sure to inform the patient and/or family.
3. Advise the Deputy Chief of Clinical Affairs via e-mail when you have used this program.

EMS Personnel (distribution of):

Vial of LIFE kits can be obtained by contacting EMS via:

- Leon County Emergency Medical Services website (www.leoncountyfl.gov/lcems)
- Leon County EMS Headquarters (850)606-2100

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	"What Is EMS"
Effective:	December 2012
Reviewed:	December 2015, December 2018, December 2024
Revision:	2
Pages:	1

I. PURPOSE:

To provide an outline for educating the citizens of Leon County on EMS.

II. GENERAL GUIDELINE:

The Deputy Chief of Clinical Affairs, or his/her designee, will coordinate events for Leon County EMS personnel to provide information about EMS.

III. PROCEDURE:

Leon County EMS personnel should check-in with the Deputy Chief, or his/her designee, prior to the event to receive the details of the assignment along with contact information for the individual in charge at the event. EMS personnel will gather all appropriate materials for the training event. Upon arrival at the training, the crew should locate the individual in charge. EMS personnel should consider covering the following topics of interest:

- History of Leon County EMS
- System Status Management (SSM)
- Statistics
- 9-1-1 and Dispatch process
- Common EMS calls
- Public Education programs
- Critical Care Transport team

If utilizing any EMS vehicle(s) for an event, the vehicle(s) should be clean and presentable inside and out.

Prior to leaving headquarters after the conclusion of the event, the crew is responsible for returning all equipment to proper storage and completing a run report in Triptix. The abbreviated run report should contain location, time, estimated number of participants, and any problems encountered.

LEON COUNTY E.M.S.

Standard Operating Guideline

Title:	AED Registry
Effective:	December 2012
Reviewed:	December 2015, December 2018, December 2024
Revision:	1
Pages:	1

I. PURPOSE:

To provide a guideline that will define the proper procedures to register an Automated External Defibrillator (AED).

II. GENERAL GUIDELINE:

To ensure the AED Registration Coordinator has the proper information to register AED's with Leon County EMS in accordance with Section 401.2915(2)(b), Florida Statute (2014).

III. PROCEDURE:

Once a location of an AED is known, the business should be given an AED information sheet to complete. When the completed information sheet is returned to Leon County EMS, the AED registration coordinator should enter the information into the AED registry spreadsheet. Once the information is in the spreadsheet, it is to be placed in the CAD to alert dispatchers of the location. The business is then mailed a certificate of registry to be placed with their AED. The AED registration coordinator is responsible for sending an information sheet to the business on a yearly basis to keep the registry accurate and up to date. When the AED registration coordinator is notified of a change or new registration, he/she will promptly notify the designated system status controller who will ensure the CAD is updated.

BOARD OF COUNTY COMMISSIONERS

301 South Monroe Street
Tallahassee, Florida 32301
(850) 488-4710

December 30, 2003

Commissioners:
WILLIAM C. PROCTOR, JR.
District 1
JANE G. SAULS
District 2
DAN WINCHESTER
District 3
TONY GRIPPA
District 4
BOB RACKLEFF
District 5
ED DEPUY
At-Large
CLIFF THAELL
At-Large
PARWEZ ALAM
County Administrator
(850) 488-9962
HERBERT W.A. THIELE
County Attorney
(850) 487-1008

Dr. Kim Landry
Gulf Breeze, Florida

Dear Dr. Landry:

It is with great pleasure that by this letter Leon County is offering you employment in the position of Medical Director with our EMS Division in the Public Service department. The starting salary will be $8,333.33 per calendar month for this position. This salary for this position is based upon an annualized rate, and thus there is no eligibility for overtime. This position, your holding of the position, and salary will be re-evaluated as of June 30, 2004.

I would appreciate your acknowledgment and acceptance of this offer and salary, in writing to the Human Resources division. Your employment will commence on Wednesday, December 31, 2003. This offer of employment is conditioned upon receiving a signed authorization for the procurement of an investigative consumer report for employment purposes, a satisfactory background investigation, and a negative drug test result.

Please see the enclosed "Welcome Aboard" letter for information you will need for the sign-on process. Should you require any further information, please contact Human Resources at (850) 487-2220.

I look forward to you becoming a member of the Leon County government team!

Sincerely,

Parwez Alam
County Administrator

Enclosures

cc: Daniel Moynihan, Division Chief

An equal opportunity/affirmative action employer

PERSONNEL ACTION FORM

Name Kim Landry SS# _____ Date 12-31-03

ctive Date of Action 12-31-03 Race/Sex _____

STRUCTIONS: A Personnel Action Form **must** be completed for all new appointments, separations, and changes in employe status. Indicate the action taken by marking the appropriate category and making comments as necessary. Fill in the ***previous*** ar ***current*** items for all employee status changes. Note the approval signatures must be completed before the acknowledgment of th employee. **The employee acknowledgment is the last signature required.** For other personnel actions, complete the current item only. When the form is completed, return to the **HUMAN RESOURCES DIVISION.**

ACTION:

APPOINTMENT	SEPARATION	STATUS CHANGE
___ Career Service (Probationary)	___ Resignation * *	___ Promotion * *
___ **Part-Time: Hours Weekly** ___	___ Dismissal * *	___ Demotion * *
___ Executive Support Service	___ Retirement * *	___ Transfer * *
___ Senior Management Service	___ Other * *	___ Suspension * *
___ Executive Service		___ Reinstatement * *
___ Temporary (O.P.S.)*		___ Other * *
X Other *(Explain in Remarks)* * *		

List Specific Dates of Employment in Remarks

* * - Attach Supporting Documentation

EMARKS: Medical Director

Department/Division (Previous)	_____	(Current)	Public Services/EMS
Position Title (Previous)	_____	(Current)	Medical Director
Position Number (Previous)	_____	(Current)	0500-00
Salary (Previous)	_____	(Current)	$8,333.33 per calendar month
Pay Grade (Previous)	_____	(Current)	99
Account Number (Previous)	_____	(Current)	135-18551200-526

Approval _____ Supervisor _____ Title _____ Date

Approval [signature] Division Director CHIEF Title 12-31-03 Date

Approval Vincent S. Long Department Head Assistant County Administrator Title 12.31.03 Date

ata Verification _____ Human Resources Representative _____ Title _____ Date

Acknowledgment [signature] Employee Medical Director EMS Title 12-31-03 Date

LEON COUNTY BOARD OF COUNTY COMMISSIONERS

JOB DESCRIPTION
EMS MEDICAL DIRECTOR
FLSA: EXEMPT

GENERAL DESCRIPTION OF DUTIES

This is administrative and supervisory work directing, planning, organizing, coordinating, and supervising pre-hospital E.M.S. patient care activities in Leon County.

NOTE:
The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the needs of the County and requirements of the job change.

ESSENTIAL DUTIES

The EMS Medical Director shall provide clinical leadership to the EMS program and serve as its sole Medical Director. The Medical Director is responsible for the clinical activities performed by EMS personnel, to discharge all duties identified in Florida Statutes, Florida Administrative Code, and the County EMS Ordinance.

The Medical Director develops and conducts on-going comprehensive review of all written medical protocols, rules, regulations and standards necessary to ensure reliable service delivery and appropriate patient care. In conducting the review, the Medical Director takes into consideration the results of quality assurance reviews, medical literature and input from stakeholders.

The Medical Director is responsible for ensuring the quality of the continuing medical education by: reviewing and approving curriculum and courses, recruiting subject matter experts, and assisting in the development of procedures to evaluate the clinical impact and effectiveness of the education. He also provides assistance in developing and delivering public information and education programs.

The Medical Director applies quality management principles in an effort to continuously improve medical care by establishing procedures for routine auditing of program performance and adherence to medical protocols. Performs direct field observation of EMS personnel performing patient care by riding on EMS vehicles, visiting and interacting with EMS personnel, hospital emergency department staff and other public safety personnel on a regular basis. Reviews medical records and investigates complaints regarding medical care. When appropriate, reports incidents and findings as required by section 401.265 Florida Statute.

The Medical Director conducts on-going and comprehensive reviews of all EMS medical equipment, medications and medical supplies to ensure reliable service delivery and excellence in patient care. Assures compliance with applicable laws, rules and regulations for the storage and control of medications and medical equipment by developing policies and procedures for compliance.

LEON COUNTY BOARD OF COUNTY COMMISSIONERS

JOB DESCRIPTION
EMS MEDICAL DIRECTOR
FLSA: EXEMPT

The Medical Director is an active member of the EMS Advisory Council and shall attend meetings of the council.

The Medical Director assists in validating that all EMS personnel meet the initial and continuous requirements for certification. The Medical Director shall provide input on the hiring and firing of all EMS field personnel.

The Medical Director will actively cooperate in planning, updating and following the Leon County Comprehensive Emergency Management Plan.

OTHER IMPORTANT OR MARGINAL DUTIES

None

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of a variety of management functions. Knowledge of purposes, goals, and responsibilities of advanced life support programs, pre-hospital care systems, and emergency healthcare practices, procedures, laws and regulations relating to emergency medical services. Knowledge of principles and practices of public administration as applied to the management and medical oversight of emergency medical services. Knowledge of fiscal and personnel management. Knowledge of occupational and County policies, regulations, and guidelines. Knowledge of other County functions, including law enforcement, emergency communications, emergency management, et cetera. Knowledge of functions, operating and training methods of equipment used in pre-hospital emergency medical care and ambulance services. Knowledge of the technical requirements and standards of pre-hospital services. Skills in public speaking. Ability to supervise. Ability to plan and perform administrative duties. Ability to plan and prepare for handling disasters. Ability to prepare and maintain budgets. Ability to organize, plan, assign, and supervise the work of others. Ability to promote good public relations in a manner that inspires trust, while working with citizens, doctors, and hospital staff. Ability to establish and maintain effective working relationships with others. Ability to acquire and maintain a Florida medical license and Board Certification in Emergency Medicine. Ability to communicate effectively, orally and in writing. Ability to develop, interpret, and apply rules, regulations, and laws. Ability to work effectively under pressure and to demonstrate leadership in all operations. Ability to allocate resources. Ability to lift/push in excess of 100 pounds.

COMPLEXITY OF WORK

LEON COUNTY BOARD OF COUNTY COMMISSIONERS

JOB DESCRIPTION
EMS MEDICAL DIRECTOR
FLSA: EXEMPT

Work requires a high degree of coordination within the division, other County departments and other agencies such as constitutional officers and the City. Employee must be able to establish broad, long range program and goals, determine the appropriate organizational structure, and allocate appropriate resources.

INTERNAL AND EXTERNAL CUSTOMER CONTACT
Work requires interaction with citizens, hospital staff, and various emergency service workers in EMS, fire, and police.

EQUIPMENT AND TOOLS USED
Computer, word processing software, spreadsheet software, fax machine, calculator, captain response vehicle, and ambulance are among the equipment operated.

WORK ENVIORNMENT AND PHYSCIAL DEMANDS
Work is performed mainly indoors at a desk, but on the scene work is expected. Employee may be exposed to poor lighting, high levels of noise, moving mechanical parts, infection and contamination from injured people, hostile/violent individuals, toxic or caustic chemicals, vapors, fumes, chemicals, et cetera.

MINIMUM REQUIREMENTS
Requires a medical doctor's degree from an accredited college or university and related work experience, five years of which must have been in an emergency department or in emergency medical services; or an equivalent combination. Also requires Board Certification in Emergency Medicine.

Necessary Special Requires:
Must be computer literate. Must have a valid driver's license and a favorable driving record.

Florida State Paramedic and Advanced Cardiac Life Support certifications preferred.

Successful completion of a federally recognized National Incident Management System (NIMS), National Response Plan (NRP) training program.

Selection Guidelines:
Formal application, rating of education and experience, oral interview and reference check, and drug testing.

FLSA STATUS: Job is exempt. Employee performs supervisory and administrative work.

AMERICAN BOARD OF EMERGENCY MEDICINE

Kim Michael Landry, M.D.

Has successfully fulfilled the Maintenance of Certification requirements and is certified as a diplomate in the specialty of

EMERGENCY MEDICINE

January 1, 2017 - December 31, 2026
Certificate Number 22811

Michael L. Carius, M.D.
President

Robert L. Muelleman, M.D.
Secretary-Treasurer

The ABEM mission is to ensure the highest standards in the specialty of Emergency Medicine.

A Member Board of the American Board of Medical Specialties

Your license number is ME 63901.

Please use it in all correspondence with your board/council. Each licensee is solely responsible for notifying the Department in writing of the licensee's current mailing address and practice location address. If you have not received your renewal notice 90 days prior to the expiration date shown on this license, please visit www.FLHealthSource.gov and click "Renew A License" to renew online.

The Medical Quality Assurance Online Services Portal gives you the ability to manage your license to perform address updates, name changes and much more.

STATE OF FLORIDA
DEPARTMENT OF HEALTH
DIVISION OF MEDICAL QUALITY ASSURANCE

DATE	LICENSE NO.	CONTROL NO.
DECEMBER 31, 2024	**ME 63901**	**945598**

THE MEDICAL DOCTOR
NAMED BELOW HAS MET ALL REQUIREMENTS OF
THE LAWS AND RULES OF THE STATE OF FLORIDA.

EXPIRATION DATE: **JANUARY 31, 2027**

KIM MICHAEL LANDRY
4340 AVALON BLVD
MILTON, FL - 32583

Ron DeSantis
GOVERNOR

Joseph A. Ladapo, MD, PhD
STATE SURGEON GENERAL

Scan QR Code for
License Authentication

DISPLAY IF REQUIRED BY LAW

STATE OF FLORIDA
DEPARTMENT OF HEALTH
DIVISION OF MEDICAL QUALITY ASSURANCE

DATE	LICENSE NO.	CONTROL NO.
DECEMBER 31, 2024	**ME 63901**	**945598**

THE MEDICAL DOCTOR
NAMED BELOW HAS MET ALL REQUIREMENTS OF
THE LAWS AND RULES OF THE STATE OF FLORIDA.

KIM MICHAEL LANDRY Expiration Date: **JANUARY 31, 2027**

LICENSEE SIGNATURE

DEA REGISTRATION NUMBER	THIS REGISTRATION EXPIRES	FEE PAID
BL8698524	03-31-2028	Exempt

SCHEDULES	BUSINESS ACTIVITY	ISSUE DATE
2,2N,3, 3N,4,5	PRACTITIONER	02-21-2025

LANDRY, KIM M
LEON COUNTY EMS OPERATIONS CENTER
911 EASTERWOOD DR BLDG 2
TALLAHASSEE, FL 323113518

CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE
UNITED STATES DEPARTMENT OF JUSTICE
DRUG ENFORCEMENT ADMINISTRATION
WASHINGTON D.C. 20537

Restricted to Government personnel for official duties only.

Sections 304 and 1008 (21 USC 824 and 958) of the Controlled Substances Act of 1970, as amended, provide that the Attorney General may revoke or suspend a registration to manufacture, distribute, dispense, import or export a controlled substance.

THIS CERTIFICATE IS NOT TRANSFERABLE ON CHANGE OF OWNERSHIP, CONTROL, LOCATION, OR BUSINESS ACTIVITY, AND IT IS NOT VALID AFTER THE EXPIRATION DATE.

CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE
UNITED STATES DEPARTMENT OF JUSTICE
DRUG ENFORCEMENT ADMINISTRATION
WASHINGTON D.C. 20537

DEA REGISTRATION NUMBER	THIS REGISTRATION EXPIRES	FEE PAID
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2,2N,3, 3N,4,5	PRACTITIONER	02-21-2025

LANDRY, KIM M
LEON COUNTY EMS OPERATIONS CENTER
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THIS CERTIFICATE IS NOT TRANSFERABLE ON CHANGE OF OWNERSHIP, CONTROL, LOCATION, OR BUSINESS ACTIVITY, AND IT IS NOT VALID AFTER THE EXPIRATION DATE.

Form DEA-223 (9/2016)

Chad Abrams

From: STEPHEN SUAREZ <suarezs@comcast.net>
Sent: Monday, June 23, 2025 2:50 PM
To: Chad Abrams; Timothy Carlson
Cc: steve.suarez@tmh.org
Subject: TMH COPCN Application
Attachments: TMH COPCN Application 2025 CompletePDF.pdf

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Please find the 2025 TMH COPCN renewal application, attached.

Steve Suarez

TALLAHASSEE MEMORIAL HEALTHCARE

May 22, 2025

Mr. Vincent S. Long
County Administrator
Leon County Government
301 South Monroe Street
Tallahassee, FL 32301

Dear Mr. Long:

Pursuant to Leon County, Florida, Code of Ordinances, Chapter 8: Health and Human Services, Article III. - Emergency Medical Services Sect. 8.64 (a) (9) Tallahassee Memorial Healthcare (TMH) hereby submits this application for renewal of Tallahassee Memorial Emergency Medical Services' (TMH EMS) Certificate of Public Convenience and Necessity (CPCN) for provision of emergency medical services.

Given the expansion of TMH services (such as the addition of the Cancer Center and Urgent Care), the list of specific EMS services listed in this application has been modified from previously submitted applications. These minor modifications were developed in consultation with Leon County staff and are intended to more clearly reflect the specific populations served by TMH EMS. These modifications are in no way intended as a request for authorization to regularly provide emergency or 9-1-1 response services within Leon County.

TMH requests authorization to provide Basic Life Support (BLS), Advanced Life Support (ALS), and Specialty Care Transport (SCT) ambulance transportation services as specified below:

- Neonatal, infant, and pediatric interfacility transports
- Interfacility transports from the TMH Emergency Center Northeast to the main TMH campus
- Long-distance interfacility transports, with prior authorization from Leon County
- Return trips for TMH patients back to local facilities, regional facilities, or home
- On-campus transports to and from TMH facilities
- Non-medically necessary transports (as defined by CMS)

TMH seeks approval of the Leon County Board of County Commissioners to modify and renew the Certificate of Public Convenience and Necessity for TMH EMS transport services for an additional three years.

Pursuant to the ordinance, TMH EMS is also furnishing a copy of this renewal application to the Emergency Medical Services Advisory Council of Leon County (EMSAC) in electronic format.

If you have any questions concerning this application or require additional information, please contact me at (850) 431-5311, Ryan.Smith@tmh.org or Stephen Suarez, Chief Paramedic, at (850) 431-4062, Steve.Suarez@tmh.org.

Sincerely,



Ryan Smith MSN, MHA, RN
Vice President/Chief Clinical Officer
Tallahassee Memorial Healthcare

1300 Miccosukee Road
Tallahassee, Florida 32308
850-431-1155 | TMH.ORG

Tallahassee Memorial
Emergency Medical Services

Application for Renewal
of
Certificate of Public Convenience and Necessity





2025

TALLAHASSEE MEMORIAL

Certificate of
Public Convenience and Necessity Application

Table of Contents

Page

1a) The name, age and address of the applicant and the length of time the applicant has resided in the county if the applicant is an individual; the business name of the partnership and the name, age and address of each partner and the length of time each partner has resided in the county if the application is a partnership; the names and residences of all officers and directors if the applicant is a corporation. **4**

b) The classification of the certificate of Public Convenience and Necessity being applied for **5**

.

2) If the applicant is a corporation, the type and number of shares outstanding and the name and address of the shareholders **5**

3) The date of incorporation or formation of the entity **5**

4) A description of services to be provided **5**

5) The address of the applicant's present and proposed station location and all sub-stations, including the methodology used to determine their locations as well as the process to be used to relocate/add substations in the future **5**

6) The names and certification numbers of all Emergency Medical Technicians, Paramedics, First Responders, or other attendants employed by or affiliated with the applicant **6**

7) The year, model, type, department permit number (when received by department), motor vehicle or FAA registration number and mileage of every ambulance, rescue vehicle or other type of transporting or responding vehicle used by the applicant. **8**

8) Applicants desiring to provide ground transport must provide a written plan describing the procedures to replace vehicles at intervals of no greater than five years or 200,000 miles, whichever occurs first.
…….. **9**

Page

9) Applicants desiring to provide ground transport must provide a written plan Describing the procedures to replace non-disposable medical equipment based on manufacturer standards **11**

10) Air ambulance providers must include a copy of their most recent operations manual and FAA Part 135 Certificate..... **N/A**

11) A description of the applicant's communication system, including its assigned frequency, call number, mobiles, portables, range and hospital communications ability **13**

12) A proposed operating budget for the purpose of demonstrating financial ability to perform and commitment to providing described services. **14**

13) Verified proof that the applicant and its employees possess all required federal and state licenses and permits. **15**

14) The name of the municipalities and the description of all geographic areas that the applicant has previously been authorized to serve, including Leon County, any other Counties in Florida, or any other state **18**

15) A list of current charges or a schedule of proposed charges for transportation and treatment of patients and a written statement of intent to notify the board in writing of any proposed future fee increase, including rationale for the increase **18**

16) A sworn statement signed by the applicant or his/her authorized representative stating that all the information provided by the applicant in the application is true and correct..... **19**

17) Pursuant to Rules 64J-1.002(4) and 64J-1.003(4), F.A.C., a list of medical equipment and supplies to be equipped and maintained in each emergency medical services vehicle **20**

18) A statement, policy, certificate, or irrevocable letter of commitment to insure, from an insurance company satisfactory to the board, shall be attached to the application, and shall specify coverage/limits for public liability, property damage and malpractice insurance as provided in this article or a surety bond conditioned for the payment and satisfaction of any final judgment as required by this article..... **23**

19) Compilation statement showing assets and liabilities prepared by a certified public accountant **23**

Page

20) A copy of the applicant's management plan which shall include a copy of standard operating procedures **23**

21) Proof that the applicant has employed or contract with a medical director qualified pursuant to F.S. 401.265 ..... **23**

22) Any other information as may be reasonably required by the board..... **23**

23) The application fee except for renewals shall be in the amount of $5,000.00, except for the state, agencies of the state, and political subdivisions of the state, who shall not be required to submit such application fee..... **N/A**

Attachments

A. Certificate of Public Convenience (expires: Dec.31, 2025)
B. Leon County E.M.S. Ordinance
18.1 Certificate of Insurance – Vehicles/Auto
18.2 Certificate of Insurance – Excess/Umbrella
18.3 Certificate of Insurance – General Liability
19 Assets and Liabilities
20.1 Adult Medical Protocols
20.2 Pediatric Medical Protocols
20.3 Neonate Medical Protocols
21 Medical Director Contract

1a) The name, age and address of the applicant and the length of time the applicant has resided in the county if the applicant is an individual; the business name of the partnership and the name, age and address of each partner and the length of time each partner has resided in the county if the application is a partnership; the names and residences of all officers and directors if the applicant is a corporation.

TALLAHASSEE MEMORIAL HEALTHCARE, INC. BOARD OF DIRECTORS
FISCAL YEAR 2024-2025

Sally Bradshaw, Chair
1300 Miccosukee Road
Tallahassee, FL 32308

James Killius, MD, Chair Elect
1300 Miccosukee Road
Tallahassee, FL 32308

Narlin Beaty, MD
1300 Miccosukee Road
Tallahassee, FL 32308

Beth Corum
1300 Miccosukee Road
Tallahassee, FL 32308

Crissy Proctor
1300 Miccosukee Road
Tallahassee, FL 32308

Joedrecka Brown-Speights, MD
1300 Miccosukee Road
Tallahassee, FL 32308

Carlos Campo, MD
1300 Miccosukee Road
Tallahassee, FL 32308

Claude Walker
1300 Miccosukee Road
Tallahassee, FL 32308

Andrew Gay
1300 Miccosukee Road
Tallahassee, FL 32308

Ananth Prasad
1300 Miccosukee Road
Tallahassee, FL 32308

Fran Close, PhD
1300 Miccosukee Road
Tallahassee, FL 32308

Allison Harrell
1300 Miccosukee Road
Tallahassee, FL 32308

Thomas Noel, MD
1300 Miccosukee Road
Tallahassee, FL 32308

Katrina Rolle
1300 Miccosukee Road
Tallahassee, FL 32308

Hugh VanLandingham, MD
1300 Miccosukee Road
Tallahassee, FL 32308

Bill E. Wertman (Ex-Officio)
1300 Miccosukee Road
Tallahassee, FL 32308

William Dixon, MD (Ex-Officio)
1300 Miccosukee Road
Tallahassee, FL 32308

Claire Harrison (Ex-Officio)
1300 Miccosukee Road
Tallahassee, FL 32308

Mark Wheeler, MD (Ex-Officio)
1300 Miccosukee Road
Tallahassee, FL 32308

Mark O'Bryant, CEO (Ex-Officio)
1300 Miccosukee Road
Tallahassee, FL 32308

b) The classification of the certificate of public convenience and necessity being applied for.

Tallahassee Memorial Emergency Medical Services is applying for a renewal of the **Advance Life Support Ground Transport Services** Certificate providing services as outlined in Section 4 of this application.

2) If the applicant is a corporation, the type and number of shares outstanding and the name and the addresses of shareholders.

Tallahassee Memorial Healthcare is a non-profit corporation.

3) The date of incorporation or formation of the entity.

June 27, 1979

4) A Description of the Services to be provided.

Tallahassee Memorial HealthCare (TMH) desires to continue current ambulance transportation services to include

- Neonatal, infant, and pediatric interfacility transports
- Interfacility transports from the TMH Emergency Center Northeast to the main TMH campus
- Long-distance interfacility transports, with prior authorization from Leon County
- Return trips for TMH patients back to local facilities, regional facilities, or home
- On-campus transports to and from TMH facilities
- Non-medically necessary transports (as defined by CMS)

5) The addresses of the applicants present and proposed base station location and all sub-stations, including the methodology used to determine their locations as well as the process to be used to relocate/add substations in the future.

Tallahassee Memorial Emergency Medical Services is a hospital-based ambulance service.

- Station 1 1300 Miccosukee Road, Tallahassee, FL (TMH Main Campus)
- Station 2 1260 Metropolitan Drive, Tallahassee, FL (TMH Northeast ED)

6) The names and certification numbers of all Emergency Medical Technicians, Paramedics, First Responders, or other attendants employed by or affiliated with the applicant.

	Name (Paramedics)	License #	Expiration
1	Allen, William C	532096	12/1/2026
2	Azar, George	13354	12/1/2026
3	Baker, Tommy	105	12/1/2026
4	Bowling, Brent	522533	12/1/2026
5	Bradford, Glenna	519465	12/1/2026
6	Buerkle, Eugene	17951	12/1/2026
7	Burnett, Kendra	525087	12/1/2026
8	Casey, Sean	510318	12/1/2026
9	Chatham, Christopher	527902	12/1/2026
10	Coffman, John	513334	12/1/2026
11	Davis, Ken	18742	12/1/2026
12	Farris, Karen	14158	12/1/2026
13	Gautier, Paul	526327	12/1/2026
14	Goodman, David	522171	12/1/2026
15	Griffin, Karolyn	510641	12/1/2026
16	Griffin, Dylan	546497	12/1/2026
17	Groom, David	513673	12/1/2026
18	Harvey, JuliaAnne	533195	12/1/2026
19	Ingersoll, Ryan	526328	12/1/2026
20	Lunn, Matthew	530740	12/1/2026
21	McAdams, Tyler	532968	12/1/2026
22	McKenny, Brandon	526399	12/1/2026
23	Megna, Holly	519881	12/1/2026
24	Mitchka, Jackie	527449	12/1/2026
25	Neel, Rebecca	532264	12/1/2026
26	Pippin, Roy	4917	12/1/2026
27	Quinsey, Roger	524581	12/1/2026
28	Sessions, Gary S	510442	12/1/2026
29	Shaver, K Douglas	526120	12/1/2026
30	Squire, Kevin	546186	12/1/2026
31	Suarez, Stephen	513581	12/1/2026
32	Svela, Kirsten	16643	12/1/2026
33	Swain, Charles	12945	12/1/2026
34	Walker, Kelsey	526523	12/1/2026

	Name (EMT)	License #	Expiration
1	Arthur, Alexander	557463	12/1/2026
2	Anderson, Michael	571995	12/1/2026
3	Bozeman, Chase	571749	12/1/2026
4	Cook, Samuel	580163	12/1/2026
5	Crum, David	507320	12/1/2026
6	Dennis, Stevie	571987	12/1/2026
7	Diskin, Cameron	566084	12/1/2026
8	Francklin, Ashley	575833	12/1/2026
9	Goldsberry, Clayton	581269	12/1/2026
10	Haffner, Jennifer	565309	12/1/2026
11	Holtz, Logan	589252	12/1/2026
12	Kennedy, William	500714	12/1/2026
13	Leynes, Courtney	590782	12/1/2026
14	McLanahan, Todd	69751	12/1/2026
15	Mixon, Sarah	583869	12/1/2026
16	Pennock, Kyle	546048	12/1/2026
17	Roach, Anna	574287	12/1/2026
18	Shore, Samantha	565826	12/1/2026
19	Waddell, Claudia	590586	12/1/2026

	Neonate Registered Nurses	License #	Expiration
1	Beasinger, Elaine	RN9359930	07/31/27
2	Johnson, Diana	RN9213080	04/30/27
3	Lowery, Jessica	RN9361372	04/30/27
4	Williams, Yamanda	RN9418191	04/30/27
	Registered Respiratory Therapists	License #	Expiration
1	Carey, Lailoni	RT17676	05/31/27
2	Cotton, Larry	RT3258	05/31/27
3	Farris, Kirstian	RT10847	05/31/27
4	Johnson, Christopher Bryan	RT8715	05/31/27
5	Posey, Justin	RT11597	05/31/27
6	Simmons, Arrie Michelle	RT3228	05/31/27
7	Sturgis, Stephanie	RT10037	05/31/27
8	Vickery, Mary	RT6562	05/31/27

7) The year, model, type, department permit number (when received by department), motor vehicle registration number and mileage of every ambulance, rescue vehicle or other type of transporting or responding vehicle used by the applicant.

Unit ID	Permit #	DOH Permit	Year	Make	Model	VIN	Mileage	Tag
4-1	ALS 19611	ALS Trans	2016	Ford	F-350	1FDRF3GT0GEA29398	169,390	MIN 61Z
4-2	ALS 22595	ALS Trans	2019	Ford	F-450	1FDUF4GT1KDA18571	118,180	MIP 43Y
4-3	ALS 26981	ALS Trans	2023	Ford	F-450	1FDUF4GTXPDA17085	2,480	MIW 28I
4-4	ALS 18343	ALS Trans	2014	Dodge	3500	3C7WRKBL9EG118122	100,182	MIN 45R
4-5	ALS 21092	ALS Trans	2017	Ford	F-350	1FDRF3GT5HEC65496	152,181	MIN 46R
4-6	ALS 22704	ALS Trans	2019	Ford	Transit	1FDYR2CMCKKB43648	132,248	IQ7 4JX
	BLS 5989	BLS Trans	(Dual DOH Permits)					
4-7	ALS 23474	ALS Trans	2020	Ford	Transit	1FDBR1CG4LKA85006	85,320	MIT 88H
	BLS 6289	BLS Trans	(Dual DOH Permits)					
4-8	ALS 26470	ALS Trans	2024	Ford	Transit	1FDBR1CG5RKA63427	5,625	MIW 27I
	BLS 7568	BLS Trans	(Dual DOH Permits)					

8) Applicants desiring to provide ground transport must provide a written plan describing the procedures to replace vehicles at intervals of no greater than five years or 200,000 miles, whichever occurs first.

TALLAHASSEE MEMORIAL HEALTHCARE
TALLAHASSEE, FLORIDA

POLICY AND PROCEDURE NO. 170.216.001

Date Created: 03/01/2004
Revised: 05/28/2021

VEHICLE REPLACEMENT POLICY

To provide guidelines for Replacement of Emergency vehicles

I. POLICY:

The policy of the Emergency Medical Services Department is to ensure that Tallahassee Memorial Hospital receives maximum service and efficiency throughout the life of all vehicles purchased and dedicated to serve its patients. This will be achieved through a practical preventative and routine maintenance program as well.

II. PROCEDURE:

A. It shall include any medical transportation vehicle equipped or operated as an ambulance; and vehicle must be equipped with emergency lights, emergency siren and patient care equipment in accordance with Department of Transportation (DOT) KKK specifications for ambulances. All units are certified to meet or exceed KKK-1822 star of Life ambulance specifications by Atlanta Testing & Engineering, Norcross, Georgia. All future ambulance purchases beginning January 2013 will meet NFPA Ambulance Standards.

1. Ambulance manufacturer Division (AMD) Standards. All frontline vehicles will be replaced at 200,000 miles or 5 years whichever occurs first.

2. Vehicle over 5 years old that have not reached 150,000 miles will remain in the fleet in a reserve capacity or used for on campus/local transports only.

3. The Paramedic supervisor will be responsible for compiling an annual list of suggested vehicle replacements. This list will be based on age, mileage, safety and maintenance costs associated with the vehicle. This list will be provided to the Emergency Services Executive Director for review and approval to be passed on during the budget process for consideration.

III. RESPONSIBILITIES:

It is the responsibility of Transport Chief Paramedic to ensure compliance to this policy.

IV. REFERENCES:

This section should list statutes, standards, publications, policies, or other such information that supports the need for the policy and procedure.

Joshua Dobbs, BS, NRP, CCP-C
Chief Transport Paramedic

Thomas Kilkenny, NRP, BSN, MBA
Interfacility Transfer Program Manager

Kellie Thelen, DNP, APRN, FNP-C
Executive Director of Emergency Services

Ryan Smith, MSN, MHA, RN
VP/Chief Clinical & Nursing Officer

Policy and Procedure Review and Revision History:
10/01/2007
Reviewed: 04/22/2016
Revised: 05/01/2019
Revised: 05/19/2013
Revised: 06/08/2021

9) Applicants desiring to provide ground transport must provide a written plan describing the procedures to replace non-disposable medical equipment based on manufacturer standards.

TALLAHASSEE MEMORIAL HEALTHCARE
TALLAHASSEE, FLORIDA

POLICY AND PROCEDURE NO. 170.216.002 Date Created: 04/22/2026
Revised: 05/04/2022

NON-DISPOSABLE MEDICAL EQUIPMENT REPLACEMENT POLICY

I. POLICY:

Tallahassee Memorial Healthcare will ensure maximum service and efficiency throughout the life of all medical equipment purchased to serve its patient.

II. PROCEDURE:

A. Any medical supplies that are dated will be disposed of on or prior to the manufacturers expiration date

B. Any medical supplies without an expiration date will be disposed of per manufacturers recommendation for breach of integrity of the sterile packaging.

C. Medical electronic equipment (monitors, radios, etc) will be inspected by the clinical engineering department every 6 months per their guidelines/policies and equipment will be removed from service at their recommendation.

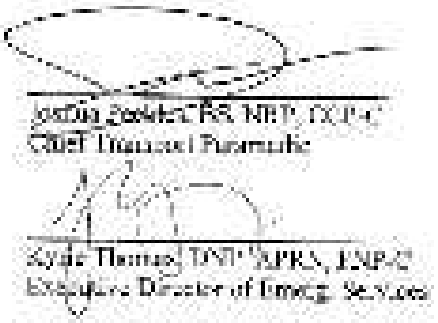
D. The Transport Chief Paramedic will compile a list annually of suggested equipment replacements. This will be based on age, patient safety serviceability of the equipment, availability of replacement parts and the Clinical Engineering Department recommendations. This list will be provided to the Emergency Services Executive Director for review, approval, and budgeting.

III. RESPONSIBILITIES:

Every TMH EMS staff member is responsible for implementation, maintenance, and compliance with the policy and procedure

IV. REFERENCES:

A. Florida Statute §401.2101-401.465, Medical Transportation Services
B. Florida Administrative Code 64C-2, Emergency Medical Services



Joshua Zeeb, CRNP, NRP, FCCP(c)
Chief Transport Paramedic

Kyle Thomas, DNP, APRN, FNP-C
Executive Director of Emerg. Services



Thomas Blakeney, NRP, USN, M.S.
Equador Corps Program Manager

Ryan Smith, MSN, MHA, RN
VP/Chief Clinical & Nursing Officer

Policy and Procedure Review and Revision History:
Creation Date: 04/22/2006
Reviewed: 09/30/2008
Revised: 3/21/2013
Reviewed: 06/02/2016
Revised: 6/10/2019
Reviewed: 5/4/2021
Revised: 5/4/2022

10) Air ambulance providers must include a copy of their most recent operations manual and FAA Part 135 Certificate

N/A

11) A description of the applicant's communication system, including its assigned frequency, call number, mobiles, portables, range and hospital communications ability.

Tallahassee Memorial is assigned **MED 22 156.7** by the State Technology Office.

Tallahassee Memorial E.M.S. has the ability for State Medical Coordination on **MED 8**

167.9

Tallahassee Memorial E.M.S. has communications capabilities with Tallahassee Memorial Emergency Department on **MED 22 156.7**

Tallahassee Memorial E.M.S. has communications capabilities with Capital Regional Medical Center Emergency Department on **MED 42 156.7**

Tallahassee Memorial E.M.S. uses Cellular Phone (Verizon) to provide a Data link to the Emergency Department Lifenet EKG receiving station and access to the State of Florida funded, app based, **Pulsara** communication platform for Hospital Alerting and Coordination.

Tallahassee Memorial Radio Call Sign Number is **KVZ472.**

12) A proposed operating budget for the purpose of demonstrating financial ability to perform and commitment to providing described services:

Salaries	$	504,268.00
Benefits	$	147,534.00
Pension	$	(26,214.00)
Supplies	$	52,219.00
Drugs	$	3,552.00
Food, catering	$	0.00
Maintenance	$	48,648.00
Utilities	$	2,515.00
Dues,Subscriptions,Licenses	$	3,502.00
Hardware, software	$	6000.00
Travel	$	1000.00
Total Expenses	**$**	**698,643.00**

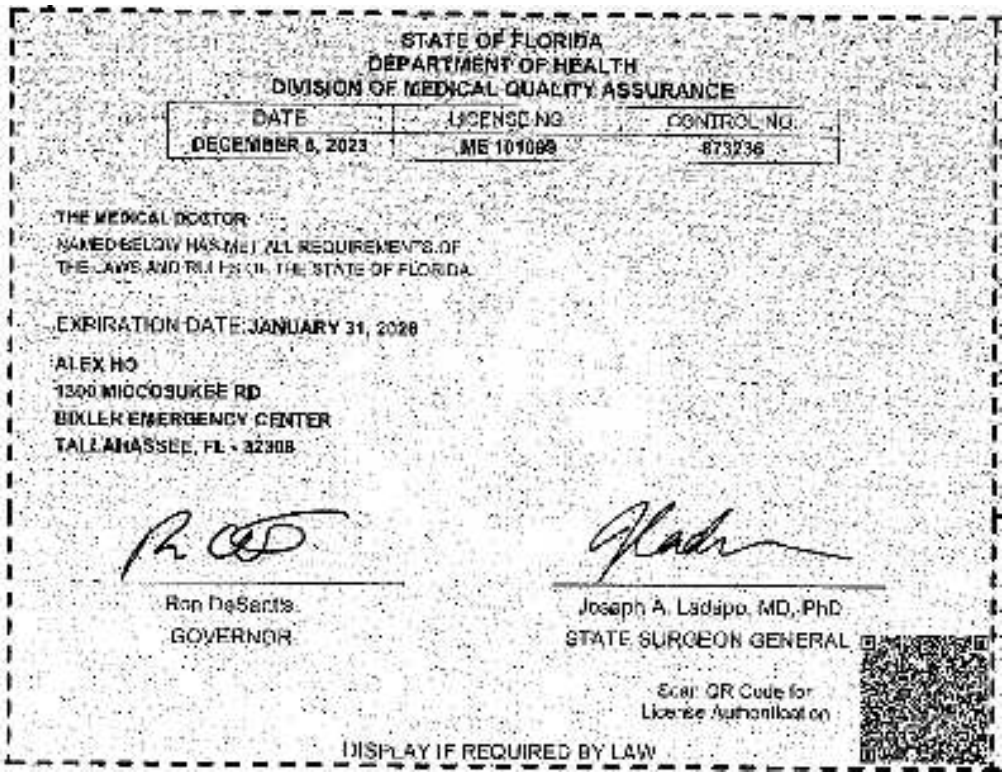
13) Verified proof that the applicant and its employees possess all required federal and state licenses and permits.

All Paramedic, EMT, Nurse and Respiratory Therapist licenses are verified by the State of Florida, MQA license verification site:

https://mqa-internet.doh.state.fl.us/mqasearchservices/healthcareproviders

Copies of all Paramedic and Emergency Medical Technicians State licenses, CPR/BLS and Advance Cardiac Life Support Cards, Driving Records and Driver Licenses kept on file and are available for inspection at Tallahassee Memorial Hospital located at 1300 Miccosukee Rd, Tallahassee, Florida.

Medical Director's, Medical Doctor License



STATE OF FLORIDA
DEPARTMENT OF HEALTH
DIVISION OF MEDICAL QUALITY ASSURANCE

DATE	LICENSE NO.	CONTROL NO.
DECEMBER 8, 2023	ME 101089	8732[illegible]36

THE MEDICAL DOCTOR
NAMED BELOW HAS MET ALL REQUIREMENTS OF
THE LAWS AND RULES OF THE STATE OF FLORIDA

EXPIRATION DATE: JANUARY 31, 2026

ALEX HO
1300 MICCOSUKEE RD
BIXLER EMERGENCY CENTER
TALLAHASSEE, FL 32308

Ron DeSantis
GOVERNOR

Joseph A. Ladapo, MD, PhD
STATE SURGEON GENERAL

Scan QR Code for
License Authentication

DISPLAY IF REQUIRED BY LAW

Medical Director's DEA Controlled Substance Registration Certificate

DEA REGISTRATION NUMBER	THIS REGISTRATION EXPIRES	FEE PAID
FH0679932	10-31-2025	$888

SCHEDULES	BUSINESS ACTIVITY	ISSUE DATE
2,2N,3, 3N,4,5	PRACTITIONER	10-12-2022

HO, ALEX
1300 MICCOSUKEE RD
BIXLER EMERGENCY CENTER
TALLAHASSEE, FL 323085054

CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE
UNITED STATES DEPARTMENT OF JUSTICE
DRUG ENFORCEMENT ADMINISTRATION
WASHINGTON D.C. 20537

Sections 304 and 1008 (21 USC 824 and 958) of the Controlled Substances Act of 1970, as amended, provide that the Attorney General may revoke or suspend a registration to manufacture, distribute, dispense, import or export a controlled substance.

THIS CERTIFICATE IS NOT TRANSFERABLE ON CHANGE OF OWNERSHIP, CONTROL, LOCATION, OR BUSINESS ACTIVITY, AND IT IS NOT VALID AFTER THE EXPIRATION DATE.

State of Florida Department of Health Bureau of Emergency Medical Services Advance Life Support License



STATE OF FLORIDA
DEPARTMENT OF HEALTH
BUREAU OF EMERGENCY MEDICAL OVERSIGHT

ADVANCED LIFE SUPPORT SERVICE LICENSE

This is to certify that TALLAHASSEE MEMORIAL HEALTHCARE, INC. Provider Number # 3701
Name of Provider

1300 MICCOSUKEE ROAD TALLAHASSEE, FL 32308
Address

has complied with Chapter 401, Florida Statutes, and Chapter 64J-1, Florida Administrative Code, and is authorized to operate as an Advanced Life Support Service subject to any and all limitations specified in the applicable Certificate(s) of Public Convenience and Necessity and/or Mutual Aid Agreements for the County(s) listed below:

LEON
County (s)

Steve McCoy, Bureau Chief
Bureau of Emergency Medical Oversight
Florida Department of Health

THIS CERTIFICATE EXPIRES ON: 04/04/2027

This certificate shall be posted in the above mentioned establishment.

Clinical Laboratory Improvement Amendments, Certificate of Waiver



CENTERS FOR MEDICARE & MEDICAID SERVICES

CLINICAL LABORATORY IMPROVEMENT AMENDMENTS

CERTIFICATE OF WAIVER

LABORATORY NAME AND ADDRESS

TALLAHASSEE MEMORIAL HOSPITAL ADULT & NEONATAL TRANSPORT
1300 MICCOSUKEE RD
TALLAHASSEE, FL 32308

CLIA ID NUMBER

10D1025091

EFFECTIVE DATE

04/28/2024

LABORATORY DIRECTOR

ALEX HO

EXPIRATION DATE

04/27/2026

Pursuant to Section 353 of the Public Health Service Act (42 U.S.C. 263a) as revised by the Clinical Laboratory Improvement Amendments (CLIA), the above named laboratory located at the address shown hereon (and other approved locations) may accept human specimens for the purposes of performing laboratory examinations or procedures.

This certificate shall be valid until the expiration date above, but is subject to revocation, suspension, limitation, or other sanctions for violation of the Act or the regulations promulgated thereunder.

CMS

Gregg Brandeau, Director
Division of Clinical Laboratory Improvement & Quality
Quality & Safety Oversight Group
Center for Clinical Standards and Quality

14) The name of the municipalities and the description of all geographic areas that the applicant has previously been authorized to serve, including Leon County, any other county in Florida, or any other state.

Tallahassee Memorial currently has a certificate of public convenience and necessity to operate in Leon County, Florida.

Tallahassee Memorial EMS also travels to Georgia and Alabama and the following counties in Florida: Taylor, Madison, Calhoun, Bay, and Jackson; for pick-up of ill neonates and transport them to Tallahassee Memorial Hospital.

15) A list of current charges or a schedule of proposed charges for transportation and treatment of patients and a written statement of intent to notify the board in writing of any proposed future fee increase, including rationale for the increase.

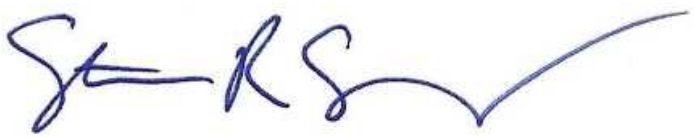
Effective January 1, 2025, Tallahassee Memorial EMS has adopted the fee schedule followed by Leon County Government, Division of Emergency Medical Services.

Type of Service	**FY 2025 rate**
Basic Life Support Non-Emergency Base	$532
Basic Life Support Emergency Base	$852
Advanced Life Support 1 Non-Emergency Base	$639
Advanced Life Support 1 Emergency Base	$1,012
Advanced Life Support 2 Base	$1,464
Specialty Care Transport Base	$1,730
Transport Mileage	$17.88/mile

16) A sworn statement signed by the applicant or his/her authorized representative stating that all the information provided by the applicant in the application is true and correct.

OATH
I swear or affirm that the information and statements contained in the Application (including any accompanying supplements) to the best of my knowledge and belief are true, correct, and complete.

Application prepared by:



Date: 5/22/2025

Stephen R Suarez, Chief Paramedic
Tallahassee Memorial Healthcare

17) Pursuant to Rules 64E-2.002(4) and 64E-2.003(7), F.A.C., a list of medical equipment and supplies to be equipped and maintained in each emergency medical services vehicle.

Tallahassee Memorial Emergency Medical Services complies with State of Florida Rules 64J-2.002(4) and 647-2.003(7), F.A.C., Attached is a vehicle check-in sheet with equipment, medications and supplies carried on each licensed vehicle.



Tallahassee Memorial

Vehicle#: 4-1 EMERGENCY MEDICAL SERVICES Date:

Ambulance Check-In Sheet

Mileage:_____ Medics:_____/_____

CAB

- 2) Drivers Licenses
- 2) State Licenses
- Fuel 2/3 Tank
- 2) Sirens
- Cab Light
- Emergency Lights
- Load Lights sidewalks
- Tail/Clearance Lights
- Turn Signals
- 2) Brake Coolant Levels
- Back-up Alarm
- Tire wear/Pressure
- Vehicle Registration
- Spotlight
- DOT(4-3)_____%
- Lift Operational (4-2)

Driver's Cabinet Head Compartment

- 2) Spine Boards
- 2) KED
- Pedi Board
- 1) Sager Splint
- 1) Adult/3/4 Cylinder

Driver Cabinet Middle Compartment

- 2) Safety Goggles

Driver Cabinet Middle Compartment

- 1) Pedi. Traction Splint

Driver Rear Compartment

- 1) Extra O2 Cylinder "E"
- 1) Disinfectant wipes

Middle

- 1) Spot Radio
- Fire Extinguisher
- 1) Stretcher (2 straps
- 1) Smooth Moves (4-2)

Cabinet Compartment

- 1) Wrench

Portable Oxygen

- 1) Adult NRB Mask
- 1) Adult Nasal Cannula

Linens

- 2) Blankets
- 2) Pillow
- 6) Towels

Suction Units

- 1) Suction Tubing
- 1) Yankauer Bath
- 1) Tubing
- 1) Yankauer Bath

Under Cabinet

- Urinal

Driver Side/Top Shelf

Box 1

- 1) BP Kit
- 2) Pediatric Stetho
- 2) Mask Warm

Box 1

- 1) Adult BP Cuff

Box 2

- 1) Kit of Hemostats

Box 3

- 1) Infant BVM

Box 4

- 1) Pediatric BVM

Box 5

- 1) Adult BVM

Driver Side Middle Shelf

Box 1

- 2) Kerlix
- 2) ACE Wraps

Box 2

- 10) Sterile 2X2
- 2) Vaseline Gauze
- 1) 1" Adhesive tape

Box 3

- 1) Intubator

Box 4

- 2) # 14 Fr. Suction Cathe.
- 1) Suction Tubing
- 1) 60cc syringe (Catt tip)

Box 5

- 2) Nasal Cannulas
- 2 Non-Rebr. Masks
- 2) O2 Tubing

Box 6

- 10 Cervical Collars

Front Wall Top Shelf (left)

Box 1

- 1) 100cc N.S.
- 1) 500cc N.S.

Box 2

- 2) 1000cc LR

Box 3

Box 4

Front Wall Middle Shelf (left)

Box 1

- 2) Capno Nasal
- Electrodes Adult/Ped
- 1) Adult Pacer Pad
- 1) Roll LP Paper
- 1) Ped. Pacer Pads
- Standing Orders Adult
- EMS Communication Dc
- Narcan Book (orange)

Front Wall Top Shelf (right)

Front Wall Right (Driver) Shelf

Box 1

Box 2

- 1) Isolation Circuit (4-2 4-4)

Front Wall Middle Shelf (right)

Box 1

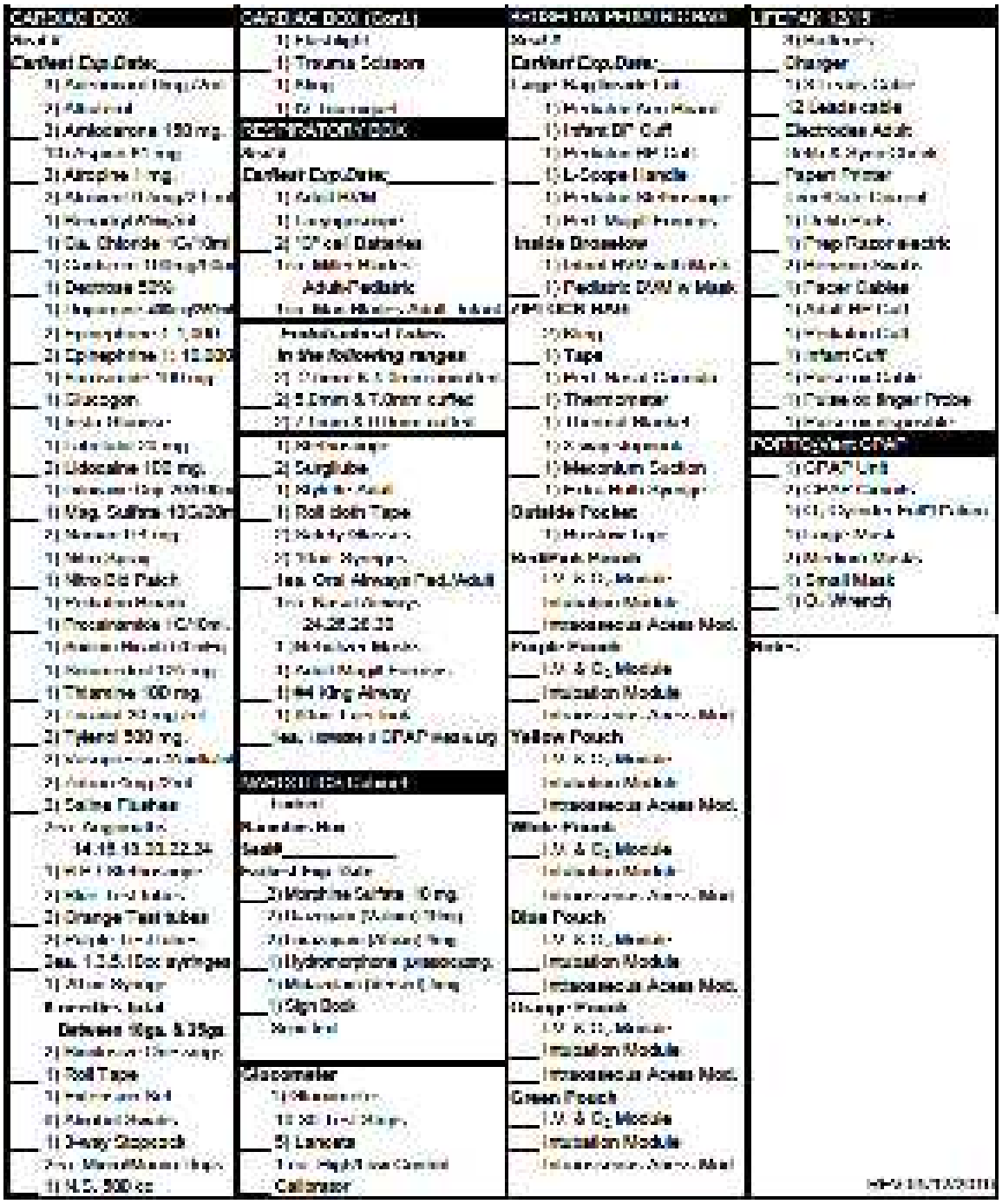
- 1) Field Note or Carseat

Box 2

Front Wall Bottom Shelf (right)

Box 1

Box 2



CARDIAC BOX

Earliest Exp.Date:_____

2] Adrenaline 1 mg

1] Ca. Chloride 10% 10ml

1] Dextrose 50%

2] Ephedrine 1: 10,000

1] Glucagon

2] Lidocaine 100 mg.

1] Mag. Sulfate 10%,20m

1] Nitro Oil Patch

1] Procainamide 10%10m

1] Tridarone 150 mg

2] Tylenol 500 mg.

2] Saline Flushes

14,16,18,20,22,24

2] Orange Test tubes

2ea. 1,3,5,10cc syringes

Between 10ga. & 25ga.

1] Roll Tape

1] 3-way Stopcock

1] N.S. 500 cc

CARDIAC BOX (Cont.)

1] Trauma Scissors

RESPIRATORY BOX

Earliest Exp.Date:_____

2] "D" cell Batteries

Adult/Pediatric

In the following ranges

2] 5.0mm & 7.0mm cuffed

1] #4 King Airway

2ea. Intubation CPAP measuring

MEDICATION Cabinet

Seal#_____

2] Morphine Sulfate 10 mg.

1] Hydromorphone preservatory

1] Sign Book

Glucometer

1] Lancets

Calibrator

MEDICATION PHANNY BAG

Earliest Exp.Date:_____

1] Infant BP Cuff

1] L-Scope Handle

Inside Drawslow

1] Pediatric DAM w Mask

1] Tape

1] Thermometer

1] Meconium Suction

Outside Pocket

Red Pouch

1 IV & IO Module

1 Intubation Module

1 Intraosseous Access Mod.

Purple Pouch

1 IV & IO Module

1 Intubation Module

1 Intraosseous Access Mod.

Yellow Pouch

1 IV & IO Module

1 Intubation Module

1 Intraosseous Access Mod.

White Pouch

1 IV & IO Module

Blue Pouch

1 IV & IO Module

1 Intubation Module

1 Intraosseous Access Mod.

Orange Pouch

1 IV & IO Module

1 Intubation Module

1 Intraosseous Access Mod.

Green Pouch

1 IV & IO Module

1 Intubation Module

LIFEPAK 12/15

Charger

2 Lead cable

Electrodes Adult

Paper Printer

1] Pediatric Cuff

1] Infant Cuff

1] Pulse ox finger Probe

POWERGLIDE CPAP

1] CPAP Unit

1] Oral Mask

1] O2 Wrench

Notes:

18) A statement, policy, certificate, or irrevocable letter of commitment to insure, from an insurance company satisfactory to the board, shall be attached to the application, and shall specify coverages/limits for public liability, property damage and malpractice insurance as provided in this article or a surety bond conditioned for the payment and satisfaction of any final judgment as required by this article.

Attachment 18.1 Insurance Information
Attachment 18.2 Insurance Information
Attachment 18.3 Insurance Information

19) Compilation statement showing assets and liabilities prepared by a certified public accountant.

Attachment 19 – Assets and Liabilities

20) A copy of the applicant's management plan which shall include a copy of standard operating procedures.

Attachment 20.1 Adult Protocols
Attachment 20.2 Pediatric Protocols
Attachment 20.3 Neonatal Protocols

21) Proof that the applicant has employed or contracted with a medical director qualified pursuant to F.S. § 401.265.

Attachment 21.1 Medical Director Contract

22) Any other information as may be reasonably required by the board.

N/A

23) The application fee except for renewals shall be in the amount of $5,000.00, except for the state, agencies of the state, and political subdivisions of the state, who shall not be required to submit such application fee.

*Application is for **renewal** of current Certificate of Public Convenience and Necessity which expires*

DocuSign Envelope ID: F9A90890-D23B-469D-ADC2-CD9A2653690C

LEON COUNTY

Certificate of Public Convenience and Necessity

Emergency Medical Services

Whereas, Tallahassee Memorial Healthcare, Inc., (TMH) has made application for the renewal of their Certificate of Public Convenience and Necessity to provide Advanced Life Support and Basic Life Support Ground Ambulance Services to the citizens of Leon County, Florida; and

Whereas, the above-named service provider affirms that it will maintain compliance with the requirements of the Emergency Medical Services Act (Chapter 401, F.S.) and rules (Chapter 64J-1, F.A.C.); and

Whereas, the above-named service provider affirms that it will comply with Article III of the Code of Laws of Leon County, Florida; and

Whereas, the governing body of Leon County has considered recommendations of the Emergency Medical Services Advisory Council.

Now therefore, The Board of County Commissioners of Leon County hereby issues a Certificate of Public Convenience and Necessity with limitations as prescribed on the Certificate, to Tallahassee Memorial Healthcare, Inc. to provide the following services only: neonatal, infant, and pediatric Advanced Life Support transport services; non-medically necessary TMH campus interfacility transports; the transport of adult patients who do not meet medical necessity criteria as established by the Center for Medicare and Medicaid Services from TMH to other local or regional facilities, with prior approval of Leon County; and the transport of patients from the TMH Emergency Center – Northeast to the main TMH facility. Theses service shall be provided within the territorial limits of Leon County, Florida. The Certificate holder shall maintain the level of service as outlined in their application throughout the term of this Certificate, and shall conform and comply with all rights and duties granted by the certificate.

Date Issued: December 31, 2022
Date of Expiration: December 31, 2025
(Unless Certificate is sooner revoked or suspended)

LEON COUNTY, FLORIDA

DocuSigned by:
By: Bill Proctor
E6F9A59141C244C...
Bill Proctor, Chair
Board of County Commissioners

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

DocuSigned by:
By: Chasity H. O'Steen
BCE5E0EFD079484...

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

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

ARTICLE III. - EMERGENCY MEDICAL TRANSPORTATION SERVICES

Sec. 8-56. - Purpose and scope.

This article is enacted pursuant to F.S. § 401.25(6), for the purpose of providing standards and necessary regulations for the issuance of certificates of public convenience and necessity for basic and advanced life support services. This article shall apply and be in force within the incorporated and unincorporated areas of the county. To the extent this article is more restrictive than the requirements of F.S. ch. 401, or F.A.C. 64E-2 the provisions of this article shall prevail.

(Code 1992, § 8-56; Ord. No. 04-09, § 1, 4-13-2004)

Sec. 8-57. - Definitions.

The definitions set forth in F.S. § 401.23 are incorporated herein by reference and are not generally repeated. the following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Advanced life support means the same meaning as defined in F.S. § 401.23, as amended from time to time.

Advanced life support service means the same meaning as defined in F.S. § 401.23, as amended from time to time.

Air ambulance means the same meaning as defined in F.S. § 401.23, as amended from time to time.

Ambulance or *emergency medical services vehicle* means the same meaning as defined in F.S. § 401.23, as amended from time to time.

Ambulance driver means the same meaning as defined in F.S. § 401.23, as amended from time to time.

Basic life support means the same meaning as defined in F.S. § 401.23, as amended from time to time.

Basic life support service means the same meaning as defined in F.S. § 401.23, as amended from time to time.

Certificate means a certificate of public convenience and necessity for a specific classification of services issued by the Board of County Commissioners to a private or public entity which authorizes the entity to provide emergency medical services county-wide.

Council means the county emergency medical services advisory council.

County means the incorporated and unincorporated areas within the territorial limits of the county.

Department means the state department of health.

Emergency medical technician means the same meaning as defined in F.S. § 401.23, as amended from time to time.

First responder means, pursuant to F.S. § 401.435, an individual who possesses the required state certification and licensure credentials to provide first response and is acting under proper medical direction shall be permitted to respond to pre-hospital emergency medical incidents.

Hospital means any facility located in the county licensed as a hospital in accordance with F.S. ch. 395 and which operates a dedicated emergency department.

License means any license or transfer of license issued by the department of health pursuant to F.S. ch. 401.

Medical director means a board certified emergency physician who meets the requirements of the state department of health, bureau of emergency medical services and who provides clinical oversight, medical protocols and policy development, quality assurance and quality improvement services.

Operator means any person engaged in business as the owner, proprietor, purchaser, or lessee of ambulances, emergency medical services vehicles, air ambulances, or other vehicles intended to be used for basic, advanced life support services or emergency transportation services in the county.

Paramedic means the same meaning as defined in F.S. § 401.23, as amended from time to time.

Patient mean an individual who is ill, sick, injured, wounded or otherwise incapacitated and is in need of or can be expected to need emergency medical care.

Permit means the same meaning as defined in F.S. § 401.23, as amended from time to time.

Registered nurse means the same meaning as defined in F.S. § 401.23, as amended from time to time.

Rules and regulations mean those specific requirements and guidelines which are promulgated and periodically revised by the board and codified in this article.

Vehicle includes aircraft, landcraft and watercraft.

(Code 1992, § 8-57; Ord. No. 04-09, § 1, 4-13-2004)

Sec. 8-58. - Emergency medical services advisory council.

(a) There is hereby created the emergency medical services advisory council of the county (hereinafter referred to as "EMSAC"). Membership of the EMSAC shall consist of the County Administrator or designee, who shall act as chairman of the EMSAC, the Assistant County Administrator or designee, the City Manager of the City of Tallahassee or designee, The county EMS Medical Director, and the administrator, or designee, and emergency department medical director of each hospital. It shall be the duty of the EMSAC to make recommendations to the

board and its administrative staff as to the significant needs, issues and opportunities relating to emergency medical services, including the provision of ambulance service in the county, and such other duties as may be prescribed under this article.

(b) The EMSAC is hereby delegated the authority by the board to promulgate the rules and regulations necessary to carry out the provisions of this article. The EMS chief shall provide staff to the EMSAC.

(Code 1992, § 8-58; Ord. No. 04-09, § 1, 4-13-2004)

Sec. 8-59. - Certificates required.

No person shall conduct, engage in, advertise for, or provide any of the services as described in this article unless a certificate of public convenience and necessity is first obtained from the board.

(Code 1992, § 8-59; Ord. No. 04-09, § 1, 4-13-2004)

Sec. 8-60. - Classification of certificates.

Certificates shall be classified, and certificate holders shall operate in accordance with the classification of each service category as follows:

(1) *Advanced life support ground transport services certificate.* The holders of this certificate shall:

a. Provide advanced life support services as defined under F.S. § 401.23 and F.A.C. 64E-2.003;

b. Maintain its vehicle and operate its service program with the intention of providing both medical transport and ALS service, on a regular 24-hour per day, seven-day per week basis throughout the county;

c. Abide by standard operating medical procedures and protocols promulgated by the county EMS medical director;

d. Participate in EMS system quality assurance activities as directed by the county EMS medical director.

(2) *Air ambulance service transport certificate.* The holders of this certificate shall:

a. Provide air ambulance services, rotary wing or fixed wing, as defined by F.S. § 401.23 and F.A.C. 64E-2.005;

b. Abide by standard operating medical procedures and protocols as directed by the providers' EMS air ambulance medical directors or that of the county EMS medical director, whichever provides a higher level of patient care;

c.

Participate in EMS system quality assurance activities as directed by the county EMS medical director.

(3) *Basic life support transport services certificate.* The holders of this certificate shall:

a. Provide basic life support services as defined under F.S. § 401.23 and F.A.C. 64E-2.002;

b. Abide by standard operating medical procedures and protocols promulgated by the county EMS medical director;

c. Participate in EMS system quality assurance activities as directed by county EMS medical director;

d. Maintain its vehicle and operate its service program with the intention of providing both medical transport and BLS service on a regular 24-hour per day, seven-day per week basis throughout the county.

(4) *Advanced life support non-transport services certificate.* The holders of this certificate shall:

a. Provide advanced life support services as defined under F.S. § 401.23, and F.A.C. 64E-2.005, excluding transport requirements;

b. Abide by standard operating medical procedures and protocols promulgated by the county EMS medical director;

c. Participate in EMS system quality assurance activities as directed by the county EMS medical director.

(Code 1992, § 8-60; Ord. No. 04-09, § 1, 4-13-2004)

Sec. 8-61. - Certificate application.

Every application for a certificate of public convenience and necessity under this article shall be, in writing, signed and sworn by the applicant and shall be filed with the board. The application shall contain the following:

(1) The name, age and address of the applicant and the length of time the applicant has resided in the county if the applicant is an individual; the business name of the partnership and the name, age and address of each partner and the length of time each partner has resided in the county if the application is a partnership; the names and residences of all officers and directors if the applicant is a corporation; the classification of the certificate of public convenience and necessity being applied for.

(2) If the applicant is a corporation, the type and number of shares outstanding and the name and the addresses of shareholders.

(3) The date of incorporation or formation of the entity.

(4) A description of the services to be provided.

(5)

The addresses of the applicants present and proposed base station location and all sub-stations, including the methodology used to determine their locations as well as the process to be used to relocate/add substations in the future.

(6) The names and certification numbers of all emergency medical technicians, paramedics, first responders, drivers or other attendants employed by or affiliated with the applicant.

(7) The year, model, type, department permit number (when received by department), motor vehicle or FAA registration number and mileage of every ambulance, rescue vehicle or other type of transporting or responding vehicle used by the applicant.

(8) Applicants desiring to provide ground transport must provide a written plan describing the procedures to replace vehicles at intervals of no greater than five years or 200,000 miles, whichever occurs first.

(9) Applicants desiring to provide ground transport must provide a written plan describing the procedures to replace nondisposable medical equipment based on manufacturer standards.

(10) Air ambulance providers must include a copy of their most recent operations manual and FAA part 135 Certificate.

(11) A description of the applicant communication system, including its assigned frequency, call number, mobiles, portables, range and hospital communications ability.

(12) A proposed operating budget for the purpose of demonstrating financial ability to perform and commitment to providing described services.

(13) Verified proof that the applicant and its employees possess all required federal and state licenses and permits.

(14) The name of the municipalities and the description of all geographic areas that the applicant has previously been authorized to serve, including the county, any other county the state, or any other state.

(15) A list of current charges or a schedule of proposed charges for transportation and treatment of patients and a written statement of intent to notify the board, in writing, of any proposed future fee increase, including rationale for the increase.

(16) A sworn statement signed by the applicant or his authorized representative stating that all the information provided by the applicant in the application is true and correct.

(17) Pursuant to F.A.C. 64E-2.002(4) and 64E-2.003(7), a list of medical equipment and supplies to be equipped and maintained in each emergency medical services vehicle.

(18) A statement, policy, certificate, or irrevocable letter of commitment to insure, from an insurance company satisfactory to the board, shall be attached to the application, and shall specify coverages/limits for public liability, property damage and malpractice insurance, as

provided in this article, or a surety bond conditioned for the payment and satisfaction of any final judgment as required by this article.

(19) Compilation statement showing assets and liabilities prepared by a certified public accountant.

(20) A copy of the applicant management plan which shall include a copy of standard operating procedures.

(21) Proof that the applicant has employed or contracted with a medical director qualified pursuant to F.S. § 401.265.

(22) Any other information as may be reasonably required by the board.

(23) The application fee except for renewals, shall be as established from time to time by the Board of County Commissioners, except for the state, agencies of the state, and political subdivisions of the state, who shall not be required to submit such application fee.

(Code 1992, § 8-61; Ord. No. 04-09, § 1, 4-13-2004)

Sec. 8-62. - Application review.

(a) Within five days of receipt of an application for a certificate under this article and the appropriate fee, the board shall transmit a copy of the application to the following: the City of Tallahassee, the Tallahassee Fire Department, the county director of emergency management, the medical directors of emergency departments at all hospitals, existing ambulance services, and the EMSAC members. All recommendations on the application shall be forwarded to the EMSAC within 30 days of receipt. The EMSAC shall then have 30 days in which to review the recommendations. Thereafter, the EMSAC shall submit its recommendation for granting (with or without limitations) or denying the certificate to the board.

(b) The EMSAC shall, within the time prescribed in subsection (a) of this section, review the application and cause an investigation to be made of the character and reputation of the applicant. The EMSAC's investigation and review of the application shall include, but not be limited to the following:

(1) The financial responsibility of the applicant to maintain safe, comfortable services, maintain or replace medical equipment, and maintain all insurance coverage required under this article.

(2) The condition of the emergency medical services vehicles and equipment provided by the service.

(3) The adequacy of the standard operating procedures of the applicant.

(4) The past performance and service record of the applicant obtained from sources such as hospitals, nursing homes, local public safety agencies and the state department of health.

(5)

The number and type of services and governmental entities currently providing emergency basic and advanced life support emergency medical services or air medical transportation services to the area, and the effect of the proposed services on the quality and cost of any existing medical transportation or rescue services.

(6) The basis for determination of need may include, but shall not be limited to:

a. A computation of the ratio of estimated annual requests for service in the particular certificate category, to the current number of vehicles satisfying requests;

b. A computation of the ratio of vehicles per 1,000 population;

c. A benchmark comparison with other entities of similar size and geography providing emergency medical services.

(7) The extent to which the applicant and all proposed equipment and personnel conform to the requirements of F.S. ch. 401 any amendments thereto, and any rules promulgated thereunder.

(8) Such other facts which the EMSAC may deem relevant in determining the fitness of the applicant to assume the occupation of an operator.

(Code 1992, § 8-62; Ord. No. 04-09, § 1, 4-13-2004)

Sec. 8-63. - Issuance or refusal.

(a) Within 30 days of receipt of the EMSAC's recommendation, the board shall review said recommendation and may uphold, amend or deny, in whole or in part, the recommendations of the EMSAC. Any substantive amendment made by the board shall be returned to the EMSAC for further review. If the board finds that the applicant meets the requirements for a particular classification of a certificate of public convenience and necessity, it may issue a certificate, subject to the limitations as the board deems necessary to protect the public health, safety and welfare. A certificate shall be valid for a period of three years and shall not be transferable or assignable without the prior written approval of the board.

(b) Every certificate issued under this article shall state:

(1) The name of the service.

(2) Certificate classification as specified in section 8-60.

(3) Date of issuance and the date of expiration.

(4) The minimum number of vehicles to be used by the applicant in the rendition of such services.

(5) Such conditions and limitations as the board may deem necessary or proper in the public interest.

(6) The signatures of the chairman of the board and the clerk of the courts.

(Code 1992, § 8-63; Ord. No. 04-09, § 1, 4-13-2004)

Sec. 8-64. - Rights and duties granted by certification.

(a) *Advanced life support ground transport services certificate.* Acceptance of the advanced life support ground transport services certificate shall obligate the applicant to:

(1) Provide continuous and uninterrupted emergency medical services to the extent authorized by the certificate.

(2) Keep such records as may be required by the federal or state government or by the board and make such records available to the County Administrator or designee for inspection.

(3) Promptly respond to every emergency call for ambulance service. Patients shall be loaded and transported without being subject to unreasonable delays and without regard to financial ability to pay. All emergency response times shall be kept by the operator, and a log reflecting such response time shall be made available to the EMSAC annually, or as otherwise requested by the EMSAC.

(4) Operate a minimum number of advanced life support ambulances on immediate call at all times. The actual number of ambulances required to be maintained on "immediate call" shall be reviewed by the EMSAC and the actual numbers determined pursuant to the terms of subsection 8-62(b)(6).

(5) Provide advance notice of any proposed rate changes to the EMSAC.

(6) Complete an ambulance run report for all ambulance calls, noting the time, place of origin, destination requested by patient, actual destination, and identification of services (charge codes) for which charges are made, and such other operating and patient information as may be required by the EMSAC or state department of health bureau of emergency medical services, hereinafter BEMS. Every operator shall retain and preserve all daily run reports for at least five years, and such run reports shall be available for inspection by the EMSAC upon request. The EMSAC shall make a semi-annual review of said run reports for the year ending September 30 by no later than December 1 of each consecutive year and submit its report to the board within 60 days thereafter.

(7) Maintain liability insurance in such amounts and with such coverage as the board may require upon issuance of the certificate.

(8) Operate in conformance with all federal and state laws and local ordinances.

(9) File an application for renewal of its certificate at least 180 days prior to the date of expiration.

(10) Notify the board, in writing, at least 180 days prior to the date of expiration in the event the operator determines that it will not file an application for renewal of its certificate.

(11)

Notify the board, in writing, in the event the operator determines that it will no longer provide services authorized under its certificate, at least 180 days prior to the date the operator plans to cease providing services in the county.

(b) *Air ambulance service transport certificate.* Acceptance of the air ambulance service transport certificate shall obligate the applicant to:

(1) Provide continuous and uninterrupted emergency medical services to the extent authorized by the certificate.

(2) Keep such records as may be required by the federal or state government or by the board and make such records available to the County Administrator or designee for inspection.

(3) Promptly respond to every emergency call for air ambulance service. Patients shall be loaded and transported without being subject to unreasonable delays and without regard to financial ability to pay. All emergency response times shall be kept by the operator, and a log reflecting such response time shall be made available to the EMSAC annually, or as otherwise requested by the EMSAC.

(4) Provide advance notice of any proposed rate changes to the EMSAC.

(5) Complete an air ambulance run report for all air ambulance calls, noting the time, place of origin, destination requested by patient, actual destination, and identification of services (charge codes) for which charges are made, and such other operating and patient information as may be required by the EMSAC or BEMS. Every operator shall retain and preserve all air ambulance run reports for at least five years, and such run reports shall be available for inspection by the EMSAC upon request. The EMSAC shall make a semi-annual review of said run reports for the year ending September 30 by no later than December 1 of each consecutive year and submit its report to the board within 60 days thereafter.

(6) Maintain liability insurance in such amounts and with such coverage as the board may require upon issuance of the certificate.

(7) Operate in conformance with all federal and state laws and local ordinances.

(8) File an application for renewal of its certificate at least 180 days prior to the date of expiration.

(9) Notify the board, in writing, at least 180 days prior to the date of expiration in the event the operator determines that it will not file an application for renewal of its certificate.

(10) Notify the board, in writing, in the event the operator determines that it will no longer provide services authorized under its certificate, at least 180 days prior to the date the operator plans to cease providing services in the county.

(c) *Basic life support services transport certificate.* Acceptance of the basic life support services transport certificate shall obligate the applicant to:

(1) Provide continuous and uninterrupted services to the extent authorized by the certificate.

(2) Keep such records as may be required by the federal or state government or by the board and make such records available to the County Administrator or designee for inspection.

(3) Promptly respond to every call for service. All emergency response times shall be kept by the operator, and a log reflecting such response time shall be made available to the EMSAC annually or as otherwise requested by the EMSAC.

(4) Complete a run report for all calls, noting the time, place and such other operating and patient information as may be required by the EMSAC. Every operator shall retain and preserve all daily run reports for at lease five years, and such run reports shall be available for inspection by the EMSAC upon request.

(5) Maintain liability insurance in such amounts and with such coverage as the board may require upon issuance of the certificate.

(6) Operate in conformance with all federal and state laws and local ordinances.

(7) File an application for renewal of its certificate at least 180 days prior to the date of expiration.

(8) Notify the board, in writing, at least 180 days prior to the date of expiration in the event the operator determines that it will not file an application for renewal of its certificate.

(9) Notify the board, in writing, in the event the operator determines that it will no longer provide services authorized under its certificate, at least 180 days prior to the date the operator plans to cease providing services in the county.

(d) *Advanced life support non-transport services certificate.* Acceptance of the advanced life support services non-transport certificate shall obligate the applicant to:

(1) Provide continuous and uninterrupted emergency medical services to the extent authorized by the certificate.

(2) Keep such records as may be required by the federal or state government or by the board and make such records available to the County Administrator for inspection.

(3) Promptly respond to every call for service. All emergency response times shall be kept by the operator, and a log reflecting such response time shall be made available to the EMSAC annually, or as otherwise requested by the EMSAC.

(4) Complete an emergency run report for all calls, noting the time, place of origin, destination requested by patient, actual destination, and identification of services (charge codes) for which charges are made and such other operating and patient information as may be required by the EMSAC or BEMS. Every operator shall retain and preserve all daily run reports for at least five years, and such run reports shall be available for inspection by the EMSAC upon request.

(5) Maintain liability insurance in such amounts and with such coverage as the board may require upon issuance of the certificate.

(6) Operate in conformance with all federal and state laws and local ordinances.

(7) File an application for renewal of its certificate at least 180 days prior to the date of expiration.

(8) Notify the board, in writing, at least 180 days prior to the date of expiration in the event the operator determines that it will not file an application for renewal of its certificate.

(9) Notify the board, in writing, in the event the operator determines that it will no longer provide services authorized under its certificate, at least 180 days prior to the date the operator plans to cease providing services in the county.

(Code 1992, § 8-64; Ord. No. 04-09, § 1, 4-13-2004)

Sec. 8-65. - Certificate revocation, modification, suspension or affirmation.

Every certificate of public convenience and necessity issued pursuant to this article is subject to revocation, modification, or suspension by the board when it is found that:

(1) The certificate holder has failed or neglected to render services as required by the certificate, this article, the rules and regulations promulgated hereunder, F.S. ch. 401, or the Florida Administrative Code;

(2) The certificate holder or its agent has demanded money or other compensation in excess of that established in its schedule of charges filed with the EMSAC;

(3) The certificate holder has been convicted of a felony which involved conduct indicating the certificate holder to be of such character and capable of such conduct which fail to meet standards considered by the board to be appropriate in the licensed activity. In determining whether to recommend revocation, suspension or modification of the certificate, the council shall consider the nature and seriousness of the felony and the circumstances under which the felony occurred;

(4) The certificate was obtained by an application in which any material fact was omitted or falsely stated; or

(5) Such revocation, modification or suspension of the certificate, upon good cause shown, will best serve the public interest.

(Code 1992, § 8-65; Ord. No. 04-09, § 1, 4-13-2004)

Sec. 8-66. - Investigative procedures.

(a) All unresolved issues and complaints related to the services of a certificate holder shall be referred within five days of receipt of the complaint to the EMS chief for investigation. The EMS chief shall conduct an investigation and file a written report to the EMSAC within 60 days of receipt of the complaint.

(b) The County Administrator shall notify the certificate holder by certified mail of the EMSAC's recommendation within five days of receipt thereof. If the EMSAC determines that revocation, suspension or modification of a certificate is warranted, the notice to the certificate holder shall state the reasons for such findings and establish a hearing date. The hearing and final determination shall be held by the board.

(Code 1992, § 8-66; Ord. No. 04-09, § 1, 4-13-2004)

Sec. 8-67. - Rules and regulations.

The board is hereby authorized to adopt such forms, rules, regulations and policies as may be necessary or proper to implement this article.

(Code 1992, § 8-67; Ord. No. 04-09, § 1, 4-13-2004)

Sec. 8-68. - Transfer or assignment.

No certificate issued pursuant to this article shall be assignable or transferable by the person to whom it is issued, except upon approval by the board in the same manner and subject to the same application, investigation, fees and public hearings original applications for certificates. Any majority transfer of shares of stock or interest of any person or operator so as to cause a change in the directors, officers, majority shareholders or managers of such person or operator shall be deemed a transfer or assignment as contemplated in this article and subject to the same rules and regulations as any other transfer or assignment.

(Code 1992, § 8-68; Ord. No. 04-09, § 1, 4-13-2004)

Sec. 8-69. - The City of Tallahassee not to require license, permit or payment of fees, except occupational license authorized by general or special law.

The City of Tallahassee shall not require any operator holding a certificate issued pursuant to this article to obtain any municipal license, certificate or permit, nor require the payment of any fees for the right to operate within said municipality, except an occupational license authorized by general or special law.

(Code 1992, § 8-69; Ord. No. 04-09, § 1, 4-13-2004)

Sec. 8-70. - Article not applicable to government ambulances.

Nothing in this article is intended to apply to any ambulance which is owned or operated by any agency of the state or federal government.

(Code 1992, § 8-70; Ord. No. 04-09, § 1, 4-13-2004)

Sec. 8-71. - Turning in a false alarm.

Whoever, without reasonable cause, by telephone or otherwise, summons any emergency medical services vehicle pursuant to this article or reports that such vehicle is needed when such person knows or has reason to know that the services of such vehicle are not needed shall be guilty of violation of this article subject to punishment as provided herein.

(Code 1992, § 8-71; Ord. No. 04-09, § 1, 4-13-2004)

State Law reference— Similar provisions, F.S. § 806.101.

Sec. 8-72. - Violations and penalties.

Violations of this article shall be subject to punishment as provided by F.S. § 125.69. Violators shall be prosecuted by the office of the state attorney in the same manner as misdemeanors are prosecuted. Each day or fraction thereof that a violation continues shall be considered a separate offense.

(Code 1992, § 8-72; Ord. No. 04-09, § 1, 4-13-2004)

Secs. 8-73—8-109. - Reserved.

Client#: 644041 TALLAMEMOR4

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Shanna S Davis	
Marsh & McLennan Agency LLC 1500 Mahan Drive Suite 111 Tallahassee, FL 32308	PHONE (A/C, No, Ext): -	FAX (A/C, No):
	E-MAIL ADDRESS: Shanna.Davis@MarshMMA.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Markel Insurance Company	38970
INSURED Tallahassee Memorial HealthCare, Inc. Attn: Priscilla Needham 1300 Miccosukee Road Tallahassee, FL 32308	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	[ ] CLAIMS-MADE [ ] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	[ ] POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$
	[ ] OTHER:							$
B	AUTOMOBILE LIABILITY			MTA7000096011	05/01/2024	05/01/2025	COMBINED SINGLE LIMIT (Ea accident)	$5,000,000
	[X] ANY AUTO						BODILY INJURY (Per person)	$
	[ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	[ ] DED [ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						[ ] PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N / A						E.L. EACH ACCIDENT	$
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Tallahassee Memorial EMS
1300 Miccosukee Road
Tallahassee, FL 32308

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Vincent A. Carelli

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/31/2024

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PRODUCER

Arthur J. Gallagher Risk Management Services, LLC
2850 Golf Road
Rolling Meadows, IL 60008

CONTACT NAME: Andrew Becker
PHONE (A/C, No, Ext): 630-694-5473 **FAX (A/C, No):** 630-634-4634
E-MAIL ADDRESS: drew_becker@ajg.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	National Fire Marine Insurance	20079
INSURER B :	Coverys Specialty Insurance Company	15686
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED

Tallahassee Memorial HealthCare Foundation
Tallahassee Memorial HealthCare, Inc.
1300 Miccosukee Road
Tallahassee, FL 32308

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	☐ **UMBRELLA LIAB** ☐ OCCUR			EN016439	08/01/2024	08/01/2025	PER EVENT	$ 15,000,000
	X **EXCESS LIAB** ☐ CLAIMS-MADE						AGGREGATE	$ 15,000,000
	☐ DED ☐ RETENTION $ 100,000							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ **(Mandatory in NH)**	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
B	X Umbrella LIAB X Follow Form			005FL000036911	08/01/2024	08/01/2025	EACH MEDICAL INCIDENT	$10,000,000
							ANNUAL AGGREGATE	$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Tallahassee Memorial HealthCare, Inc.
1300 Miccosukee Road
Tallahassee, FL 32308

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/31/2024

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext): 850-431-5364	FAX (A/C, No): 850-431-6860
	E-MAIL ADDRESS: JUDY.DAVIS@TMH.ORG	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : TMH SELF INSURANCE	
INSURED	INSURER B :	
Tallahassee Memorial HealthCare Foundation Tallahassee Memorial HealthCare, Inc. 1300 Miccosukee Road Tallahassee, FL 32308	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			SELF INSURANCE	08/01/2024	08/01/2025	EACH OCCURRENCE	$ 4,000,000
	CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 20,000,000
	POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	DED [ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						[ ] PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N/A	N/A					E.L. EACH ACCIDENT	$
	(Mandatory In NH)						E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES

CERTIFICATE HOLDER

Tallahassee Memorial HealthCare, Inc.
1300 Miccosukee Road
Tallahassee, FL 32308

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Judy A Davis

Report of Independent Auditors

To the Board of Directors of Tallahassee Memorial HealthCare, Inc.

Opinion

We have audited the accompanying consolidated financial statements of Tallahassee Memorial HealthCare, Inc. and its subsidiaries (the "Company"), which comprise the consolidated balance sheets as of September 30, 2024 and 2023, and the related consolidated statements of operations, of changes in net assets and of cash flows for the years then ended, including the related notes (collectively referred to as the "consolidated financial statements").

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Company as of September 30, 2024 and 2023, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (US GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are required to be independent of the Company and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Company's ability to continue as a going concern for one year after the date the consolidated financial statements are issued.

PricewaterhouseCoopers LLP, 214 N. Tryon Street, Suite 4200, Charlotte, NC 28202
T: (704) 344 7500, www.pwc.com/us

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with US GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

In performing an audit in accordance with US GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Company's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Charlotte, North Carolina

February 28, 2025

Tallahassee Memorial HealthCare, Inc. and Subsidiaries
Consolidated Balance Sheets
September 30, 2024 and 2023

	2024	2023
Assets		
Current assets		
Cash and cash equivalents	$ 219,413,582	$ 249,430,185
Short-term investments	26,359,229	25,040,564
Assets limited as to use	16,649,670	15,540,334
Accounts receivable, net	161,652,882	127,219,672
Supplies	18,174,207	14,351,322
Estimated third-party payor settlement receivable	8,359,043	12,729,023
Other current assets	88,289,264	61,583,423
Total current assets	538,897,877	505,894,523
Assets limited as to use		
Held by trustee	16,649,670	28,897,626
Less: Amount required to meet current obligations	(16,649,670)	(15,540,334)
Total assets limited as to use	-	13,357,292
Long-term investments	10,145,507	27,300
Property and equipment, net	535,979,328	483,023,779
Operating lease right-of-use assets, net	5,237,475	6,826,407
Pension assets, net	134,639,098	131,083,057
Other assets	38,866,097	10,095,308
Total assets	$ 1,263,765,382	$ 1,150,307,666
Liabilities and Net Assets		
Current liabilities		
Accounts payable and accrued expenses	$ 117,564,504	$ 96,762,415
Current portion of long-term debt	5,780,673	4,211,645
Current portion of operating lease liabilities	2,011,612	2,361,720
Other current liabilities	8,457,620	9,868,478
Total current liabilities	133,814,409	113,204,258
Long-term debt, net of current portion	386,798,570	358,689,045
Operating lease liabilities, net of current portion	3,179,482	4,519,771
Other liabilities	43,696,484	44,100,680
Total liabilities	567,488,945	520,513,754
Net assets		
Without donor restrictions	666,321,393	607,654,423
With donor restrictions	29,955,044	22,139,489
Total net assets	696,276,437	629,793,912
Total liabilities and net assets	$ 1,263,765,382	$ 1,150,307,666

The accompanying notes are an integral part of these consolidated financial statements.

Prehospital Protocols

January 2020



Adult

Tallahassee Memorial Hospital
Tallahassee Memorial HealthCare

Tallahassee Memorial Emergency Medical Services

Tallahassee Memorial Emergency Medical Services
Adult Prehospital Protocol Manual
2020

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2.0 Adult Medical Protocols

2.1 Adult Initial Assessment and Management

- 2.1.1 Initial Assessment Protocol
- 2.1.2 Airway Management
- 2.1.3 Medical Supportive Care
- 2.1.4 Trauma Supportive Care
- 2.1.5 Pain Management

2.2 Adult Respiratory Emergencies

- 2.2.1 Airway - Obstruction
- 2.2.2 Asthma
- 2.2.3 COPD - Dyspnea
- 2.2.4 Pulmonary Edema - CHF
- 2.2.5 Suspected Pneumonia

2.3 Adult Cardiac Dysrhythmias (Cardiac Care: Universal Algorithm)

- 2.3.1 Asystole
- 2.3.2 Bradycardia
- 2.3.3 Narrow Complex Tachycardia (PSVT, Junctional, Atrial Tachycardia)
- 2.3.4 Stable A-fib and A-flutter
- 2.3.5 Unstable narrow complex tachycardia
- 2.3.6 Premature Ventricular Ectopy (PVCs)
- 2.3.7 Pulseless Electrical Activity (PEA)
- 2.3.8 Wide Complex Tachycardia with pulse (V-tach with pulse)
- 2.3.9 V-Fibrillation and Pulseless V-Tach

2.4 Other Adult Cardiac Emergencies

- 2.4.1 Cardiogenic Shock
- 2.4.2 Chest Pain Suspected Acute MI/Coronary Syndrome
- 2.4.3 Hypertensive Emergencies
- 2.4.4 Hypotension/Shock Unknown Cause
- 2.4.5 Left Ventricular Assist Devices

2.5 Adult Neurological / Psychological / Behavioral Emergencies

- 2.5.1 Altered Mental Status – Unknown Etiology
- 2.5.2 Behavioral/Violent and/or Impaired Patient
- 2.5.3 Excited Delirium
- 2.5.4 Seizure Disorders
- 2.5.5 Suspected CVA
- 2.5.6 Syncopal Episode

2.6 Adult Toxicology Emergencies
2.6.1 Bites and Stings
2.6.2 Toxicology (Drug Overdose and Poisoning)
2.6.3 Marine Envenomations

2.7 Adult OB/GYN Emergencies
2.7.1 Complications of Labor and Delivery
2.7.2 Normal Labor and Delivery
2.7.3 Non-Traumatic Vaginal Bleeding
2.7.4 Toxemia of Pregnancy (Eclampsia and Pre-Eclampsia)
2.7.5 Pre-Term Labor

2.8 Other Adult Medical Emergencies
2.8.1 Allergic Reactions/Anaphylaxis
2.8.2 Diabetic Emergencies
2.8.3 Non-Traumatic Abdominal Pain
2.8.4 Sickle Cell Anemia
2.8.5 Alcoholic Emergencies
2.8.6 Dehydration
2.8.7 Motion Sickness
2.8.8 Nausea/Vomiting
2.8.9 Hyperkalemia
2.8.10 Dystonic Reaction

2.9 Adult Environmental Emergencies
2.9.1 Barotrauma / Decompression Illness – Dive Injuries
2.9.2 Cold Related Emergencies
2.9.3 Heat Related Emergencies
2.9.4 Near Drowning
2.9.5 Electrical Injuries

2.10 Adult Trauma Emergencies
2.10.1 Head and Spine Injuries
2.10.2 Eye Injuries
2.10.3 Chest Trauma (Blunt and Penetrating)
2.10.4 Abdomino-Pelvic Injuries
2.10.5 Extremity Injuries
2.10.6 Burn Injuries
2.10.7 Dental Trauma
2.10.8 Sexual Assault
2.10.9 Taser / Stun Device Injuries
2.10.10 Crush Injuries

2.11 Adults with Special Health Care Needs

2.11.1 Home Mechanical Ventilators
2.11.2 Tracheostomy
2.11.3 Central Venous Lines
2.11.4 Feeding Tubes
2.11.5 Blood Product Administration

2. ADULT MEDICAL PROTOCOLS

2.1 Adult Initial Assessment & Management

Overview: Protocols in Section 2.1 are designed to guide the EMT or Paramedic in their initial approach to assessment and management of adult patients. Supportive Care is specified as EMT and Paramedic (BLS) and Paramedic Only (ALS).

Protocol 2.1.1 should be used on all adult patients for initial assessment. During this assessment, if the EMT or Paramedic determines that there is a need for airway management, Protocol 2.1.2 should be used for the management of the adult airway. These protocols are frequently referred to by other protocols, which may or may not override them in recommending more specific therapy.

Protocol 2.1.3 presents the basic components of preparation for transport of medical patients. Due to the significant differences in priorities and packaging in the pre-hospital care of trauma and hypovolemia cases, a separate Trauma Supportive Care protocol has been developed. After following Protocol 2.1.1, this Medical Supportive Care protocol may be the only protocol used in medical emergency situations where a specific diagnostic impression and choice of additional protocol(s) cannot be made. Judgment must be used in determining whether patients require ALS or BLS level care. This protocol is frequently referred to by other protocols, which may or may not override it in recommending more specific therapy.

Protocol 2.1.4 presents the basic components of preparation for transport of trauma patients. Due to the significant differences in priorities and packaging in the pre-hospital care of medical cases, a separate Medical Supportive Care protocol has been developed. After following Protocol 2.1.1, this Trauma Supportive Care protocol may be the only protocol used in trauma or hypovolemia situations where a specific diagnostic impression and choice of additional protocol(s) cannot be made. Judgment must be used in determining whether patients require ALS or BLS level care. This protocol is frequently referred to by other protocols, which may or may not override it in recommending more specific therapy.

Protocol 2.1.5 should be used by paramedics ONLY for pain management.

2.1.1 Initial Assessment Protocol: EMT and Paramedic

Purpose: This will be the initial protocol followed by EMTs and Paramedics on all calls you are dispatched to (or that you roll up on).

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. **Scene size up**.
    a. Review of dispatch information
    b. Assess need of body substance isolation
    c. Assessment of scene safety
    d. Determine mechanism of injury
    e. Determine location of patients
    f. Determine need for additional resources
2. **Initial assessment.**
    a. General impression of patient
    b. Assess mental status (AVPU) – Maintain spinal immobilization PRN.
        i. **A** = alert
        ii. **V** = responsive to verbal stimuli
        iii. **P** = responsive to painful stimuli
        iv. **U =** unresponsive
    c. Assess Airway
    d. Assess Breathing.
    e. Assess Circulation- Pulse, Major Bleeding, Skin color and temperature.
    f. Assess Disability- Movement of extremities/Defibrillate VF/VT without pulse
    g. Expose and Examine Head, Neck, Chest, Abdomen, and Pelvis (check back when patient is rolled on side).
    h. Identify Priority Patients
3. **Initial Management**
    a. Airway Management (2.1.2) Protocol/C-spine stabilization p.r.n.
    b. Medical Supportive Care (2.1.3) and/or Trauma Supportive Care (2.1.4) Protocols
4. **Secondary Assessment**
    a. Conduct a head-to-toe survey
    b. Neurological Assessment
        1) Pupillary response
        2) Glasgow Coma score
    c. Assess Vital Signs
        1) Respirations
        2) Pulse
        3) Blood Pressure
        4) Skin Condition
            - Color
            - Temperature

- Moisture

5) Lung Sounds

d. Obtain a Medical History
   1) **S** – Symptoms, Chief Complaint
      a. O- Onset and Location
      b. P – Provocation
      c. Q – Quality
      d. R-Radiation
      e. R- Referred
      f. R- Relief
      g. S- Severity
      h. T-Time
   2) **A** – Allergies
   3) **M** – Medications
   4) **P** – Past Medical History
   5) **L** – Last Oral Intake
   6) **E** – Events leading to illness or injury

e. Refer to specific medical/trauma protocols for continued management

5. **Other assessment techniques to be used as the situation warrants**:
   a. Cardiac Monitoring (EMT can connect patient to monitor while paramedic performing other task)
   b. Pulse Oximetry
   c. Glucose Determination
   d. Monitor Core Temperature
   e. Capnography

2.1.2 Airway Assessment/Management Protocol

Purpose: Airway assessment and management is the most important and first order of business when patient contact is made (immediate removal from unsafe scene may on occasion trump airway management). An algorithm for general airway assessment/management provides a general overview and road map for the EMT/Paramedic to follow if needed. This algorithm will in turn direct the EMT/Paramedic to either a Non-breathing Airway Protocol or a Breathing Patient Airway Protocol. If a decision is made to intubate a patient, follow the Universal Airway Algorithm. Once the airway is controlled/secured, attention can be given to the other medical/trauma problems and care directed according to the appropriate protocol. **New 2010 ACLS guidelines recommend titrating oxygen delivery to maintain pulse ox at >94%.**

Procedure**:**

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Assessment Protocol 2.1.1
2. Monitor breathing during transport
3. Administer oxygen vía nasal cannula (2-6 L/min) to maintain pulse ox ≥ 94%
4. If spontaneous breathing is compromised:
    a. Maintain airway (e.g. modified jaw thrust)
    b. Administer oxygen to maintain pulse ox ≥ 94% via nasal cannula (2-4 L/min), simple mask (4-6 L/min) or non-rebreather mask (10-15 L/min)
    c. If unconscious, insert oropharyngeal or nasopharyngeal airway PRN (If patient accepts oropharyngeal airway, paramedic should consider need for intubation (ALS Level I)
    d. Assist ventilations with BVM PRN
5. Suction PRN
6. Monitor pulse oximetry and capnography, as soon as possible
7. If spontaneous breathing is absent or markedly compromised:
    a. Maintain airway (e.g. modified jaw thrust)
    b. If unconscious, insert oropharyngeal or nasopharyngeal
    c. Assist ventilations with BVM
    d. Suction PRN
    e. If unconscious and intubation is not available, insert King Airway (or other approved blind intubation device) (a).
    f. Monitor pulse ox and capnography or $ETCO_2$ monitoring device, as soon as possible

ALS LEVEL 1: PARAMEDIC ONLY

1. Consider CPAP if severe distress and patient able to cooperate with use of CPAP. See CPAP Protocol
2. If indicated, perform endotracheal intubation (stabilize C-spine prn).
    a. Confirm ETT placement by three methods and document
3. Secure ETT with commercial device
    a. Apply cervical collar for additional security.

4. Attach end-tidal CO_2 monitoring device
5. Monitor SpO_2 with pulse oximeter.
6. If unable to intubate and patient cannot be adequately ventilated by any other means, perform a cricothyroidotomy (see Surg Cric Protocol or Needle Cric Protocol) and transport rapidly to the hospital. (b)

ALS LEVEL 2: MEDICAL CONTROL

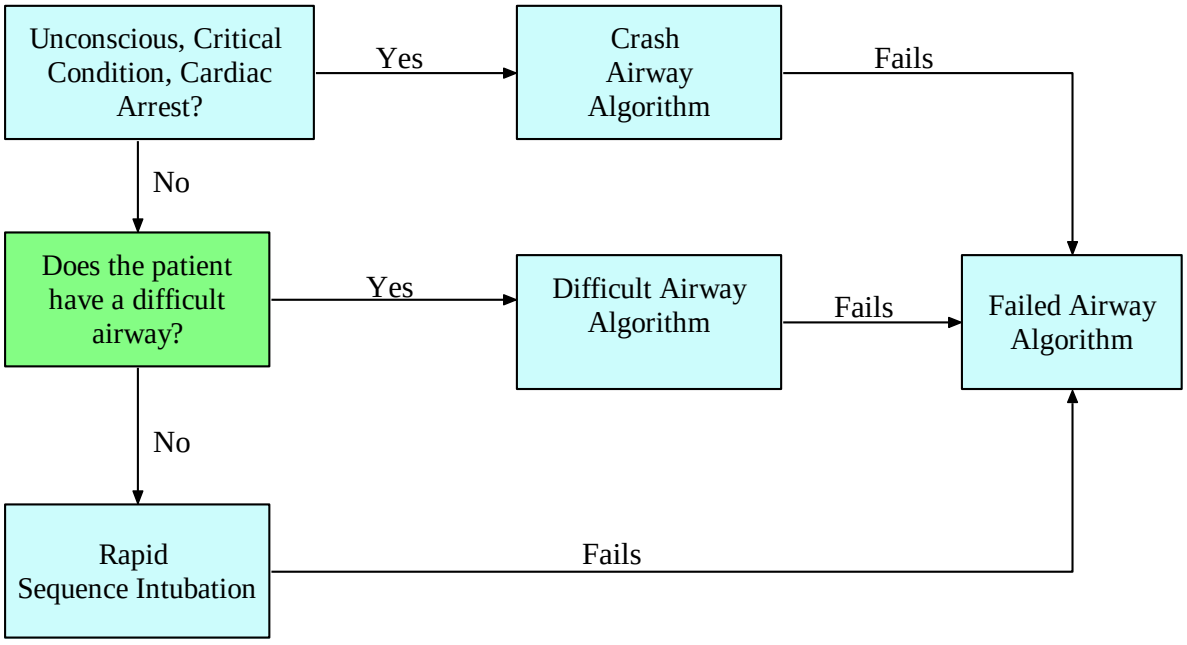
1. Contact medical control or medical director for questions or concerns.

NOTE:

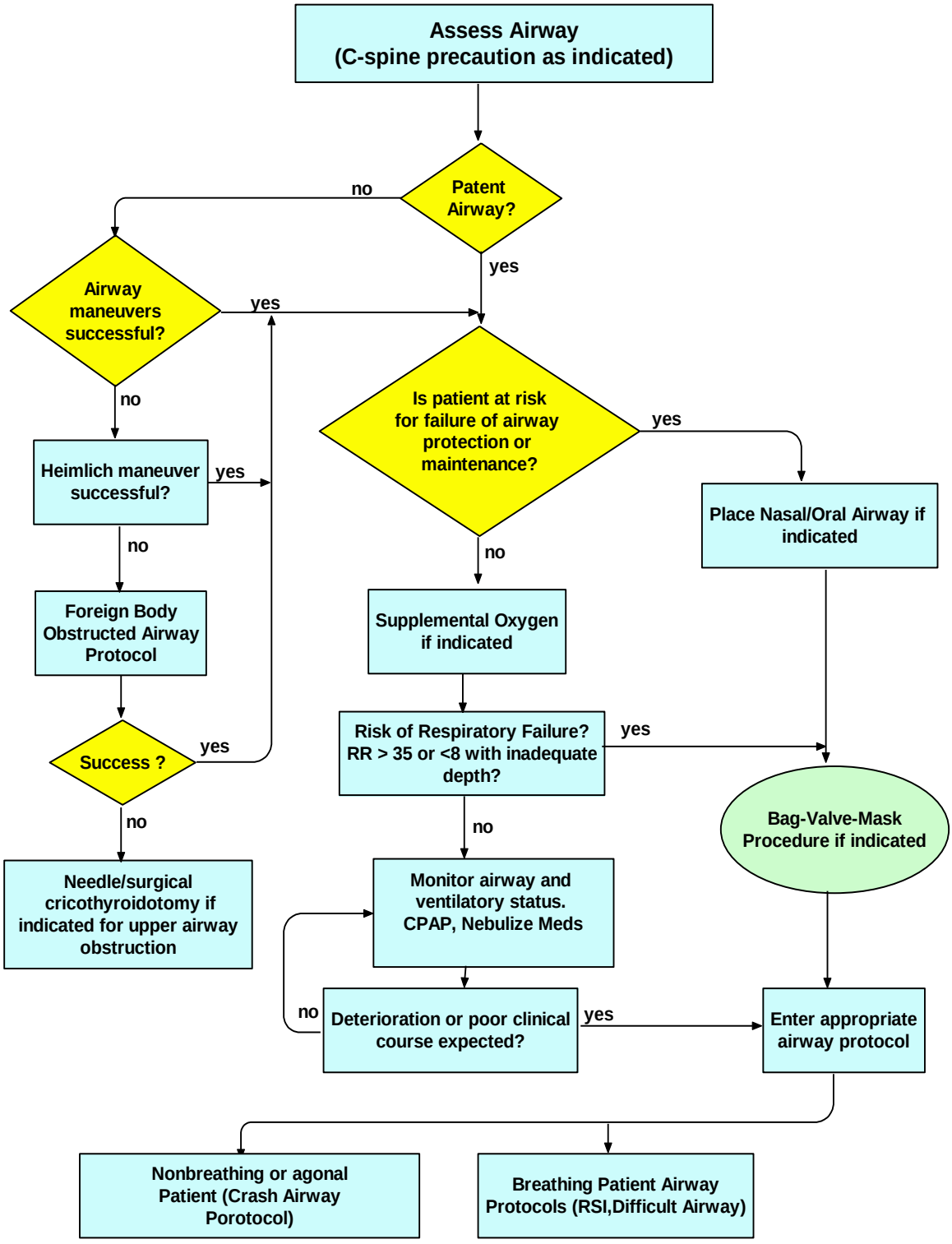
(a) An individual medical director may authorize other airway devices for use.

(b) Once decision to intubate has been made, follow Universal Airway Algorithm on all intubations (see Smart Airway Management Protocol for more algorithms and direction)

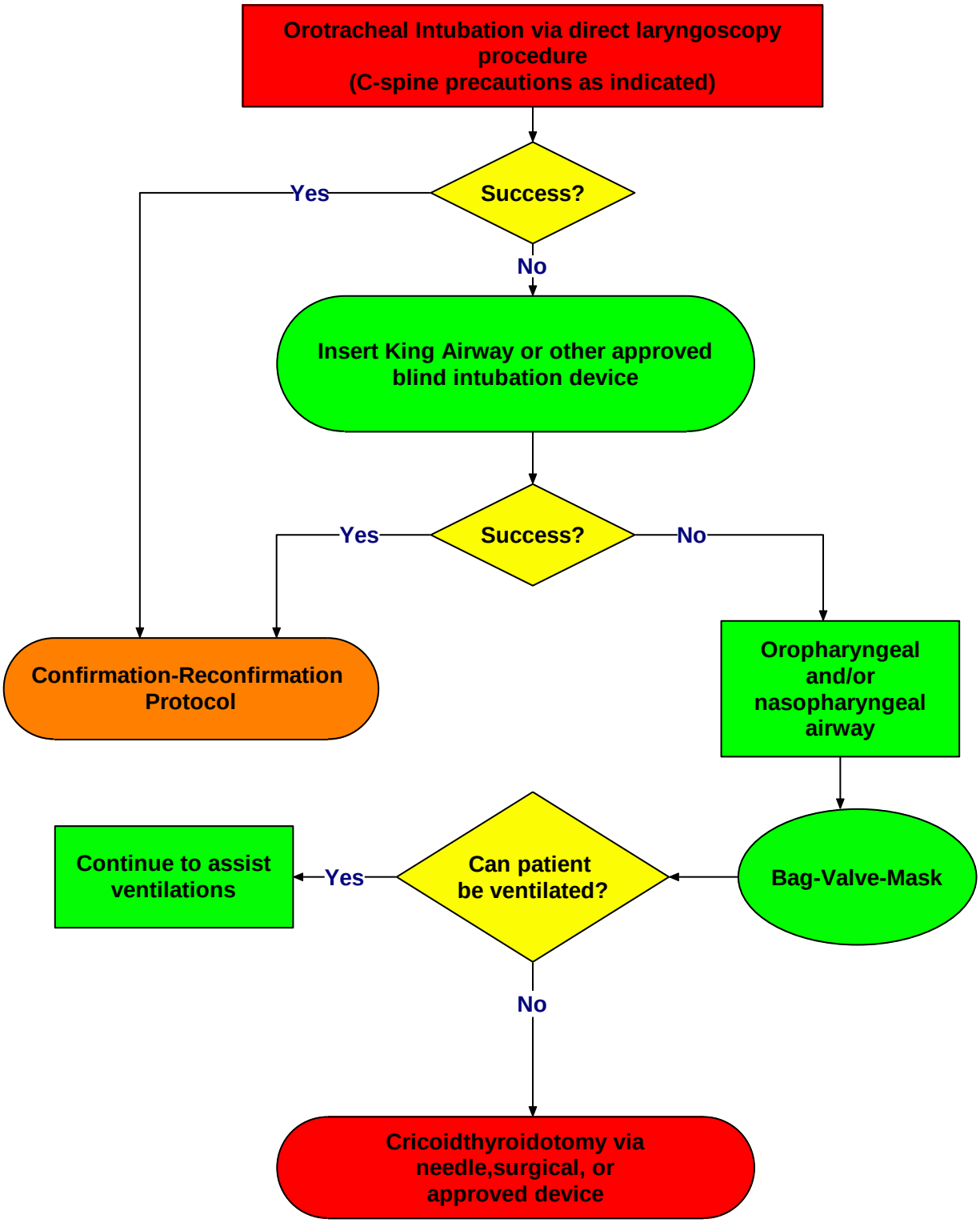
Universal Airway Algorithm



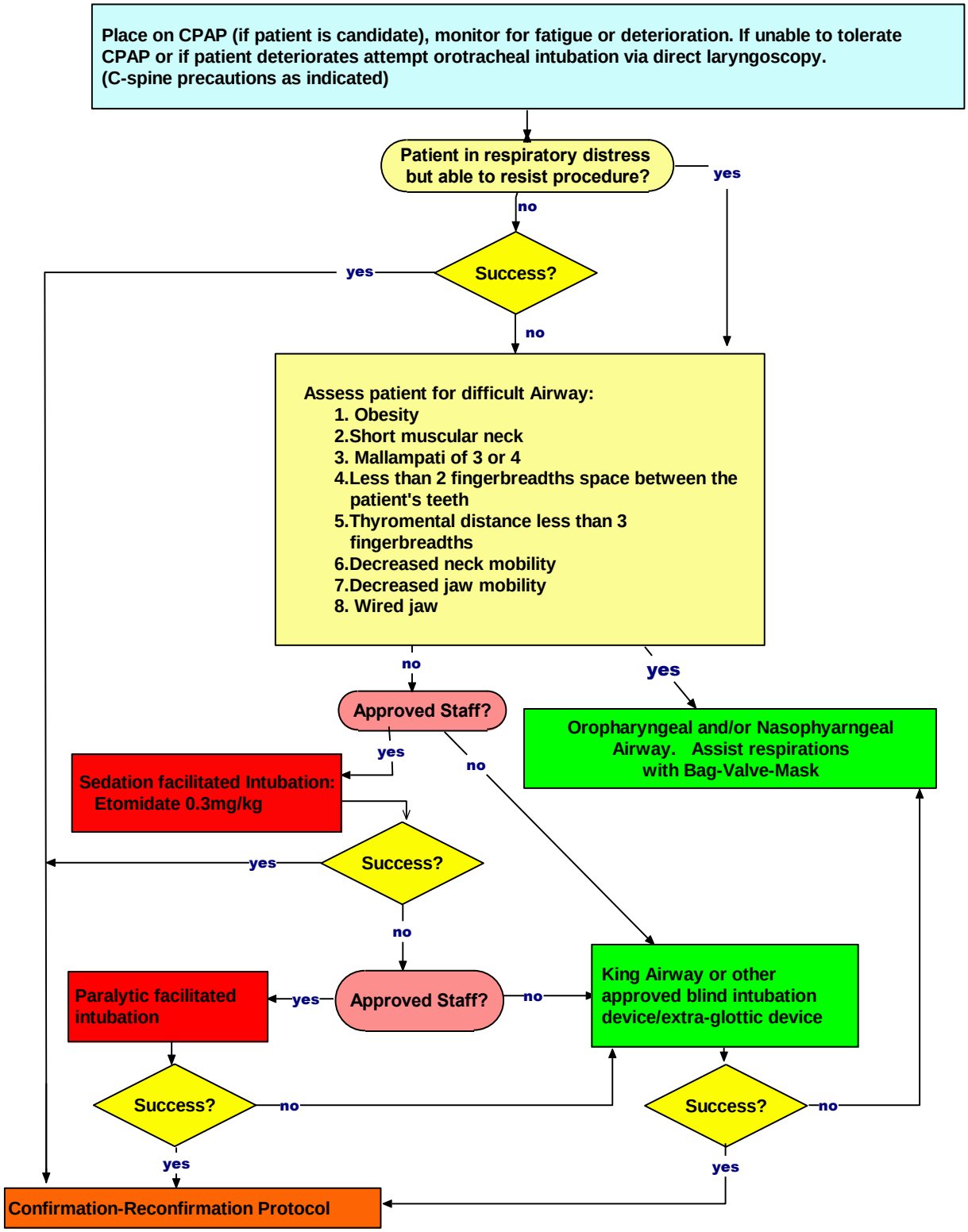
Adult Airway Assessment



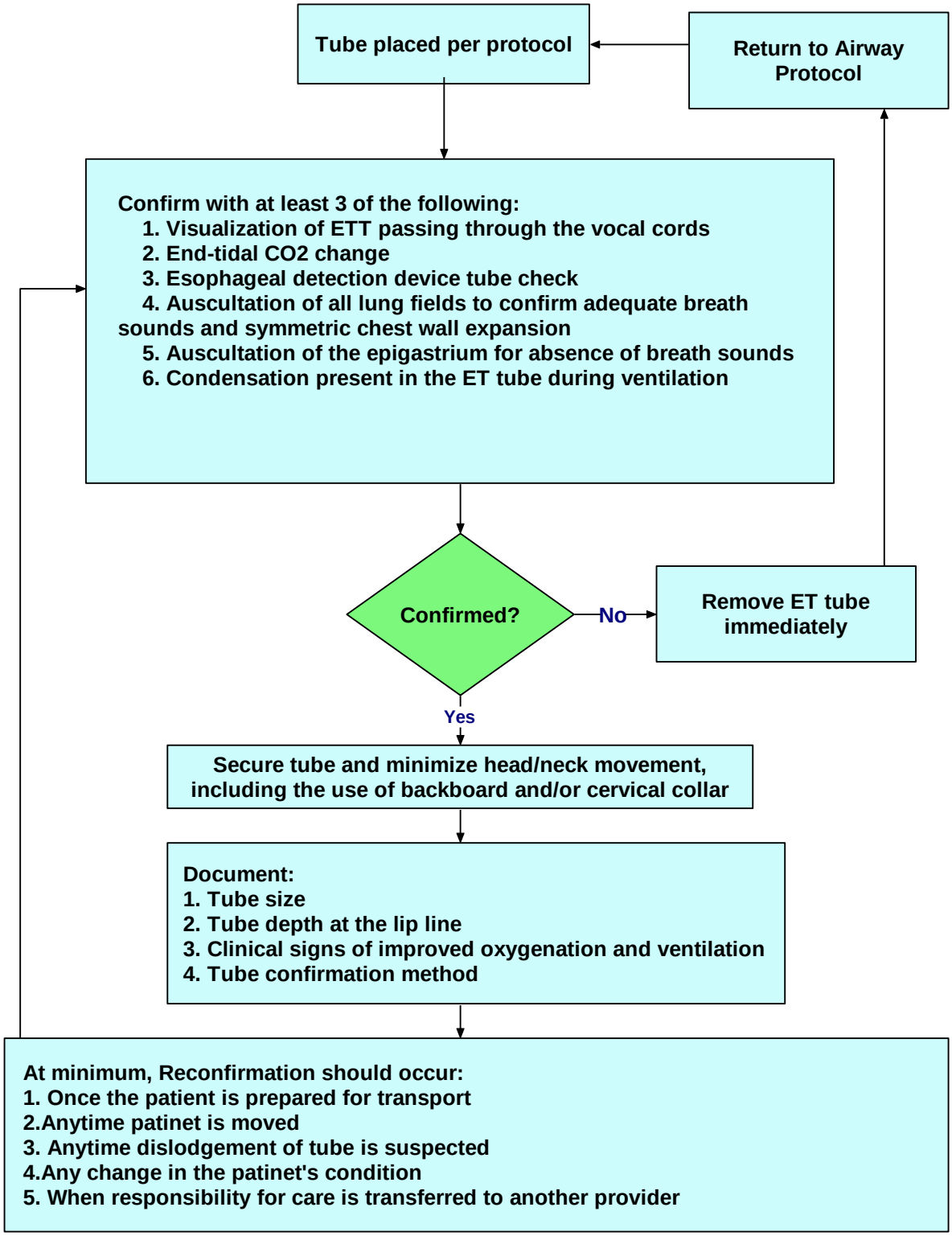
Airway Assessment Protocol: Non-Breathing Patient



Airway Assessment Protocol: Breathing Patient



Airway Confirmation-Reconfirmation Protocol:



2.1.3 Medical Supportive Care

Purpose: This protocol is used in conjunction with the Initial patient Assessment Protocol 2.1.1.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. **Initial assessment protocol 2.1.1**
2. If spontaneous breathing present without compromise:
   a. Monitor breathing during transport
   b. Administer oxygen vía nasal cannula (2-6 L/min) PRN to maintain pulse ox ≥ 94%.
3. If spontaneous breathing is present with compromise
   a. Maintain airway (e.g. modified jaw thrust)
   b. Administer oxygen via non-rebreather mask (10-15 L/min).
   c. In unconscious, insert oropharyngeal or nasopharyngeal airway PRN.
   d. Assist ventilations with BVM PRN
   e. Suction PRN
   f. Monitor pulse oximetry and capnography, as soon as possible
   g. Paramedic only: If patient accepts orophanyngeal airway, consider need for intubation (see ALS Level 1- advanced airway below)
4. If spontaneous breathing is absent or markedly compromised:
   a. Maintain airway (e.g. modified jaw thrust)
   b. If unconscious, insert oropharyngeal airway
   c. Assist ventilations with BVM
   d. Suction PRN
   e. If unconscious and intubation is not available, insert **King Airway** (or other approved blind intubation device) as per protocol.
   f. Monitor pulse oximetry and capnography or **$ETCO_2$ monitoring** device as soon as possible

ALS LEVEL 1: PARAMEDIC ONLY

1. Perform endotracheal intubation and document the following:
   a. Confirm ETT placement via three methods
   b. Secure ETT with commercial device
      1) Full spinal immobilization is recommended
   c. Attach end-tidal CO_2 monitoring device
   d. Monitor SpO_2 with pulse oximeter
2. If unable to intubate and patient cannot be adequately ventilated by other means, perform cricothyroidotomy (see **Surgical Cric Protocol 4.37** or **Needle Cric Procedure**)

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director if any concerns or questions.

2.1.4 Trauma Supportive Care

Purpose: This protocol is used in conjunction with the Initial Assessment Protocol 2.1.1.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. **Initial Assessment Protocol 2.1.1,** Initiate "Trauma Alert" if applicable
2. **Airway Management Protocol 2.1.2.**
3. Correct any open wound/sucking chest wound (occlusive dressing)
4. Control hemorrhage
5. Immobilize C-spine (if unable to clear in field) and secure patient to backboard per protocol 4.35 **Spinal Immobilization/Spinal Immobilization Clearance**
6. Expedite transport
7. The following steps should not delay transport:
    a. Complete bandaging, splinting and packaging PRN
    b. Establish hospital contact for notification of incoming patient and for the Paramedic to obtain consultation for level 2 orders

ALS LEVEL 1: PARAMEDIC ONLY

1. Correct any massive flail segment that causes respiratory compromise (intubate)
2. Correct any tension pneumothorax with needle decompression as per **Needle Decompression** protocol
3. Establish IV of Normal Saline with regular infusion set unless overridden by other specific protocol.

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director if any concerns or questions.

2.1.5 Pain (GENERAL) Management

Purpose: This protocol is to be used for managing pain in patients with the following conditions:

- Isolated Extremity Fracture
- **Acute** back strain
- Renal colic (kidney stone)
- Soft tissue injuries, burns, bites and stings.
- Discomfort related to attached devices or inserted tubes such as a foley catheter, NG tube, chest tube, etc. This will apply to intra-facility transfers.

Do not use this protocol if there is multisystem trauma or hemodynamic instability. Keep in mind that severe back pain can sometimes be indicative of a condition that may require emergency surgery such as appendicitis, ruptured or dissecting aneurysm, ruptured ectopic pregnancy, etc. Be sure you do a good abdominal exam on patients complaining of back pain. If any abdominal tenderness is found, do not give pain med until advised by medical control or medical director. If patient has severe enough back pain that you are considering giving pain medication for, be sure the history is consistent with back strain, e.g. lifting heavy material and felt a pull. **DO NOT USE TORADOL ON ANY PATIENT THAT MAY REMOTELY BE GOING TO SURGERY**, e.g. fractured extremities, serious soft tissue injures. If you're not sure, call med control for advice. Kidney stone patients may report a history of kidney stones and may or may not have hematuria (blood in urine). Use caution in the elderly with "kidney stone" pain, as this is how aneurysm problems can present. Always monitor respiratory status and pulse ox after administration of a narcotic. Intervene as needed to keep pulse ox ≥ 95 %

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. **Initial Patient Assessment Protocol 2.1.1**
2. **Airway Assessment/Management Protocol 2.1.2.** If indicated, Oxygen via nasal cannula @ 2 - 4 LPM to maintain pulse ox ≥ 94% (non-rebreather @15 LPM if SpO_2 < 91%).
3. Attach cardiac monitor and pulse oximeter if indicated

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV lactated Ringer's or Normal Saline at 100ml/hr.
2. If pain is from an isolated extremity injury or from discomfort related to attached devices or inserted tubes:
    a. Assess for circulation compromise (note color, swelling, sensation, palpable pulses)
    b. Reposition for comfort, reassess for circulatory compromise
    c. If extremity wrapped in a dressing, consider (per med control) removing dressing to assess for cause of pain
    d. Elevate affected extremity if edematous
    e. If extremity has obvious deformity and is not splinted, splint it.
    f. If pain from attached device or inserted tube, be sure they are functioning properly.
    g. If pain persist despite above, proceed as below
3. If systolic BP > 90 mm Hg give one of the following over several minutes:
    a. **Toradol 30 mg IV or 60 mg IM** (if patient is > 65 y/o limit dosage to 15mg IV or 30mg IM). After 30 minutes, the IV dose can be repeated x 1 PRN.
    b. **Fentanyl 50 – 100 mcg IV or IM**. For doses beyond 100 mcg (when given for pain control), you will need written MD order or contact medical control.
    c. **Morphine 2 – 10 mg IV or IM** (give in 2 mg increments) or PR. For doses beyond 10 mg, you will need written MD order or contact medical control
    d. **Dilaudid 1 – 2 mg IV or IM** (not all service areas carry this drug). For doses beyond 2 mg, will need written MD order or contact medical control.
4. If nausea also present from pain or the pain medication give one of the following;
    a. **Zofran** 4 – 8 mg IV or IM
    b. **Benadryl 25-50 mg IV or IM**

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director if any concerns or any questions.

2.2.4 Pulmonary Edema /CHF (Congestive Heart Failure)

Purpose: This protocol is used for patients who are exhibiting signs/symptoms of pulmonary edema – CHF including: tachypnea, orthopnea, JVD, edema, dyspnea with rales and/or wheezing (cardiac asthma). The patient may also have diminished air exchange. In severe case, patient may be pursed lip breathing. Other treatment for the causes of pulmonary edema-CHF should be considered (e.g. supraventricular tachycardia, myocardial infarction and cardiogenic shock). A patient with a history of CHF that has wheezing on auscultation of lung sounds should not be automatically classified as an "asthma patient". The paramedic must remember that patients with CHF may also present with wheezing. If the CHF patient does not have a history of asthma or allergic reaction, the more prudent assessment would be that of CHF (cardiac asthma).

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. **Initial Patient Assessment Protocol. 2.1.1**
2. **Airway Assessment/Management Protocol.2.1.2**. Put patient in position of comfort. Oxygen via nasal cannula @2 - 4 LPM to maintain pulse ox at ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter.

ALS LEVEL 1: PARAMEDIC ONLY

1. Administer CPAP (if available). Titrate to 10cm of pressure (see **CPAP Protocol**)
2. If patient's respiratory status deteriorates (fatigues, does not respond to CPAP, obvious persistent distress), assist ventilations with BVM with 100% oxygen and consider endotracheal intubation. If patient has end-stage disease and has previously expressed to family (verbally or in writing) he/she does not want to be intubated, and then continue assisting with BVM or CPAP.
3. Initiate IV lactated Ringer's or Normal Saline TKO.

4. If systolic BP > 100 mm Hg; give **Nitroglycerine** 0.4mg sublingual (spray or tablet) followed by **Nitroglycerin paste** 1 inch to chest wall Avoid if patient used Viagra, Cialis, Levitra or other ED drugs. (May repeat sublingual Nitro every 3 minutes up to 3 doses total if patient is hypertensive or has chest pain).
5. Do 12 Lead EKG. Transmit if abnormal and time permits

ALS LEVEL 2: MEDICAL CONTROL

1. **Lasix** 40-80 mg IV.
2. Consider **Morphine Sulfate** slow IV in 2mg increments titrate to systolic BP > 100 (or signs of respiratory depression) up to10 mgs. Carefully monitor blood pressure and respirations. Be prepared to reverse with **Narcan** if needed.
3. Contact medical control or medical director for any concerns or questions.

2.2.5 Pneumonia (SUSPECTED)

Purpose: Patients complaining of dyspnea should be suspected of having pneumonia when they present with fever, productive cough, and possible pleuritic chest pain, history of being bedridden, known immune-compromise, diabetes, elderly and lung sounds indicative of consolidation (rales and/or rhonchi with egophony over area of consolidation).

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. Oxygen via nasal cannula @2 - 4 LPM to maintain pulse ox at ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter
4. Check temperature if able

ALS LEVEL 1: PARAMEDIC ONLY

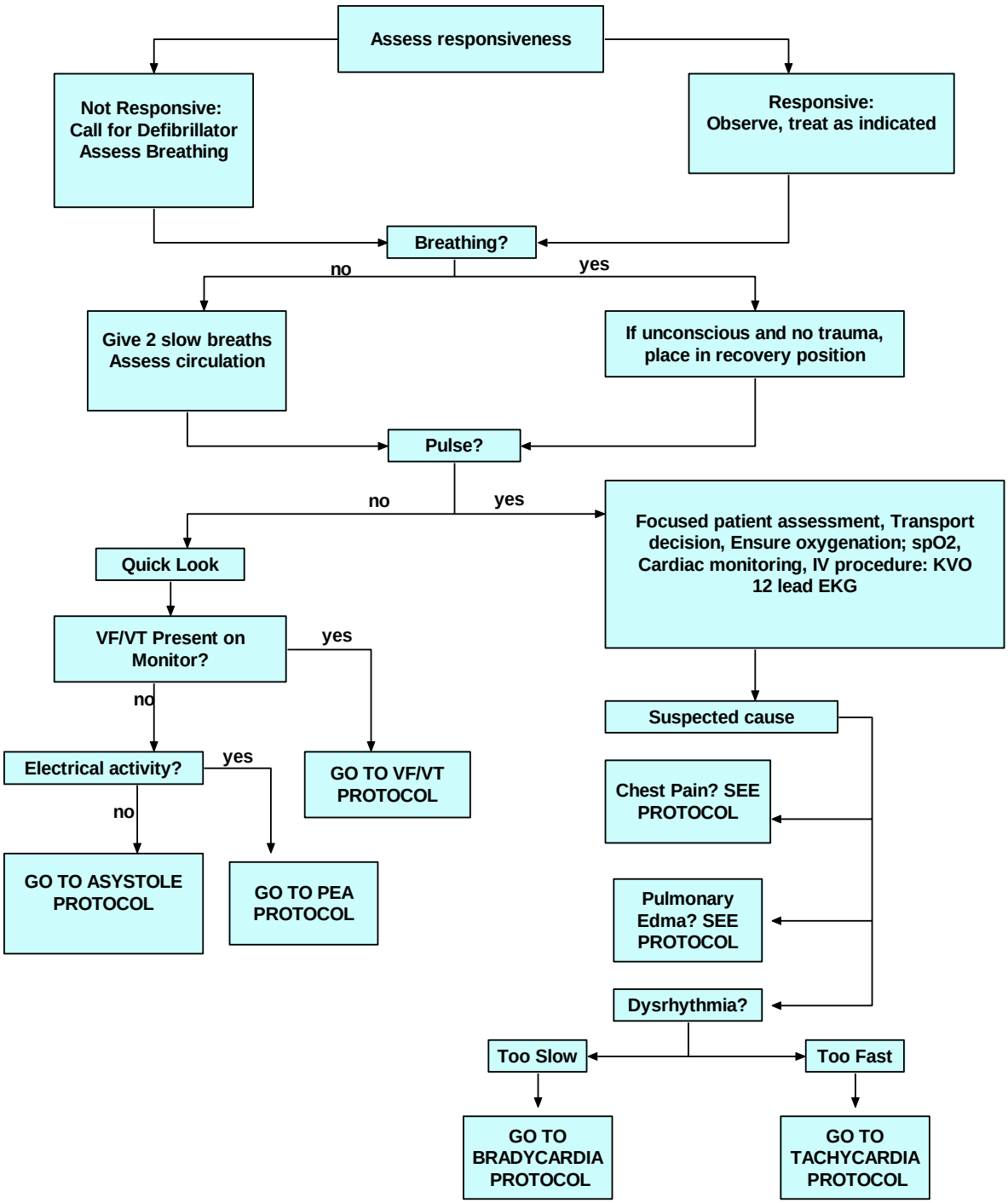
1. Consider CPAP (per CPAP protocol) for severe dyspnea/air hunger. It may or may not help but will not harm.
2. Initiate IV lactated Ringer's or Normal Saline at 125ml/hr. If patient hypotensive (systolic < 90 mm Hg) and/or tachycardic (HR > 110) bolus with 1- 2 liters of IV fluid in 250ml increments until systolic BP > 90 mm Hg (20 ml/kg for children). Recheck vital signs and lung exam in-between each increment. Discontinue bolus if signs of pulmonary edema or development of respiratory distress.
3. If dyspnea noted, administer **Albuterol** 2.5 mg in 2.5ml of normal saline and **Atrovent (Ipratropium)** 0.5mg via nebulized breathing treatment. Do not give if HR ≥ 140
4. Repeat **Albuterol** (only) every 15 minutes as needed x 3 doses total. Discontinue therapy if patient develops marked tachycardia (HR > 140) or chest pain.
5. If signs of severe hypoventilation despite CPAP and/or Nebulized bronchodilators: (See Airway Assessment Protocol 2.1.2)
    a. Assist ventilations with BVM with 100% oxygen.
    b. Consider endotracheal intubation
6. AVOID USE OF DIURETICS!!

ALS LEVEL 2: MEDICAL CONTROL

1. Notify medical control or medical director for any problems or concerns.

2.3
Adult Cardiac Dysrhythmias

2.3 CARDIAC CARE: UNIVERSAL ALGORITHM



2.3.1 Cardiac Dysrhythmias: ASYSTOLE

Purpose: Use this protocol for patients who are in asystole on the cardiac monitor.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol. 2.1.1
2. Airway Assessment/Management Protocol 2.1.2.
3. Initiate BLS/CPR as indicated
4. Attach cardiac monitor and pulse oximeter.

ALS LEVEL 1: PARAMEDIC ONLY

1. Intubate or Insert King Airway (or other extra glottic device) at once
2. Establish IV of Lactated Ringers or Normal Saline via Peripheral IV Site or Intraosseous site. Bolus with 250 ml then 100cc/hr. Bolus may be repeated up to one liter.
3. Confirm asystole in more than one lead.
4. Administer **Epinephrine** (1:10,000) 1mg every 3-5 minutes IV or IO. Follow each intravenous drug bolus with 20 milliliters of IV fluid and elevate extremity. One dose of **Vasopressin** 40 units IV/IO may be substituted for either the first or second dose of epinephrine
5. If unable to establish IV or IO access, administer Epinephrine at twice the IV dose (maximum 0.1mg/kg) endotracheal.
6. For prolonged down time or known pre-existing metabolic acidosis give **Sodium Bicarb** (8.4%) 1mEq/kg IV or IO
7. If Return of Spontaneous Circulation (ROSC) and patient remains unconscious, begin **Induced Hypothermia Protocol**
8. Consider possible causes:

Possible cause:	Treatment:
Hypoxia	Oxygenate and Ventilate
Hyperkalemia (increased potassium)	**$NaHCO_3$, CaCl**
Hypokalemia (decreased potassium)	ABCs and transport
Pre-existing **Acidosis**	**$NaHCO_3$**
Drug overdose	**Narcan**,
Hypothermia	Re-warming

9. In the event that a patient who presents in asystole remains in asystole after 10 minutes of ACLS, including an advanced airway, IV/IO access, and at least two doses of Epinephrine, you may **discontinue** resuscitation efforts. (Refer to administrative section **Resuscitation Considerations** for further information on discontinuation procedures) Be sure to note the time of death in the PCR.

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director for any further directions or questions.

2.3.2 Cardiac Dysrhythmias: BRADYCARDIA

Purpose: This protocol is to be used for patients with heart rates < 60 per minute and any of the following signs and symptoms:

- Chest pain
- Shortness of breath
- Decreased level of consciousness
- Low blood pressure (< 90 mm Hg)
- Shock
- Pulmonary edema
- Congestive heart failure
- Acute MI or acute ischemia on 12 lead EKG
- Ventricular escape beats

If patient is asymptomatic, do not treat unless ordered to do so by medical control. Bradycardia with hypotension may be due to inferior wall MI associated with right ventricular infarction (confirmed by 12 lead EKG V4R ST Elevation). When an inferior wall MI is associated with right ventricular MI, avoid use of nitrates (Nitroglycerin). If bradycardia and hypotension exists, pacing and IV fluids may improve the patient's hemodynamic status.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient/Assessment Protocol. 2.1.1
2. Airway Assessment/Management Protocol 2.1.2
3. Attach cardiac monitor and pulse oximeter.

ALS LEVEL 1: PARAMEDIC ONLY

1. Start IV or IO of lactated Ringer's or normal saline TKO. Bolus with 250ml increments up to 1 liter as needed for hypotension. Check vitals and breathe sounds between each bolus.
2. Perform 12 lead EKG (transmit to hospital if capable). If inferior wall MI is identified, perform additional 12 lead EKG with V4R to confirm/rule out concurrent right ventricular MI
3. IF no inferior wall MI, administer **Atropine** 0.5 mg IV or IO. May repeat IV or IO **Atropine** every 3-5 minutes up to:
   - 2 mg for patients weighing less than 110 pounds (<50 kg)
   - 3 mg for patients weighing 110-165 pounds (50-75 kg)
   - 4 mg for patients weighing 165-220 pounds (75-100 kg)
4. Pace with external pacer per External Cardiac Pacing protocol.
5. IV fluid bolus 250ml increments up to 1 liter with vital sign and lung exam between each bolus
6. For 2nd degree AV block type II and 3rd degree AV block, omit Atropine and go to External Cardiac Pacing protocol.
7. If patient is conscious and aware of situation during pacing, administer one of the following benzodiazepines:
   a. **Diazepam (Valium)** 5mg IV or IO, may repeat once PRN (up to max of 10 mg).

b. **Midazolam (Versed)** 2mg IV or IO, may repeat once PRN (up to max. 4 mg).

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director for any questions or problems.
2. Consider **Glucagon 1-2 mg** IV x 1 if on Beta Blockers
3. Consider **Calcium Chloride 1-2 gms** IV over 10 min if on Calcium Channel Blockers

2.3.3 Cardiac Dysrhythmias: STABLE NARROW COMPLEX TACHYCARDIA- PSVT (JUNCTIONAL OR ATRIAL TACH)

Purpose: Patients suffering from tachycardia may or may not exhibit symptoms. It is important to note that narrow complex tachycardia has many origins. The atrial rate may be helpful in differential interpretation of these types of tachycardia. The following rates should be considered:

- Sinus Tachycardia ranges from 100 - 160 per minute
- Junctional tachycardia ranges from 100 - 180 per minute
- Atrial tachycardia ranges from 150 - 250 per minute Atrial flutter ranges from 250 – 350 per minute
- Atrial fibrillation starts at 350 per minute (atrial rate)

In addition, wide complex tachycardia (QRS ≥ 0.12 seconds) should initially be considered as ventricular in origin, unless proven otherwise (e.g. documented QRS morphology consistent with pre-existing BBB).

Procedure:

PSVT (JUNCTIONAL OR ATRIAL TACHYCARDIA) AND HR ≥ 150/MIN

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient/Assessment Protocol. 2.1.1
2. Airway Assessment/Management Protocol.2.1.2
3. Attach cardiac monitor (Verify narrow complex tachycardia. If wide-complex tachycardia, see Ventricular Tachycardia Protocol) and pulse oximeter.

ALS LEVEL 1: PARAMEDIC ONLY

1. Start IV of lactated Ringer's or normal saline TKO.
2. Attempt vagal maneuvers (see procedure: Vagal Maneuver Protocol) if not contraindicated (have patient do a Valsalva maneuver).
3. If above fails or is contraindicated and the patient is not in A-fib or Aflutter, place patient in supine position and give **Adenosine Triphosphate (Adenocard)** 6mg rapid IVP followed by 20ml of NS flush
4. If, after 1-2 minutes, no response noted, administer **Adenosine** 12 mg IV push over 1-3 seconds, followed by 20ml of NS flush.

ALS LEVEL 2: MEDICAL CONTROL

1. Administer *ONE* of the following antiarrhymic drugs:
   a. **Verapamil** 2.5 – 5 mg over 2 minutes. May repeat 5 – 10 mg after 15 – 30 minutes. Max dose 20 mg.
   b. **Diltiazem (Cardizem)** 0.25mg/kg IV (over 2 minutes) (20mg for average patient) for narrow complex SVT. Do not use if patient has history of WPW. May repeat dose at 0.35mg/kg IV over two minutes (25mg for the average patient)
   c. **Amiodarone** 150mg in 50ml of D5W over 10 minutes if available. **May repeat x 1 in no response to the first dose.**

2.3.4Cardiac Dysrhythmias: NARROW COMPLEX TACHYCARDIA- **STABLE A-FIB OR A-FLUTTER**

Purpose: This protocol is for patients who are in an **atrial fibrillation** or **atrial flutter** rhythm and considered stable (BP > 90 mm Hg, no chest pain, no dyspnea or diaphoresis). The ventricular rate in a-fib will be irregular and the p-waves may not be discernable. P-waves in a-flutter may have a saw tooth appearance and a rapid +/- regular ventricular rhythm. Adenocard generally does not work on A-fib/a-flutter. If HR ≥ 150 proceed with protocol.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient/Assessment Protocol. 2.1.1
2. Airway Assessment/Management Protocol. 2.1.2
3. Attach cardiac monitor (Verify narrow complex tachycardia. If wide-complex tachycardia, see Ventricular Tachycardia Protocol) and pulse oximeter.

ALS LEVEL 1: PARAMEDIC ONLY

1. Start IV of lactated Ringer's or normal saline TKO. Bolus as needed with 250mls of IV fluid. Repeat as needed up to 1 liter. Check vital signs
2. Administer one of the following anti-arrhythmic drugs: Do not use if patient has history of WPW.
   a. **Diltiazem (Cardizem)** 0.25mg/kg IV (over 2 minutes) (20mg for average patient) for narrow complex SVT. May repeat dose at 0.35mg/kg IV over two minutes (25mg for the average patient**.**
   b. **Verapamil** 2.5 – 5 mg over 2 minutes. May repeat 5 – 10 mg IV after 15– 30 minutes. Max dose 20 mg.

ALS LEVEL 2: MEDICAL CONTROL

1. **Amiodarone** 150mg in 50ml of D5W over 10 minutes if available. May repeat x 1 if no response to the first dose.
2. Contact medical control or medical director for any questions or problems.

2.3.5 Cardiac Dysrhythmias: UNSTABLE NARROW COMPLEX TACHYCARDIAS

Adult Medial Protocol

Purpose: This protocol is used for patients considered to be unstable with narrow complex tachycardia. Consider patient to be unstable and prepare for immediate cardioversion if patient exhibits any of the following signs or symptoms:

- Crushing chest pain, diaphoresis, heart rate ≥ 150
- Significant Shortness of breath
- Decreased level of consciousness
- Low blood pressure / shock (sys ≤ 90 mm Hg)
- Pulmonary edema / congestive heart failure
- Acute MI

.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient/Assessment Protocol. 2.1.1
2. Airway Assessment/Management Protocol. 2.1.2
3. Attach cardiac monitor (Verify narrow complex tachycardia. If wide-complex tachycardia, see Ventricular Tachycardia Protocol [w/pulse] or V-Fib and V-tach w/o pulse]) and pulse oximeter.

ALS LEVEL 1: PARAMEDIC ONLY

1. **NOTE: If the rhythm is a rapid atrial fibrillation and onset of a-fib has been greater than 48 hours, contact medical control for assistance with medication vs cardioversion! If ordered to cardiovert, proceed. All other unstable tachyarrhythmias proceed as below.**
2. Start IV of lactated Ringer's or normal saline TKO. Bolus as needed with 250mls of IV fluid for systolic BP < 90 mm Hg. Repeat as needed up to 1 liter. Check vital signs
3. If patient is conscious and aware of situation, sedate with one of the following benzodiazepines:
   a. **Midazolam (Versed)** 2mg IV, may repeat once PRN (up to max. 4mg.)
   b. **Diazepam (Valium)** 5mg IV, may repeat once PRN (up to max. of 10 mg).
4. Synchronized cardioversion, start at:
   a. **50 joules for a-flutter** (if no response try 100 then 200 joules)
   b. **100 joules for a-fib and PSVT** (if no response try 200 then 300 joules)

ALS LEVEL 2: MEDICAL CONTROL

1. Overdrive pacing (see procedure: External Cardiac Pacing protocols)
2. Contact medical control or medical director for any questions or problems.

2.3.6 Cardiac Dysrhythmias: PREMATURE VENTRICULAR ECTOPY (PVC'S)

Purpose: Treatment of ventricular arrhythmias after MI has been a controversial topic for two decades. Similarly, management of ventricular arrhythmias during the acute phase of MI continues to evolve as treatment strategies are reviewed in the context of new information and changing epidemiological data during the era of adjunctive medical and reperfusion therapy. At present, the treatment of asymptomatic premature ventricular ectopy (PVC's) is not recommended. If patient exhibits any of the following signs or symptoms: (Chest pain, Dizziness, Symptoms of acute MI), and premature contractions are malignant (>6/min, multi-focal, occurring in couplets, exhibiting "R on T phenomenon", exhibiting runs of V-tach), follow this protocol.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient/Assessment Protocol. 2.1.1
2. Airway Assessment/Management Protocol. 2.1.2
3. Attach cardiac monitor

ALS LEVEL 1: PARAMEDIC ONLY

1. Start IV of lactated Ringer's or normal saline TKO. Bolus as needed with 250mls of IV fluid. Repeat as needed up to 1 liter. Check vital signs
2. **Lidocaine** 1 – 1.5 mg/kg IV push (reduce dose by 50% if patient over the age of 70 or has known liver disease)
3. If, after 5 minutes, PVCs persist, repeat **Lidocaine** at ½ the initial dose. If PVCs are suppressed, begin **Lidocaine drip** at 2mg/min.
4. If PVCs do not respond to Lidocaine, give **Procainamide** at 30mg/min to a maximum of 17mg/kg.

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director for any questions or problems

2.3.7 Cardiac Dysrhythmias: PULSELESS ECLECTRICAL ACTIVITY (PEA)

Purpose: This protocol is used for: electromechanical dissociation (EMD), pseudo-EMD, idioventricular rhythms, bradyasystolic rhythms, and post-defibrillation idioventricular rhythms.

The most frequent cause of PEA includes:

Hypovolemia	**T**ablets (drug OD, accidents)
Hypoxia	**T**amponade, cardiac
Hydrogen Ion- Acidosis	**T**ension pneumothorax
Hyper-/Hypokalemia	**T**hrombosis, coronary (ACS)
Hypothermia	**T**hrombosis, pulmonary (PE)

Treatment should be given with respect to the identifiable cause and therefore, may not reflect the sequence suggested below.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient/Assessment Protocol. 2.1.1
2. Airway Assessment/Management Protocol. 2.1.2
3. Attach cardiac monitor
4. CPR as indicated

ALS LEVEL 1: PARAMEDIC ONLY

1. Start IV or IO of lactated Ringer's or normal saline and give initial bolus in 250ml increments of IV fluid up to 1 liter. Check vital signs and lung sounds between boluses. Repeat as needed with second liter.
2. **Epinephrine** (1:10,000) 1mg IV or IO and repeat every 3-5 minutes for duration of pulselessness. Can give via ETT at twice IV dose if no access. One dose of **Vasopressin** 40 units IV/IO may be substituted for either the first or second dose of epinephrine.
3. Consider cause and possible treatment options (see specific protocols).
4. For prolonged down time or known pre-existing metabolic acidosis, **Sodium Bicarbonate** (8.4%) 1mg/kg IV or IO
5. If patient taking calcium channel blocker, give **Calcium Chloride** 10% 1gm or 10ml IV or IO
6. If Return of Spontaneous Circulation (ROSC) and patient remains unconscious, begin **Induce Hypothermia Protocol**

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director for any questions or problems.

2.3.8 Cardiac Dysrhythmias: WIDE COMPLEX TACHYCARDIA WITH PULSE (V-TACH WITH PULSE)

Purpose: This protocol is for patients with V-tach and a pulse. If patient is stable (good vitals, no chest pain), treat with medication as per STABLE PATIENT below. If Unstable (systolic BP < 90 mm Hg, chest pain, dyspnea, CHF, altered mental status) treat with cardioversion per UNSTABLE PATIENT BELOW.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient/Assessment Protocol. 2.1.1
2. Airway Assessment/Management Protocol. 2.1.2
3. Attach cardiac monitor

ALS LEVEL 1: PARAMEDIC ONLY

FOR STABLE PATIENT:

1. Start IV or IO of lactated Ringer's or normal saline TKO. Bolus as needed in 250ml increments of IV fluid up to 1 liter. Repeat as needed with second liter. Check vital signs and lung sounds between boluses
2. Administer ONE of the following antiarrhythmics:
   a. If you are unsure if the wide complex tachycardia is V-tach vs an SVT with aberrancy; NOTE: 2010 ALS Guidelines allow for **Adenosine (Adenocard)** in the initial diagnosis and treatment of stable, undifferentiated REGULAR, monomorphic wide-complex tachycardia (DO NOT USE FOR IRREGULAR WIDE COMPLEX TACHY). If it is clearly V-tach, proceed as follows.
   b. **Amiodarone** 150mg in 50ml of D5W over 10 minutes IV or IO. May repeat every 10 minutes to maximum dose of 2 gm.

   OR if Amiodarone unavailable

   c. **Lidocaine** 1 – 1.5 mg/kg IV or IO. Repeat every 3 minutes at half initial dose (0.5 – 0.75 mg/kg) to a maximum total dose of 3mg/kg PRN. If Lidocaine converts rhythm, start **Lidocaine maintenance infusion** @ 2 – 4 mg/min. Drip based on total bolus dose given. IF:
      - 1mg/kg = 2mg/min
      - 1.5 - 2mg/kg = 3mg/min
      - 2.5 - 3mg/kg = 4mg/min
      - Reduce infusion by 50% for patients over age of 70 with CHF or liver disease.

   OR

d. **Procainamide** 30mg/min., to maximum dose of 17 mg/kg. If Procainamide converts rhythm, start **Procainamide maintenance infusion** @ 1 – 4 mg/min (Reduce maintenance infusion by 50% for patients with kidney disease). Ending point for Procainamide administration includes:
   - Dysrhythmia is suppressed
   - 17mg/kg total loading dose
   - QRS widens by 50% of original width
   - Systolic BP drops 10 mm Hg or more

3. Use only one antiarrhythmic medication. If patient does not convert with maximum dose, treat as unstable (synchronized cardiovert).

FOR UNSTABLE PATIENT: (systolic BP < 90 mm Hg, chest pain, dyspnea, CHF, altered mental status).

1. Start IV or IO of lactated Ringer's or normal saline TKO. Bolus as needed for systolic BP < 90 mm Hg in 250ml increments of IV fluid up to 1 liter. Repeat as needed with second liter. Check vital signs between boluses
2. If patient is conscious and aware of situation, sedate with one of the following benzodiazepines:
   a. **Midazolam (Versed)** 2mg IV, may repeat once PRN (up to max. 4mg.)
   b. **Diazepam (Valium)** 5mg IV, may repeat once PRN (up to max. of 10 mg).
3. Synchronized cardioversion @ 100, 200, 300, 360 joules if monomorphic V-tach. If polymorphic V-tach, treat as V-fib. If unsure if rhythm is polymorphic or monomorphic and patient is unstable, deliver unsynchronized defibrillation shock (200 joules)
4. If patient converts rhythm, give **Amiodarone** 150mg in 50ml of D5W over 10 minutes IV or IO. May repeat every 10 minutes to maximum dose of 2 gm. Or **Lidocaine 1 - 1.5 mg/kg IV.**

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director for any questions or problems.

2.3.7 Cardiac Dysrhythmias: V-FIBRILLATION and/or PULSELESS V-TACH

Purpose: Use this protocol for patients in V-Fib and V-Tach with no pulse. Changes in ACLS treatment of cardiac arrest have been designed to minimize interruptions in chest compressions for rhythm check, pulse check, and ACLS therapies. To minimize interruptions in chest compressions, the team leader should plan interventions such as rhythm check, insertion of an airway, and even drug administration around uninterrupted periods of CPR. There is much less emphasis on drug therapy during cardiac arrest and much more emphasis on CPR with minimal interruptions in chest compressions.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient/Assessment Protocol. 2.1.1
2. Airway Assessment/Management Protocol. 2.1.2
3. Attach cardiac monitor
4. Early CPR

ALS LEVEL 1: PARAMEDIC ONLY

1. Verify the patient is in V-fib (check for loose electrodes). Do CPR while defibrillator is charging!
2. **If a shock CAN** be delivered within 4 minutes of the onset of V-fib/pulseless V-Tach (onset occurs in presence of EMS), then give one shock at 200 joules (biphasic defibrillator) followed immediately by two minutes of CPR (5 cycles of 30:2 compressions: breaths) before checking for a pulse and assessing the rhythm on the monitor.
   If a shock CAN NOT be delivered within 4 minutes of onset of V-fib/pulseless V-tach, or if it is unknown how long patient has been in V-fib/pulseless V-tach at the time of patient contact, do 5 cycles (about 2 minutes) of CPR BEFORE delivering the first shock at 200 joules, immediately followed by two more minutes (5 cycles [30:2]) of CPR before checking for pulse and analyzing the rhythm.
3. Analyze rhythm/check pulse; if still in V-fib/pulseless V-tach, resume CPR, and perform the following actions with minimal interruptions in CPR.
4. Endotracheal Intubation or King Airway (or other blind insertion device). If an advanced airway is inserted, rescuers should no longer deliver “cycles” of CPR. Chest compressions should be delivered continuously (100 per minute) and rescue breaths delivered at a rate of 8 to 10 breaths per minute (1 breath every 6 to 8 seconds).
5. Establish IV or IO with Normal Saline or Lactated Ringers at KVO.

6. If establishing the IV/IO and administering the drug(s) cannot be done during the 5 cycles (or two minutes) of CPR prior to the second shock, give the second shock (if shockable rhythm), then immediately do another 5 cycles (or two minutes) of CPR and continue working on getting the IV/IO established and the drugs administered.
7. Give one of the following drugs (drugs should be administered during uninterrupted CPR after the first or second shock):
    a. **Epinephrine (1:10,000) 1 mg** IV or IO (if no access, give via ETT at twice the IV dose, max 0.1mg/kg). May repeat every 3 – 5 minutes for duration of pulselessness.
    b. **Vasopressin 40 units** IV or IO. After 10 minutes (following administration of **Vasopressin**), administer **Epinephrine** as above.
8. Continue the sequence, escalating the shocks IF the monitor is capable:
    a. CPR (5 cycles of 30:2 ratio or two minutes)→ Rhythm check/Charge (↯) defibrillator to 200 joules (while checking rhythm) → shock → CPR (5 cycles of 30:2 ratio or two minutes) → Rhythm check/↯ defib to 300 joules (→ shock → CPR…..3rd shock would be 360 joules
    b. All subsequent shocks at 360 joules.

NOTE: Drugs may be administered during the CPR that is performed while the defibrillator is charging, or during the CPR performed immediately after the shock is delivered.

9. Continue defibrillating at appropriate escalating dose during the appropriate time in the sequence after each medication is administered for the duration of the VF or VT without pulse
10. Continue with **Epinephrine** as above but also give (if V-fib/pulseless V-tach persist)
    a. **Amiodarone 300mg IV or IO** (rapid IV push if pulseless/no BP, otherwise dilute in 50 ml of D5W and give over 10 minutes to decrease risk of hypotension). May repeat once at 150 mg in 3 – 5 minutes. If successfully converted after bolus, administer Amiodarone drip at 1mg/min. Mix 100mg Amiodarone in 100ml of D5W and administer at rate of 15gtts/min

OR if Amiodarone not available

b. **Lidocaine 1 - 1.5 mg/kg IV or IO, repeat in 3 – 5 minutes to maximum dose of 3** mg/kg. If Lidocaine converts rhythm, start **Lidocaine maintenance infusion** @ 2 – 4 mg/min. Drip based on total bolus dose given. IF:
   - 1mg/kg = 2mg/min
   - 1.5 – 2mg/kg = 3mg/min
   - 2.5 – 3mg/kg = 4mg/min
   - Reduce infusion by 50% for patients over age of 70 with CHF or liver disease.

OR

c. **Procainamide 30 mg/min** to maximum of 17mg/kg IV or IO. If Procainamide converts rhythm, start **Procainamide maintenance infusion @ 1 – 4 mg/min** (Reduce maintenance infusion by 50% for patients with kidney disease). Mix 100mg (1ml) in 100ml of D5W or NS and administer 15 – 60 gtts/min with a microdrip. Ending point of Procainamide administration includes:

- Dysrhythmia is suppressed
- 17mg/kg total loading dose
- QRS widens by 50% of original width
- Systolic BP drops 10 mm Hg or more

11. Give 1 – 2 amps of **Sodium Bicarb (8.4%) 1mEq/kg IV or IO** if V-fib/pulseless V-tach is refractory to above meds and prolonged down time.
12. If Torsades de Pointes: give **Magnesium Sulfate 1– 2 gms IV or IO** (dilute in 100ml D5W) over 1 – 2 minutes. If magnesium converts rhythm, start **Magnesium Sulfate maintenance infusion** (1 gm in 250 D5W) @ 30 – 60 gtts/min
13. If Return of Spontaneous Circulation (ROSC) and patient remains unconscious, begin **Induce Hypothermia Protocol**

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director for any questions or problems.

2.4
Other Adult Cardiac Emergencies

2.4.1 Cardiogenic Shock

Purpose: This protocol is to be used for a patient that is hypotensive (systolic BP < 90 mm Hg) with signs and/or symptoms that are cardiac in origin, e.g. Pulmonary Edema-CHF (dyspnea with rales and/or wheezing), suspected acute myocardial infarction (ST segment elevations on EKG, severe substernal chest pain). If cardiogenic shock is suspected, medical control will need to help guide you in management. The treatment options will need to take into account medications that affect the contractile force of the heart, as well as pre-load and after-load concerns.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol. 2.1.1
2. Airway Assessment/Management Protocol 2.1.2.
3. Attach cardiac monitor and pulse oximeter.

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV lactated Ringer's or normal saline **TKO**.
2. If patient is short of breath with signs of pulmonary edema (dyspnea, wheezing, rales, tachypnea)
   a. Assist ventilations with BVM with 100% oxygen.
   OR
   b. Apply CPAP Mask if patient awake enough and able to tolerate
   OR
   c. Consider endotracheal intubation.
3. If hypotensive:
   a. Be sure to remove any transdermal nitroglycerine patch and inform medical staff that you have done so.
4. Obtain 12 lead EKG and transmit if capable.
5. Treat dysrhythmias per the appropriate protocol.
6. Further treatment based on evidence of fluid overload or no fluid overload.

ALS LEVEL 2: MEDICAL CONTROL

a. If hypotensive **WITH** evidence of fluid overload (peripheral edema and/or lung sounds with rales):
   i. Start **Dopamine** infusion @ 5-20 mcg/kg/min (1600 mcg/ml infusion concentration = 15 – 16 gtt/min). Titrate to maintain a minimum systolic BP of 90 mm Hg with good capillary refill or a maximum BP of 120 mm Hg (maximum dose 20 mcg/kg/min)
b. If hypotensive and **WITHOUT** evidence of fluid overload (lung sounds are clear (no rales) and/or NO peripheral edema):
   i. Administer 250 mL IV fluid bolus prn x 4, reassess vitals between boluses. If patient becomes dyspneic or redevelops pulmonary edema (dyspnea, wheezing, rales), do not give any further boluses
c. Contact medical control or medical director for further orders as needed.

2.4.2 Chest Pain-Suspected Acute MI-Acute Coronary Syndrome

Purpose: This protocol is used for patients experiencing chest pain or discomfort **suspicious** for cardiac cause. Pain may be described as dull, aching, squeezing, fullness, band-like sensation, tightness, and sensation of someone or something sitting on chest. The pain may or may not radiate to the neck, jaw, left shoulder or down left arm. The patient can also have the following symptoms with or without chest pain; diaphoresis, nausea, short of breath, feel a sense of doom, weak, fatigued. Treat patients for possible cardiac cause of pain IF:

- Age ≥ 30 (or if < than 30 with personal history of coronary artery disease)
- History of: HTN, Smoking, morbid obesity, Diabetes, Positive Family history of cardiac issues (when family member was same age as patient at onset of problem), hypercholesterolemia, cocaine use
- Anyone with abnormal/suspicious findings on the cardiac monitor, proceed with the following;

All other chest pain patients less than 30 yrs of age do not need to be treated with nitroglycerine and aspirin. If you have any doubt, contact medical control for guidance. Consider other causes in young patients such as musculoskeletal strain, respiratory (bronchitis, pneumonia, bronchospasm), trauma, GI (reflux, gall stones), etc.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol. 2.1.1
2. Airway Assessment/Management Protocol. 2.1.2 Oxygen via nasal canula @ 4 LPM if SpO_2 <94% (use non-rebreather @15 LPM if SpO_2 < 90%)
3. Attach cardiac monitor and pulse oximeter.
4. BLS Crews can assist patients in taking their own home meds such as aspirin or sublingual nitroglycerine (see medical procedure protocols).
5. Place in position of comfort

ALS LEVEL 1: PARAMEDIC ONLY

1. Obtain (and transmit if capable) 12 lead EKG as soon as possible. Notify medical control of any findings suggestive of acute myocardial infarction or other grossly abnormal tracing. For all arrhythmias identified, refer to the appropriate protocol. If ACUTE MI IS IDENTIFIED, NOTIFY THE APPROPRIATE RECEICVING FACILITY AND CALL A "CODE STEMI". If inferior wall MI is identified, perform additional 12 lead EKG with V4R to confirm/rule out concurrent right ventricular MI. (a).
2. Initiate an IV of lactated Ringer's or normal saline at a TKO rate. May require IV Bolus if hypotensive (systolic BP < 90 mm Hg). Give boluses in 250ml increments with vital sign and breath sound recheck in-between each bolus. Establish 2 IVs if possible.
3. Administer 1 **Aspirin tablet (325 mg) PO** or chew 4 Baby Aspirin if patient not allergic to Aspirin and does not have ulcer disease and has not taken a 325 mg dose within the past 24 hours.

4. Administer 1 **Nitroglycerin tablet or spray (0.4mg)** sublingually if systolic blood pressure greater than 90 mm Hg (avoid if HR < 50/min,or HR > 150/min). May be repeated every 5 minutes until:
    a. 3 tablets have been administered,
    b. Pain is relieved, or,
    c. Systolic blood pressure falls below 100 mm Hg.

    NOTE: DO NOT GIVE NITRO IF PATIENT HAS TAKEN Viagra, Cialis, Levitra or any other medication for erectile dysfunction in past 24-48 hours.
5. If pain was relieved to 0/10 by sublingual nitro, place 1 inch of **nitroglycerine paste** to chest wall (monitor blood pressure).
6. If pain continues and patient is not hypotensive (systolic BP < 90 mm Hg), administer **Morphine Sulfate slow IV in 2mg** increments every 3-5 minutes titrated to pain and BP > 90 mm Hg, up to maximum of 10 mg. Monitor respirations and blood pressure closely.
7. If patient becomes nauseated, give one of the following:
    a. Zofran 4 – 8 mg IVP or IM
    b. Benadryl 25-50 mg IVP
8. Minimize venipunctures.
9. IF time permits and transporting to a non cardiac cath facility (do not delay treatment or transport), perform Fibrinolytic screening checklist (see forms). This may prevent a delay if hospital will be giving thrombolytics in the event cardiac catheterization is not immediately available.

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control for further orders as needed.

NOTE:

(a) Bradycardia with hypotension may be due to inferior wall MI associated with right ventricular MI (confirmed on 12 lead EKG -V4R ST elevation). When an inferior MI is associated with right ventricular MI, **avoid use of nitrates (Nitroglycerin)**. If bradycardia and hypotension exists, pacing and IV fluids may improve the patient's hemodynamic status

(b) Other causes of non-traumatic chest pain include: angina pectoris, dissecting aortic aneurysm, pericarditis, spontaneous pneumothorax, pulmonary embolism, pneumonia, pleurisy, costochondritis, hiatal hernia, esophageal spasm, peptic ulcer, cholecystitis, pancreatitis, and cervical disk problem. The paramedic will not always be able to differentiate the cause of a patient's chest pain. It is imperative for the paramedic to obtain a good history and perform a good physical exam including a chest exam/breath sounds, abdominal exam and evaluation of peripheral pulses, as well as monitor cardiac activity and vital signs in order to identify those patients who are hemodynamically unstable.

Chest Pain Protocol Checklist

- ❑ **Assure ABC's.**
- ❑ **Administer oxygen via nasal cannula or non-re-breather, titrate to SpO_2 >94%.**
- ❑ **Obtain symptom duration, time of onset or last time patient was seen normal.**
- ❑ **Obtain 12 lead EKG and transmit as soon as possible (if capable).**
- ❑ **Notify medical control of any findings that indicate MI or other abnormalities.**
- ❑ **Place patient in position of comfort.**
- ❑ **Pulse ox.**
- ❑ **Vital signs.**
- ❑ **Initiate intravenous line. Establish two if possible.**
- ❑ **Determine serum glucose level if history of diabetes or Altered Mental Status.**
- ❑ **Administer 1 Nitro tablet (0.4mg) sublingually if systolic pressure greater than 100 mm Hg. (Do not give Nitro if patient has had Viagra or similar medication in the past 24-48 hours.**
- ❑ **Repeat Nitro till pain relieved, 3 tablets administered, or systolic pressure drops below 100 mm Hg.**
- ❑ **1 inch of Nitro Paste to chest wall if pain is relieved.**
- ❑ **Administer 4 baby aspirin or 1 325mg tablet if patient is not allergic or have ulcers.**
- ❑ **Treat dysrhythmias per protocol.**
- ❑ **Consider Morphine 2 mg IVP and every 3-5 minutes up to 10mg.**
- ❑ **Consider Zofran 4-8 mg IVP or IM for nausea.**
- ❑ **Transport. Document all items on run report.**

FIBRINOLYTIC INCLUSION/EXCLUSION CHECKLIST:

Patient Name: _____ Date: _____

Inclusion Criteria	YES	NO
1. Patient ≥ 18 years old		
2. Ischemic discomfort ≥ 30 min. but not > 12 hours		
3. ST segment > 1mm in ≥ 2 contiguous leads or ST elevation ≥ 2mm in ≥ 2 contiguous precardial leads or presumed new LBBB		

Exclusion Criteria	YES	NO
Any "YES ANSWER" to the below listed questions will "EXCLUDE" the patient from being a candidate for thrombolytic therapy. Paramedic must check each box as the question is answered.		
1. Any active internal bleeding within the last 4 weeks (e.g. black tarry stools, hematemesis).		
2. History of CVA or TIA.		
3. ANY surgery within the past 4 weeks		
4. Brain tumor, AVM (arterial-venous malformation), Cerebral aneurysm		
5. Hemophilia or any known bleeding disorder		
6. Presenting hypertension, any blood pressure PRIOR to the delivery of thrombolytics that exceeds 180 systolic or 110 diastolic.		
7. Use of cocaine or amphetamines in the past 3 days		
8. Patient in cardiogenic shock (BP < 90), or intubated		
9. Recent trauma, including CPR > 2 minutes		
10. Back Pain indicative of a Dissecting Aneurysm, presenting as a tearing or ripping pain, in the upper back, accompanied by unequal blood pressures or distal pulses.		
11. Being treated for pericarditis, endocarditis		
12. Pregnancy		
13. Patient taking oral anticoagulation meds within the past 3 days		
Paramedic Signature:		

2.4.3 Hypertensive Emergencies

Purpose: You are NOT trying to correct a patient's chronic elevation of blood pressure on a one time EMS visit. You will NOT always see a significant change in blood pressure during the short time patient is in your possession. This protocol should be applied to patients who are:

Asymptomatic:

1. IF patient has a persistent systolic BP > **220** mm Hg and/or a diastolic BP > **130** mm Hg after 2 separate readings, 5 minutes apart, proceed as below. (If possible, take BP in other arm for one of the readings). DO NOT delay transport for BP readings/treatment. The goal is to gradually lower the BP to a more manageable range of a systolic < or = 180 mm Hg and a diastolic BP < or = 95. Should you arrive at the hospital before both readings are obtained, inform ED staff and treatment can be provided by the ED staff. If either of the two BPs falls below the 220 systolic or 130 diastolic, do not treat unless you contact medical control first.

Symptomatic:

1. IF patient has systolic BP >**180** mm Hg and/or diastolic BP > **110** mm Hg AND has **Chest pain and/or CHF/Pulmonary Edema symptoms**, follow protocol for symptoms (Suspected AMI/Acute Coronary Syndrome, and/or Pulmonary Edema/CHF). High blood pressure will be treated by following those protocols.
2. IF systolic BP > **180** mm Hg and/or diastolic BP > **110** mm Hg AND patient has epistaxis (nosebleed), follow protocol below
3. IF systolic BP > **180** mm Hg and/or diastolic BP > **110** mm Hg AND patient has severe headache with or without blurred vision, follow protocol below. If you suspect a stroke (protocol CVA/Stroke), **do not lower BP** unless ordered to do so by medical control.
4. Eclampsia should be considered with female patients in their third trimester or postpartum who are hypertensive and/or seizing (Refer to 2.7.4 Eclampsia Protocol)

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. Oxygen via nasal cannula @ 2 - 4 LPM to maintain pulse ox ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter

ALS LEVEL 1: PARAMEDIC ONLY

1. Establish an IV of Lactated Ringers or Normal Saline at KVO prn.
2. For nose bleed;
   a. Hold pressure against nostril on affected side. (Apply ice pack if possible).
   b. Keep head of bed elevated between 45 – 90 degrees.

c. Verify elevated BP with two separate readings (one in each arm or one in same arm 5 minutes apart). If elevated BP (systolic >180 mm Hg or diastolic > 110 mm Hg) x 2 readings, proceed to #4 below.

3. For severe headache with or without blurred vision;
   a. Review patient's home medications and inquire if any medications are taken for high blood pressure.
   b. Inquire if patient has taken their high blood pressure medication as scheduled. If patient has not yet taken their blood pressure medication and is due a dose now or over the next 2 -3 hours, have them take a dose of their prescribed medication if no nausea/vomiting. Transport and report the name of medication taken by patient to ED Staff
   c. Inquire if patient has taken any medication for the headache in the past 6 hours (Tylenol, Motrin/Ibuprofen, any prescribed pain Rx), if not, give or assist patient with taking 1 gm of Tylenol (if not allergic) po.
   d. Examine patient for stroke symptoms (Cincinnati Stroke Scale). Do not lower BP if stroke suspected without med control
   e. After above measures, verify elevated BP with two separate readings (one in each arm or one in same arm 5 minutes apart). If elevated BP (systolic >180 mm Hg or diastolic > 110 mm Hg) x 2 readings, proceed to #4 below.
4. Administer **Nitroglycerine** 0.4mg (1 tab or spray) sublingually. Repeat q 5 - 10 min prn x 3. Monitor vital signs every 3-5 minutes. Make sure patient has not taken any erectile dysfunction drugs in previous 24 – 48 hours prior to giving nitro
5. Apply 1 inch of **Nitro paste** to patient's chest.
6. If blood pressure falls too low (systolic < 90), remove the Nitro Paste and give IV fluid as needed to maintain systolic between 90-110

ALS LEVEL 2: MEDICAL CONTROL

1. **Labetalol (Normadyn) (Trandate)** 10- 20 mg IV slowly over 2 minutes. May repeat q 10 minutes to max dose of 300mg. Contact medical control if pulse < 60.
2. **Clonidine (Catapress)** 0.1 mg p.o. May be repeated in 30 – 60 minutes. Max dose 2.4mg/day
3. Contact medical control or medical director if any concerns or any questions.



2.4.4 Hypotension/Shock (Unknown Cause or Immediate Cause Not Identified)

Purpose: This protocol is to be used for patients who are found to be hypotensive (Systolic BP ≤ 90 mm Hg) and the immediate cause may not be known. Possible causes include (but not limited to):

1. **Medications** (As per intended purpose such as any of the antihypertensive medications or as an adverse reaction or side effect of a non-antihypertensive medication):
    a. Beta Blockers
    b. Calcium Channel Blockers
    c. ACE Inhibitors
    d. Diuretics
2. **Cardiac Causes**
    a. Low Cardiac Output (e.g. Myocardial Infarction, myocarditis)
        i. Cardiogenic Shock
    b. Cardiac Tamponade
3. **Low Volume States**
    a. Severe Dehydration
    b. Anemia acute or chronic
    c. Acute hemorrhage (e.g. Acute GI bleed, ruptured Aortic Aneurysm)
4. **Medical Causes**
    a. Sepsis
    b. Anaphylaxis
    c. Endocrine Derangements (Adrenal Crisis)
5. **Traumatic Causes (refer to appropriate trauma protocol)**
    a. Acute traumatic hemorrhage
6. **Neurologic causes**
    a. Head Injury
    b. Spinal Cord Injury
    c. CVA
    d. Vasovagal Fainting

Signs and Symptoms:

1. Hypotension (systolic ≤ 90 mm Hg)
2. Normal or Decreased LOC
3. Tachycardia (may not be present due to certain medications)
4. Tachypnea and Bradycardia may be seen in spinal cord injuries
5. NOTE: Spinal Shock: Clinical presentation differs from hemorrhagic shock in that there is no catecholamine release, thus:
    a. No pallor
    b. No tachycardia or diaphoresis
    c. Decreased blood pressure with normal or slow heart rate
    d. Skin warm, dry and pink
    e. Patient may be more alert than expected for his/her blood pressure.

If an immediate or obvious cause can be identified, refer to the appropriate protocol for additional guidance, e.g. if trauma involved, refer to the appropriate trauma protocol, for cardiac causes, refer to the appropriate cardiac protocol.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol. 2.1.1
2. Airway Assessment/Management Protocol.2.1.2.
3. Attach cardiac monitor and pulse oximeter.
4. Consider placing in Trendelenburg

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV of Normal Saline (or Lactated Ringers if trauma related). If BP Systolic ≤ 90 mm Hg, bolus with 250 ml IV fluid and repeat up to 1 liter (2 liters if trauma). Check vital signs and breath sounds in-between each bolus.
2. If patient develops pulmonary edema during fluid bolus, discontinue bolus and follow cardiogenic shock protocol,

ALS LEVEL 2: MEDICAL CONTROL

1. If after first liter (or second liter for trauma) of IV fluid bolus (and no obvious cause of hypotension), and patient's systolic BP is still ≤ 90 mm Hg, contact medical control for advice on giving a second liter of fluid bolus or starting a **Dopamine** drip. It will depend on the circumstances.

Left Ventricular Assist Devices

Purpose: The purpose of this protocol is to guide the EMS crew with managing a patient tethered to a left ventricular assist device. A ventricular assist device is a mechanical pump that is used to support heart function and blood flow in people who have weakened hearts. The device takes blood from the lower chamber of the heart and helps pump it to the body and vital organs just as a healthy heart would. Patients and family members are well versed on the management of these devices and should be able to guide you in management. Be sure when transporting patients with LVADs, that ALL the necessary supplies accompany the patient. This includes the extra batteries, chargers, and any other spare/backup components. Keep in mind, with many LVADs, you will not hear or detect a blood pressure. You will instead rely on the patient's level of consciousness, and the skin color and condition. Pulses may or may not be palpable. When the chest is auscultated, you will hear the humming of the device.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol. 2.1.1
2. Airway Assessment/Management Protocol.2.1.2. Supplemental oxygen if any respiratory signs or symptoms are present
3. Attach cardiac monitor and pulse oximeter. Pulse ox may not work on these patients.

ALS LEVEL 1: PARAMEDIC ONLY

1. Auscultate Heart Sounds to determine if the device is functioning and what type of device it is. If it is continuous flow device, you should hear a "whirling sound"
2. Assess the device for any alarms.
3. Look on controller usually found around the waist of the patient to see what color tag and device it is.
4. Match the color on the device tag to the EMS Guide LVAD Devices
5. Intervene appropriately based on the type of alarm, tag (device) and EMS Guide.
6. Initiate IV of Normal Saline or LR at KVO.
7. Assess vital signs – Use Mean BP with Doppler – with the first sound you hear is the Mean Arterial Pressure (MAP).
8. If no Doppler, use the Mean on the non-invasive blood pressure machine. A manual blood pressure may not be obtainable, but with an automated cuff you will be able to obtain a pressure with a narrow pulse pressure.
9. Transport to closest VAD center if possible, otherwise to closest hospital if patient is hemodynamically unstable or to hospital of choice if patient is stable. Call the number on the device for the LVAD coordinator on call.

10. Bring all of the patient's equipment.
11. Bring the significant other if possible to act as an expert on the device in the absence of consciousness in the patient.
12. If the patient is unconscious, unresponsive to stimuli, and pulseless listen to the patient's chest. If you hear the whirling sound of the LVAD, **DO NOT PERFORM CPR**. The LVAD device has been surgically placed into the left ventricle and CPR could dislodge this device, causing death. If you cannot hear the device then CPR should be performed per cardiac arrest protocol.
13. Monitor blood glucose level if any weakness, altered mental status or history of diabetes. Treat per Diabetes Protocol
14. Nothing by mouth, unless patient is known diabetic with hypoglycemia and is able to self-administer oral glucose paste, or a glucose containing beverage.
15. Above all else please remember that these patients, along with their families, have been well trained in the care of themselves and their devices. LISTEN TO THEM!
16. Evaluate a 12 lead ECG if chest pain or ischemic equivalent symptoms (i.e. abdominal pain above the umbilicus, nausea, dizziness, chest tightness or shortness of breath.)
17. If patient meets STEMI criteria on 12 lead ECG, follow Chest Pain Protocol
18. All dysrhythmias should be treated in accordance with appropriate Dysrhythmia Protocol.
19. For conscious electrical defibrillation, the patient may be sedated with **Versed** 2-4mg if the MAP is greater than 65mmHg.
20. Record and monitor continuous O2 saturation, sometimes not obtainable with LVAD patients. In addition you may utilize End Tidal Co2 capnography.
21. If evidence of dehydration, bolus 250 ml of Normal Saline with a max of 500 ml of NS until patient is normotensive, (= or > 65 MAP). If patient shows signs of Congestive Heart Failure (crackles on auscultation of lungs, JVD or peripheral edema) withhold fluid bolus.
22. . If patient suffering from severe nausea or vomiting, follow Protocol Nausea and Vomiting .
23. . Minimize on scene time when possible

ALS LEVEL 2: MEDICAL CONTROL

2.5
Adult Neurological/Psychological/Behavioral Emergencies

2.5.1 Altered Mental Status/Coma

Purpose: This protocol is to be used for any patient with an altered mental status or unconscious for unknown reasons. Remember, the cause could be multifactorial. Look for clues at the scene, i.e. empty pill bottles, notes. Check for medical alert bracelets or necklace that may identify diabetics or other medical conditions. Use appropriate discretion regarding immediate intubation of patients who may quickly regain consciousness, such as hypoglycemics after D50 or opiate overdose cases after Narcan. Remember C-spine precautions if indicated.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2
3. Attach cardiac monitor and pulse oximeter.
4. Alcoholics with any evidence of head trauma and altered mental status must be considered to have a closed head injury until proven otherwise. Treat them as such including C-spine precautions.
5. Notify law enforcement for assistance with any combative or uncooperative alcoholic with an altered mental status.
6. Assess for and document Glascow Coma Scale
7. Transport to designated hospital.

ALS LEVEL 1: PARAMEDIC ONLY

1. Consider need for intubation and always remain vigilant of the patient's respiratory status
2. Initiate IV of lactated Ringer's or normal saline at TKO. If patient is tachycardia and/or hypotensive, give a 250 mlbolus then run at 100cc/hr.
3. Determine serum glucose level with Glucometer or Dextrostix;
    a. If sugar 60 mg/dl - 80 mg/dl; Sublingual glucose paste, or **Glucagon** 1mg IM or ½ amp of 25gm **50% Dextrose** IV
    b. If Blood sugar < 60 mg/dl; 1 amp 25gm **50% Dextrose** IV or **Glucagon** 1 mg IM
    c. If Blood sugar > 300mg/dL with signs of dehydration, administer bolus of IV normal saline 500 mlthen run in at 100cc/hr
4. If history of drug abuse, and patient has constricted pupils or respiratory depression, assist respirations as needed and administer **Narcan** 1 -2 mg IV
5. If history suspicious for alcoholism, administer **Thiamine 100 mg** IV (slow) or IM.
6. If history of Benzodiazepine usage, monitor/support respirations and report to Emergency Department staff.

ALS LEVEL 2: MEDICAL CONTROL

1. Contact Medical Control or Medical Director for any questions or problems.

NOTE:

(a) To avoid infiltration and tissue necrosis, Dextrose 50% should be given slow IV with intermittent aspiration of IV line to confirm IV patency followed by saline flush.

(b) Consider restraints if necessary for patient and/or personnel's protection per restraint procedure protocol.

2.5.2 Behavioral / Violent /Psychiatric Emergencies

Purpose: This protocol is for patients with psychiatric problems. If patient is violent and an immediate threat to him/herself, EMS crew or bystander safety exists, restraint should be used to prevent patient from harming him/herself or others. If patient is not violent, be observant for possibility of violence and avoid provoking patient. Particular caution should be exercised when any "non-lethal" law enforcement device (e.g. pepper spray, taser, etc.) has been employed. Respect the dignity of the patient. Teamwork between EMS personnel and law enforcement will improve patient care.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. If indicated Oxygen via nasal cannula @ 2 - 4 LPM to maintain pulse ox ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Rule out other causes other than psychiatric (e.g. hypoglycemia, hypoxia, CVA, drug overdose, ETOH).
4. If attempts at verbal control are unsuccessful, use reasonable physical restraints. Every attempt should be made to avoid injury to the patient when using physical restraint. If necessary, use standard restraining techniques and devices. Use sufficient padding on extremity restraints on elderly patients or others with delicate skin.
5. **Avoid positional asphyxia!!! Do Not transport patient in a "hog tied" prone position. Transport patient lying on their side or supine. If patient still agitated, have law enforcement ride in back of ambulance. If law enforcement refuses to reposition a restrained prone patient on their side, law enforcement MUST ride in with patient.**
6. Communicate in a calm and non-threatening manner.
7. Attach cardiac monitor and pulse oximeter if indicated (must be on any patient restrained, physical or chemical)
8. Constantly monitor and observe the patient to prevent injury.
9. Carefully document the rationale for the use of restraints.
10. All individuals being transported for psychological evaluation under the premise of a Baker Act (or equivalent document for involuntary evaluation/treatment) should be accompanied by a police officer. The paramedic in charge shall determine whether the police officer will ride in back or follow behind the EMS unit.
11. In those situations where a female patient is being transported and a female is not part of the EMS crew, the paramedic should attempt to have a female police officer accompany the patient to the hospital. This is

imperative in situations such as possible rape. Also document beginning and ending mileage with dispatch via radio.

ALS LEVEL 1: PARAMEDIC ONLY

1. If altered mental status, determine serum glucose level with Glucometer or DextroStix:
    a. If sugar 60 mg/dl - 80 mg/dl; give; ½ amp of **50% Dextrose** 25gm IV or **Glucagon** 1mg IM or Sublingual glucose paste, May repeat x 1 if after 15 minutes recheck fingerstick glucose < 80 mg/dl
    b. If Blood sugar < 60 mg/dl; 1 amp 25gm **50% Dextrose** IV or **Glucagon** 1 mg IM
    c. If glucose > 80 mg/dl and < 200 mg/dl, provide supportive care, keep NPO
    d. If glucose > 200 mg/dl, go to Hyperglycemia Protocol.
2. Use chemical restraints in conjunction with physical restraint if the latter is unsuccessful in controlling violent behavior.
3. For Chemical restraint:
    a. Establish and IV of Lactated Ringers or Normal Saline at KVO (if patient's extremity can be held down for the procedure [with assistance]), otherwise give medications IM
    b. Administer one of the following benzodiazepines:
        i. **Diazepam (Valium)** 5 – 10mg IV or IM. Higher dosing per medical control
        ii. **Midazolam (Versed)** 2-4 mg IV or IM. May repeat x 1 PRN. Higher dosing per medical control
    c. If additional sedation needed for severely agitated patient or if extrapyramidal side effects from medical control ordered Haldol, administer **Diphenhydramine (Benadryl)** 25 – 50 mg IV or IM. Use the higher dose for very large patients.
4. If history of alcoholism, or alcoholism suspected administer **Thiamine** 100 mg IV or IM.
5. Monitor any physically or chemically restrained patient closely for respiratory compromise and plan to intervene accordingly

ALS LEVEL 2: MEDICAL CONTROL

1. For agitated/violent patient: **Haldol (haloperidol)** 5 -10 mg IM.
2. Notify medical control or medical director for any problems or concerns.

2.5.3 Excited Delirium

Medical adult protocol

Purpose: This protocol is to be used on patients suspected of being in a state of excited delirium. Excited delirium is reported to result from substance intoxication (especially cocaine, Spice and Bath Salts), psychiatric illness, alcohol withdrawal, head trauma, or a combination of these. Excited delirium is sometimes called **excited delirium syndrome** if it results in sudden death (usually via cardiac or respiratory arrest), an outcome that is sometimes associated with the use of physical control measures, including police restraint and tasers. The signs and symptoms for excited delirium may include:

- Paranoia
- Insensitivity to pain
- Psychomotor agitation
- Anxiety
- Disorientation
- **Hyper-aggression**
- Tachycardia
- Hallucination
- Incoherent speech or shouting
- **Seemingly superhuman strength or endurance (typically while trying to resist restrain efforts)**
- Hyperthermia (overheating)/profuse sweating (even in cold weather)

Other medical conditions that can resemble excited delirium are panic attack, hyperthermia, diabetes, head injury, delirium tremens, and hyperthyroidism.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. THESE PATIENTS ARE HYPER-AGITATED AND CAN HAVE SUPER-HUMAN STRENGTH. DO NOT ATTEMPT TO APPROACH PATIENT UNTIL SCENE IS SCECURED BY LAW-ENFORCEMENT
2. YOU MUST HAVE SUFFICIENT NUMBER OF TEAM MEMBERS TO MANAGE THESE PATIENTS.
3. Initial Patient Assessment Protocol 2.1.1 when able to gain control of patient
4. Airway Assessment/Management Protocol 2.1.2. Oxygen via nasal cannula @ 2 - 4 LPM to maintain pulse ox ≥ 94% (non-rebreather @15

LPM if SpO_2 < 90%). (Patient is using a lot of oxygen during hyper-metabolic state)

5. Rule out other causes other than psychiatric (e.g. hypoglycemia, hypoxia, CVA, drug overdose, ETOH).
6. If attempts at verbal control are unsuccessful, use reasonable physical restraints until such time as patient can be medicated. Use the least restrictive method of restraint; allow the patient to correct inappropriate behavior. Every attempt should be made to avoid injury to the patient when using physical restraint. If necessary, use standard restraining techniques and devices. Use sufficient padding on extremity restraints on elderly patients or others with delicate skin.
7. **Avoid positional asphyxia!!! Do not transport patient in a "hog tied" prone position. Transport patient lying on their side or supine. If patient still agitated, have law enforcement ride in back of ambulance.**
8. Communicate in a calm and non-threatening manner.
9. Attach cardiac monitor and pulse oximeter as soon as it is feasible (**must** be on any patient restrained, physical or chemical)
10. Constantly monitor and observe the patient to prevent injury.

ALS LEVEL 1: PARAMEDIC ONLY

1. If it is not possible to safely manage patient due to hyper-aggression and agitation, administer one of the following:
   a. **Versed 2 – 4 mg IM** (or IV if able to safely get an IV) may repeat 3 – 5 minutes PRN up to 10 mg.
   b. **Diazepam (Valium)** 5 – 10mg IM (or IV if able to safely get an IV) may repeat x 1 PRN.
   c. **Haldol 5 – 10 mg** IM (DO NOT GIVE HALDOL IV!) followed by **Diphenhydramine (Benadryl)** 25-50 mg IM or IV. Must be on cardiac monitor
2. If IV had not been established before, start IV of Lactated Ringers or NS at KVO. Bolus with 250 mg increments as needed for systolic BP < 90 mm Hg and/or HR > 120.
3. If altered mental status, and when safe to do so, determine serum glucose level with Glucometer or DextroStix:
   a. If sugar 60 mg/dl - 80 mg/dl; give; ½ amp of **50% Dextrose** 25gm IV or **Glucagon** 1mg IM or Sublingual glucose paste, May repeat x 1 if after 15 minutes recheck fingerstick glucose < 80 mg/dl
   b. If Blood sugar < 60 mg/dl; 1 amp 25gm **50% Dextrose** IV or **Glucagon** 1 mg IM
   c. If glucose > 80 mg/dl and < 200 mg/dl, provide supportive care, keep NPO
   d. If glucose > 200 mg/dl, go to Hyperglycemia Protocol
4. If patient body temperature exceeds 102° F, move patient to cooler environment, and remove clothing. Cool aggressively with wet sheets, cool packs, and/or evaporative airflow. Avoid ice packs and cold

water immersion. Lower body temperature to 102° F (39C).
5. If patient goes into cardiac arrest, treat accordingly and administer **1 amp of Sodium Bicarb** early as they are usually very acidotic.
6. Monitor any physically or chemically restrained patient closely for respiratory compromise and plan to intervene accordingly

ALS LEVEL 2: MEDICAL CONTROL

1. Notify medical control or medical director for any problems or concerns.

2.5.4 Seizures

Purpose: This protocol should be used when the patient has witnessed continuous convulsions (generalized tonic-clonic seizure or Grand Mal) or repeating episodes without regaining consciousness or sufficient respiratory decompensation. Consider underlying etiology, such as: hypoglycemia, drug overdose, head injury, or fever. Other types of seizures include: absence (Petit Mal), simple partial (focal motor and Jacksonian), complex partial (Psychomotor or Temporal Lobe), atonic (drop attacks), and myoclonic. When the patient is continuously showing signs of these other types of seizures, medical supportive care should be initiated and the paramedic should contact medical control for further direction. Females in their second or third trimester of pregnancy (≥ 20 weeks gestation) that are seizing should be assumed to have eclampsia. It should also be noted that eclampsia can occur postpartum (≤ 1 week).

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. Oxygen via nasal cannula @ 2 - 4 LPM to maintain pulse ox ≥ to 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter
4. Assess for and document the Glascow Coma Scale
5. **If not actively seizing**:
   a. Open airway and suction PRN.
   b. Proceed with secondary survey.
   c. Obtain history.
6. **If actively seizing**:
   a. Protect patient from injury.
   b. Do not attempt to insert tongue blade or oral airway.
   c. Suction p.r.n.
   d. Nasopharyngeal airway may be useful.
7. **If recent seizure, and patient is postictal:**
   a. Place in recovery position.
   b. Suction p.r.n.
   c. Transport.

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV lactated Ringer's or Normal Saline at 125ml/hr. If patient hypotensive (systolic < 90 mm Hg) and/or tachycardic (HR > 110) bolus

with 1- 2 liters of IV fluid in 250ml increments until systolic BP > 90 mm Hg (20 ml/kg for children). Recheck vital signs and lung exam in-between each increment. Discontinue bolus if signs of pulmonary edema or development of respiratory distress.

2. If Eclamptic female (go to Eclampsia Protocol), administer **Magnesium Sulfate** 4gms IV (mixed in 50 ml of D5W given over 5 – 10 minutes)
3. If seizing, administer one of the following benzodiazepines:
    a. **Midazolam (Versed) 5 mg IM or 2-4 mg IV**. May repeat each x 1 PRN
    b. **Diazepam (Valium)** 5 – 10mg IV or IM
4. Determine serum glucose level with Glucometer or DextroStix:
    a. If sugar 60 mg/dl - 80 mg/dl; give; ½ amp of **25 gm 50% Dextrose IV** or **Glucagon 1mg** IM. May repeat x 1 if after 15 minutes recheck fingerstick glucose < 80 mg/dl
    b. If Blood sugar < 60 mg/dl; 1 amp 25gm 50% **Dextrose** IV or **Glucagon** 1 mg IM
    c. If glucose > 80 mg/dl and < 200 mg/dl, provide supportive care, keep NPO
    d. If glucose > 200 mg/dl, go to Hyperglycemia Protocol.

ALS LEVEL 2: MEDICAL CONTROL

1. Notify medical control or medical director for any problems or concerns.

2.5.5 CVA / Stroke

Purpose: This protocol is used for those patients exhibiting signs consistent with acute stroke/CVA/"Brain Attack" (altered mental status, slurred speech, loss of function of any body part, hemiplegia, loss of vision, weakness of facial muscles, loss of sensation, drooling, etc.). Other causes should be ruled out (hypoglycemia, drug overdose, hypoxia, etc.).

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1.
2. Airway Assessment/Management Protocol 2.1.2. Oxygen via nasal canula @2 - 4 LPM to maintain pulse ox of ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%)
3. When CVA is suspected, transport to the hospital should not be delayed. Determine if patient has facial droop, abnormal speech, or arm drift.
4. If possible place in supine position with head of bed flat for transport (if patient unable to tolerate, transport in Semi-Fowler's with the head of bed no greater than 30 degrees).
5. Assess for and document Glasgow Coma Scale
6. Attach cardiac monitor and pulse oximeter.
7. Keep patient NPO.
8. **Determine time of onset of symptoms (time last seen normal). If onset of symptoms is within 5 - 6 hours notify hospital of a possible "stroke alert".**
9. Try to ascertain if patient had a seizure prior to onset of "stroke" symptoms as he/she may have a condition called Todd's paralysis, which is NOT treated with thrombolytics. Relay this information to the hospital
10. If applicable, transport to the appropriate designated Stroke Center.
11. Cincinnati Pre-hospital Stroke Scale:
    a. Assess for the unilateral presence of at least one of the following:

Item Description

1. Facial droop: Ask the patient to smile. Watch for weakness on one side of the face.
2. Arm drift: Ask the patient to hold both arms out with palms up and eyes closed for 10 seconds. Watch for a drift of one side. A positive result is present if there is weakness in one arm. Weakness in both arms or normal strength is a negative test result.

3. Slurred speech: Ask the patient to repeat a simple sentence such as "The sky is blue in Cincinnati."
   Inability to repeat the words correctly and intelligibly is a positive result.

ALS LEVEL 1: PARAMEDIC ONLY

1. Endotracheal intubation if patient does not have an intact gag reflex or for markedly decreased LOC, inability to maintain a patient airway, or for GCS <= 8.
2. Initiate IV lactated Ringer's or normal saline at 75cc/hr for patients 12 yrs. or older. Obtain two intravenous lines if possible.
3. Determine serum glucose level with Glucometer or DextroStix:
   a. If sugar 60 mg/dl - 80 mg/dl; give; ½ amp of 25gm **50% Dextrose IV** or **Glucagon** 1mg IM or Sublingual glucose paste, may repeat x 1 if after 15 minutes recheck fingerstick glucose < 80 mg/dl
   b. If Blood sugar < 60 mg/dl; 1 amp 25gm **50% Dextrose** IV or **Glucagon** 1 mg IM
   c. If glucose > 80 mg/dl and < 200 mg/dl, provide supportive care, keep NPO
   d. If glucose > 200 mg/dl, go to Hyperglycemia Protocol.
4. If a stroke patient is found to be hypertensive, do not treat in the pre-hospital setting unless ordered to do so by medical control. Hypertension could represent a compensatory response to the stroke to increase the cerebral perfusion pressure.
5. If CVA is suspected and if time permits, complete the thrombolytic/fibrinolytic screening form (see forms section)
6. Treat seizures with:
   a. **Valium** 5-10 mg IVP or **Versed** 5 mg IM or 2-4 mg IVP (may repeat x 1). Monitor respiratory efforts and intervene as indicated.

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control if seizure did not respond to Valium
2. Contact medical control for treatment of agitation with:
3. **Valium** 2-5 mg IVP. May repeat every 10 minutes to a maximum of 10 mg. Or **Versed** 2 mg IV. May repeat x 1 PRN. Maximum dose 4mg.
4. In the presence of acute stroke (CVA), hypertension may be lowered in special circumstances only with a physician order.

The **Cincinnati Prehospital Stroke Scale** is a system used to diagnose the presence of a stroke in a patient. It tests three signs for abnormal findings which may indicate that the patient is having a stroke. If any one of the three tests shows abnormal findings, the patient may be having a stroke and should be transported to a hospital as soon as possible.

1. *Facial droop:* Have the person smile or show his or her teeth. If one side doesn't move as well as the other so it seems to droop, that could be sign of a stroke.
    - Normal: Both sides of face move equally
    - Abnormal: One side of face does not move as well as the other (or at all)
2. *Arm drift:* Have the person close his or her eyes and hold his or her arms straight out in front for about 10 seconds. If one arm does not move, or one arm winds up drifting down more than the other, that could be a sign of a stroke.
    - Normal: Both arms move equally or not at all
    - Abnormal: One arm does not move, or one arm drifts down compared with the other side
3. *Speech:* Have the person say, "You can't teach an old dog new tricks," or some other simple, familiar saying. If the person slurs the words, gets some words wrong, or is unable to speak, that could be sign of stroke.
    - Normal: Patient uses correct words with no slurring
    - Abnormal: Slurred or inappropriate words or mute

Patients with 1 of these 3 findings as a new event have a 72% probability of an ischemic stroke. If all 3 findings are present the probability of an acute stroke is more than 85%

Stroke Protocol Checklist

- ☐ **Assure ABC's.**
- ☐ **Administer oxygen prn O2 sat < 94% by nasal cannula.**
- ☐ **Obtain symptom duration, time of onset or last time patient was seen normal.**
- ☐ **If patient is a "stroke alert" patient then transport in most expeditious mode possible.**
- ☐ **Position head of bed 30 degrees, if patient unable to tolerate, transport flat.**
- ☐ **If symptoms are within 5 - 6 hours of onset notify receiving facility of a "stroke alert".**
- ☐ **Cardiac monitor. Document cardiac rhythm.**
- ☐ **Pulse ox.**
- ☐ **Vital signs.**
- ☐ **Initiate intravenous line. Establish two if possible. Run fluids on 12 yrs or older at 75cc/hour.**
- ☐ **Determine serum glucose level**
- ☐ **Treat seizures with Valium 5-10 mg.**
- ☐ **Keep patient NPO.**
- ☐ **History of seizures?**
- ☐ **Facial droop?**
- ☐ **Abnormal speech?**
- ☐ **Arm drift?**
- ☐ **Glasgow coma scale.**
- ☐ **Do not lower blood pressure in suspected strokes.**
- ☐ **Document all protocol items on run report.**
- ☐ **Bring a family member to the hospital if it is possible, to answer questions regarding the patients condition.**

2.5.6 Syncope

Purpose: This protocol should be used for patients with a chief complaint of syncopal episode. Consider history and possibility of dysrhythmia, medication side effects, glucose imbalance, inner ear disorder, CVA, TIA, and MI. Bradycardia with hypotension may be due to inferior wall MI associated with right ventricular infarction (confirm on 12 lead ECG V4R ST elevation). When an inferior wall MI is associated with right ventricular MI, use extreme caution giving nitrates (Nitroglycerine). If bradycardia and hypotension exists, pacing and IV fluids may improve the patient's hemodynamic status.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. **Initial Patient Assessment Protocol 2.1.1**
2. **Airway Assessment/Management Protocol 2.1.2**. If indicated Oxygen via nasal cannula @ 2 - 4 LPM to maintain pulse ox ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Obtain pertinent history:
    a. Time of syncopal episode and length of unconsciousness.
    b. Patient's position at time of syncope.
    c. Symptoms preceding event (dizziness, nausea, chest pain, headache, seizures, etc.)
    d. Medications / ETOH / drug usage
    e. Relevant past medical history.
4. Assess for and document the Glasgow Coma Scale
5. Attach cardiac monitor and pulse oximeter if indicated

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV lactated Ringer's or Normal Saline at 125ml/hr. If patient hypotensive (systolic < 90 mm Hg) and/or tachycardic (HR > 110) bolus with 1- 2 liters of IV fluid in 250ml increments until systolic BP > 90 mm Hg (20 ml/kg for children). Recheck vital signs and lung exam in-between each increment. Discontinue bolus if signs of pulmonary edema or development of respiratory distress.
2. Determine serum glucose level with Glucometer or DextroStix:
    a. If sugar 60 mg/dl - 80 mg/dl; give; ½ amp of 25gm **50% Dextrose** IV or **Glucagon** 1mg IM. May repeat x 1 if after 15 minutes recheck fingerstick glucose < 80 mg/dl
    b. If Blood sugar < 60 mg/dl; 1 amp 25gm **50% Dextrose** IV or **Glucagon** 1 mg IM
    c. If glucose > 80 mg/dl and < 200 mg/dl, provide supportive care, keep NPO
    d. If glucose > 200 mg/dl, go to **Hyperglycemia Protocol.**

3. Perform **12 lead ECG**. Transmit 12 Lead ECG to destination hospital, if available. If inferior wall MI is identified (ST segment elevation in leads II, III, and AVF), perform additional 12 Lead ECG with V4R to confirm/rule out concurrent right ventricular MI.
4. If any dysrhythmias, go to the appropriate protocol.

ALS LEVEL 2: MEDICAL CONTROL

1. Notify medical control or medical director for any problems or concerns.

2.6
Adult Toxicology Emergencies

2.6.1 Bites and Stings

Purpose: This protocol is for patients who have been bitten or stung by snakes, animals, humans, insects, and spiders. If any marine life was involved please refer to the separate **Marine Envenomation Protocol**. If you have any questions or concerns about the treatment of a particular bite or sting, **Contact Poison Information Center (1-800-222-1222)**. The ALS Level 1 and 2 procedures below apply to all the bites and stings, no matter what the cause. Do not use hydrogen peroxide on deep puncture wounds or wounds exposing fat. Apply sterile dressings to all wounds when appropriate.

Procedure:

SNAKEBITE

BASIC LEVEL: EMT and PARAMEDIC

1. **Initial Patient Assessment Protocol 2.1.1**
2. **Airway Assessment/Management Protocol 2.1.2**. If indicated, Oxygen via nasal cannula @2 - 4 LPM to maintain oxygen saturation ≥ to 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter if indicated
4. Kill the snake if concerned it is poisonous, if practical, and bring the dead snake to the emergency department (or identify). Do not mutilate the snake's head.
5. If bite on extremity, immobilize affected extremity in dependent position. Patient should remain still. A constricting band may be of some use in a few circumstances such as immediate care not available or prolonged transport time. Contact med control for order/advise.
6. Remove watches, rings, and jewelry from affected extremity (or all jewelry if general anaphylaxis).
7. Wash area of bite with copious amounts of water.
8. Check temperature and pulse distal to bite on extremity and mark level of swelling and time with pen every 15 minutes
9. If signs of toxicity (local edema and hypotension):
    a. Increase oxygen delivery to 100% via non-rebreather mask. IV as below in ALS Level 1.
10. If obvious severe reaction developing from obvious poisonous snake, i.e. large amount of ascending edema and ecchymosis from bite of rattlesnake or water moccasin, alert medical control as early as possible so they can start acquiring anti-venom from the pharmacy, some of which takes time to prepare.

General Information:

Pit Vipers: rattlesnake, water moccasin, and copperhead typically cause puncture wounds. There may be ecchymosis at site, localized pain, swelling, weakness, tachycardia, nausea, shortness of breath, dim vision, vomiting, or shock.

Coral Snakes: Usually chewed wound. There may be slight burning pain, mild swelling, blurred vision, drooping eyelids, slurred speech, drowsiness, salivation and sweating, nausea and vomiting, shock, respiratory difficulty, paralysis, convulsions, and coma.

DOG, CAT, AND WILD ANIMAL BITES

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. If indicated, Oxygen via nasal cannula @2 - 4 LPM to maintain pulse ox greater than or equal to 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter if indicated
4. Clean area with soap and water.
5. Advise Dispatch to contact animal control and/or law enforcement for identification and quarantine of animal.

INSECT STING (INCLUDING: CENTIPEDES, SCORPIONS, AND SPIDERS)

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. If indicated, Oxygen via nasal cannula @2 - 4 LPM to maintain pulse ox greater than or equal to 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter if indicated
4. Remove stinger by scraping skin with edge of flat surface (e.g. credit card). Do not attempt to pull stinger out, as this may release more venom.
5. Clean area with soap and water.

HUMAN BITES

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. If indicated, Oxygen via nasal cannula @2 - 4 LPM to maintain pulse ox greater than or equal to 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter if indicated
4. Clean area with soap and water.

ALS LEVEL 1: PARAMEDIC ONLY (For all the above causes):

1. Initiate IV (if indicated, in unaffected extremity) Lactated Ringer's or Normal Saline at 125ml/hr. If patient hypotensive (systolic < 90 mm Hg) and/or tachycardic (HR > 110) bolus with 1- 2 liters of IV fluid in 250ml increments until systolic BP > 90 mm Hg (20 ml/kg for children). Recheck vital signs and lung exam in-between each increment. Discontinue bolus if signs of pulmonary edema or development of respiratory distress.
2. Refer to Allergic Reaction Protocol if indicated
3. If severe pain, refer to Pain Protocol.

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director if any concerns or any questions.



2.6.2 Toxicology - (Drug Overdose /Poisoning)

Purpose: This protocol is to be used for those patients suspected of exposure to toxic substances via any route of exposure. A history of the events leading to the illness or injury should be obtained from the patient and/or bystanders to include: What drugs, poisons, or other substance(s) was the patient exposed? Consider multiple substances, especially on overdoses.

- Route of exposure (ingested, inhaled, injected, surface contamination.)?
- Type and amount of poison/drug?
- Duration of symptoms?
- Is patient depressed, suicidal? History of previous overdose?
- Accidental? Nature of accident?
- Duration of exposure (if applicable)
- Has patient vomited? If so, when?
- History of drug or ETOH usage.
- Pre-existing medical problems

Contact Poison Information Center (**1-800-222-1222**) as needed for assistance and advice. The following is a partial list of drugs/chemicals you may encounter in overdose/exposure situations and a brief review of the signs and symptoms.

CNS DEPRESSANTS: Altered mental status, respiratory depression, hypotension, bradycardia, pulmonary edema, coma, and constricted pupils (opioids only).

Benzodiazepines: generic (trade name)

- Alprazolam (Xanax)
- Chlordiazepoxide (Librium)
- Clonazepam (Klonopin)
- Clorazepate (Tranxene)
- Diazepam (Valium)
- Flunitrazepam (Rohypnol)
- Flurazepam (Dalmane)
- Halazepam (Paxipam)
- Lorazepam (Ativan)
- Midazolam (Versed)
- Oxazepam (Serax)
- Prazepam (Centrax)
- Quazepam (Doral)
- Temazepam (Restoril)
- Triazolam (Halcion)

Barbiturates: generic (trade name)

- Butabarbital sodium (Butisol Sodium)
- Mephobarbital (Mebaral)
- Pentobarbital sodium (Nembutal Sodium)

- Phenobarbital
- Secobarbital sodium (Seconal Sodium)

Designer Drugs:

- Blue nitro, GHB

Opiods, Narcotics, Synthetics and Combinations: generic (trade name)

- Acetaminophen & Codeine phosphate (Tylenol #3, Tylenol #4)
- Alfentanil HCL (Alfenta)
- Alfentanyl (Alfenta)
- Alphaprodine (Nisentil)
- Aspirin & codeine phosphate (Empirin with Codeine #3 and #4)
- Belladonna and opium (B & O Supprettes)
- Buprenorphine HCL (Buprenex)
- Butalbital, aspirin, caffeine, Codeine phosphate (Fiorinol or Fioricet with Codeine)
- Butorphanol (Stadol)
- Codeine
- Dextromethorphan
- Diamorphine (Heroin)
- Diacetylmorphine (Heroin)
- Dihydrocodeine bitartrate, acetaminophen, caffeine (DHC plus)
- Diphenoxylate HCL, atropine sulfate (Lomotil)- no miosis
- Difenoxin HCL with atropine sulfate (Motofen)
- Fentanyl citrate (Sublimaze)
- Fentanyl transdermal (Duragesic)
- Fentanyl citrate & droperidol (Innovar)
- Hydromorphone HCL (Dilaudid, Hydrostat)
- Hydrocodone bitartrate (Lortab, Hycodan, Anexsia)
- Hydrocodone bitartrate & acetaminophen (Hydrocet, Loracet, Vicodin)
- Loperamide HCL (Immodium, Immodium A-D)
- Levorphanol tartrate (Levo-Dromoran)
- Meperidine HCl (Demerol) – no miosis
- MeperidineHCl & promethazine HCl (Mepergan) – no miosis
- Methodone HCl(Dolophine)
- Morphine sulfate (Astramorph/PF, Duramorph, Infumorph 200, Infumorph 500, MS Contin, MSIR, Oramorph, Rescudose, Roxanol)
- Nalbuphine HCL(Nubain)
- Napsylate (Darvocet-N)
- Oxymorphone HCl (Numorphan)
- Oxycodone (Percodan, Percocet, Tylox, Roxicodone)
- Pentazocine HCl (Talwin, Talacen)
- Propoxyphene HCl (Darvon-N)
- Propoxyphene HCl & acetaminophen (Wygesic)
- Sufentanil (Sufenta)

Sedative Hypnotics: generic (trade name)

- Compoz
- Estazolam (Prosom)
- Etomidate (Amidate)
- Ethchlorvynol (Placidyl)
- Propofol (Diprivan)
- Sleep-ez
- Sominex
- Zolpidem tartrate (Ambien)

SSRI- Selective Sereotonine Reuptake Inhibitors: generic (trade name)

- Fluoxetine (Prozac)
- Paroxetine (Paxil)
- Sertraline (Zoloft)
- Fluvoxamine (Luvox)
- Citalopram (Celexa)

CNS STIMULANT: Dilated pupils, agitation, paranoia, bizarre behavior, PVCs, tachycardia, hypertension, hyperthermia, seizures, etc.

Cocaine:

- Crack
- Cocaine

Amphetamines:

- Amphetamine variants (DMA, PMA, PMMA, STP, MDA, MDMA, TMA, DOM,DOB)

Designer Drugs:

- Ecstasy

DIGITALIS: Digitalis toxicity should be suspected in patients who are taking digitalis and have a dysrhythmia associated with digitalis toxicity (e.g. bradycardia, AV blocks with rapid ventricular response, supraventricular tachycardia, ventricular ectopy, and other ECG changes: Wide PR interval, short QT interval-rate dependent, spoon-shaped ST segment, peaked T wave). The oleander tree can also cause a digitalis type toxicity, which will cause the same type of dysrhythmias and requires the same treatment.

Digitalis: generic (trade name)

- Digoxin (Lanoxicaps, Lanoxin, Digoxin)
- Digitoxin (Crystodigin)

HALLUCINOGEN: Illusions, hallucinations, poor perception of time and distance, possible paranoia, anxiety, panic, unpredictable behavior, emotional instability, possible flashbacks, dilated pupils, and rambling speech.

- LSD (acid, microdot)
- Mescaline and Peyote (mesc, buttons, cactus)
- DET
- MET

- Psilocybin

TRICYCLIC ANTIDEPRESSANTS: CNS depression, tachycardia, dilated pupils, respiratory depression, slurred speech, twitching and jerking, seizures, ST and T wave changes, wide QRS complex, R waves in lead AVR, S waves in leads AVL and lead I, and shock.

Tricyclic Antidepressant:

- Doxepin HCl (Adapin, Sinequan)
- Amitriptyline HCl (Elavil, Endep)
- Protiptyline HCl (Vivactil)
- Chlordiazepoxide & amitriptyline HCl (Limbitrol)
- Trimipramine maleate (Surmontil)
- Perphenazine & amitriptyline HCl (Etrafon, Triavil)
- Clomipramine HCl (Anafranil)
- Amoxapine (Asendin)
- Desipramine HCl (Norpramin)
- Nortriptyline (Pamelor, Aventyl)
- Imipramine pamoate (Tofranil)

Cyclic Antidepressants:

- Venlafaxine (Effexor)

ORGANOPHOSPHATES; Excessive; salivation, lacramation (tears)/sweating, urinary incontinence, diarrhea, gastrointestinal distress, emesis and bradycardia (tachycardia may occur). CNS; anxiety, restlessness, emotional lability, tremor, headache, dizziness, mental confusion, delirium, hallucinations, and seizures.

Insecticides:

- Diazinon
- Orthene
- Malathion
- Parathion
- Chlorpyrifos

PHENOTHIAZINE: CNS; CNS depression, Dystonic reaction, extrapyramidal symptoms, tartive dyskinesia, neuroleptic malignant syndrome. Cardiovascular; tachycardia, prolonged QT interval, widened QRS, AV blocks, torsade de pointes. Dilated pupils, seizures, cardiac dysrhythmias

- Chlorpromazine (Thorazine)
- Prochlorperazine maleate (Compazine)
- Trifluoperazine (Stelazine)
- Thioridazine (Mellaril)
- Thiothixene (Navane)

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1

2. Airway Assessment/Management Protocol 2.1.2. Oxygen via nasal cannula @ 2 - 4 LPM to maintain pulse ox ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter
4. Assess for and document the Glasgow Coma Scale
5. Collect all pill bottles, empty or full, and check for suicide notes (if applicable). Transport any/all information or items that may assist in the treatment of the patient to the emergency department.
6. **If inhaled poison:**
    a. Assure personal safety.
    b. Remove patient to fresh air.
    c. Administer 100% oxygen via non-rebreather mask.
7. **If skin or eye contamination:**
    a. Assure personal safety.
    b. Remove contaminated clothes.
    c. Irrigate with water or normal saline.
8. **If actively seizing:**
    a. Protect patient from injury.
    b. If seizing before airway was controlled, do not attempt to insert tongue blade or oral airway. Nasopharyngeal airway may be useful.
    c. Suction p.r.n.

ALS LEVEL 1: PARAMEDIC ONLY

1. Consider need to support respirations/ventilation including need for intubation at any time if respiratory status deteriorates.
    a. Monitor respiratory status frequently.
    b. Use appropriate discretion regarding immediate intubation of patients who may quickly regain consciousness, such as hypoglycemics after D50 or opiate overdose after Naloxone.
2. If condition warrants, initiate IV lactated Ringer's or Normal Saline at 125ml/hr (draw blood sample if possible prior to any drug administration). If patient hypotensive (systolic < 90 mm Hg) and/or tachycardic (HR > 110) bolus with 1- 2 liters of IV fluid in 250ml increments until systolic BP > 90 mm Hg (20 ml/kg for children).
    a. Recheck vital signs and lung exam in-between each increment.
    b. Discontinue bolus if signs of pulmonary edema or development of respiratory distress.
3. If altered mental status, determine serum glucose level with Glucometer or DextroStix:
    a. If sugar 60 mg/dl - 80 mg/dl; give; ½ amp of 25gm **50% Dextrose** IV or **Glucagon** 1mg IM. May repeat x 1 if after 15 minutes recheck fingerstick glucose < 80 mg/dl
    b. If Blood sugar < 60 mg/dl; 1 amp 25gm **50% Dextrose** IV or **Glucagon** 1 mg IM
    c. If glucose > 80 mg/dl and < 200 mg/dl, provide supportive care, keep NPO
    d. If glucose > 200 mg/dl, go to **Hyperglycemia Protocol** .

4. Treat any dysrhythmias per appropriate protocol.

5. If actively seizing administer one of the following benzodiazepines:
    a. **Diazepam (Valium)** 5 – 10mg IV or IM
    b. **Midazolam (Versed)** 2mg IV or IM. May repeat x 1 PRN.
6. If patient is experiencing chest pain, go to chest pain protocol
7. If patient combative, consider need for physical and chemical restraints (see psychiatric emergency protocol)
8. If bronchospasm is present give an **Albuterol (Ventolin)** nebulized treatment, containing 2.5mg of Albuterol pre-mixed with 2.5 ml normal saline. May repeat x 2 PRN. Add **Ipratropium Bromide (Atrovent)** 0.5 mg (0.5 ml) to the first neb treatment only. Do not give Albuterol or Ipratropium Bromide if heart rate is ≥ 140.
9. If ingestion is suspected with unknown substance and there is no altered mental status and caustic ingestion can be ruled out, if patient is willing/cooperative; place patient in Fowler's position and administer **Activated Charcoal** 50 – 100 grams po. If the timing of the ingestion has been less than an hour of EMS's arrival, hold off giving the charcoal until you discuss with medical control as some physicians may instead, choose to lavage the patient on arrival to the emergency department
10. For symptomatic **CNS DEPRESSANT OVERDOSE**:
    a. Do 12 lead ECG. If QRS complex is wide (> 0.10 seconds), administer **Sodium Bicarbonate** 1 mEq/kg IV
    b. If respiration is depressed, administer **Naloxone (Narcan)** 2mg IV. May repeat **Naloxone (Narcan)** 2mg IV PRN
11. For symptomatic **STIMULANT OVERDOSE**:
    a. If patient is hyperthermic (hot to touch), aggressively cool patient
    b. NOTE: Beta-blockers are contraindicated in cocaine overdose!
12. For symptomatic **DIGITALIS TOXICITY**:
    a. Treat tachydysrhythmias with medication per specific protocol. Avoid the use of Calcium Chloride.
    b. If unstable tachycardia > 150/min, synchronize cardiovert with energy settings between 5 – 20 jules
    c. If unstable bradycardia with wide QRS (> 0.10 seconds), give **Sodium Bicarbonate** 1 mEq/kg
13. For symptomatic **TRICYCLIC ANTIDIPRESSANTS OVERDOSE:**
    a. Do 12 lead ECG. If QRS complex is wide (> 0.10 seconds), administer **Sodium Bicarbonate** 1 mEq/kg IV
    b. ROMAZICON, PROCAINAMIDE, AND LABETALOL (ALL BETA BLOCKERS) ARE CONTRA-INDICATED IN TRICYCLIC ANTIDEPRESSANT OVERDOSE.
14. If symptomatic **ORGANOPHOSPHATE POISONING**:
    1. **Atropine** 0.03 mg/kg IVP every 5-10 minutes until atropinization occurs.
15. If symptomatic **PHENOTHIAZINE** (Thorazine, Compazine, Stelazine, Mellaril, Navane)
    a. **Diphenhydramine (Benadryl)** 25-50mg IV or deep IM

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director for any problems or concerns.

2.6.3 Marine Envenomations

Purpose: This protocol is for patients who are injured by any type of marine life. Call Poison Information Center (**1-800-222-1222**) as needed for assistance. If non-scalding hot soaks are advised, do not delay transport. Soak enroute to hospital.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. If indicated, Oxygen via nasal cannula @ 2 - 4 LPM to maintain pulse ox ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter if indicated

For Sponges:

1. Gently dry skin and remove spicule. Adhesive tape may aid in removal.
2. Soak with 5% vinegar or 40-70% isopropyl alcohol.

For Coelenterates (JELLYFISH):

1. Rinse wound with saltwater or seawater
2. Do not rub skin, do not apply ice, and do not rinse with fresh water.
3. Inactivate toxin with 30 minute soak using one of the following:
   a. 5% vinegar soaks.
   b. Ammonia/meat tenderizer paste mixture.
4. Remove remaining nematocysts with razor.
5. Consider topical anesthetics once nematocyst is removed.

For Echinodermata (Starfish, sea urchins, sea cucumber,):

1. Immerse in non-scalding hot water for pain relief for 30 – 90 minutes (do not delay transport, soak en-route)
2. Remove any remaining spines.
3. After hot water soak, 5% vinegar soaks.

For Mollusks (Cone shells):

1. Hot water (non-scalding) immersion for pain relief
2. Be prepared for cardiac or respiratory support

For Stingrays:

1. Copious irrigation with removal of any visible spines.
2. Hot water (non-scalding) soaks for pain relief.

For Scorpion fish:

1. Hot water (non-scalding) soaks for pain relief and venom inactivation.
2. Copious irrigation with removal of any visible spines.

3. Patient may require stonefish antivenin for severe envenomation.

For Catfish:

1. Hot water (non-scalding) soaks for pain relief and venom inactivation.
2. Copious irrigation with removal of any visible spines.

For Sea Snakes:

1. Immobilize bitten extremity.
2. Apply pressure bandage for venous occlusion.
3. Keep patient warm and still.
4. Notify medical control, as hospital may need to acquire polyvalent sea snake antivenin.
5. Closely monitor cardiac and respiratory status.

ALS LEVEL 1: PARAMEDIC ONLY

1. Establish large bore IV of lactated Ringer's to maintain systolic pressure > 90 mm Hg.
2. If any chest tightness, wheezing, shortness of breath, difficulty swallowing, intraoral swelling, and/or severe hives;
   a. Administer **Diphenhydramine (Benadryl)** 25-50 mg IV (for peds 2- 12 yrs old, give 1- 1.25mg/kg IV or IM).
   b. Consider **Epinephrine 1:1,000** 0.4ml IM or SUB-Q (for peds; 0.01mg/kg, Max 0.3ml).
3. For severe pain consider one of the following:
   a. **Toradol** 30 mg IV
   b. **Morphine Sulfate** 2-10 mg IV or IM
   c. **Fentanyl** 50 – 100 mcg IV or IM
4. For nausea, give one of the following:
   a. **Zofran** 4 – 8 mg IV or IM
   b. **Benadryl 25-50 mg IV or IM**

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director if any concerns or any questions.

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2.7
Adult OB/GYN Emergencies

2.7.1 Childbirth – Complications

Purpose: This protocol outlines the specific treatment for complications to labor and delivery.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1.
    a. Secondary survey should include pertinent OB/GYN history:
        - Number of pregnancies/deliveries.
        - History of problems with pregnancy (vaginal bleeding, prior cesarean sections, high blood pressure, premature labor, premature rupture of membranes.
        - Last menstrual period and due date (if known).
        - Current complaints (onset of labor, timing of contractions, rupture of membranes, or urge to push.)
        - Past medical history (including medications.)
2. Airway Assessment/Management Protocol 2.1.2. Oxygen via nasal cannula.
3. Attach cardiac monitor and pulse oximeter.
4. Perineal examination (do not perform internal vaginal examination)
    a. Vaginal bleeding or leakage of fluid.
    b. Presence of meconium.
    c. Crowning during a contraction.
    d. Presenting part (head, face, foot, arm, cord.)
5. IF HEAVY VAGINAL BLEEDING WITH SIGNS OF SHOCK (SYS BP < 90 mm Hg)
    a. Transport with patient in left lateral recumbent position.
    b. Transport immediately, notify labor and delivery
    c. ALS LEVEL 1: Cardiac monitor.
    d. ALS LEVEL 1: IV lactated Ringer's or normal saline Bolus as needed with two liters of IV fluid in 250 – 500 ml increments to maintain systolic BP > 90 mm Hg. Check vital signs frequently.
6. IF CORD PROLAPSED:
    a. Place mother on back with hips elevated (pillow under her hips) or place her in knee/chest position.
    b. Do not attempt to push cord back. Wrap cord in sterile saline soaked dressing
    c. With a gloved hand, palpate the cord for pulse.
    d. If pulse is absent in umbilical cord, and positioning of mother does not restore pulse, insert sterile gloved index and middle fingers into the vagina and push the infant up to relieve pressure on the cord. With the other hand, press on the mother's lower abdomen in an upward and cephalic (towards head) direction.

Push the fetus back only far enough to regain a pulse in the umbilical cord.

e. Transport and notify receiving hospital of impending arrival.

7. IF BREECH PRESENTATION:
   a. Do not pull on the newborn. Allow the delivery to proceed normally, supporting the newborn with the palm of your hand and arm, and allowing the head to deliver.
   b. If the head is not delivered within 3 minutes, place a gloved hand in the vagina with your palm towards the newborn's face. Form a "V" with your index finger and middle finger on either side of the newborn's nose and push the vaginal wall away from the newborn's face to create airspace for the newborn until delivery of the head. Suction may be provided PRN.
   c. Transport immediately, while maintaining the airspace for the newborn.
8. IF LIMB PRESENTATION:
   a. Place mother in either the knee-chest position or supine position with a pillow under the buttocks.
   b. Transport immediately
9. IF SHOULDER DYSTOCIA:
   a. Determine presence of shoulder dystocia as follows: head will deliver normally and then it will retract back into the perineum because the shoulders are trapped between the symphysis pubis and the sacrum (this is called "turtle sign").
   b. If this occurs, Do Not pull on head
   c. Have mother drop her buttocks off the end of the bed and flex her thighs upward to facilitate delivery.
   d. Apply firm pressure with an open hand immediately above the symphysis pubis
   e. If delivery does not occur, transport immediately

ALS LEVEL 1: PARAMEDIC ONLY

1. For any of the above complications do not delay transport. An IV in the mother is not necessarily going to help with any of the above complications except the heavy vaginal bleeding with signs of shock. Even then, any attempts at an IV should be done enroute to the hospital.
2. Monitor cardiac rhythm

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control for any questions or problem

2.7.2 Childbirth – Normal Delivery

Purpose: This protocol is to guide the EMS crew with delivering a newborn. If during your evaluation or during the delivery itself, if any complications arise, refer to the Childbirth-complications protocol that follows.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1.
    a. Secondary survey should include pertinent OB/GYN history:
        - Number of pregnancies/deliveries.
        - History of problems with pregnancy (vaginal bleeding, prior cesarean sections, high blood pressure, premature labor, premature rupture of membranes.
        - Last menstrual period and due date (if known).
        - Current complaints (onset of labor, timing of contractions, rupture of membranes, or urge to push.)
        - Past medical history (including medications.)
2. Airway Assessment/Management Protocol 2.1.2 Oxygen via nasal cannula.
3. Attach cardiac monitor and pulse oximeter.
4. Perineal examination (do not perform internal vaginal examination)
    - Vaginal bleeding or leakage of fluid.
    - Presence of meconium.
    - Crowning during a contraction.
    - Presenting part (head, face, foot, arm, cord.)
5. If active labor, and no vaginal bleeding or crowning:
    a. Check for fetal heart tones.
    b. Transport.
6. If active labor, no crowning and vaginal bleeding with no signs of shock (systolic >90 mm Hg):
    a. Transport.
    b. ALS LEVEL 1: IV lactated Ringer's or normal saline at 100 ml/hour.
    c. ALS LEVEL 1: Cardiac monitor.
7. If imminent delivery:
    a. Place mother in lithotomy position.
    b. Drape mother.
    c. Prepare for neonatal resuscitation.
    d. Assist delivery. Gently and carefully assist expulsion of the newborn from the birth canal in its natural descent. Do not pull or push the newborn.
    e. Suction mouth and then nose with bulb suction (if meconium stained fluid, suction baby's airway until clear before stimulating first breath) after head delivers and before torso delivers.

f. Check for cord around neonate's neck when head is visible and after suctioning. If present, carefully unwrap the cord from the neck. If unable to remove the cord, apply 2 umbilical clamps and cut between the clamps to release the cord (careful not to injure the newborn). Once airway is clear and cord is free from around neck, instruct mother to push on her next contraction to complete delivery.
g. Upon complete delivery of the newborn:
   - ✓ Keep the newborn at the level of the vagina to prevent over or under transfusion of the blood from the cord
   - ✓ Clear mouth and nose p.r.n. with gentle suction using bulb syringe
   - ✓ Clamp cord in two places (if not done as described above to free cord from around neck) approximately 8" and 10" from neonate. Cut cord between clamps
   - ✓ Warm, dry, and stimulate infant.
   - ✓ Wrap infant in sterile drape or dry blanket. Be sure to cover the newborn's head, as this is a major source of heat loss.
   - ✓ Check vitals: if compromised, initiate resuscitation
h. Evaluate Newborn:
   - ✓ Note time of delivery and APGAR scores at birth and five minutes
   - ✓ If newborn is not breathing or APGAR < 7 see Newborn Resuscitation Protocol.

ALS LEVEL 1: PARAMEDIC ONLY

1. Infuse mother with IV of lactated Ringer's or normal saline at 125 ml/hour.
2. If excessive maternal bleeding, massage uterus gently
3. Transport, do not wait to deliver placenta. Do not pull on the umbilical cord.
4. If delivery completed before arrival, or in-field:
   a. Protect infant from fall and temperature loss.
   b. Check infant's vital signs (perform CPR or assist ventilations as necessary.)
   c. Clamp cord in two places, six inches from infant, and cut cord between clamps.
   d. Suction, warm, dry, and stimulate infant.
   e. Give infant to mother.
   f. Massage uterus gently.
   g. Do not pull on cord or attempt to deliver placenta.
   h. Transport.

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director for any questions or problems.

2.7.3 Vaginal Bleeding (NON-TRAUMATIC)

Purpose: This protocol should be used for female patients who may or may not be pregnant that present with non-traumatic vaginal bleeding. Examples of causes include: ante-partum hemorrhage (abruption placenta, placenta previa and uterine rupture), post-partum hemorrhage, ruptured ectopic pregnancy, ruptured ovarian cyst, spontaneous abortion, etc.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. If indicated Oxygen via nasal cannula @ 2 - 4 LPM to maintain pulse ox ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter if indicated
4. Place all products of delivery (undeveloped fetus, placenta, etc) in a plastic bag and transport with patient to hospital. Do not discard any products on scene. If irretrievable, document the reason and contact supervisor or medical director prior to leaving the scene.

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV lactated Ringer's or Normal Saline at 125ml/hr. If patient hypotensive (systolic < 90 mm Hg) and/or tachycardic (HR > 110) bolus with 1- 2 liters of IV fluid in 250ml increments until systolic BP > 90 mm Hg (20 ml/kg for children). Recheck vital signs and lung exam in-between each increment. Discontinue bolus if signs of pulmonary edema or development of respiratory distress.

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director for any problems or concerns.

2.7.4 Eclampsia/ Pre-Eclampsia

Purpose: This protocol should be used for the patient in her second or third trimester of pregnancy (≥ 20 weeks gestation) that is exhibiting signs of pre-eclampsia or eclampsia. The signs of toxemia include proteinuria (dark colored urine), excessive weight gain, and hypertension. The presence of two of these signs constitutes pre-eclampsia and all three constitutes eclampsia. The seizing patient in her third trimester of pregnancy should be assumed to be eclamptic and treated as specified below. Eclamptic seizures can also occur postpartum (≤ 1 week). Witnessed continuous convulsions (generalized tonic-clonic seizure or Grand Mal) or repeating episodes without regaining consciousness or sufficient respiratory decompensation demonstrates a need for immediate treatment.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. Oxygen via nasal cannula @ 2 - 4 LPM to maintain pulse ox ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%)
3. Attach cardiac monitor and pulse oximeter

ALS LEVEL 1: PARAMEDIC ONLY

1. Establish IV of lactated Ringer's or normal saline at 125 ml/hr.
2. Determine serum glucose level with Glucometer or DextroStix.
    a. If glucose <80mg/dl:
        i. If sugar 60 mg/dl - 80 mg/dl; Sublingual **Glucose Paste**, or **Glucagon 1mg IM** or ½ amp of 25gm **50% Dextrose** IV. Give 2nd half of the D50W amp if glucose still < 80 mg/dl when glucose rechecked in 5 minutes
        ii. If Blood sugar < 60 mg/dl; 1 amp 25gm **50% Dextrose** IV or **Glucagon** 1 mg IM
3. If glucose is given, give **Thiamine** 100 mg IV or IO
4. If seizing: give **Magnesium Sulfate** 4 gm IV or IO (mixed in 50 ml of D5W given over 5 – 10 minutes). May repeat once at 2 gm IV or IO (mixed in 50 ml of D5W given over 5 – 10 minutes) PRN. Remember, magnesium sulfate can cause respiratory depression with cardiovascular collapse. If patellar reflexes are absent, shut off the infusion and contact medical control immediately. Antidote is calcium chloride IV over 5 minutes.
5. If patient continues seizing, administer one of the following:
    a. **Diazepam (Valium)** 5 - 10 mg IV or IO (if unable to start IV or IO give Valium 10mg per rectum). May repeat PRN up to 20 mg maximum dose. Monitor respiratory status and intervene as needed.
    b. **Midazolam (Versed)** 2mg IV or IO. May repeat once PRN (4 mg maximum dose)

6. Monitor EKG, vital signs, fetal heart tones, level of consciousness, patellar reflexes, respiratory rate, and oxygenation status every 5 minutes.
7. Keep the patient in left lateral recumbent position.
8. Evaluate for pulmonary edema. If present, apply **CPAP** per protocol.
9. If patient seized and transport time is > 20 min, administer **Magnesium Sulfate** maintenance infusion. Place 10 grams of magnesium sulfate (20 ml of 50% solution) in 250 ml of LR or NS and infuse at 50 ml/hr (2 grams/hr).

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director if any concerns or any questions.
2. If patient is in third trimester and is hypertensive (systolic > 140 mm Hg or diastolic > 90 mm Hg) especially with no prior history of hypertension, call for order of **Labetalol 10mg IV then 5 – 10 mg** increments for desired effect

2.7.5 Pre-Term Labor

Purpose: This protocol will be used during intra-facility transfers. On occasion a patient in pre-term labor will need to be transferred to a higher level of care. The transferring physician will have determined that the benefits out weigh the risk to the patient and should have initiated the proper EMTALA transfer paperwork. The key to this type of transfer is for the transferring physician to have done everything possible to arrest the labor process prior to EMS leaving with the patient. EMS should only have to continue the care and medications initiated by the transferring hospital. If the patient is ≤ 20 weeks gestation then there is very little chance of delivering a viable fetus. EMS should not transfer a patient in active labor as care for the fetus by the physician at the hospital is better than what can be provided by a paramedic in back of an ambulance (or in an aircraft) with little resources and the need to provide care for the mother as well. A neonatal team can then respond to the transferring hospital with specialty equipment to manage the neonate.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. Oxygen via nasal cannula @ 2 - 4 LPM to maintain pulse ox ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter

ALS LEVEL 1: PARAMEDIC ONLY

1. Confirm with transferring physician that patient is NOT in active labor.
2. IV fluids should already be in progress per the hospital. If so, continue at the rate ordered by the transferring physician. If not initiate IV lactated Ringer's or Normal Saline at 100ml/hr. Consider fluid bolus as initial tocolytic therapy. If patient hypotensive (systolic < 90 mm Hg) and/or tachycardic (HR > 110) bolus with 1- 2 liters of IV fluid in 250ml increments until systolic BP > 90 mm Hg (20 ml/kg for children). Recheck vital signs and lung exam in-between each increment. Discontinue bolus if signs of pulmonary edema or development of respiratory distress.
3. Record frequency, character and duration of contractions, fetal heart tones, blood pressure, and pulse every 15 minutes.
4. Patient may be on one of the following tocolytics as ordered by transferring MD. Must be on an IV pump.
   a. **Magnesium Sulfate** 4 – 6 gms IV over 20 min. Then 2- 4 g / hr x 12- 24 hr.
   b. **Brethine (terbutaline)** 0.25mg SUB-Q q 30 min. (Max: 1mg/4h); or 2.5- 10 mcg/min IV up to max of 17.5- 30 mcg/min.

ALS LEVEL 2: MEDICAL CONTROL

1. Notify medical control or medical director for any problems or concerns.

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2.8
Other Adult Medical Emergencies

2.8.1 Allergic Reactions (ANAPHYLAXIS)

Purpose: This protocol is to be used for patients who may be experiencing and allergic reaction. The reaction could be triggered by a contact with some object or substance, something ingested or something injected beneath the skin (sting, bite, IM, IV, or SubQ medication or chemical, etc). The reaction could range from a mild irritation and/or itching (with or without a rash) of a localized area of the skin/body to a full-blown anaphylactic reaction with respiratory and cardiovascular collapse.

Signs and symptoms consistent with allergic reaction**:**

- Skin – flushing, itching, hives, swelling, cyanosis.
- Respiratory – dyspnea, sneezing, coughing, wheezing, stridor, laryngeal edema, laryngospasm, bronchospasm.
- Cardiovascular – vasodilatation, increased heart rate, decreased blood pressure
- Gastrointestinal – nausea/vomiting, abdominal cramping, diarrhea
- CNS - dizziness, headache, convulsions, tearing

Treatment is outlined according to the severity of the allergic reaction (mild, moderate, and severe or anaphylaxis).

Procedure:

MILD REACTIONS (redness and/or itching, hives, stable vital signs with a systolic BP > 110 mm Hg without dyspnea)

BASIC LEVEL: EMT and PARAMEDIC

1. **Initial Patient Assessment Protocol 2.1.1**
2. **Airway Assessment/Management Protocol (O_2 PRN) 2.1.2**
3. Attach cardiac monitor and pulse oximeter.
4. Transport to designated hospital.

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV of lactated Ringer's or normal saline at TKO.
2. **Diphenhydramine HCL (Benadryl)** 25-50mg IV or IM (Peds; 1-2 mg/kg IV or IM)
3. **Ranitidine (Zantac) 150 mg PO if able to swallow.**

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any concerns or help

MODERATE ALLERGIC REACTIONS: (edema, hives, dyspnea, wheezing, "lump in throat" feeling, difficulty swallowing, facial swelling and stable vital signs with a systolic BP > 90 mm Hg)

BASIC LEVEL: EMT and PARAMEDIC

1. **Initial Patient Assessment Protocol 2.1.1**
2. **Airway Assessment/Management Protocol 2.1.2**
3. Attach cardiac monitor and pulse oximeter.
4. Transport to designated hospital.

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV of lactated Ringer's or normal saline at 70cc/hr.
2. **Diphenhydramine HCL (Benadryl)** 25-50 mg IV or IM (Peds; 1-2 mg/kg IV or IM)
3. **Ranitidine (Zantac)150 mg po (**peds dose 2 mg/kg po**)**
4. **Methylprednisolone Sodium Succinate (Solu-Medrol)** 125mg IV
5. **Epinephrine** (1:1000) 0.4 ml IM Adult (Pedi: 0.01 ml/kg.) Caution should be used with administration of Epinephrine when the patient has a history of hypertension or heart disease (call med control if you have any concerns)
6. **IF** patient is on a Beta Blocker medication, give **Glucagon 2 mg IV** over 2-5 minutes. If you are not sure which drugs is a beta blocker, contact medical control to discuss.
7. If patient shows signs of respiratory distress give; **Albuterol (Ventolin)** 2.5mg mixed with 2.5ml of normal saline nebulizer treatment. May repeat twice PRN
8. Add **Atrovent (Ipratropium Bromide**) 0.5mg to the first Albuterol nebulizer treatment only

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any concerns or help

SEVERE ALLERGIC REACTION/ANAPHYLAXIS (edema, hives, severe dyspnea and wheezing, unstable vital signs with systolic BP < 90 mm Hg, and possible cyanosis and laryngeal edema)

BASIC LEVEL: EMT and PARAMEDIC

1. **Initial Patient Assessment Protocol 2.1.1**
2. **Airway Assessment/Management Protocol 2.1.2**
3. Attach cardiac monitor and pulse oximeter.
4. Transport to designated hospital.

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV of lactated Ringer's or normal saline bolus with 250 mlprn up to 1 liter (reassess vitals and respiratory status between each bolus) then rate of 125cc/hr. (Bolus children with 20ml/kg then 40cc/hr)
2. **Diphenhydramine HCL (Benadryl)** 25-50mg IV or IM (Peds; 1-2 mg/kg IV or IM)
3. **Ranitidine (Zantac) 150 mg po (**peds dose 2 mg/kg po**)**
4. **Methylprednisolone Sodium Succinate (Solu-Medrol)** 125mg IV
5. **Epinephrine (1:1000)** 0.4 ml IM Adult (Peds: 0.01 ml/kg.) Caution should be used with administration of Epinephrine when the patient has a history of hypertension or heart disease (call med control if you have any concerns)
6. **IF** patient is on a Beta Blocker medication, give **Glucagon 2 mg** IV over 2-5 minutes. If you are not sure which drugs are beta blockers, contact medical control to discuss?
7. If patient shows signs of respiratory distress give;

Albuterol (Ventolin) 2.5mg mixed with 2.5ml of normal saline nebulizer treatment. May repeat twice PRN

8. Add **Atrovent (Ipratropium Bromide**) 0.5mg to the first Albuterol nebulizer treatment only
9. If the nebulized treatments do not significantly resolve the respiratory distress,
10. Consider need for intubation

ALS LEVEL 2: MEDICAL CONTROL

1. **Epinephrine (1:10,000)** 0.3 mg SLOW IV in 0.1 mg increments over 2 minutes. Caution should be used with administration of Epinephrine when the patient has a history of hypertension or heart disease
2. For refractory hypotension obtain order for **Dopamine** drip starting at 5 mcg/min and titrate to effect. **Dopamine** infusion @ 5-20 mcg/kg/min (1600 mcg/ml infusion concentration = 15 – 16 gtt/min). Titrate to maintain a minimum systolic BP of 90 mm Hg with good capillary refill or a maximum BP of 120 mm Hg (maximum dose 20 mcg/kg/min)

2.8.2 Diabetic Emergencies (Hypo and Hyper-glycemic)

Purpose: This protocol is used for diabetic patients with blood sugars below 80 mg/dl or blood sugars over 250 mg/dl. Keep in mind that low or elevated blood sugars (in diabetics) can be affected by medications, infections, stress, alcohol, etc.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. **Initial Patient Assessment Protocol 2.1.1**
2. **Airway Assessment/Management Protocol 2.1.2**. Oxygen via nasal cannula @ 2 - 4 LPM to maintain pulse ox ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%)
3. Attach cardiac monitor and pulse oximeter

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV of Lactated Ringer's or normal saline at 125ml/hr. Draw tube of blood (if tubes are available label the pre-treatment blood vial and provide it to the receiving hospital with the patient.). If patient is tachycardic (HR > 110) and/or hypotensive (systolic BP < 90 mm Hg), bolus with 1 – 2 liters of IV fluid in 250 ml increments with vital sign recheck and lung exam between each increment. Discontinue bolus if HR slow < 110, systolic BP > 90 or if signs of pulmonary edema. If no sign/symptoms of pulmonary edema, resume rate at 125 ml/hr. If no IV access, consider an IO ONLY if patient is seriously ill (hypotensive and tachycardic). Do not place IO simply for high or low blood sugar when patient is otherwise stable.
2. Determine serum glucose level with Glucometer or DextroStix.
   If glucose <80mg/dl and patient is:
   Asymptomatic (No headache, nausea and/or altered mental status):
   - **If sugar 60 mg/dl – 80 mg/dl**; No emergency treatment (OK for patient to drink a cola, juice or other oral form of glucose they may have with them.
   - **If sugar < 60mg/dl**; Oral glucose (juice, piece of candy, or sublingual glucose)

   Symptomatic (Headache, nausea, and/or altered mental status):
   - **If sugar 60 mg/dl - 80 mg/dl**; **Sublingual glucose paste**, or **Glucagon** 1mg IM, or ½ amp of 25gm **50% Dextrose IV**. Give 2nd half of the **D50W** amp if glucose still < 80 mg/dl when glucose rechecked in 5 minutes.
   - **If Blood sugar < 60 mg/dl;** 1 amp 25gm **50% Dextrose** IV or **Glucagon** 1 mg IM
3. **If glucose > 80 mg/dl and < 250 mg/dl**, no specific treatment, supportive care
4. **If glucose > 250 mg/dl**, and patient exhibiting altered mental status, Kussmaul respirations, dry skin with poor turgor, and/or ketotic breath:

- Bolus with 1 – 2 liters of IV fluid in 250 ml increments with vital sign recheck and lung exam between each increment. Discontinue bolus if signs of pulmonary edema.
- Asymptomatic patients with glucose > 250 mg/dl, just give IV fluids at 125ml/hr.

5. If patient appears malnourished or is a chronic alcoholic, give **Thiamine** 100mg IV

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director if any concerns or any questions.

2.8.3 Abdominal Pain (NON-TRAUMATIC)

Purpose: This protocol should be used for patients that complain of abdominal pain without a history of trauma. Assessment should include specific questions pertaining to the GI/GU systems. See Abdominal Pain Differential in Appendix

Abdominal physical assessment includes:
Asking patient to point to area of pain (palpate this area last)
Gently palpate for tenderness, rebound tenderness, distention, rigidity, guarding, and pulsatile masses. Also palpate the flank area for CVA tenderness.

Abdominal History Includes:

- ❑ Hx of pain (OPQRST)
- ❑ Hx of nausea/vomiting (color, bloody, coffee grounds)
- ❑ Hx of bowel movement (last BM, diarrhea, bloody, tarry)
- ❑ Hx of abdominal surgery
- ❑ Hx of acute onset of back pain
- ❑ SAMPLE (attention to last meal)

Additional questions should be asked of the female patient regarding OB/GYN history. All female patients of childbearing age complaining of abdominal pain should be considered to have an ectopic pregnancy (even if vaginal bleeding is absent) until proven otherwise.

Non-traumatic abdominal pain can be caused by: appendicitis, cholecystitis, duodenal ulcer perforation, diverticulitis, abdominal aortic aneurysm, pelvic inflammatory disease (PID), pancreatitis, mesenteric ischemia, renal stones, hepatitis, cirrhosis of the liver, bowel obstruction, gastroenteritis, etc.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. **Initial Patient Assessment Protocol 2.1.1**
2. **Airway Assessment/Management Protocol 2.1.2**
3. Attach cardiac monitor and pulse oximeter.

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV of lactated Ringer's or normal saline at TKO. If patient is tachycardic and/or hypotensive, give a 250 ml bolus. May repeat bolus for total of 2 liters of IV fluid. Assess vital signs and breath sounds in-between each bolus. If vital signs respond to the bolus(s) (pulse rate slowed down and/or blood pressure improved) run at 100cc/hr. If still hypotensive/tachycardic cautiously bolus a second liter in 250ml increments.
2. If patient is nauseated, give one of the following:
   a. **Ondansetron (Zofran)** 4 – 8 mg IV or IM (If oral form available, give subliqual)
   b. **Diphenhydramine (Benadryl) 25-50 mg IV or IM**

ALS LEVEL 2: MEDICAL CONTROL

1. This is one of the times you will need medical control for pain medication orders.

2.8.4 Sickle Cell Anemia

Purpose: This protocol is for patients with a history of Sickle Cell Disease. Sickle cell anemia is a chronic hemolytic anemia occurring almost exclusively in African-Americans and is characterized by sickle-shaped red blood cells. Sickle cell crisis results from the occlusion of a blood vessel by masses of sickle-shaped red blood cells. Pain is the principle manifestation, and this represents the most common type of crisis. Typical pain occurs in the joints and back. Hepatic, pulmonary, or central nervous system involvement can occur, each with its own group of symptoms. Keep in mind that patients with sickle cell disorder have a high incidence of life-threatening disorders at a very young age.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. Oxygen via nasal cannula @ 2 - 4 LPM (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter prn

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV lactated Ringer's or Normal Saline. Give a fluid challenge of 500 ml then set rate at 125ml/hr. If patient hypotensive (systolic < 90 mm Hg) and/or tachycardic (HR > 110) bolus with 1- 2 liters of IV fluid in 250ml increments until systolic BP > 90 mm Hg (20 ml/kg for children). Recheck vital signs and lung exam in-between each increment. Discontinue bolus if signs of pulmonary edema or development of respiratory distress.
2. If systolic BP > 90 mm Hg give one of the following:
   a. **Toradol** 30 mg IV or 60 mg IM (if patient is > 65 y/o limit dosage to 15mg IV or 30mg IM). After 30 minutes, the IV dose can be repeated x 1 PRN.
3. If nausea also present from pain or the pain medication give one of the following;
   a. **Zofran** 4 – 8 mg IV or IM
   b. **Benadryl** 25 mg IV or IM

ALS LEVEL 2: MEDICAL CONTROL

a. **Fentanyl** 50 – 100 mcg IV or IM

OR

b. **Morphine** 2 – 10 mg IV or IM

Notify medical control of any problems or concerns.

2.8.5 Alcohol Emergencies

Purpose: This protocol is to be used on patients who are suspected of being intoxicated with alcohol. Treat all intoxicated patients with respect even though they may be agitated and potentially violent. Just because you can smell ETOH on or around your patient, you MUST consider other possible causes for a patient's abnormal behavior or altered mental status, such as head injury from trauma, co-ingestion of drugs, low blood sugar, severe hypoxia (including carbon monoxide poisoning).

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. **Initial Patient Assessment Protocol 2.1.1**
2. **Airway Assessment/Management Protocol 2.1.2**
3. Attach cardiac monitor and pulse oximeter.
4. Alcoholics with any evidence of head trauma and altered mental status must be considered to have a closed head injury until proven otherwise. Treat them as such including C-spine precautions.
5. Notify law enforcement for assistance with any combative or uncooperative alcoholic with an altered mental status.
6. Transport to designated hospital.

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV of lactated Ringer's or normal saline at TKO. If patient is tachycardic and/or hypotensive, give a 250 ml bolus then run at 100cc/hr.
2. Determine serum glucose level with Glucometer or Dextrostix
   a. If sugar 60 mg/dl - 80 mg/dl; **Sublingual glucose paste, or Glucagon** 1mg IM or ½ amp of 25gm **50% Dextrose IV**
   b. If Blood sugar < 60 mg/dl; 1 amp **25gm 50% Dextrose** IV or **Glucagon 1 mg IM**
3. If history of drug abuse, and patient has constricted pupils or respiratory depression, assist respirations as needed and administer **Narcan** 1-2 mg IV
4. If history suspicious for alcoholism, administer **Thiamine** 100 mg IV (slow) or IM.

ALS LEVEL 2: MEDICAL CONTROL

1. **Contact Medical Control or Medical Director for any questions or problems.**

2.8.6
2.8.7 Motion Sickness

Purpose: This protocol is for patients who may become ill with nausea, vomiting and/or dizziness due to motion sickness during a long transport. This may develop or be aggravated by the rear facing position in back of the ambulance or on an aircraft. Inquire if patient has a history of motion sickness.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. **Initial Patient Assessment 2.1.1**
2. Assure ABCs are stable. Position of comfort
3. **Airway Assessment/Management Protocol 2.1.2**. Oxygen if indicated via nasal cannula @ 2 - 4 LPM to maintain pulse ox ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%).
4. Attach cardiac monitor and pulse oximeter if indicated
5. Provide appropriate comfort measures (i.e. cool cloth to forehead).

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV of lactated Ringer's at 125 ml/hr. Give 250 ml fluid bolus if systolic pressure < 90 mm Hg (20 ml/kg for children).
2. Be alert for dysrhythmias.
3. If patient nauseated or has recently vomited, administer one of the following:
   a. **Zofran** 4 – 8 mg IV or IM
   b. Benadryl 25-50 mg IV or IM.
4. If patient complains of dizziness or motion sickness, consider administering:
   a. **Valium** 2-10 mg IV
   b. **Versed 2 – 4 mg IV**

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director if any concerns or any questions.

2.8.8 Nausea and Vomiting

Purpose: Use this protocol for patients who are nauseated and vomiting due to their illness, pain, side effect of medications, etc. If the patient's nausea and vomiting is associated with an altered mental status or a seriously ill appearance, consider the cause to be a decompensation of their medical problem such as DKA (if diabetic)

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol
2. Airway Assessment/Management Protocol. If indicated, Oxygen via nasal cannula @2 - 4 LPM to maintain pulse ox at ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter if indicated
4. Provide appropriate comfort measures (i.e. cool cloth to forehead).

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV lactated Ringer's or Normal Saline at 125ml/hr. If patient hypotensive (systolic < 90 mm Hg) and/or tachycardic (HR > 110) bolus with 1- 2 liters of IV fluid in 250ml increments until systolic BP > 90 mm Hg (20 ml/kg for children). Recheck vital signs and lung exam in-between each increment. Discontinue bolus if signs of pulmonary edema or development of respiratory distress.
2. If patient nauseated or has recently vomited, administer one of the following:
   a. **Zofran** 4 – 8 mg IV or IM (or the ODT Tablet sublingual if available)
   b. **Benadryl** 25-50 mg IV or IM.

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director if any concerns or any questions.

2.8.9 Hyperkalemia (Elevated Potassium)

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Purpose:

This protocol is to be used on patients with dangerously elevated levels of potassium (>7 mmol/L or 6 -7 mmol/L with EKG changes). Potassium is an extremely important electrolyte and is involved in maintaining electrical potential across cell wall membranes. It is essential to the normal function of cardiac cells. Potassium levels can elevate for a variety of reasons, including but not limited to; problems with excretion (renal 90%, GI 10%), potassium distribution (Extracellular 2%, intracellular 98%), increased absorption/intake. Normal serum potassium levels range from 3.5 – 5 mmol/L.

Signs and symptoms of elevated potassium levels include but are not limited to:

1. Weakness that can progress to paralysis,
2. Dyspnea (owing to respiratory muscle weakness)
3. EKG findings of peaked T wave, prolonged pr interval, widening of QRS complex and eventual sinusoidal wave form

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. **Initial Patient Assessment Protocol 2.1.1**
2. **Airway Assessment/Management Protocol (O_2 PRN) 2.1.2**
3. Attach cardiac monitor and pulse oximeter.
4. Transport to designated hospital

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV Normal Saline at 125ml/hr. If patient hypotensive (systolic < 90 mm Hg) and/or tachycardic (HR > 110) bolus with 1- 2 liters of IV fluid in 250ml increments until systolic BP > 90 mm Hg (20 ml/kg for children). Recheck vital signs and lung exam in-between each increment. Discontinue bolus if signs of pulmonary edema or development of respiratory distress.
2. Perform 12 lead ECG.
   a. Look for peaked T-wave, prolonged P-R interval, Widened QRS complexes, bradycardia
   b. As potassium elevates further, EKG may show dropped P waves, very wide QRS (sinusoid wave form)
   c. Transmit 12 Lead ECG to destination hospital, if available. If inferior wall MI is identified (ST segment elevation in leads II, III, and AVF), perform additional 12 Lead ECG with V4R to confirm/rule out concurrent right ventricular MI.
3. If EKG suggest hyperkalemia or patient is very weak (and is a renal patient or taking potassium supplements), measure serum potassium if equipment available (I-STAT), or obtain value (if it's been within two hours) from record at transferring facility. If level is > 7 mmol/L or 6 – 7 with EKG changes proceed to next step. If EKG changes suggesting elevated potassium levels after Succinylcholine was administered for RSI, proceed to next step

4. Give one amp (if available) of **Calcium Gluconate (or Calcium Chloride)** IV over 1 – 3 minutes. Give only if EKG changes. Avoid if suspect Digoxin toxicity.
5. Give **Albuterol** (only) via neb x 1
6. Give **Sodium Bicarb** 1 amp IV
7. Notify the hospital as additional treatment will be needed on arrival such as
    d. Reg Insulin and D50W
    e. Kayexcelate PO
    f. Possible dialysis

ALS LEVEL 2: MEDICAL CONTROL

1. Notify medical control or medical director for any problems or concerns.

2.8.10 Dystonic Reaction

Purpose:

This protocol is to be used to treat patients who are experiencing extra-pyramidal or dystonic reactions related to side effects of certain drugs (phenothiazine, anti-psychotic, neuroleptic). Dystonia is prolonged involuntary muscular contractions that may cause twisting (torsion) of body parts, repetitive movements, and increased muscular tone. Patients head may be twisted to one side due to uncontrolled muscle spasms of the neck. Patient may have abnormal movement or position of tongue due to spasm of the tongue muscle. This may also cause the patient with difficulty speaking. Patient's eyes may also be deviated to one side.

Common medications that can cause acute dystonic reaction:

Generic Name	Trade Name	General Use
Prochlorperazine	Compazine	Antiemetic, migraine headache
Hydroxyzine	Vistaril, Atarax	Antiemetic, antipruritic
Promethazine	Phenergan	Antiemetic, antipsychotic
Haloperidol	Haldol	Antipsychotic, Tourette's syndrome
Thioridazine	Mellaril	Antipsychotic
Alprazolam	Xanax	Antianxiety
Metoclopramide	Reglan	Antiemetic
Droperidol	Inapsine	Antiemetic, antipsychotic
Fluphenazine	Prolixin	Neuralgia, antipsychotic

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. **Initial Patient Assessment Protocol 2.1.1**
2. **Airway Assessment/Management Protocol (O_2 PRN) 2.1.2**
3. Attach cardiac monitor and pulse oximeter.
4. Transport to designated hospital
5. Keep in mind, until patient is treated, he/she may be able to hear and understand you but will not be able to follow commands.

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV of lactated Ringer's or normal saline at TKO. If patient is tachycardic and/or hypotensive, give a 250 ml bolus then run at 100cc/hr.
2. Determine serum glucose level with Glucometer or Dextrostix
   a. If sugar 60 mg/dl - 80 mg/dl; **Sublingual glucose paste, or Glucagon** 1mg IM or ½ amp of 25gm **50% Dextrose IV**
   b. If Blood sugar < 60 mg/dl; 1 amp **25gm 50% Dextrose** IV or **Glucagon 1 mg IM**

3. If patient exhibiting signs and symptoms of dystonic reaction (extrapyramidal side effect) from one of the common medications listed above, give **Benadryl (Diphenhydramine)** 25 – 50 mg IV or IM
4. If history of drug abuse, and patient has constricted pupils or respiratory depression, assist respirations as needed and administer **Narcan** 1 -2 mg IV

ALS LEVEL 2: MEDICAL CONTROL

1. Contact Medical Control or Medical Director for any questions or problems.

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2.9
Adult Environmental Emergencies

2.9.1 Diving (Scuba) Emergencies/Barotrauma (Decompression Sickness)

Purpose: This protocol is for patients who suffer the effects of sudden changes in atmospheric pressure due to diving related activity. Barotrauma and decompression illness is caused by changes in the surrounding atmospheric pressure beyond the body's capacity to compensate for excess gas load. These injuries are most commonly associated with the use of SCUBA (Self-Contained Underwater Breathing Apparatus). SCUBA diving emergencies can occur at any depth with the most serious manifesting symptoms after a dive. It should be understood that if a patient took a breath underwater, from any source of compressed gas (e.g. submerged vehicle, SCUBA, etc) while greater than 3 feet in depth, the patient might be a victim of barotrauma. Barotrauma may cause several injuries to occur including: arterial gas embolism (AGE), pneumothorax, pneumomediastinum, subcutaneous emphysema, and the "Sub-Queeze." decompression illnesses may also include decompression sickness ("Bends").

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1.
2. Airway Assessment/Management Protocol 2.1.2. Administer Oxygen via non-rebreather @15 LPM
3. Attach cardiac monitor and pulse oximeter
4. Place the patient in a supine head-down left lateral decubitus position.
5. Complete the Dive Accident Signs and Symptoms Checklist and Rapid Field Neuro Exam Record (see appendix)
6. Start Dive History Profile (see blank forms), if possible (the patient's dive buddy may be helpful in answering many of these questions
7. Protect against hypothermia and hyperthermia.
8. If applicable, have the local legal authority in charge secure all of the victims dive gear with proper chain of custody for testing, analysis, etc.
9. Monitor closely for complications (pneumothorax, shock, seizures) and treat per protocols.
10. Transport to the closest Emergency Department or Trauma Center. If transporting by helicopter, fly below 1000 feet (if traveling by fixed wind, request pilot pressurize the cabin to sea level). If applicable and pre-arranged agreement exists, consider transport to a hyperbaric facility. Provide hyperbaric personnel with a detailed history of the dive (depth and duration, timing and onset of symptoms, complications, and any treatment rendered).
11. **Contact Diver's Alert Network (DAN) at Duke University Medical Center at (919) 684-4326** for assistance as needed for further assistance.
12. Bring Dive Computer to the hospital, if available

ALS LEVEL 1: PARAMEDIC ONLY

1. Start an IV of lactated Ringer's or normal saline TKO.

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director if any concerns or any questions.

2.9.2 Cold Related Emergencies/Hypothermia/Frostbite

Purpose: This protocol is to be used for patients who suffer from hypothermia. Factors that predispose and/or cause a patient to develop hypothermia include: geriatric and pediatric patients, poor nutrition, diabetes, hypothyroidism, brain tumors or head trauma, sepsis, use of alcohol and certain drugs, and prolonged exposure to water or low atmospheric temperature. Hypothermia patients can be divided into three categories: Mild (temperature 94-96 degrees F), Moderate (Temperature 86 – 94), and Severe (Temperature < 86 degrees F). It should be noted that most oral thermometers would not register below 96 degrees F. There are some newer digital thermometers that will register lower temperatures.

Frostbite is local tissue freezing.

Mild to Moderate Hypothermia: Patients will generally present with shivering, lethargy.

Severe Hypothermia: Patients may be disoriented and confused to stupor and coma. Shivering usually stops and physical activity will be uncoordinated. In addition, severe hypothermia will frequently produce an Osborn J wave on an ECG, as well as dysrhythmias (bradycardia, ventricular fibrillation).

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. Oxygen via nasal cannula @ 2 - 4 LPM to maintain pulse ox ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter
4. Remove all wet clothes and dry patient.
5. Protect from heat loss and wind chill.
6. Maintain in a horizontal position
7. Check core temperature if possible
8. Frost Bite cases:
   a. Protect injured areas from pressure, trauma, and friction. Bandage with dry sterile dressing if able.
      Do not rub or break blisters.
   b. Do not allow limb to thaw if there is a chance it will re-freeze.
   c. Do not allow patient to ambulate once the limb has started to thaw.
   d. Maintain core temperature by keeping victim warm with blankets.
   e. Warm fluids may be administered orally to conscious patients.
   f. Consider using the pulse oximeter probe to detect peripheral perfusion in affected tissues.

ALS LEVEL 1: PARAMEDIC ONLY

1) If severe pain, give **Morphine** 2-10 mg IM or IV, or **Fentanyl** 50 – 100 mcg IM or IV, for pain control.

Mild to moderate (86 - 96°): Hx of exposure to cold, altered LOC, shivering, muscle stiffness, stumbling or staggering gait, cool or cold skin, mottled or pale skin;

BASIC LEVEL: EMT and PARAMEDIC

1. Warm humidified oxygen 12-15 L/M by non-re-breathing mask. Maintain pulse ox > 95%
2. Remove wet garments
3. Cover with blankets
4. Gentle handling
5. Warm environment
6. If patient has normal LOC may give warm fluids to drink

ALS LEVEL 1: PARAMEDIC ONLY

1. Large bore IV, warm saline at 75cc/hr
2. If altered mental status, determine serum glucose level with Glucometer or Dextro Stix:
   a. If sugar 60 mg/dl - 80 mg/dl; give; ½ amp of 25gm **50% Dextrose** IV or **Glucagon** 1mg IM or Sublingual glucose paste, may repeat x 1 if after 15 minutes recheck fingerstick glucose < 80 mg/dl
   b. If Blood sugar < 60 mg/dl; 1 amp 25gm **50% Dextrose** IV or **Glucagon** 1 mg IM
   c. If glucose > 80 mg/dl and < 200 mg/dl, provide supportive care, keep NPO
   d. If glucose > 200 mg/dl, go to Hyperglycemia Protocol 2.8.2.

Severe with vital signs present (<86°F): Same as mild to moderate but may not have shivering. Should have altered LOC and difficult to detect but present vital signs:

BASIC LEVEL: EMT and PARAMEDIC

1. Same as above
2. NPO

ALS LEVEL 1: PARAMEDIC ONLY

1. Same as above

Severe with absence of vital signs: Same as above but will be unresponsive with no detectable pulse or respirations:

BASIC LEVEL: EMT and Paramedic

1. Warm humidified oxygen by BVM
2. CPR
3. Gentle handling
4. Warm environment as much as possible

ALS LEVEL 1: PARAMEDIC ONLY

1. Intubate and ventilate with warm humidified oxygen, if possible
2. Cardiac Monitor: If V-FIB: defibrillate up to 3 times (200J, 300J, 360J); If biphasic Zoll defibrillator 120J, 150J, 200J; (Peds = 2J/kg, 4J/kg, 4J/kg)
3. Medication therapy may be ineffective due to the decrease in core temperature. Usually meds withheld till core temp warmed to >86°F. Just continue CPR till temp > 86° F. If temp > 86° F, follow appropriate dysrhythmia protocol.
4. Large bore IV or IO, warm saline at 75cc/hr

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director if any concerns or any questions.

2.9.3 Heat Related Emergencies/Hyperthermia

Purpose: This protocol is for patients suffering the effects of hyperthermia. Hyperthermia occurs when the patient is exposed to increased environmental temperature and can manifest as heat cramps, heat exhaustion, or heat stroke. Certain drugs may cause an increase in the body's temperature (e.g. cocaine, ecstasy, certain psychiatric medications, etc.). Heat related injuries can be divided into one of the following;

Heat Cramps: Signs and symptoms include: muscle cramps in extremities and/or abdomen, hot sweaty skin, weakness, dizziness, tachycardia, normal BP, and normal temperature

Heat Exhaustion: Signs and symptoms include: cool and clammy skin, profuse sweating, nausea/vomiting, diarrhea, tachycardia, weakness, dizziness, transient syncope, muscle cramps, headache, positive orthostatic vital signs, normal or slightly elevated temperature.

Heat Stroke: Signs and symptoms include: Hot dry skin (sweating may be present), confusion and disorientation, rapid bounding pulse followed by slow weak pulse, hypotension with low or absent diastolic reading, rapid and shallow respirations (which may later slow), seizures, coma, elevated temperature above 105° F.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. Oxygen via nasal cannula @ 2 - 4 LPM to maintain pulse ox $\geq$ 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter
4. Assess vital signs, including temperature, every 10 minutes.
5. Remove from warm environment and cool patient
6. For mild to moderate heat cramps and heat exhaustion, if patient is conscious and alert, encourage patient to drink water, follow by salt containing fluids (e.g. half-strength Gatorade or 10 K or equivalent drink)
7. If history and findings suggestive of heat stroke:
   a. Remove to cooler environment
   b. Cool with ice packs or moist sheets (must have good ambient air flow)
   c. Stop cooling measures when core body temp is 39° c (102.2° F).

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV lactated Ringer's or Normal Saline at 125ml/hr. If patient hypotensive (systolic < 90 mm Hg) and/or tachycardic (HR > 110) bolus with 1 liter of IV fluid in 250ml increments until systolic BP > 90 mm Hg Recheck vital signs and lung exam in-between each increment. Discontinue bolus if signs of pulmonary edema or respiratory distress develop.
2. If altered mental status, determine serum glucose level with Glucometer or DextroStix:
    a. If sugar 60 mg/dl - 80 mg/dl; give; ½ amp of 25gm **50% Dextrose** IV or **Glucagon** 1mg IM or Sublingual glucose paste, may repeat x 1 if after 15 minutes recheck fingerstick glucose < 80 mg/dl
    b. If Blood sugar < 60 mg/dl; 1 amp 25gm **50% Dextrose** IV or **Glucagon** 1 mg IM
    c. If glucose > 80 mg/dl and < 200 mg/dl, provide supportive care, keep NPO
    d. If glucose > 200 mg/dl, go to Hyperglycemia Protocol.
3. If seizures are present, and suspected to be heat-related:
    a. Protect airway with appropriate airway adjuncts.
    b. **Valium** 5-10 mg IV/IO, or **Versed** 2 – 4 mg IV/IO.

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director if any concerns or any questions.

2.9.4 Near-Drowning

Purpose: Near drowning patients are those who have been submerged in fresh or salt water and may or may not be conscious. Patients who ingested and/or aspirated water during the near drowning experience may initially decline to be transported to the hospital if after they have coughed, vomited and/or rested, they are feeling better following the incident. These patients should be strongly encouraged to be transported for evaluation as there are often delayed complications due to pulmonary edema or aspiration pneumonia.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1. Immobilize cervical spine if trauma suspected
2. Airway Assessment/Management Protocol 2.1.2. If indicated, Oxygen via nasal cannula @2 - 4 LPM to maintain pulse ox 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter if indicated
4. Determine pertinent history (duration of submersion, depth, water temperature, possible seizure, drug and/or alcohol use).
5. Maintain body temperature, dry and warm patient. Start passive re-warming if patient hypothermic.

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV lactated Ringer's or Normal Saline at 125ml/hr. If patient hypotensive (systolic < 90 mm Hg) and/or tachycardic (HR > 110) bolus with 1- 2 liters of IV fluid in 250ml increments until systolic BP > 90 mm Hg (20 ml/kg for children). Recheck vital signs and lung exam in-between each increment. Discontinue bolus if signs of pulmonary edema or development of respiratory distress.

If apneic:

1. Initiate and maintain mechanical ventilation with 100% oxygen.
2. Endotracheal intubation (with in-line cervical immobilization).
3. Treat any dysrhythmias per appropriate protocol.
4. Transport and contact medical control en route.

If apneic and pulseless:

1. Initiate and maintain mechanical ventilation with 100% oxygen.
2. CPR.
3. Endotracheal intubation (with in-line cervical immobilization.)
4. Treat any dysrhythmias per appropriate protocol.
5. Transport and contact medical control en route.
6. If altered mental status, determine serum glucose level with Glucometer or DextroStix:
    a. If sugar 60 mg/dl - 80 mg/dl; give; ½ amp of 25gm 50% **Dextrose** IV or **Glucagon** 1mg IM or Sublingual glucose paste, May repeat x 1 if after 15 minutes recheck fingerstick glucose < 80 mg/dl
    b. If Blood sugar < 60 mg/dl; 1 amp 25gm **50% Dextrose** IV or **Glucagon** 1 mg IM
    c. If glucose > 80 mg/dl and < 200 mg/dl, provide supportive care, keep NPO
    d. If glucose > 200 mg/dl, go to Hyperglycemia Protocol 2.8.2.

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director if any concerns or any questions.
2. Initiate **Dopamine** drip if patient unresponsive to fluid challenge. Begin infusion at 2 mcg/kg/min and titrate to maintain systolic BP >90 mm Hg.

2.9.5 Electrical Emergencies / Lightning Strike

Purpose: This protocol is for patients who suffer the effects of an electrical injury. A wide range of injuries can be caused from a lightning strike or contact with electricity. Electrical injury can occur from direct contact, an arc, or a flash of the electricity and a direct hit or splash from lightning. The movement of electrical current through the body can cause violent muscle contractions that can lead to fractures, and therefore, the C-spine should be protected. The thermal energy can cause external burns, but in many cases the majority of thermal damage is internal, with few external signs of injury. Dysrhythmias are also common (e.g. ventricular fibrillation). The rescuer should be sure that the patient is no longer in contact with the electrical current before initiating treatment. Asystole is a common presentation with lightning strike. These patients should be aggressively resuscitated unless injuries are incompatible with life

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1. C-spine precautions if indicated. Move patient to a protected area (to prevent additional lightning strike).
2. Airway Assessment/Management Protocol 2.1.2. Oxygen via nasal cannula @2 - 4 LPM to maintain the pulse ox $\geq$ 94% (non-rebreather @15 LPM if SpO_2 < 90%)
3. If cardiac arrest or dysrhythmias, standard ALS measures (see appropriate protocol 2.3).
4. Remove smoldering clothes and assess for trauma. Look for entrance and exit wounds.
5. Treat burns per Burn Protocol 2.10.8
6. Initiate Trauma Alert if applicable and meets criteria
7. Correct any open/sucking chest wound
8. Control hemorrhage
9. Cover burns with moist sterile dressing.
10. Attach cardiac monitor and pulse oximeter
11. Complete bandaging, splinting, packaging PRN. Immobilize injured extremities, making note of pulses, sensation, motor function, and color of distal extremities.
12. Try to determine amps, volts, and duration of contact, if possible

ALS LEVEL 1: PARAMEDIC ONLY

1. Initiate IV lactated Ringer's or Normal Saline at 125ml/hr. If patient hypotensive (systolic < 90 mm Hg) and/or tachycardic (HR > 110) bolus with 1- 2 liters of IV fluid in 250ml increments until systolic BP > 90 mm Hg (20 ml/kg for children). Recheck vital signs and lung exam in-between each increment. Discontinue bolus if signs of pulmonary edema or development of respiratory distress.
2. Correct any massive flail segment that causes respiratory compromise. Intubate if necessary.

3. Correct any tension pneumothorax (see needle decompression protocol)
4. If altered mental status, determine serum glucose level with Glucometer or DextroStix:
    a. If sugar 60 mg/dl - 80 mg/dl; give; ½ amp of 25gm **50% Dextrose** IV or **Glucagon** **1mg** IM or Sublingual glucose paste, May repeat x 1 if after 15 minutes recheck fingerstick glucose < 80 mg/dl
    b. If Blood sugar < 60 mg/dl; 1 amp 25gm **50% Dextrose** IV or **Glucagon** **1 mg** IM
    c. If glucose > 80 mg/dl and < 200 mg/dl, provide supportive care, keep NPO
    d. If glucose > 200 mg/dl, go to Hyperglycemia Protocol 2.8.2.
5. If patient is in severe pain with no evidence of a head injury, chest or abdominal trauma, give one of the following:
    a. **Morphine Sulfate** 2 – 10 mg IV or IM
    b. **Fentanyl** 50 – 100 mcg IV or IM

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director if any concerns or any questions.

2.10
Adult Trauma Emergencies

2.10.1 Head and Spine Injuries / Trauma

Purpose: This protocol is for patients who are suspected of having a head and/or spinal injury. If history, symptoms, or signs of head or spinal injuries are present, manually immobilize the head and neck while maintaining a patent airway using a modified jaw-thrust method. Immobilization of the entire spine is indicated following initial stabilization. Hangings without Trauma Alert Criteria ARE NOT Trauma Alert Patients (e.g. "suffocation type", patient without C-spine deformity). **NOTE**: protocol **4.35 Spinal Immobilization Clearance** should be used on a completely alert and cooperative patient at low risk for c-spine injury to determine if spinal immobilization is needed.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1.
2. Airway Assessment/Management Protocol 2.1.2. Oxygen via nasal cannula @ 2 - 4 LPM to maintain pulse ox ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Determine if C-spine immobilization is needed via Spinal Immobilization Clearance Protocol.
4. Attach cardiac monitor and pulse oximeter
5. If isolated head injury, elevate head of backboard 30 degrees (12 – 18 inches).
6. Determine level of consciousness (AVPU).
7. Assess for and document the Glasgow Coma Scale
8. Complete motor examination (paralysis, weakness, posturing), if possible.
9. Pupillary examination (size, equality).
10. Complete sensory examination, if possible.
11. Open wounds, which expose the brain tissue, should be covered with saline-soaked gauze.
12. If combative, check airway, ensure oxygen delivery, and restrain as needed.

ALS LEVEL 1: PARAMEDIC ONLY

1. Intubation and ventilation with 100% oxygen for markedly decreased LOC, inability to maintain a patient airway, or for GCS <= 8.
2. If signs of brainstem herniation exist (e.g. pupillary dilatation, asymmetric pupillary reaction, or motor posturing), ventilate patient to achieve optimal $ETCO_2$ of 35 – 40 mm Hg.
3. If unresponsive or pulseless, apneic:
    a. Intubate with neck in neutral position (stabilized with traction by second EMT).
    b. Ventilate with 100% oxygen.
    c. CPR if pulseless.
4. If BP <90 mm Hg systolic, or signs of shock:
    a. IV Lactated Ringer's en route. Bolus with 250 ml increments of IV fluid p.r.n. x 2 liters. Recheck vitals after each bolus

5. If patient has seizures give one of the following:
    a. **Valium** 2 - 10 mg IVP
    or
    b. **Versed** 2 – 4 mg IVP for seizures and agitation.
6. Consider need or RSI to control airway. See procedure **4.31 RSI**

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director if any concerns or any questions.

2.10.2 Eye Injuries

Purpose: This protocol covers a variety of injuries to the eye. If other injuries to the body exist, priority of care should be given as appropriate.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. Oxygen if applicable via nasal cannula @2 - 4 LPM to maintain pulse ox ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter as indicated.
4. Remove or ask patient to remove contact lens, if still in affected eye(s).
5. **If Penetrating Trauma:**
   a. Stabilize penetrating object(s) and cover affected eye with an ocular shield or similar rigid device. Cover both eyes to minimize eye movement. Avoid direct pressure on eye or penetrating object.
   b. DO NOT delay transport.
6. **If Blunt Trauma**:
   a. Cover both eyes
   b. Do Not delay transport
7. If eyeball has been forced out of the socket, cover the entire eye area with a rigid container, such as a disposable drinking cup. Avoid contact with the exposed globe. If bleeding, control by direct pressure with a sterile dry dressing.
8. **If Loss of Vision**: (If sudden painless and non-traumatic loss of vision, consider Retinal Artery Occlusion);
   a. Apply cardiac monitor and assess for changes
   b. Apply vigorous pressure using heel of hand to affected eye for 3-5 seconds, then release. (Patient may perform this procedure)
   c. Do Not delay transport

ALS LEVEL 1: PARAMEDIC ONLY

1. If chemical injury or foreign body sensation;
   a. Instill (if available) 2 drops **Tetracaine ophthalmic drops** (0.5% solution) in affected eye if patient not allergic to Tetracaine or the "caine" class of local anesthetics. Contraindicated in penetrating eye injuries or laceration of the cornea or globe.
   b. If chemical injury, flush immediately with sterile normal saline and continue flushing en route.
   c. Bring chemical container or name of chemical with patient to the emergency department.
2. Initiate IV lactated Ringer's or Normal Saline at KVO PRN if injury seems serious.

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director if any concerns or any questions.

2.10.3 Chest Trauma: Blunt and Penetrating

Purpose: This protocol covers both blunt and penetrating chest trauma and should be part of initial resuscitation if breathing is compromised. Chest pain due to blunt trauma may be an indication of underlying injury. Blunt injuries such as a pulmonary contusion and cardiac contusion may cause respiratory insufficiency and /or myocardial infarction.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol. 2.1.1
2. Airway Assessment/Management Protocol. 2.1.2. Oxygen via nasal cannula @ 4 LPM to maintain pulse ox ≥ 94% (use non-rebreather @15 LPM if SpO_2 < 90%)
3. Attach cardiac monitor and pulse oximeter.
4. If penetrating or sucking chest or upper back wound (look for bubbles, listen for air leaks):
5. Place occlusive dressing (or commercially available covering) during exhalation (tape on 3 sides) or apply Asherman Chest Seal. Once occluded, monitor for tension pneumothorax.
6. Impaled objects should be stabilized in place. If impaled object is very large or unwieldy, attempt to cut object to no less than six inches from chest.

ALS LEVEL 1: PARAMEDIC ONLY

1. Start two large bore IVs or IOs of lactated Ringer's or normal saline TKO. Bolus as needed with two liters of IV fluid in 250 – 500 ml increments to maintain systolic BP > 90 mm Hg. Check vital signs frequently.
2. Call Trauma Alert if patient meets criteria (see Trauma Alert Criteria)
3. If flail chest (unstable segment that does not expand with the remainder of the chest on inspiration):
    a. If conscious, stabilize flail segment with gauze pad, IV bag, etc.
    b. If unconscious, immobilize neck and intubate. Ventilate with 100% oxygen by BVM.
4. If tension pneumothorax develops, (unilateral absent breath sounds with or without tracheal deviation or bilaterally absent breath sounds:
    a. Perform needle decompression per protocol.
5. If continued inadequate ventilations and decreasing LOC:
    a. Rapid secondary survey for additional injuries.
    b. Immobilize neck.
    c. Control hemorrhage.
    d. Intubate with cervical stabilization.
    e. Ventilate with 100% oxygen via BVM.
    f. Cardiac compressions if pulseless.
6. Treat any dysrhythmias per cardiac dysrhythmia protocols.

7. If patient being transferred to another facility with chest tube(s) already in place:
    a. Keep chest tubes tubing from kinking.
    b. Check dressing over chest tube site to assure adequately adhered.
    c. Keep pleuravac upright at all times.
    d. Monitor if on suction for intermittent bubbling.
    e. If patient with chest tube begins to experience severe respiratory distress:
        1) Rapidly assess ABCs.
        2) Assist ventilations as needed.
        3) Check chest tube tubing for kinks or leaky connections or blood in tube. If so, unkink, seal leak, or milk tubing.
        4) If patient is on board air ambulance, immediately ascertain the cabin altitude pressure. If greater than sea level, have the pilot descend the aircraft to achieve cabin altitude of sea level.

ALS LEVEL 2: MEDICAL CONTROL

1. medical control or medical director for further orders as needed.

2.10.4 Abdominal / Pelvic Trauma

Purpose: This protocol covers blunt and penetrating abdomino-pelvic trauma. Penetrating injuries may also include the chest. Patients who may initially appear normal can rapidly deteriorate and therefore should be closely monitored and have serial exams.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2
3. Attach cardiac monitor and pulse oximeter.
4. If patient pregnant and back boarded, tilt board 30 degrees left
5. Impaled objects should be stabilized in place.
6. Eviscerations should be covered with saline-soaked gauze. Do not attempt to push the organs back into the abdomen. If PASG/ MAST is in use from another service or facility, do not inflate the abdominal section.
7. For penetrating injuries cover with an occlusive dressing (e.g. Vaseline gauze).
8. Do not log roll patient with a suspected pelvic fracture (may use scoop stretcher)
9. If pelvic fracture suspected, wrap in sheet splint
10. Rapid transport.

ALS LEVEL 1: PARAMEDIC ONLY

1. Establish two large bore IVs of lactated Ringer's to maintain systolic pressure > 90 mm Hg. Run in two liters of IV fluid. Monitor vital signs and lung sounds after each 250 ml bolus. Discontinue if signs of pulmonary edema. If systolic pressure still < 90 contact medical control for further IV orders. IF IV access is unavailable, insert one or two EZ-IOs in the appropriate extremities
2. Call a trauma alert on all patients that meet criteria (see trauma alert protocol).

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director for any questions or problems.
2. Pain management for abdominal pain ONLY by medical control orders

2.10.5 Extremity Injuries

Adult Medial Protocol

Purpose: This protocol will cover extremity injuries including fractures, crush, lacerations, and amputations. Time is critical if there is any chance of re-implanting the amputated part. Lacerations should be repaired as soon as possible (ideally wounds should be repaired within 6 hours), as the risk of infection increases with each passing hour before repair. Urgently transport any injury with vascular compromise.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2
3. Control bleeding
4. Rinse any grossly contaminated wound with saline and cover with sterile dressing.
5. Attach cardiac monitor and pulse oximeter as indicated for seriously injured patient (may not be necessary for an isolated distal extremity wound or fracture).
6. Trauma Alert patients who meet criteria (see Trauma Alert Criteria)
7. Transport to designated facility.
8. If severe life threatening hemorrhage cannot be controlled by direct pressure or other simple measures, apply a CAT tourniquet as per Tourniquet Protocol

FRACTURES

1. Any fracture or suspected fracture should be splinted appropriately and if possible, apply ice pack to area.
2. Remove and secure all jewelry on the affected extremity. Have your partner witness the disposition of the jewelry, i.e. given to patient or family member, and document disposition in the chart.
3. Check pulse, sensation, and movement before and after splinting.
4. Closed angulated fractures without distal pulse should be aligned using proximal and distal traction during splinting, except fractures that involve a joint, which should be splinted in position found.
5. Traction splints should be used in cases of closed femur fractures, unless a pelvic fracture is suspected. Hip fractures or pelvic fractures can be treated with sheet splint. Femur fractures can also be treated with HARE Traction Splint or Sager Traction Splint.

AMPUTATIONS

1. The amputated stump should be dressed with bulky dressing
2. Rinse the amputated part with saline to remove loose debris.
3. Wrap amputated part in gauze moistened with saline
4. Placed wrapped part in plastic bag and seal. Label with name, date and time.
5. Place plastic bag on ice for transport.

ALS LEVEL 1: PARAMEDIC ONLY

1. One or two large bore IV(s) of lactated Ringer's solution at appropriate rate to maintain systolic > 90 mm Hg. If intraosseous IV is started, do not use injured extremity. If BP < 90, bolus with 250 ml increments of IV fluid up to 2 liters with vital sign rechecks between each bolus.
2. Treat for shock, if indicated.
3. If patient's blood pressure is stable AND isolated extremity wounds AND patient has no allergies to specific pain medication give one of the following:
    a. **Morphine** IV in 2mg increments, titrate to pain up to 10mg
    b. **Fentanyl** 50 – 100 mcg IV or IM
4. If nauseated, give one of the following:
    a. **Zofran** 4-8mg IV or IM
    b. **Benadryl** **25-50 mg** IV or IM.

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director for any questions or problems.
2. For IV fluid orders beyond 2 liters if patient remains hypotensive and tachycardic
3. For further pain medication orders beyond the amount allowed in ALS LEVEL 1

2.10.6 Burns

Purpose: Burns can be caused by solar, thermal, chemical, and electrical sources. First-degree burns (reddened skin, only the epidermal layer), and second-degree burns (red skin with blisters, extends into the dermis) are painful. Third degree burns (full thickness, charred appearance, All epidermal and dermal structures are destroyed) are painless and leathery. Many burns are associated with inhalation injury. The signs and symptoms of inhalation injury include: nasal and orophyarngeal burns, charring of the tongue or teeth, sooty (blackened) sputum, singed nasal and facial hair, abnormal breath sounds (e.g. stridor, rhonchi, wheezing, etc.), and respiratory distress. In cases of inhalation injury, attention should be given to the patency of the airway. Acute swelling can cause an airway obstruction. The paramedic should consider the need for early intubation to avoid a complete airway obstruction that requires a Cricothyroidotomy.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1.
2. Airway Assessment/Management Protocol 2.1.2.
3. Attach cardiac monitor and pulse oximeter.
4. Extinguish any flames on patient; remove smoldering clothing (leather), and any constricting jewelry. Do not remove or peel off skin or tissue.
5. Stop the burning process:
   - THERMAL BURNS; Lavage the burned area with tepid water (sterile, if possible) to cool the skin. Do not attempt to wipe off semisolids (grease, tar, wax, etc)
   - CHEMICAL: Flush with water or normal saline. Brush off dry chemicals. Refer to hazmat protocols as indicated.
   - ELECTRICAL: Remove from contact with current source if equipped to do so. (Note any secondary fractures and Exit wounds caused by current.)
6. Assess the extent of the burn using the Rule of Nines and the degree of burn severity. Call trauma alert if patient meets criteria (2° or 3° burns > 20% BSA): (SEE TRAUMA ALERT CRITERIA) (See Burn Rule of Nine Appendix) (see Burn Severity Catagories)
7. Apply dry sterile dressings to burn areas
8. Prevent hypothermia, keep patient warm and insure that all outer layers of dressings are dry
9. If altered LOC and/or signs of head injury (consider carbon monoxide and/or cyanide poisoning if closed space burn):
10. Transport to designated hospital.

ALS LEVEL 1: PARAMEDIC ONLY

1. 1 or 2 large bore IVs (in non burned area if possible) with Lactated Ringer's or Normal Saline. Rate should be based on 4cc/kg/%TBS area burned. ½ of this amount will be given over the first 8 hours, so divide the total amount by 2 then again by 8 and this is the cc/hr needed. Example: 70 kg patient with 60% burns to his body.

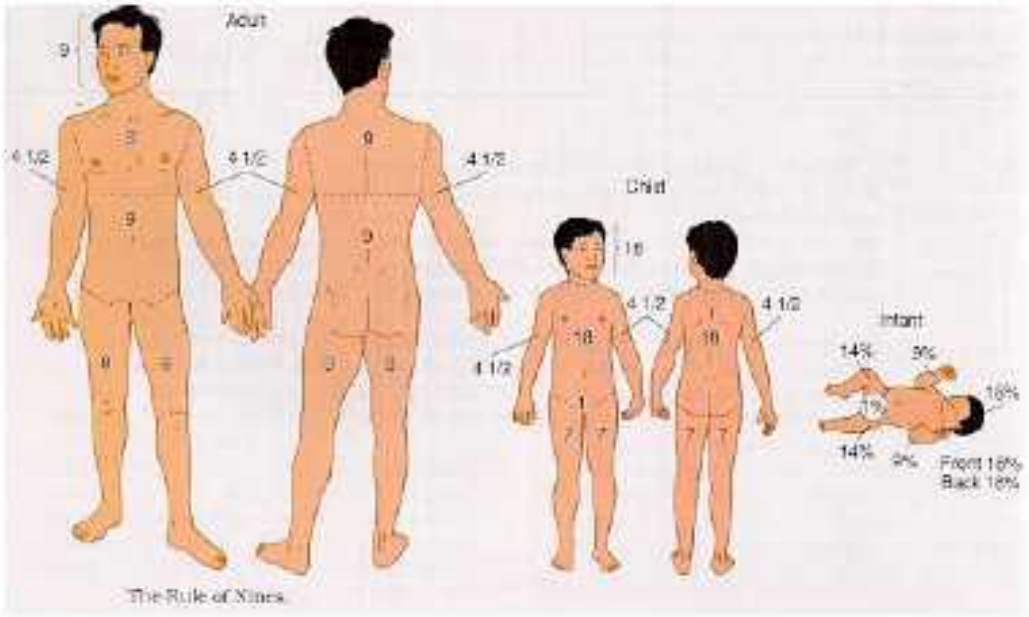
4 ml x 70kg x 60 (%burned) = 16,800
16,800 ÷ 2 = 8,400 (amount of fluid need in 8 hours)
8,400 ÷ 8 = 1050 (amount of IV fluid /hour)

2. If respiratory distress, or airway burns exist, prepare to intubate or support/assist ventilations.
3. If pulseless or apneic, go to Cardiac Arrest Protocol.
4. If additional injuries, go to specific protocol.
5. If patient has isolated burn injuries and no evidence of head injury, altered mental status, chest trauma or abdominal trauma and normal vital signs, CHECK ALLERGIES, give one of the following pain meds for major burns;
    - **Morphine** 2mg increments IV and titrate to pain up to 10mg
    - **Fentanyl** 50 – 100 mcg IV or IM
    - For minor burns, give **Toradol** 30mg IV or 60mg IM.

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control for additional pain medication orders as needed.
2. Consider escharotomy per med control if circumferential burns of the neck, chest, or extremities are interfering with effective ventilations or circulation.
3. Contact medical control or medical director for any questions or problems

Burn Classification	Characteristics
Minor burn injury	◆1° burn ◆2° burn < 15% BSA in adults ◆2° burn < 5% BSA in children/aged ◆3° burn < 2% BSA
Moderate burn injury	◆2° burn 16-25% BSA in adults ◆2° burn 5-20% BSA in children/aged ◆3° burn 2-10% BSA
Major burn injury	◆2° burn > 25% BSA in adults ◆2° burn > 20% BSA in children/aged ◆3° burn > 10% BSA ◆Burns involving the hands, face, eyes, ear feet, or perineum ◆Most patient with inhalation injury, electric injury, concomitant major trauma, or significant pre-existing diseases



2.10.7 Dental Trauma /Avulsed Tooth/Teeth

Purpose: This protocol can be used for patients who sustained dental trauma. Broken teeth, dentures or partial plates can potentially cause airway obstruction, have high index of suspicion if patient is having any respiratory distress following dental trauma. These should be removed to clear the airway. If a tooth is completely knocked out and is not a primary (baby) tooth, make all possible attempts to locate the tooth. If the tooth can be located, AND the root is not broken (completely intact) follow this protocol to manage the situation.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2 (oxygen PRN)
3. Attach cardiac monitor and pulse oximeter PRN.
4. Transport to designated hospital.
5. If the avulsed tooth (teeth) can be located, pick it up by the crown and avoid touching the root. Inspect the tooth to make sure it is completely intact (not broken and the entire root of the tooth is intact).
6. Rinse in normal saline (DO NOT rub or scrub) and placed in moistened gauze, but there is no need to cool or ice. Transport with patient to the hospital. As an alternative, if re-implantation is NOT feasible and the patient is a fully conscious adult, then the best procedure is to place the tooth in the mouth, either under the tongue or in the buccal vestibule. This is not recommended for children
7. Re-implantation is recommended if possible at the scene as time is of the essence. The sooner an avulsed tooth can be re-inserted into its original socket, the greater the chance the tooth will survive. The following guidelines pertain to re-implantation at the scene:
    a. Applicable only for permanent teeth (i.e., with patients over 6.5 years of age)
    b. Applicable when only one or two teeth are cleanly avulsed and the entire root is present
    c. Applicable only to anterior teeth (front 6, upper and lower)
    d. The patient must be conscious, cooperative, and not under the influence of alcohol or drugs.
    e. Should be attempted within the first 30 minutes; the sooner, the greater success rate
    f. Have the patient rinse his/her mouth with saline and spit. Do this several times to rinse the oral cavity.
    g. Rinse the tooth with saline (do not scrub), gently reposition it into the original socket and in as best anatomical position as possible (as even with the adjacent teeth as possible).
    h. Do not force reimplantation. Gentle insertion is all that is necessary. Slight incorrect positioning can be corrected later.

i. Roll a piece of gauze and place between the patient's teeth. Ask the patient to lightly bite down to hold the re-positioned tooth in place with the rolled gauze.

ALS LEVEL 1: PARAMEDIC ONLY

1. Chances are this patient will not need IV fluids. Pain meds can be given IM however at paramedic's discretion, IV access can be established.
2. If this is isolated dental trauma with no signs of head injury, c-spine injury, or airway compromise, you may give one of the following:
   a. **Morphine** 2mg increments IV up to 10 mg or **Morphine** 5mg IM
   b. **Fentanyl** 50 – 100 mcg IV or IM,

ALS LEVEL 2: MEDICAL CONTROL

1. Notify medical control or medical director if any problems and/or questions

2.10.8 Sexual Assault

Purpose: This protocol is to be used for patients who are alleged victims of sexual assault. Treat patient with dignity. Be careful what and how you document. Avoid comments that may be construed as fact by an attorney but for which you have no proof. For example don't write; "patient sustained a large wound on her leg that occurred during the rape". Unless you were there and witnessed the incident, you cannot say for a fact that the wound occurred as the result of the rape. This also implies that you know for a fact that a rape occurred. It is better to use statements such as "the alleged rape" or "the patient states she was raped". Attorneys will back you into a corner and discredit your whole testimony if you make such statements.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. If indicated Oxygen via nasal cannula @ 2 - 4 LPM to maintain pulse ox ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter if indicated
4. Reassure patient and provide emotional support.
5. Perform secondary survey.
6. Treat all injuries appropriately, preferably with a relative present.
7. Protect the scene and preserve evidence. Do not allow the patient to bathe, change clothes, go to the bathroom, or douche. Do not allow patient to place any potential evidence in plastic bags.
8. Notify police if not already informed.
9. Transport to hospital that is equipped to perform sexual assault examinations.

ALS LEVEL 1: PARAMEDIC ONLY

1. Unless patient has serious injuries and/or is hemodynamically unstable, no ALS Level 1 needed
2. Initiate IV only if indicated by seriousness of injury

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director for any questions or problems.

2.10.9 Taser / Stun Device Protocol

Purpose: This protocol if for patients who have been injured by a taser, stun gun, or similar incapacitating device.

DEFINITIONS:

Taser Device - means any device which is powered by electrical charging units, such as batteries, and which fires one or several barbs attached to a length of wire and which, upon hitting a human, can send out a current capable of disrupting a person's nervous system in such a manner as to render him/her incapable of normal functioning.

Stun Device – means any weapon or other device (except taser devices), which emits an electric or current, intended to temporarily disable a person.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Assessment Protocol 2.1.1
2. Approach scene/patient only when scene is secure per law enforcement
3. Be sure wires are snipped from barb before evaluating/treating patient.
4. Airway Assessment Protocol 2.1.2. (Assess/treat the ABC's as per any medical/trauma call). C-spine precautions if indicated
5. Evaluate and treat the patient for any trauma that may have resulted from a fall due to the taser/stun gun incident.
6. If patient has a specific complaint, evaluate/treat the area of concern according to protocol, (i.e. chest pain, shortness of breath, etc).
7. Management of the barbs:
    a. Any penetrating barb in the skin above the clavicles or in the genitalia will be stabilized and transported to the hospital for removal.
    b. Barbs penetrating the skin other than above the clavicles or the genitalia can be removed at the scene if the paramedic or EMT is comfortable doing so, otherwise, stabilized for removal at the hospital. To remove barbs, simply stabilize the skin on either side of the barb and pull straight out. Cleanse area with alcohol or Betadine afterwards.

8. Decision to transport to hospital:
    a. Any patient who sustained obvious trauma from the incident will be transported.
    b. Any patient with any medical complaint following incident will be transported (i.e. chest pain, shortness of breath, nausea, headache, muscle cramps, etc.)
    c. Any patient with an altered mental status resulting from the taser/stun gun incident or perhaps under the influence of any mind altering substance (which may have led to the incident) will be transported.
    d. Any patient who request transport for evaluation for any reason, will be transported.
    e. Any patient who refuses to be transported to the hospital for further evaluation must meet the dry run/refusal criteria.
9. Law enforcement personnel should accompany paramedic for high risk (violent, dangerous) patients.

ALS LEVEL 1: PARAMEDIC ONLY

1. None unless significant trauma then refer to appropriate protocol.

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any concerns or questions.

2.10.10 General Crush Injury

Purpose:

This protocol should be considered when the patient has been **entrapped at the scene for more than two hours,** one or more full extremities trapped by an object capable of causing a crush injury, including machinery, dirt, rock, and rubble or there is entrapment of patient with history of previous cardiac or renal disease or dialysis treatment.

Crush *Syndrome* should be suspected in patients with entrapment/compression of greater than one hour, especially when a large muscle mass/group is involved. Treatment of the patient at risk for Crush Syndrome ***should begin before the patient is removed when practical.*** After the skeletal muscle injury occurs and the crushing object is removed, the accumulation of cellular toxins (myoglobin) and electrolytes (potassium) are released into the circulation and may cause lethal cardiac arrhythmias, acute renal failure and sudden death. The systemic effects of Acute Crush Syndrome only occur after the object is removed and the injured extremity is re-perfused. Removal of the object causes a massive fluid shift into the injured muscle, resulting in acute hypovolemia and hypotension.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment Protocol 2.1.2. Oxygen via nasal cannula @2 - 4 LPM to maintain pulse ox at ≥ 94% (non-rebreather @15 LPM if SpO_2 < 90%) (environmental considerations, dust)
3. Spinal immobilization if applicable
4. Confirm entrapment of 1 or more extremities
5. Complete trauma assessment to evaluate for other injuries and treat immediate life threats immediately
6. Hemorrhage control, may require Tourniquet (see Tourniquet Protocol 4.42)
7. Place on Cardiac Monitor and pulse oximeter. Take vitals
8. If the extremity is reachable, check for decreased sensation, motor function, skin color changes and diminished distal pulses
9. Rapid transport once extricated

ALS LEVEL 1: PARAMEDIC ONLY

PRE-EXTRICATION;

1. Establish two large bore IVs of NS (or LR). 2 liters NS bolus, followed by 500 ml/hr (limit fluid bolus for pediatric (20 ml/kg) and patients with history of cardiac or renal dysfunction
2. Pain control per Pain Protocol 2.1.5. **Fentanyl** is preferred to **Morphine**.
    a. **Fentanyl** 50 – 100 mcg IV or IM
    b. **Morphine** 4 mg initial then 2 mg increments prn up to 10 mg
3. IMMEDIATELY PRIOR TO EXTRICATION; Give **Sodium Bicarbonate** 1 mEq/kg up to 100 mEq IVP
4. Extrication

POST-EXTRICATION

5. Continue cardiac monitoring and assess for hyperkalemia; i.e. widening of QRS (>0.12 seconds) and peak T waves, hypotension
6. If hyperkalemic changes on monitor, give; **Calcium Chloride** 1 gm IV slow (over 5 minutes)
7. Give an **Albuterol** (only) Neb 2.5 mg
8. Dress/splint wound/extremity
9. Call Trauma Alert if criteria are met

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director for any questions or problems.

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2.11
Adults
With Special Health Care Needs

2.11 Adults with Special Healthcare Needs

Overview: These protocols cover specific types of special healthcare needs in adult patients. Adults with special healthcare needs are those who have or are at risk for chronic physical, developmental, behavioral, and emotional conditions that necessitate use of health and related services of a type or amount not usually required by typical adults.

The general approach to adults with special healthcare needs includes the following:

1. Priority is given to ABCs.
2. Do not be overwhelmed by the machines
3. Listen to the caregiver.
4. If a nurse is present, rely on their judgment.
5. Remember…the patient's cognitive level of function may be altered.
6. Assume that the patient can understand exactly what you say.
7. Bring all medications and equipment to the hospital.

Obtaining a history includes asking the parent/caregiver the following:

1. Patient's normal vital signs
2. Patient's actual weight.
3. Developmental level of the patient.
4. Patient's allergies- include latex.
5. Pertinent medications/therapies.

2.11.1 Home Mechanical Ventilators

Purpose: This protocol is for patients who are on home ventilators. Home mechanical ventilators may be indicated for chronically ill adult with abnormal respiratory drive, severe chronic lung disease, or severe neuromuscular weakness. Some patients require continuous mechanical ventilation, while others only require intermittent support during sleep or acute illness. Home ventilators may either be volume limited or pressure limited. All are equipped with alarms. Types of ventilator alarms:

- Low pressure or apnea: May be caused by a loose or disconnected circuit or an air leak in the circuit or at the tracheostoma, resulting in inadequate ventilation.
- Low power: caused by a depleted battery.
- High pressure: can be caused by a plugged or obstructed airway or circuit tubing, by coughing, or by bronchospasm.
- Setting error: is caused by ventilator setting outside the capacity of the equipment.
- Power switchover: occurs when the unit switches from alternating-current power to the internal battery.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. If ventilator-dependant patient is in respiratory distress and the cause is not easily ascertained and corrected, remove the ventilator and provide assisted manual ventilations with a bag-valve device.
3. Suction PRN
4. Attach cardiac monitor and pulse oximeter if indicated
5. Consider need for other protocols

ALS LEVEL 1: PARAMEDIC ONLY

1. None

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director for any problems or concerns.

2.11.2 Tracheostomy

Purpose: Tracheostomies are indicated for long-term ventilatory support, to bypass an upper airway obstruction, and to aid in the removal of secretions. Tracheostomies come in a variety of sizes and can be either single lumen or double lumen. Special attachments include: tracheostomy nose (filtration device), tracheostomy collar (for oxygen or humidification), and Passy-Muir valve (speaker valve).
Signs of tracheostomy tube obstruction:

- Excess secretions.
- No chest wall movement.
- Cyanosis.
- Accessory muscle use.
- No chest wall rise with bag-valve ventilations.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. If obstruction is present, inject 1-3 ml of normal saline into the tracheostomy tube and suction PRN.
3. If unable to clear obstruction by suctioning, remove tracheostomy tube and insert new tube (same size or one size smaller). DO NOT FORCE TUBE.
4. If unable to insert new tracheostomy tube or if unavailable, insert endotracheal tube of similar size into stoma and ventilate with bag-valve-device PRN.
5. If unable to insert endotracheal tube, ventilate with bag-valve-mask over stoma or over patient's mouth while covering stoma PRN.
6. Attach cardiac monitor and pulse oximeter if indicated.
7. Consider need for other protocols.

ALS LEVEL 1: PARAMEDIC ONLY

1. None

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director for any problems or concerns

2.11.3 Central Venous Lines

Purpose: Central venous lines are indicated for administration of medications, delivery of chemotherapy, nutritional support, infusion of blood products, and blood draws. Types of central venous lines include: Broviac/Hickman, Port-a-cath/Med-a-port, and percutaneous intravenous catheters (PIC). Central venous line emergencies include: catheter coming completely out, bleeding at the site, catheter broken in half, blood embolus, thrombus, air embolus, and internal bleeding. **Use of SUB-Q ports require special training and should not be used for IV access.**

Signs of blood embolus, thrombus, air embolus and internal bleeding:

- Chest pain
- Cyanosis
- Dyspnea
- Shock

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient Assessment Protocol 2.1.1
2. Airway Assessment/Management Protocol 2.1.2. If indicated Oxygen via nasal cannula @ 2 - 4 LPM to maintain pulse ox at ≥ equal to 94% (non-rebreather @15 LPM if SpO_2 < 90%).
3. Attach cardiac monitor and pulse oximeter if indicated
4. If catheter is completely out, apply direct pressure.
5. If there is bleeding at the site, apply direct pressure.
6. If catheter is broken in half, clamp end of remaining tube.
7. If suspect blood embolus, thrombus, or internal bleeding: clamp line.
8. If suspected air embolism, clamp line and place patient on left side.
9. Consider need for other protocols

ALS LEVEL 1: PARAMEDIC ONLY

1 CVP and PIC lines may be used for emergency IV access under sterile conditions

2 If central ports need accessing for emergencies, refer to (Protocol **4.42 Indwelling Vascular Catheter**)

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or medical director for any problems or concerns

2.11.4 Feeding Tubes

Purpose: Feeding tubes are indicated for administration of nutritional supplements and in patients that have an inability to swallow. Types of feeding tubes include: nasogastric tube (temporary) and gastrostomy tubes (G tube). Types of G tubes include those that are surgically placed, percutaneous endoscopic gastrostomy tubes, PEG tubes, and jejunal tubes (J-tube). Complications include: leaks, bleeding around the site, and displacement of the tube.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care 2.1.3
2. If catheter is completely out, cover site with Vaseline gauze and apply direct pressure to site.
3. If there is bleeding at the site, apply direct pressure.

ALS LEVEL 1: PARAMEDIC ONLY

1. None

ALS LEVEL 2: MEDICAL CONTROL

1. Contact medical control or the medical director for any questions or concerns.

2.11.5 Blood Product Administration

Purpose: To monitor and maintain a patient with an already established blood or blood product transfussion during an interfacility transport.

Procedure:

ALS LEVEL 1: PARAMEDIC ONLY

A. All blood products to be infused must be initiated by the transferring facility. This protocol does not authorize the paramedic to start, hang or otherwise initiate the infusion of blood products.

B. Before accepting responsibility for the patient, confirm together with a nurse or physician from the transferring facility that the name on the patient's armband is the same as the name on the unit(s) of blood which is(are) infusing. The patient must have an armband, no exceptions.

C. Obtain a written order from the transferring physician as to the rate of infusion, the total amount to be infused during transport of the patient. This must be attached to the Patient care reportand must be delivered to the Recieving facility.

D. Vital signs, including body temperature, must be recorded prior to the transport and every ten minutes during transport, until arrival at the receiving facility.

E. Patient Monitoring – In addition to vital signs monitoring, the patient should be assessed on an ongoing basis for:

1. Signs and symptoms of adverse reaction to the infusion (hives, rash, rigor, chills, difficulty breathing, etc).
2. Correct rate of flow
3. Any pain or swelling at/around the IV site
4. an increase of more than 1° C, or 1.8° F above the patient's initial temperature, indicates a febrile response.

F. If the patient develops any sign of allergy/sensitivity reaction, including; chills, fever (an increase of more than 1° C, or 1.8° F above the patient's initial temperature), chest pain, flank pain, hives, wheezing, or the patient begins showing signs of shock; then the following actions should be initiated immediately:

1. The infusion of blood products must be immediately stopped and the blood administration tubing removed. The tubing, the blood container, and any unused blood must be saved for delivery to the receiving facility.
2. A 0.9 Sodiun Chloride infusion should be initiated and fluid should be administered as indicated in the shock protocol if shock is present.
3. Anaphylactic reactions (hives, wheezing, and shock without fever) should be treated as indicated in the Anaphylaxis protocol.
4. Hemolytic reactions (fever, chills, chest pain, flank pain, and/or shock) may require a diuretic in addition to large amounts of fluid to maintain intravascular volume. Treat shock as indicated in the Shock Protocol and contact TMH Medical Control for orders regarding diuretic administration in hemolytic reactions.

G. Document all observed signs and symptoms on the PCR and include any interventions or actions taken as well as the patients' response to those actions.

Prehospital Protocols

January 2020



Pediatric

Tallahassee Memorial Hospital
Tallahassee Memorial HealthCare

Tallahassee Memorial Emergency Medical Services

3. Pediatric Protocols

3.1 Pediatric Initial Assessments and Management
- 3.1.1 Initial Assessment
- 3.1.2 Airway Management
- 3.1.3 Medical Supportive Care
- 3.1.4 Trauma Supportive Care
- 3.1.5 Pain Management

3.2 Pediatric Respiratory Emergencies
- 3.2.1 Airway Obstruction
- 3.2.2 Upper Airway (Stridor/ Croup/Epiglottitis)
- 3.2.3 Lower Airway (Wheezing/ Asthma/ Bronchospasm)

3.3 Pediatric Cardiac Dysrhythmias
- 3.3.1 Asystole
- 3.3.2 Bradycardia
- 3.3.3 Narrow Complex Tachycardia (Unstable Sinus Tach/ Stable SVT, Unstable SVT)
- 3.3.4 Pulseless Electrical Activity (PEA)
- 3.3.5 Wide Complex Tachycardia with a Pulse (V-Tach) Stable and Unstable
- 3.3.6 Wide Complex Tachycardia without a Pulse (V-fib/ pulseless V-Tach)
- *** Peds V-Tach/V-Fib Algorithm

3.4 Newborn/ Infant Cardiopulmonary Arrest
- 3.4.1 Newborn Resuscitation
- 3.4.2 Sudden Infant Death Syndrome (SIDS)

3.5 Pediatric Neurologic Emergencies
- 3.5.1 Altered Level of Consciousness (Altered Mental Status)
- 3.5.2 Seizure Disorder

3.6 Pediatric Toxicology Emergencies
- 3.6.1 Pediatric Ingestion (Overdose)
- 3.6.2 Bites and Stings
- 3.6.3 Carbon Monoxide Poisoning
- 3.6.4 Organophosphate Poisoning

3.7 Pediatric Other Medical Emergencies
- 3.7.1 Allergic Reaction/ Anaphylaxis



3.7.2 Diabetic Emergencies
3.7.3 Non-Traumatic Abdominal Pain
3.7.4 Non-Traumatic Chest Pain
3.7.5 Violent and/or Impaired Patient
3.7.6 Suspected Child Abuse
3.7.7 Sickle Cell Anemia
3.7.8 Pediatric Fever
3.7.9 Peds Hyperkalemia

3.8 Pediatric Environmental Emergencies
3.8.1 Near Drowning
3.8.2 Heat Related Emergencies
3.8.3 Cold Related Emergencies
3.8.4 Barotraumas / Decompression Illness- Dive Injuries
3.8.5 Electrical Emergencies

3.9 Pediatric Trauma Emergencies
3.9.1 Head and Spine Injuries
3.9.2 Eye Injuries
3.9.3 Chest Injuries
3.9.4 Abdomino-Pelvic Injuries
3.9.5 Extremity Injuries
3.9.6 Traumatic Arrest
3.9.7 Burn Injuries

3.10 Pediatric with Special Healthcare Needs
3.10.1 Home Mechanical Ventilators
3.10.2 Tracheostomy
3.10.3 Central Venous Lines
3.10.4 Feeding Tubes

Pediatric Protocols Overview

3.1 Pediatric Initial Assessment and Management

Introduction:

Protocols in Section 3.1 are designed to guide the EMT or paramedic in his or her initial approach to assessment and management of pediatric patients. The Basic Level care is specified as EMT and Paramedic (BLS) and Level 1 is Paramedic only (ALS). ALS Level 2 designates medical control orders.

Protocol 3.1.1 Initial Assessment should be used on all pediatric patients for initial assessment. During this assessment, if the paramedic determines that there is a need for airway management, Protocol 3.1.2 Airway Management should be used for the management of the pediatric airway. These protocols are frequently referred to by other protocols, which may or may not override them in recommending more specific therapy.

Protocol 3.1.3 Medical Supportive Care presents the basic components of preparation for transport of medical patients. Due to the significant differences in priorities and packaging in the pre-hospital care of trauma and hypovolemia cases, a separate Trauma Supportive Care protocol has been developed. After following Protocol 3.1.1 Initial Assessment, this Medical Supportive Care protocol may be the only protocol used in medical emergency situations where a specific diagnostic impression and choice of additional protocol(s) cannot be made. Judgment must be used in determining whether patients require ALS or BLS level care. This protocol is frequently referred to by other protocols, which may or may not override it in recommending more specific therapy.

Protocol 3.1.4 Trauma Supportive Care presents the basic components of preparation for transport of trauma patients. Due to the significant differences in priorities and packaging in the pre-hospital care of medical cases, a separate Medical Supportive Care protocol has been developed. After following Protocol 3.1.1, this Trauma Supportive Care protocol may be the only protocol used in

trauma or hypovolemia situations where a specific diagnostic impression and choice of additional protocol(s) cannot be made. Judgment must be used in determining whether patients require ALS or BLS level care. This protocol is frequently referred to by other protocols, which may or may not override it in recommending more specific therapy.

Paramedics only for pain management should use protocol 3.1.5.

Overview of Evaluating and Managing Pediatric Emergencies:

1. Remember that children are not small adults. Treatments vary as do drug dosages and fluid administration rates.
2. Cardiac arrest in children is not a sudden event. It is almost always due to a respiratory problem, which leads to hypoxia, bradycardia, and eventually asystole. Ventricular fibrillation is a rare event in children. Initial treatment should be directed at establishment of an airway, administration of supplemental oxygen, and mechanical ventilation.
3. EOAs, EGTAs, PTL airways, and esophageal combitubes should not be used in children. The preferred method of airway management is endotracheal intubation. Demand valves should not be used in children because of the tendency to cause barotrauma.
4. The intraosseous route of fluid and medication administration is available in children less than 6 years of age.
5. Blood pressure is a late sign of shock in children. Instead, you should evaluate endorgan perfusion.

Anticipating Cardiopulmonary Arrest

All sick children should undergo a rapid cardiopulmonary assessment. The goal is to answer the question, ***"Does this child have pulmonary or circulatory failure that may lead to cardiopulmonary arrest?"*** Recognition of the physiologically unstable infant is made by physical examination alone. Children who should receive the rapid cardiopulmonary assessment include those with the following conditions.

- Respiratory rate greater than 60
- Heart rate greater than 180 or less than 80 (under 5 years)
- Heart rate greater than 180 or less than 60 (over 5 years)
- Respiratory distress
- Trauma
- Burns
- Cyanosis
- Altered level of consciousness
- Seizures
- Fever with petechiae (small skin hemorrhages)

Rapid Cardiopulmonary Assessment

The rapid cardiopulmonary assessment is designed to assist you in recognizing respiratory failure and shock, thus anticipating cardiopulmonary arrest. The rapid cardiopulmonary assessment follows the new basic ABCs (or CAB) of CPR.

Airway Patency

Inspect the airway and ask yourself the following questions.

- Is the airway patent?
- Is it maintainable with head positioning, suctioning, or airway adjuncts? ➢ Is the airway unmaintainable? If so, what action is required?

(Endotracheal intubation, removal of a foreign body, and so on)

Breathing

Evaluation of breathing includes assessment of the following conditions.

- Respiratory rate. Tachypnea is often the first manifestation of respiratory distress in infants. An infant breathing at a rapid rate will eventually tire. Thus, a decreasing respiratory rate is not necessarily a sign of improvement. A slow respiratory rate in an acutely ill infant or child is an ominous sign.
- Air entry. Observing for chest rise, breath sounds, stridor, or wheezing can assess the quality of air entry.
- Respiratory mechanics. Nasal flaring and use of the accessory respiratory muscles is evidence of increased work of breathing in the infant and child.

- Color. Cyanosis is a fairly late sign of respiratory failure and is most frequently seen in the mucous membranes of the mouth and the nail beds. Cyanosis of the extremities alone is more likely due to circulatory failure (shock) than respiratory failure.

Circulation

The cardiovascular assessment consists of the following procedures.

- Heart rate. Infants develop sinus tachycardia in response to stress. Thus, any tachycardia in an infant or child requires further evaluation to determine the cause. Bradycardia in a distressed infant or child may indicate hypoxia and is an ominous sign of impending cardiac arrest.
- Blood pressure. Hypotension is a late and often sudden sign of cardiovascular decompensation. Even mild hypotension should be taken seriously and treated quickly and vigorously, since cardiopulmonary arrest is imminent.
- Peripheral circulation. The presence of pulses is a good indicator of the adequacy of end-organ perfusion. The pulse pressure (the difference between the systolic and diastolic blood pressure) narrows as shock develops. Loss of central pulses is an ominous sign.
- End-organ perfusion. The end-organ perfusion is most evident in the skin, kidneys, and brain. Decreased perfusion of the skin is an early sign of shock. A capillary refill time of greater than 2 seconds is indicative of low cardiac output. Impairment of brain perfusion is usually evidenced by a change in mental status. The child may become confused or lethargic. Seizures may occur. Failure of the child to recognize the parents' faces is often an ominous sign. Urine output is directly related to kidney perfusion. Normal urine output is 1-2 ml/kg/hr. urine flow of less than 1 ml/kg/hr is an indicator of poor renal perfusion.

The rapid cardiopulmonary assessment should be repeated throughout initial assessment and patient transport. This will help you determine whether the patient's condition is deteriorating or improving. Any decompensation or change in the patient's status should be immediately treated.

3.1.1 Initial Assessment

Purpose: The initial assessment of the pediatric patient will vary with the age of the patient. However, there are some initial components of assessment that are consistent with all patients, regardless of age. The paramedic or EMT should follow the appropriate approach to patient assessment with respect to the patient's age. In addition to the patient, the parents or caregiver may be needed to gain information needed for a complete assessment of the patient.

Procedure:

Basic Level: EMT and PARAMEDIC

1. **Scene Size-up.**
   - A. Review of Dispatch Information.
   - B. Assess Need for Body Substance Isolation.
   - C. Assessment of Scene Safety.
   - D. Determine Mechanism of Injury.
   - E. Determine Number and Location of Patients.
   - F. Determine Need for Additional Resources. G. Observe Environment of Pediatric Patient.
2. **Pediatric Assessment Triangle - Rapid Cardiopulmonary Assessment.**
   - A. Appearance.
     1. Alertness.
     2. Distractibility.
     3. Consolability.
     4. Eye Contact.
     5. Speech/Cry.
     6. Spontaneous motor activity.
     7. Color.
   - B. Work of Breathing.
     1. Appearance (as above).
     2. Use of accessory muscles.
        a. Intercostal and/or supraclavicular retractions.
        b. Diaphragmatic breathing (see-saw type breathing).
     3. Respiratory rate.
     4. Tidal volume (chest expansion).
     5. Other signs of respiratory distress.

a. Nasal flaring.
b. Grunting.
c. Cyanosis.

C. Circulation to Skin.
1. Strength of pulses (central vs. peripheral).
2. Color and temperature of extremities (central vs. peripheral).
3. Capillary refill time.
4. Pulse rate.
5. Blood pressure (may be difficult to assess in infants).

3. **Initial Assessment.**
A. Assess Airway, C-Spine and Initial Level of Consciousness (AVPU).
B. Assess Breathing.
C. Assess Circulation and Presence of Hemorrhage.
D. Assess Disability - Movement of Extremities.
E. Expose and Examine Head, Neck, Chest, Abdomen, and Pelvis (check back when patient is rolled on side). F. Identify Priority Patients.

4. **Initial Management** (see Pediatric Protocol 3.1.3 - Medical Supportive Care or 3.1.4 -Trauma Supportive Care).

5. **Secondary Assessment.**
A. Conduct a Toe-to-Head Survey.
B. Neurological Assessment.
1. Pupillary Response.
2. Pediatric Glasgow Coma Score.
C. Repeat Assessment Triangle - Rapid Cardiopulmonary Assessment (as above).
D. Obtain a Medical History.
1. S - Symptoms - Assessment of Chief Complaint.
2. A - Allergies.
3. M - Medications.
4. P - Past Medical History.
5. L - Last Oral Intake.
6. E - Events Leading to Illness or Injury.

6. **Other Assessment Techniques.** A. Cardiac Monitoring.
B. Glucose Determination
C. Pulse Oximetry

3.1.2 Airway Management

Purpose: Airway assessment and management is the most important and first order of business when patient contact is made (immediate removal from unsafe scene may on occasion trump airway management). An algorithm for general airway assessment/management provides a general overview and road map for the EMT/Paramedic to follow if needed. This algorithm will in turn direct the EMT/Paramedic to either a Non-breathing Airway Protocol or a Breathing Patient Airway Protocol. Once the airway is controlled/secured, attention can be given to the other medical/trauma problems and care directed according to the appropriate protocol.

NOTE: New 2010 ACLS guidelines recommend titrating the amount of oxygen delivered to maintain pulse ox > 94%. If this can be done via nasal cannula then it is not necessary to use a 100% NRM.

Procedure:

Basic Level: EMT and PARAMEDIC

1. Initial Assessment Protocol 3.1.1.
2. **If spontaneous breathing is present without compromise**: A. Monitor breathing during transport.
   B. Administer oxygen PRN (Oxygen should only be administered and titrated to the patient that shows signs of respiratory compromise and/or is unable to maintain SpO_2 ≥ 94%).
      1. Infants via infant mask @ 2-4 L/min.
      2. Small child (1-8 years) via pediatric nasal cannula @ 2 – 4 L/min or pediatric face mask @ 6-8 L/min.
      3. Older child (9-15 years) via nasal cannula @ 2 – 4 L/min, simple mask @4-6 L/min or non-rebreather mask @ 10-15 L/min.
      4. If mask is not tolerated administer via blow-by method.
3. **If spontaneous breathing is present with compromise:** A. Maintain airway (e.g. modified jaw thrust)
   B. Suction PRN.
   C. Administer oxygen and titrate to pulse ox of > 94%.
      1. Infants via infant mask @ 2-4 L/min.
      2. Small child (1-8 years) via via pediatric nasal cannula @ 2 – 4 L/min or pediatric mask @ 6-8 L/min.

3. Older child (9-15 years) via nasal cannula @ 2 – 4 L/min, simple mask @4-6 L/min or non-rebreather mask @ 10-15 L/min.
4. If mask is not tolerated administer via blow-by method.

D. If unable to maintain airway, insert oropharyngeal or nasopharyngeal airway PRN.
E. Assist ventilations with BVM PRN.
F. Pulse oximeter, as soon as possible.

4. **If spontaneous breathing is absent or markedly compromised**: A. Maintain airway (e.g. modified jaw thrust).
B. Suction PRN.
C. If unable to maintain airway, insert oropharyngeal or nasopharyngeal airway.
D. Ventilate with BVM @ 20/minute for the child and 30/minute for the infant.
E. Monitor pulse oximetry and capnography or $ETCO_2$ monitoring device, as soon as possible.

ALS Level 1: PARAMEDIC ONLY

A. Perform endotracheal intubation PRN and document the following (The BVM should be initially used for ventilatory support. Endotracheal intubation should only be used when the BVM is ineffective or prolonged ventilatory support is necessary).
(1) Confirm ETT placement (see confirmation protocol).
a. Negative epigastric sounds
b. Positive bilateral breath sounds
(2) Secure ETT with tape and bite block or commercial device.
a. Full spinal immobilization is recommended
(3) Attach end-tidal CO_2 monitoring device.
(4) Monitor SpO_2 with pulse oximeter.

B. Insert Nasogastric tube and decompress stomach PRN (when gross gastric distension is noted, an NG tube should be inserted to relieve gastric distension that may be compromising ventilatory effort).
C. If unable to intubate and patient cannot be adequately ventilated by other means, perform needle cricothyroidotomy and transport rapidly to the hospital.

ALS LEVEL 2: MEDICAL CONTROL None

3.1.3 MEDICAL SUPPORTIVE CARE

Purpose: This protocol is used in conjunction with the Initial patient Assessment Protocol.

Procedure:

Basic Level: EMT and PARAMEDIC

1. Initial Assessment Protocol 3.1.1.
2. Airway Management Protocol 3.1.2.
3. Attach cardiac monitor and pulse oximeter if indicated
4. Keep patient warm (except if treating heat stroke, cool patient).

ALS LEVEL 1: PARAMEDIC ONLY

1. Monitor ECG PRN.
2. Establish IV (or EZ-IO if critical condition and in need of urgent fluids and/or drugs) of Normal Saline with regular infusion set PRN (a)(b)(c)(d), unless overridden by other specific protocol. EMT and Paramedic
3. Establish hospital contact for notification of incoming patient and obtaining consultation for level 2 orders.

ALS Level 2: MEDICAL CONTROL

1. Contact medical control or medical director if any concerns or any questions.

Note:

(a) Authorized IV routes include all peripheral venous sites. External jugular veins may be utilized when other peripheral site attempts have been unsuccessful or would be inappropriate. A large bore intracath should be used for unstable patients; avoid sites below the diaphragm.
(b) A Buretrol, Volutrol, or Soluset should be used in lieu of a minidrip when starting an IV on patients that are eight years old or less.
(c) An IV lock or medication access point (MAP) may be used in lieu of an IV bag in some patients with intravenous lines, when appropriate
(d) An EMT that has been authorized by their Medical Director may establish and IV.
(e) When unable to establish an IV in the pediatric patient that needs to be resuscitated, an intraosseous line may be used by the paramedic only.

3.1.4 TRAUMA SUPPORTIVE CARE

Purpose: This protocol is used in conjunction with the Initial Assessment Protocol.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Assessment Protocol 3.1.1. Initiate trauma alert, if applicable.
2. Airway Management Protocol 3.1.2. (manually stabilize c-spine PRN).
3. Correct any open wound/sucking chest wound (occlusive dressing).
4. Control hemorrhage
5. Immobilize C-spine and secure patient to backboard or Pediatric Immobilizer PRN (a)
6. Attach cardiac monitor and pulse oximeter if indicated
7. Expedite transport
8. The following steps should not delay transport:
    a. Complete bandaging, splinting and packaging PRN
    b. Establish hospital contact for notification of incoming patient and for the Paramedic to obtain consultation for level 2 orders
9. Keep patient warm.

ALS LEVEL 1: PARAMEDIC ONLY

1. Correct any massive flail segment that causes respiratory compromise (intubate)
2. Correct any tension pneumothorax with needle decompression as per protocol
3. Establish IV (or EZ-IO if critical condition and in need of urgent fluids and/or drugs) of Normal Saline with regular infusion set PRN (b)(c)(d), unless overridden by other specific protocol.
4. Monitor ECG PRN.

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director if any concerns or questions.

Note:

(a) Infants and small children in car seats may be immobilized without removing them from the car seat, as long as it will not interfere with patient assessment and other needed procedures and car seat is intact. If patient is not in car seat on arrival, do not put patient back into car seat to immobilize; use backboard or pediatric immobilizer.
(b) Authorized IV routes include all peripheral venous sites. External jugular vein may be utilized when other peripheral site attempts have been unsuccessful or would be inappropriate. Two IVs using large bore intracath should be used for unstable patients, avoid sites below the diaphragm. Rapid transport should not be delayed to establish an IV.
(c) A Buretrol, Volutrol, or Soluset should be used in lieu of a regular infusion set when starting an IV on patients that are less than eight years old.
(d) When unable to establish an IV in the pediatric patient that needs to be resuscitated, an intraosseous line may be used by the paramedic only.

3.1.5 PAIN MANAGEMENT

Purpose: This protocol is to be used for managing pain in pediatric patients with the following conditions:

- Isolated Extremity Fracture
- Acute back strain
- Soft tissue injuries, burns, bites and stings.
- Discomfort related to attached devices or inserted tubes such as a foley catheter, NG tube, chest tube, etc. This will apply to intra-facility transfers.

Do not use this protocol if there is multisystem trauma or hemodynamic instability. Keep in mind that severe back pain can sometimes be indicative of a condition that may require emergency surgery such as appendicitis, ruptured or dissecting aneurysm, ruptured ectopic pregnancy, etc. Be sure you do a good abdominal exam on patients complaining of back pain. If any abdominal tenderness is found, do not give pain med until advised by medical control or medical director. If patient has severe enough back pain that you are considering giving pain medication for, be sure the history is consistent with back strain, e.g. lifting heavy material and felt a pull. **DO NOT USE TORADOL ON ANY PATIENT THAT MAY REMOTELY BE GOING TO SURGERY,** e.g. fractured extremities, serious soft tissue injures**.** If you're not sure, call med control for advice. Kidney stone patients may report a history of kidney stones and may or may not have hematuria (blood in urine). Always monitor respiratory status and pulse ox after administration of a narcotic. Intervene as needed to keep pulse ox 95 %

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3

Isolated Extremity Fracture

The purpose of this procedure is to manage pain associated with isolated extremity fractures not associated with multisystem trauma or hemodynamic instability.

ALS LEVEL 1: PARAMEDIC ONLY

1. Patients should be asked to quantify their pain on an analog pain scale

(0=least severe to 10=most severe) or Wong-Baker Faces Scale or Infant Behavior Score (a)(b). This should be documented and used to measure the effectiveness of analgesia.

2. Distal circulation, sensation and movement should be noted and recorded in the injured extremity.
3. The extremity should be immobilized as described in Adult Protocol Extremity Injuries.
4. Extremity fractures should be elevated, if possible, and cold applied.

ALS LEVEL 2: MEDICAL CONTROL

1. If pain persists and systolic BP is adequate (see Appendix - Pediatric Vital Signs), chose one of the following:
   a. **Morphine Sulfate** may be given intravenously in increments every 3 – 5 minutes, titrated to pain to a maximum of 5 mg. Administer at a rate not to exceed 1 mg/min. Pediatric dose: < 6 months; 0.05 – 0.2 mg/kg SUB-Q/IM/IV (avoid IM route if possible)
      6 months- 12 yrs; 0.1-0.2 mg/kg IV/IM/SUB-Q.

   b. **Fentanyl (Sublimaze)**
      Pediatric dosage: 1-3 yrs old: 2 – 3 mcg/kg IV
      3 – 12 yrs old: 1 – 2 mcg/kg IV
      >12 yrs old: 0.5 – 1 mcg/kg IV

Acute Back Strain:

This procedure should be used in the isolated back strain where an acute abdominal process is not suspected.

ALS LEVEL 1: PARAMEDIC ONLY

1. Patients should be asked to quantify their pain on an analog pain scale (0=least severe to 10=most severe). This number should be documented and used to measure the effectiveness of analgesia.
2. Secure patient to back board PRN.

ALS Level 2: MEDICAL CONTROL

1. If pain persists and systolic BP is adequate (see Appendix Pediatric Vital Signs), give one of the following:

- **Morphine Sulfate** may be given intravenously in increments every 3 – 5 minutes, titrated to pain to a maximum of 5 mg. Administer at a rate not to exceed 1 mg/min.
  Pediatric dose:
  < 6 months; 0.05 – 0.2 mg/kg SUB-Q/IM/IV (avoid IM route if possible)
  6 months- 12 yrs; 0.1-0.2 mg/kg IV/IM/SUB-Q.

- **Fentanyl (Sublimaze)**
  Pediatric dosage: **1-3 yrs old**: 2 – 3 mcg/kg IV
  3 – 12 yrs old: 1 – 2 mcg/kg IV
  >12 yrs old: 0.5 – 1 mcg/kg IV
- If > 2 years of age, **Ketorolac Tromethamine (Toradol)** may be given 0.5 mg/kg (maximum 15mg) IV or 1 mg/kg (maximum 30 mg) IM

Soft Tissue Injuries, Burns, Bites and Stings

This procedure is used for pain associated with soft tissue injuries, burns, bites and stings not associated with multisystem trauma or hemodynamic instability.

ALS LEVEL 1: PARAMEDIC ONLY

1. Patients should be asked to quantify their pain on an analog pain scale (0=least severe to 10=most severe). This number should be documented and used to measure the effectiveness of analgesia.

ALS Level 2: MEDICAL CONTROL

1. If pain persists and systolic BP is adequate (see Appendix Pediatric Vital Signs), give one of the following:
   a. **Morphine Sulfate** may be given intravenously in increments every 3 – 5 minutes, titrated to pain to a maximum of 10 mg. Administer at a rate not to exceed 1 mg/min.
   Pediatric dose:
   < 6 months; 0.05 – 0.2 mg/kg SUB-Q/IM/IV (avoid IM route if possible)
   6 months- 12 yrs; 0.1-0.2 mg/kg IV/IM/SUB-Q.

   b. **Fentanyl (Sublimaze)** Pediatric dose:
   1-3 yrs old: 2 – 3 mcg/kg IV

3 – 12 yrs old: 1 – 2 mcg/kg IV
>12 yrs old: 0.5 – 1 mcg/kg IV

c. If > 2 years of age, **Ketorolac Tromethamine (Toradol)** may be given 0.5 mg/kg (maximum 15mg) IV or 1 mg/kg (maximum 30 mg) IM

Note:

(a) **Wong-Baker Facial Scale**:



(b) **Infant Behavior Score**

Assessment of Behavior Score:
0 "Relaxed" – Infant comfortable, not distressed
1-2 Some transitory distress caused; returns immediately to "relaxed". 3-4 Transitory distress, likely to respond to consolation
5 Infant experiences pain; if no response to consolation, may require analgesia.
6 "Anguished" and "exaggerated" – infant experiencing acute pain; is unlikely to respond to consolation, will probably benefit from analgesia.
6-8 "Inert"- (no response to traumatic procedure) infant is habituated to pain; will not respond to consolation; systematic pain control by analgesia should be considered.

Infant Behavior Score:
Facial Expression
0 "relaxed" Smooth muscled; relaxed expression; either in deep sleep or quietly alert.

1 "anxious" Anxious expressions; frown; REM behind closed lids; wandering gaze; eyes narrowed; lips parted; pursed lip as if "oo" is pronounced.

2 "anguished" Anguished expression/crumped face; brow bulge; eyesqueeze; nasolabial furrow pronounced; square-stretched mouth; cupped tongue; "silent cry"

3 "inert" (Only during or immediately after traumatic procedure) no response to trauma; no crying; rigidity; gaze avoidance; fixed/staring gaze; apathy; diminished alertness

Body Movement

0 "relaxed" Relaxed trunk and limbs; body in tucked position; hands in cupped position or willing to grasp a finger

1 "restless" Moro reflexes; startles; jerky or uncoordinated movement of limbs; flexion/extension of limbs; attempt to withdraw limb from site of injury.

2 "exaggerated" Abnormal position of limbs; limb/neck extension; splaying of fingers and/or toes; flailing or thrashing of limbs; arching of back; side swiping/guarding site of injury

3 "inert" (Only during or immediately after traumatic procedure) no response to trauma; inertia; limpness/rigidity; immobility

Color

0 Normal skin color (depending on skin type)

1 Redness; congestion

2 Pallor; mottling; grey

(c)

Extreme caution should be used with administering Morphine to a patient with an $SpO_2 < 95\%$

(d)

Toradol is contraindicated in the following patients:

1. Potential surgical candidate (e.g. trauma patient)
2. Know allergies to nonsteroidal anti-inflammatory drugs (e.g. aspirin, ibuprofen)
3. History of nasal polyps
4. Angioedema
5. Bronchospastic reactivity (e.g. asthma) 6. Kidney dysfunction

3.2
PEDIATRIC RESPIRATORY EMERGENCIES

3.2 PEDIATRIC RESPIRATORY EMERGENCIES

Overview: Most children requiring urgent intervention have primary respiratory problems. 80-90% of all pediatric cardiac arrests originate in the respiratory system. When the child in respiratory distress can no longer compensate, respiratory failure will be followed by cardiac failure. It is crucial to recognize respiratory distress and dysfunction early, so that cardiopulmonary failure may be prevented. Note that the respiratory system is also used to compensate for the hypoxia and acidosis found in primary circulatory failure. Assessment of the pediatric respiratory system should focus not on clinical status, as reflected by general appearance (adequacy of cerebral oxygenation and ventilation) and work of breathing.

Components of Appearance

1. **Alertness**: How responsive and interactive is the child with a stranger or other changes in the environment? Is the patient restless, agitated or lethargic?
2. **Distractibility**: How readily does a person, object, or sound draw the child's interest or attention? Will the patient play with a toy or new object?
3. **Consolability** Can the patient be comforted by the caregiver or by the paramedic?
4. **Eye Contact** Does the child maintain eye contact with objects or people? Will the patient fix his/her gaze on a face?
5. **Speech/Cry** Is the speech/cry strong and spontaneous? Weak and muffled? Hoarse?
6. **Spontaneous Motor Activity** Is the patient moving and resisting vigorously and spontaneously? Is there good muscle tone and responsiveness?
7. **Color** Is the patient pink? Or is the patient pale, ashen, blue or mottled? Does the skin coloring of the trunk differ from that of the extremities?

Signs of Work of Breathing

1. **Use of Accessory Muscles** Pediatric patients will use accessory muscles early to compensate for deficiencies in perfusion.

Intercostal and supraclavicular retractions, as well as diaphragmatic breathing (see-saw) may be very apparent.

2. **Respiratory Rate** Significant finding if >60/min. or <10-20/min.
3. **Tidal Volume** Inspection of chest wall movement may not be adequate for assessment of tidal volume. It is imperative to auscultate bilateral lung sounds to determine adequacy of tidal volume.
4. **Nasal Flaring** Flaring of the external nares indicates respiratory distress.
5. **Grunting** Grunting is an ominous sign associated with severe distress. It is caused by a premature closure of the glottis on exhalation due to atelectasis. The patient is attempting to maintain a positive end expiratory pressure (PEEP) to allow for better lung inflation.
6. **Cyanosis** Cyanosis is usually a late finding and will initially be visible around the mouth and gums (perioral) and nail beds.
7. **Pulse Oximeter** SpO_2 <90% is suggestive of respiratory insufficiency.
8. **Lung Sounds** Auscultation of bilateral lungs sounds not only assesses tidal volume but may uncover abnormal sounds (eg. wheezing, stridor, rales).

Specific treatments for the different causes of respiratory distress are outlined in the following protocols. When the paramedic is unsure as to which protocol to follow, he or she should follow the protocols in Section 3.1 and contact medical control for further direction.

References: Dieckmann, RA, et al: Pediatric Education for Paramedics, National PEP Task Force, 1995.

American Heart Association/American Academy of Pediatrics: Textbook of Pediatric Advanced Life Support, Dallas, 1994.

American Heart Association: Guidelines 2000 for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care: Supplement to Circulation 102: 8, 2000.

3.2.1 AIRWAY OBSTRUCTION

Purpose: Causes of upper airway obstruction include the tongue, foreign bodies, swelling of the upper airway due to angio-neurotic edema (see Pediatric Protocol - Allergic Reactions/Anaphylaxis), trauma to the airway, and infections {see Pediatric Protocol - Upper Airway (Stridor - Croup/Epiglottitis)}. Differentiation of the cause of upper airway obstruction is essential to determining the proper treatment.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3
2. If air exchange is inadequate and there is a reasonable suspicion of foreign body airway obstruction (FBAO), apply abdominal thrust (a).
   a. Child:
      i. If conscious, ask, "Are you choking?"
      ii. If patient unable to speak and/or shakes head yes, give abdominal thrust
      iii. Repeat abdominal thrust until effective or patient become unconscious.
      iv. If patient becomes unconscious, perform a tongue-jaw lift, visualize object and perform a finger sweep to remove object. Do not perform blind finger sweep.
      v. Open airway and attempt to ventilate. If still obstructed, reposition airway and try to ventilate again.
      vi. Give 5 abdominal thrusts
      vii. Repeat steps iv through vi twice.
      viii. If still unrelieved, go to ALS Level 1 Treatment.
   b. Infant:
      i. If conscious, determine airway patency
      ii. If patient is unable to move air or has poor air exchange, give 5 back blows between the shoulder blades and then 5 chest thrusts with patient in a head dependent position
      iii. Repeat back blows and chest thrusts until effective or patient becomes unconscious
      iv. If patient becomes unconscious, perform a tongue-jaw lift and look in the mouth for the object. If object can be seen, remove the object.

v. Open airway and attempt to ventilate; if still obstructed, reposition airway and try to ventilate again.
vi. Give 5 back blows and 5 chest thrusts, with patient in a head dependent position.
vii. Repeat steps iv. through vi. twice.
viii. If still unrelieved, go to ALS Level 1 treatment

ALS LEVEL 1: PARAMEDIC ONLY

1. If unable to relieve FBAO, visualize with laryngoscope and extract foreign body with Magill forceps.
2. If obstruction is due to trauma and/or edema, or if uncontrollable bleeding into the airway causes life-threatening ventilatory impairment, perform endotracheal intubation
3. If unable to intubate and patient cannot be adequately ventilated by other means, perform needle cricothyroidotomy.

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director if any concerns or questions.

Note:
(a) If air exchange is adequate with a partial airway obstruction, do not interfere and encourage patient to cough up obstruction. Continue to monitor for adequacy of air exchange. If air exchange becomes inadequate continue with protocol.

3.2.2 UPPER AIRWAY (STRIDOR CROUP / EPIGLOTTITIS)

Purpose: **Stridor** is a high pitched "crowing" sounds caused by restriction of the upper airway. In addition to FBAO (see Pediatric Protocol Airway Obstruction), stridor can be caused by croup and epiglottitis.

Croup (laryngotracheobronchitis) is a viral infection of the upper airway, which causes edema/ inflammation below the larynx and glottis with a resultant narrowing of the lumen of the airway. Croup most often occurs in children 6 months to 4 years of age. The child with croup will have stridor, as well as, a distinctive barking cough and cold symptoms (low-grade fever (100-101 degrees F), with a gradual onset of respiratory distress.

Epiglottitis is an acute infection and inflammation of the epiglottis that potentially is life threatening. Since the availability of Hemophilus influenza, type B (Hib) vaccine, epiglottitis has markedly decreased, yet it may still occur from other bacterial pathogens. Epiglottitis usually occurs in children 4 years of age and older. The child with epiglottitis will present with stridor, as well as, acute respiratory distress, sore throat, pain upon swallowing which causes the distinctive drooling, high grade fever (102-104 degrees F), and may assume the classic tripod position.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3, including pulse oximeter (avoid IVs in these patients) (a).
2. Avoid agitating the child with suspected epiglottitis. Never examine the epiglottis (a).
3. Administer humidified oxygen. If humidified oxygen is unavailable, use nebulized saline (do not force oxygen mask on pediatric patient - use blow-by technique if necessary) (a).

ALS LEVEL 1: PARAMEDIC ONLY

1. None

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director if any concerns or questions.

Note:

(a) Avoid any procedure that will agitate patient.

3.2.3 LOWER AIRWAY (WHEEZING ASTHMA / BRONCHIOLITIS)

Purpose: This protocol for pediatric patients with wheezing. Wheezing is a whistling type breath sound associated with narrowing or spasm of the smaller airways.

Wheezing in the child under one year of age is usually the result of **bronchiolitis**, a viral infection of the bronchioles which causes prominent expiratory wheezing, clinically resembling asthma.

Asthma is a chronic inflammatory disease that is triggered by many different factors (e.g. environmental allergens, cold air, exercise, foods, irritants, and certain medications). Asthma has a two-phase response. The first phase is associated with a histamine release, which causes bronchoconstriction and bronchial edema. Early treatment with bronchodilators may reverse the bronchospasm. The second phase consists of inflammation of the bronchioles and additional edema. The second phase will usually not respond to ronchodilators. An anti-inflammatory medication (e.g. corticosteroid) is typically required. Assessment of the asthma patient usually includes a history of asthma with associated medications. The patient will be tachypneic and may have an unproductive cough. Use of accessory muscles is evident and wheezing may be heard, most commonly on expiration. In a severe asthma attack, the patient may not wheeze at all due to a lack of airflow.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3, including pulse oximeter.

ALS LEVEL 1: PARAMEDIC ONLY

1. **Albuterol (Ventolin)** 1 nebulizer treatment (if <1 year or <10 kg, mix 1.25 mg in 1.5 ml of Normal Saline {0.083%}; if >1 year or >10 kg, mix 2.5 mg in 3 ml of Normal Saline {0.083%}). May repeat twice PRN (a).
2. Add **Ipratropium Bromide (Atrovent)** If < 8 years, add 0.25 mg (1.25 ml); if > 8 years, add 0.5 mg (2.5 ml) of Atrovent to first **Albuterol** nebulizer treatment (on first nebulizer treatment only) and flow O_2 at 6-8 L/min.
3. Consider need for assisted ventilation and intubation
4. If respiratory distress is severe, **Epinephrine** (1:1000) 0.01mg/kg IM (if < 8 years, 0.15 mg up to maximum dose of 0.3mg; if > 8 years, maximum dose is 0.3 –0.5 mg).

5. If respiratory distress is severe, give **Methylprednisolone Sodium Succinate (Solu-Medrol)** 2mg/kg IV (Maximum dose 125 mg).

ALS LEVEL 2: MEDICAL CONTROL

1. Repeat **Epinephrine** (1:1000) 0.01 mg/kg IM (if < 8 years, 0.15 mg up to maximum dose of 0.3 mg; if > 8 years, maximum dose is 0.3 –0.5 mg).
2. Call medical control or medical director if any concerns or questions.
3. For severe dyspnea, consider giving **Magnesium Sulfate;** 25 – 40 mg/kg (maximum 2gm) IV (mixed in 50 ml of D5W given over 10 – 20 minutes).

3.3
PEDIATRIC
CARDIAC DYSRHYTHMIAS

3.3 PEDIATRIC CARDIAC DYSRHYTHMIAS

Overview:

Cardiac dysrhythmias in pediatric patients are uncommon and are usually due to noncardiac problems, unless the patient is known to have congenital or acquired cardiac disease. Cardiac arrest is usually the end result of hypoxemia and acidosis resulting from respiratory insufficiency or shock. Therefore, attention should be given initially to support of the respiratory system. Pediatric dysrhythmias can be divided into three categories: slow rhythms, fast rhythms, or no rhythm. The most common dysrhythmia is bradycardia, which is the result of hypoxia or acidosis. Tachycardias can be a compensatory mechanism or a result of a reentry mechanism. Ventricular fibrillation, although rare in pediatrics, is usually the result of hypoxia. Asystole is a terminal event, following prolonged, untreated bradycardia.

"On the basis of the published evidence to date, the Pediatric Advanced Life Support (PALS) Task Force of the International Liaison Committee on Resuscitation (ILCOR) has made the following recommendation (July 2003):

Automated external defibrillators (AEDs) may be used for children 1 to 8 years of age who have no signs of circulation. Ideally the device should deliver a pediatric dose. The arrhythmia detection algorithm used in the device should demonstrate high specificity for pediatric shockable rhythms, i.e., it will not recommend delivery of a shock for nonshockable rhythms (Class IIb)." [1]

1. American Heart Association, National ECC Training Memo, August 15, 2003.

3.3.1 ASYSTOLE

Purpose: This protocol is for pediatric patients found to be in asystole.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3, including pulse oximeter.
2. CPR

ALS LEVEL 1: PARAMEDIC ONLY

1. Check other leads to confirm asystole.
2. Intubate and ventilate @ 20/minute for the child and 30/minute for the infant
3. **Epinephrine**
4. *First dose*: **Epi 1:10,000** 0.01 mg/kg IV/IO initially (maximum 1 mg). *Second and subsequent doses*: **Epi 1:1000** 0.1 mg/kg IV/IO. If unable to establish an IV/IO, administer **Epinephrine** (1:1000) 0.1 mg/kg ET (maximum ET is 15 mg). Repeat every 3-5 minutes for duration of pulselessness.
5. Perform glucose test with finger stick. If glucose is below 60 mg/dL, administer: If neonate to infant: 5ml/kg of D10 IV/IO. If child <8 years: **D25** 2 ml/kg IV/IO; If >8 years: **D50** 1 ml/kg IV/IO (a).
6. For known acidosis or prolonged down time, consider **Sodium Bicarbonate** (8.4% solution) 1 mEq/kg IV/IO (1ml/kg). For infants dilute 8.4% 1:1 with sterile water (not normal saline) to make 4.2% and give 1mEq/kg IV/IO (NOTE: 1mEq = ~ 84 mg Bicarbonate). This reduces the hyperosmolarity of the solution.

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director if any concerns or questions.

Note

(a) To avoid infiltration and resultant tissue necrosis, Dextrose 25% and 50% should be given slow IV with intermittent aspiration of IV line to confirm IV patency followed by saline flush.

3.3.2 BRADYCARDIA

Purpose: Use this protocol for pediatric patients with bradycardia. Causes of symptomatic bradycardia include hypoxemia, hypothermia, head injury, heart block, heart transplant (special situation), and toxin/poison/drug overdose.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3, including pulse oximeter.
2. Assure adequate ventilation and oxygenation.
3. If heart rate is <60/min. in infant or child associated with poor systemic perfusion, start chest compressions

ALS LEVEL 1: PARAMEDIC ONLY

1. **Epinephrine** (1:10,000) 0.01 mg/kg IV/IO (maximum 1 mg) q 3-5 min. If unable to establish IV/IO, administer **Epinephrine** (1:1,000) 0.1 mg/kg ET (maximum ET is 10 mg). Repeat every 3-5 minutes at same dose (a).
2. **Atropine** 0.02 mg/kg IV/IO (Minimum single dose 0.1 mg)
   Maximum **single** dose: (child 0.5 mg) (adolescent 1mg)
   Maximum **total** dose: (child 1 mg) (adolescent 2 mg)
   If unable to establish IV/IO, administer **Atropine** 0.04 mg/kg ET (same minimum dose as IV/IO). May repeat Atropine once (a).
3. Identify and treat possible causes.
4. External pacemaker (see Medical Procedure).

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director if any concerns or questions.

Notes

(a) Administer Atropine before Epinephrine for bradycardia due to suspected increased vagal tone or primary AV block.

3.3.3 NARROW COMPLEX TACHYCARDIA

Purpose: Pediatric patients suffering from tachycardia may or may not exhibit symptoms. Narrow complex tachycardia (QRS < 0.08 seconds) is either sinus tachycardia or supraventricular tachycardia. The following rates should be considered:

Sinus tachycardia is greater than normal (see Appendix; Pediatric Vital Signs 7.10) and usually for a child: <180/minute and infant: <220/minute. Rate may vary with sinus tachycardia.

Supraventricular tachycardia is usually >220/minute for infants. If >2 years of age, SVT may be slower (e.g. 180-220/minute). Rate will not vary with SVT.

Wide complex SVTs are rare in children and, therefore, should initially be considered as ventricular in origin, unless proven otherwise (e.g. documented QRS morphology consistent with pre-existing BBB or WPW).

Possible causes of pediatric tachycardia include:

4 H's	4 T's
Hypoxemia	**T**amponade
Hypovolemia	**T**ension pneumothorax
Hyperthermia	**T**oxins
Hyper/hypokalemia and metabolic disorders	**T**hromboembolism

3.3.3a UNSTABLE SINUS TACHYCARDIA (DIMINISHED PERFUSION)

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3.

ALS LEVEL 1: PARAMEDIC ONLY

1. Fluid challenge Normal Saline 20 ml/kg IV.
2. Consider other cause (e.g. 4 H's, 4 T's).

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director if any concerns or questions.

3.3.3b STABLE SVT (Normal perfusion)

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3.

ALS LEVEL 1: PARAMEDIC ONLY

1. Perform 12 lead ECG (see Medical Procedure 4.38).
2. Consider cause (e.g. 4 H's, 4 T's).

ALS LEVEL 2: MEDICAL CONTROL

1. Vagal maneuvers; begin with ice water (see Medical Procedure Vagal maneuvers 4.39).
2. **Adenosine Triphosphate (Adenocard)** 0.1 mg/kg (6 mg max.) rapid IVP followed by 6 ml NS flush.
3. Repeat in 2 minutes, **Adenosine Triphosphate (Adenocard)** 0.2 mg/kg (12 mg max.) rapid IVP followed by 6 ml NS flush.
4. Repeat in 2 minutes, **Adenosine Triphosphate (Adenocard)** 0.2 mg/kg (12 mg max.) rapid IVP followed by 6 ml NS flush.

3.3.3c UNSTABLE SVT (Diminished perfusion)

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3.

ALS LEVEL 1: PARAMEDIC ONLY

1. Consider cause (eg. 4 H's, 4 T's).
2. Consider sinus tachycardia as the underlying, not SVT.
3. If patient is responsive, **Adenosine Triphosphate (Adenocard)** 0.1 mg/kg (6 mg max.) rapid IVP or IOP followed by 6 ml NS flush.
4. If patient is responsive, repeat in 2 minutes, **Adenosine Triphosphate (Adenocard)** 0.2 mg/kg (12 mg max.) rapid IVP followed by 6 ml NS flush.
5. If patient is responsive, repeat in 2 minutes, **Adenosine Triphosphate (Adenocard)** 0.2 mg/kg (12 mg max.) rapid IVP followed by 6 ml NS flush.

ALS LEVEL 2: MEDICAL CONTROL

1. If patient is conscious and aware of situation, consider sedation with one of the following benzodiazepines:
   a. **Lorazapam (Ativan)** 0.05 to 0.1 mg/kg IV, maximum; 1 mg.
   b. **Diazepam (Valium)** 0.1 mg/kg IV/IO.
   c. **Midazolam (Versed)**
      For procedural sedation; ***IV/IO route***;
      6 mo – 5 yr; 0.05 – 0.1 mg/kg IV/IO x 1 repeat q 2 – 3 min prn; max 0.6 mg/kg total
      6 – 12 yr; 0.025 – 0.05 mg/kg IV/IO x 1, repeat q 2 – 2 min prn; max 0.4 mg/kg total
      > 12 yr old: 0.5 – 2 mg IV/IO x 1; may repeat q 2 -3 min prn; max 10 mg

      For procedure sedation: ***IM route***;
      > 6 mo; 0.1 - 0.15 mg/kg IM; max 0.5 mg/kg (use ideal body wt in obese pt)
2. If patient is poorly responsive, synchronized cardioversion
   a. @ 0.5 joule/kg. (or equivalent biphasic energy level) if no response :

b. synchronized cardioversion @ 1 joule/kg (or equivalent biphasic energy level). If no response:
c. synchronized cardioversion @ 2 joules/kg (or equivalent biphasic energy level).

3. **Amiodarone** 5 mg/kg IV/IO over 20 minutes.

3.3.4 PULSELESS ELECTRICAL ACTIVITY (PEA)

Purpose: This protocol is used for: electromechanical dissociation (EMD), pseudo-EMD, idioventricular rhythms, bradyasystolic rhythms, post-defibrillation idioventricular rhythms.

Possible causes of pediatric PEA include:

4 H's	4 T's
Hypoxemia	Tamponade
Hypovolemia	Tension pneumothorax
Hypothermia	Toxin/poisons/drugs
Hyper/hypokalemia	Thromboembolisim
And metabolic disorders	

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3 2. CPR.

ALS LEVEL 1: PARAMEDIC ONLY

1. Intubate and ventilate (see Medical Procedure Oraltracheal Intubation4.27).
2. **Epinephrine**
   First dose: **Epi 1:10,000** 0.01 mg/kg IV/IO initially (maximum 1 mg).
   Second and subsequent doses: **Epi 1:1000** 0.1 mg/kg IV/IO. If unable to establish IV/IO, administer **Epi** (1:1000) 0.1 mg/kg ET (maximum ET is 15 mg). Repeat every 3-5 minutes for duration of pulselessness.
3. Consider cause (e.g. 4 H's, 4 T's) and possible treatment options (e.g. glucose) (see specific protocols).
4. Check blood glucose: Below 60 mg/dL, administer:
   a. Neonates: 10% Dextrose: 2-5 ml/kg (0.2-0.5 g/kg)
   b. Infants: 10% Dextrose: 5 ml/kg (0.5 g/kg)
   c. Children < 8 yrs: D25 2 ml/kg IV/IO (0.5 g/kg)
   d. Children > 8 yrs: D50 1 ml/kg IV/IO.
5. Fluid challenge of Normal Saline 20 ml/kg IV/IO.
6. Consider **Sodium Bicarbonate** (8.4%) 1 mEq/kg IV/IO (a).

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director if any concerns or questions.

Note

(a) Sodium Bicarbonate (4.2%) 1 mEq/kg IV/IO should be administered to infants (dilute 8.4% 1:1 with Normal Saline to make 4.2%).

3.3.5 WIDE COMPLEX TACHYCARDIA WITH A PULSE (VENTRICULAR TACHYCARDIA)

STABLE (normal perfusion)

Purpose: This protocol is used in wide complex tachycardia (QRS > 0.08 seconds) with a rate > 150/minute.

Possible causes of pediatric tachycardia include:

4 H's	4 T's
Hypoxemia	Tamponade
Hypovolemia	Tension pneumothorax
Hypothermia	Toxin/poisons/drugs
Hyper/hypokalemia	Thromboembolisim
And metabolic disorders	

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3

ALS LEVEL 1: PARAMEDIC ONLY

1. Consider cause (e.g. 4 H's, 4 T's).
2. Administer one of the following antiarrhythmics:
   a. **Amiodarone** 5 mg/kg IV/IO over 20 minutes.
   b. **Lidocaine** 1% 1 mg/kg IV/IO. Repeat every 5 minutes to a maximum total dose of 3 mg/kg (a)(c). Use if Amiodarone is unavailable.
   c. **Procainamide** 15 mg/kg IV/IO over 30 minutes.

ALS LEVEL 2: MEDICAL CONTROL

1. Use only one antiarrhythmic medication. If rhythm does not convert with maximum dose, treat as unstable (synchronized cardiovert).
2. Call medical control or medical director if any concerns or questions.

Notes

(a) Dilute Lidocaine 2% 1:1 with Normal Saline to make 1%.
(b) If unable to establish IV/IO, administer Lidocaine 3 mg/kg ET. May repeat every 5 minutes up to 6 mg/kg ET.
(c) If Lidocaine suppresses ectopy, start Lidocaine maintenance infusion; Mix 120 mg in 100 ml of D5W (or 60 mg in 50 ml of D5W) and flow at 20-50 mcg/kg/min.
(d) If patient converts rhythm, give Lidocaine 1% 1 mg/kg IV/IO, refer to (a)(b)(c).

3.3.5 WIDE COMPLEX TACHYCARDIAWITH A PULSE (VENTRICULAR TACHYCARDIA)

UNSTABLE (diminished perfusion)

Purpose: This protocol is used in wide complex tachycardia (QRS > 0.08 seconds) with a rate > 150/minute.

Possible causes of pediatric tachycardia include:

4 H's	4 T's
Hypoxemia	Tamponade
Hypovolemia	Tension pneumothorax
Hypothermia	Toxin/poisons/drugs
Hyper/hypokalemia	Thromboembolisim
And metabolic disorders	

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3.

ALS LEVEL 1: PARAMEDIC ONLY

1. Consider cause (e.g. 4 H's, 4 T's).

ALS LEVEL 2: MEDICAL CONTROL

1. If patient is conscious and aware of situation, consider sedation with one of the following benzodiazepines:
    a. **Lorazapam (Ativan)** 0.05 to 0.1 mg/kg IV, maximum; 1 mg.
    b. **Diazepam (Valium)** 0.1 mg/kg IV/IO.
    c. **Midazolam (Versed)** **IV/IO** Route:
    6 mo – 5 yr; 0.05 – 0.1 mg/kg IV/IO x 1 max 0.6 mg/kg total
    6 – 12 yr; 0.025 – 0.05 mg/kg IV//IO x 1, max 0.4 mg/kg total
    > 12 yr old: 0.5 – 2 mg IV/IO x 1; max 10 mg **IM** Route:
    > 6 mo; 0.1 - 0.15 mg/kg IM; max 0.5 mg/kg (use ideal body wt in obese pt)
2. Synchronized cardioversion @ 0.5 joule/kg (or equivalent biphasic energy) (d).
3. Synchronized cardioversion @ 1 joules/kg (or equivalent biphasic energy) (d).
4. Administer one of the following antiarrhythmics:
    a. **Amiodarone** 5 mg/kg IV/IO over 20 minutes.
    b. **Lidocaine** 1% 1 mg/kg IV/IO. Repeat every 5 minutes to a maximum total dose of 3 mg/kg (a)(b)(c).
    c. **Procainamide** 15 mg/kg IV/IO over 30 minutes.
5. Synchronized cardioversion @ 2 joules/kg (or equivalent biphasic energy) (c).
6. Synchronized cardioversion @ 4 joules/kg (or equivalent biphasic energy).

Notes

(a) Dilute Lidocaine 2% 1:1 with Normal Saline to make 1%.
(b) If unable to establish IV/IO, administer Lidocaine 3 mg/kg ET. May repeat every 5 minutes up to 6 mg/kg ET.
(c) If Lidocaine suppresses ectopy, start **Lidocaine** maintenance infusion: Mix 120 mg in 100 ml of D5W (or 60 mg in 50 ml of D5W) and flow at 20-50 mcg/kg/min.
(d) If patient converts rhythm, give **Lidocaine** 1% 1 mg/kg IV/IO, refer to (a)(b)(c).

3.3.6 WIDE COMPLEX TACHYCARDIA WITHOUT A PULSE AND VENTRICULAR FIBRILLATION

Purpose: This protocol if for pediatric patients in V-Fib and V-tach without a pulse.

Consider and Treat Possible Causes

6 Hs	6 Ts
Hypoxia	**T**ablets
Hypovolemia	**T**amponade
Hypothermia	**T**ension pneumothorax
Hypoglycemia	**T**oxins – poisons, drugs
Hypo/hyperkalemia	**T**hrombosis – coronary **(AMI)** – pulmonary **(PE)**
Hydrogen ion **(acidosis)**	**T**rauma

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3.
2. CPR

ALS LEVEL 1: PARAMEDIC ONLY

Defibrillate @ 2 joules/kg x1, followed by 5 cycles (or two minutes) of CPR then check rhythm. If arrhythmia still persists, resume CPR while charging defibrillator.

Check blood glucose: Below 60 mg/dL, administer:

a. Neonates: 10% Dextrose: 2-5 ml/kg (0.2-0.5 g/kg)
b. Infants: 10% Dextrose: 5 ml/kg (0.5 g/kg)
c. Children < 8 yrs: D25 2 ml/kg IV/IO (0.5 g/kg)
d. Children > 8 yrs: D50 1 ml/kg IV/IO.

Defibrillate @ 4 joules/kg x1, followed by 5 cycles (or two minutes) of CPR then check rhythm. If arrhythmia still persists, resume CPR while charging defibrillator.

Epinephrine

First dose: **Epi 1:10,000** 0.01 mg/kg IV/IO initially.

Second and subsequent doses: **Epi 1:1000** 0.1 mg/kg IV/IO. If unable to establish IV/IO, administer **Epinephrine (1:1000)** 0.1 mg/kg ET, followed by 5 cycles (or two minutes) of CPR if no conversion. Repeat every 3-5 minutes for duration of

pulselessness. (a) Defibrillate @ 4 joules/kg x1, followed by 5 cycles (or two minutes) of CPR then check rhythm. If arrhythmia still persists, resume CPR while charging defibrillator.

Administer one of the following antiarrhythmics:

a. **Amiodarone** 5mg/kg IV/IO (a)
b. **Lidocaine** 1 mg/kg IV/IO (if Amiodarone is unavailable), followed by 5 cycles of CPR if no conversion. Repeat **Lidocaine** 1 mg/kg IV/IO every 3-5 minutes (max. 3 mg/kg). (a)(b)(c)(d)
c. If Torsades de Pointes, **Magnesium Sulfate** 25 – 40 mg/kg (maximum 2gm) IV/IO (mixed in 50 ml of D5W given over 10 – 20 minutes). (a) Consider and treat possible causes: 6H's and 6T's. Repeat steps 3 thru 7 for duration of pulselessness.

For prolonged event, give **Sodium Bicarb** 1 mEq/kg initially IV/IO (1ml/kg of 8.4% solution) followed by 0.5 mEq/kg every 10 minutes. In neonates and infants, dilute the 8.4% solution 1:1 with sterile water (not saline) making a 4.2% solutiuon to reduce the hyperosmolarity of the solution. (a)(e)

ALS Level 2: MEDICAL CONTROL

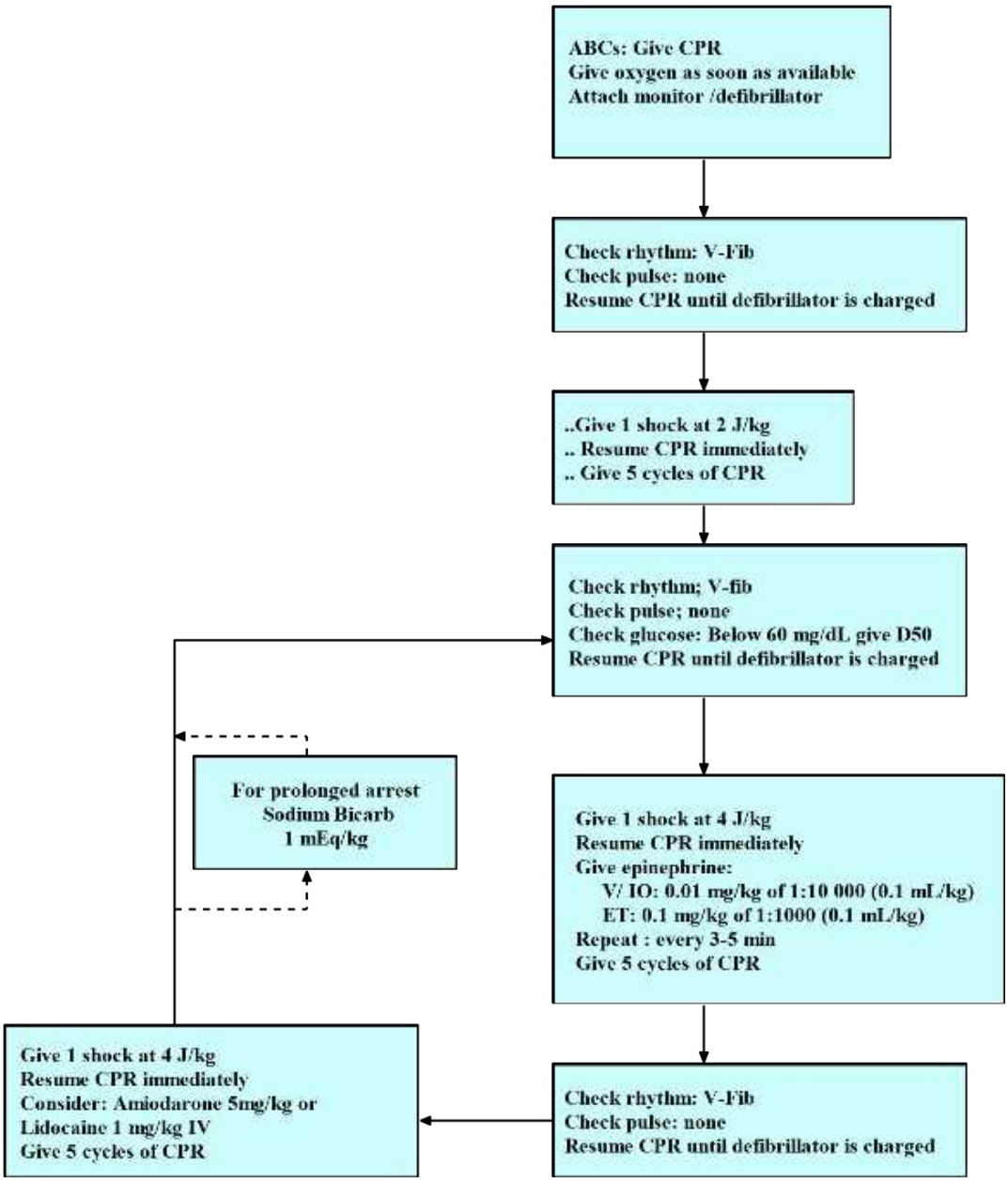
1. Consider termination of resuscitation attempt.
2. Call medical control or medical director if any concerns or questions.

Notes:

(a) Defibrillate @ 4 joules/kg after every drug is circulated for 30 seconds.
(b) Dilute Lidocaine 2% 1:1 with Normal Saline to make 1%.
(c) If unable to establish IV/IO, administer Lidocaine 3 mg/kg ET. May repeat every 5 minutes up to 9 mg/kg.
(d) If Lidocaine converts rhythm, start Lidocaine maintenance infusion @ 20-50 mcg/kg/min.
(e) Sodium Bicarbonate (4.2%) 1 mEq/kg IV/IO should be administered to infants (dilute 8.4% 1:1 with Normal Saline to make 4.2%).

Pediatric Ventricular Fibrillation/Pulseless V-Tach

Pediatric Protocols



3.4
NEWBORN / INFANT CARDIOPULMONARY ARREST

3.4 NEWBORN / INFANT CARDIOPULMONARY ARREST

Overview:

Infant and newborn cardiopulmonary arrest is usually a result of prolonged poor oxygenation and\or severe circulatory collapse. Newborns should be resuscitated using Pediatric Protocol 3.4.1.Unless there are obvious signs of death (see Administrative Protocol; DNR / RESUSCITATION CONSIDERATIONS / DOA) the infant in cardiopulmonary arrest should be resuscitated using the protocols in Pediatric Protocol 3.3. Some infants may not appear to be salvageable, where the Paramedic determines a resuscitation attempt is warranted for psychological reasons (e.g. parent's peace of mind). Consideration should also be given to SIDS (see Pediatric Protocol 3.4.2).

3.4.1 NEWBORN RESUSCITATION

Purpose: This protocol is to be used for newborns (immediately following delivery) that are in need of resuscitation (all other neonates should be treated as infants, with the exception of Atropine).

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Dry and keep baby warm (cover with thermal blanket or dry towel and cover scalp with stocking cap).
2. Position patient to open airway (a).
3. Clear airway - suction mouth and nose with bulb syringe PRN.
   Paramedic Only: If newborn has signs of thick meconium, after suctioning with bulb syringe, intubate and suction trachea (see below)(b).
4. Stimulate baby (rub baby's back).
5. Clamp and cut cord, if not already done. Apply 2 umbilical clamps, 2 inches apart and at least 8 inches from the navel and cut between clamps.
6. Assess skin color, respirations, and heart rate.
7. Ventilate @ 40-60 breaths/minute with 100% oxygen under the following conditions:
   a. Apnea.
   b. Heart rate <100 beats/minute.
   c. Persistent central cyanosis after high-flow oxygen.
8. Perform chest compressions at 120/minute (3:1 ratio, one third of the anterior-posterior diameter of chest in depth), using two thumbs side by side (or superimposed one on top of the other) over the mid-sternum just below the nipple line with the fingers encircling the chest and supporting the back, under the following conditions:
   a. Heart rate <60 beats/minute and not rapidly increasing despite adequate ventilation with 100% oxygen for approximately 30 seconds.

ALS LEVEL 1: PARAMEDIC ONLY

1. Intubate under the following conditions:
   a. Bag-valve-mask ventilation is ineffective (>2 minutes).
   b. Tracheal suctioning is required, especially for thick meconium (b).
   c. Prolonged positive pressure ventilation is needed.

2. **Epinephrine** (1:10,000) 0.01-0.03 mg/kg IV/IO/ET under the following conditions:
    a. Asystole.
    b. Heart rate <60 beats/minute despite adequate ventilation with 100% oxygen and chest compressions. c. Repeat every 3-5 minutes, PRN.
3. Fluid challenge Normal Saline 10 ml/kg IV under the following conditions:
    a. Pallor that persists after adequate oxygenation.
    b. Faint pulses with a good heart rate.
    c. Poor response to resuscitation with adequate ventilations.
4. Check blood glucose level on all resuscitations that do not respond to initial therapy. Use heel stick.
    a. If blood glucose is <40 mg/dL, administer D10 2 -5 ml/kg IV/IO (dilute D50 1:4 with Sterile Water or Normal Saline = D10).
5. Perform Pediatric Assessment Triangle - Rapid Cardiopulmonary Assessment (see Pediatric 3.1.1 - Initial Assessment) frequently.

ALS LEVEL 2: MEDICAL CONTROL

1. If neonate continues to have altered mental status with depressed respirations, consider Narcan 0.1 mg/kg (1 mg/ml concentration) IV/IO/IM/ET (c).

Notes

(a) The neonate should be placed on his or her back or side with the neck in a neutral position. To help maintain correct position, a rolled blanket or towel may be placed under the back and shoulders of the supine neonate, to elevate the torso 3/4 or 1 inch off the mattress to extend the neck slightly. If copious secretions are present, the neonate should be placed on his or her side with the neck slightly extended to allow secretions to collect in the mouth rather than in the posterior pharynx.

(b) Tracheal suctioning for thick meconium should be done via the endotracheal tube using a meconium aspirator attached to the 15 mm adaptor of the ETT. The suction unit is then attached and placed on low (no more than 100 mm Hg). Suctioning should be performed until the ETT is clear (maximum 5 seconds). It may be necessary to repeat the intubation and continue suctioning until clear (maximum 3 times).

(c) Avoid the use of Narcan if the mother has a history of drug use/abuse, as Narcan may precipitate seizures in the newborn due to acute withdrawal.

3.4.2 SUDDEN INFANT DEATH SYNDROME (SIDS)

Purpose: Sudden Infant Death Syndrome, or "crib death," is the sudden and unexpected death of an apparently healthy infant, usually under one year of age, which remains unexplained after a complete medical history, death scene investigation and postmortem examination. SIDS almost always occurs when the infant is asleep or thought to be asleep. See Appendix Sudden Infant Death Syndrome

The majority of SIDS deaths (90%) occur in infants less than six months of age. SIDS is more common in males (60%) then females (40%). SIDS almost always occurs when the infant is asleep or thought to be asleep. SIDS is more prevalent in winter months and in infants with low birth weights. SIDS occurs in all socio-economic, racial and ethnic groups. Occasionally, a mild upper respiratory infection may be present prior to death.

Physical examination of a SIDS infant may reveal lividity or settling of blood, which produces mottled, blue or gray skin. The lividity may give the appearance of "bruising." There may also be froth, blood tinged mucus draining from the infant's mouth and nostrils. In addition, cooling and rigor mortis may be present. The SIDS infant usually appears well developed and does not exhibit any signs of external injury.

SIDS should not be confused with child abuse (see Appendix - Signs of Child Abuse 7.13). Initially it is difficult to distinguish a SIDS death from other causes of death in infants. SIDS is the leading cause of death between one week and one year of age in the United States.

Although there may be obvious signs of death, the Paramedic may attempt resuscitation of the infant for psychological reasons (e.g. parents peace of mind). There may also be some infants in which the Paramedic determines that a resuscitation attempt is not warranted (see Administrative Protocol - DNR/DOA 1.2.5). In either event, the Paramedic should be prepared for a myriad of grief reactions from the parents and/or caregiver.

It should also be noted, that some SIDS deaths are mistaken for child abuse. If there are possible signs of abuse (see Appendix - Signs of Child Abuse 7.13), the Paramedic should continue as if it were a SIDS death, to avoid any unnecessary grief on the part of the parents and/or caregiver. The Paramedic should not attempt to determine whether or not child abuse has taken place. The scene should be treated as any other death scene, with attention to preservation of potential evidence. Remember, it is more common for an unexpected death of an infant to be SIDS.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. In most instances, resuscitation should be attempted (see appropriate Pediatric Protocols).
2. Assign a crewmember to assist the parents and/or caregiver and to explain the procedures.
3. If time permits, elicit a brief history and perform an environmental check. Document all findings on the EMS run report.
4. Once resuscitation is started, do not stop until directed to do so in the hospital by a physician.

ALS LEVEL 1: PARAMEDIC ONLY

1. As per appropriate protocol

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

3.5
PEDIATRIC
NEUROLOGIC EMERGENCIES

3.5 PEDIATRIC NEUROLOGIC EMERGENCIES

Overview:

This section covers the most common pediatric neurologic emergencies, altered mental status and seizures. It is important for the paramedic to understand appropriate behavior for the child/infant's age in order to properly assess level of consciousness (see Appendix - Glasgow Coma Score for pediatric patients). Attention should be given to how the child interacts with parents and the environment and whether or not the patient can make good eye contact. Parents may be invaluable for a baseline comparison of level of consciousness. The parents may simply state that the patient is not acting right. Causes of pediatric altered mental status include: hypoxia, head trauma, intoxication, infection, and hypoglycemia.

Approximately 4-6% of all children will have at least one seizure. Seizures may be due to an underlying disease (e.g. epilepsy) or may simply be a result of fever. Other causes of pediatric seizures include: hypoxia, brain hemorrhage, infection of brain and spinal cord (e.g. meningitis), hypoglycemia, and intoxication.

3.5.1 ALTERED LEVEL OF CONSCIOUSNESS (ALTERED MENTAL STATUS)

Purpose: Use this protocol for pediatric patients with altered mental status. Common signs of altered mental status in pediatric patients include: combative behavior, decreased responsiveness, lethargy, weak cry, moaning, hypotonia, ataxia, and changes in personality. Initial approach should be based on the assumption that the patient is suffering from hypoxia, ischemia, hypoglycemia or dehydration. Secondary considerations should include medications, illicit drugs, plants, trauma, etc.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3, consider need for spinal immobilization.
2. Consider need for ventilatory assistance.
3. Assess for and document the Glasgow Coma Scale

ALS LEVEL 1: PARAMEDIC ONLY

1. If child remains unresponsive and prolonged ventilatory assistance is needed, consider need for intubation (a).
2. Perform glucose test with finger stick. If glucose is below 60 mg/dL (< 40mg/dl for newborns), administer:
    a. Neonates: 10% Dextrose: 2-5 ml/kg (0.2-0.5 g/kg)
    b. Infants: 10% Dextrose: 5 ml/kg (0.5 g/kg)
    c. Children < 8 yrs: 25% Dextrose: 2 ml/kg (0.5 g/kg) slow IV (b)
    d. Children > 8 yrs: 50% Dextrose: 1 ml/kg IV/IO (b)
3. If mental status is depressed and signs of dehydration exist, administer fluid challenge of Normal Saline @ 20 ml/kg IV.
4. If mental status and respiratory effort is depressed, administer **Narcan** 0.1 mg/kg (maximum 2 mg) IV/IO/IM. May repeat every 5 minutes PRN.
5. If toxicology (poisoning) is suspected, **Contact Poison Information Center (1-800-222-1222)**

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Notes:

(a) Use appropriate discretion regarding immediate intubation of pediatric patients who may quickly regain consciousness, such as hypoglycemics after D25 or opiate overdose cases after Narcan.

(b) To avoid infiltration and resultant tissue necrosis, Dextrose 25% should be given slow IV with intermittent aspiration of IV/IO line to confirm IV/IO patency followed by saline flush.

3.5.2 SEIZURE DISORDERS

Purpose: This protocol should be used when the patient has witnessed continuous convulsions or repeating episodes without regaining consciousness or sufficient respiratory compensation. Consider underlying etiology, such as: fever, hypoxia, head trauma, infection of brain and spinal cord (e.g. meningitis), hypoglycemia, and intoxication.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3. Apply gentle support of the patient's head to avoid trauma and loosen tight fitting clothing.
2. Assess for and document the Glasgow Coma Scale.

ALS LEVEL 1: PARAMEDIC ONLY

1. Perform glucose test with finger stick. If glucose is below 60 mg/dL, administer:
   a. If Neonate or Infant: **D10** 5ml/kg IV/IO
   b. If <8 years: **D25** 2 ml/kg IV/IO;
   c. If >8 years: **D50** 1 ml/kg IV/IO (a)(b).
2. If seizure continues, administer one of the following benzodiazepines:
   a. **Lorazapam (Ativan)** 0.05 to 0.1 mg/kg IV, maximum; 1 mg.
   b. **Diazepam (Valium)**
   IV/IO: [1 mo – 5 yr] 0.1 - 0.3 mg/kg IV/IO q 5-10 min. Max 5 mg total.
   [5 yr – 12 yr] 0.1- 0.3 mg/kg IV/IO q 5-10 min. Max 10 mg total.
   [> 12 yr] 5 – 10 mg IV/IO q 10 – 15 min. Max 30 mg total.
   Rectal: Varify dose with Broselow tape
   [up to 5 yrs] 0.5 mg/kg PR x 1
   [6 – 11 yrs] 0.3 mg/kg PR x1
   [> 11 yrs] 0.2 mg/kg PR x 1
   (Maximum 20 mg) rectally (d) (e)
   c. **Midazolam (Versed)** 2 mo – 12 yrs;

IV/IO: start 0.15 mg/kg x1(Max 4 mg),
IM: 0.2mg/kg. Maximum 10 mg
IN (intranasal): 0.2 mg/kg. Maximum 10 mg (c)

ALS LEVEL 2: MEDICAL CONTROL

1. If seizure continues for 5 minutes, administer one of the following benzodiazepines:
   a. **Lorazapam (Ativan)** 0.05 to 0.1 mg/kg IV, maximum; 1 mg.
   b. **Diazepam (Valium),**
      IV/IO: 0.2 mg/kg IV/IO
      Rectal: 0.5 mg/kg (maximum 20 mg) rectally.(d)(e)
   c. **Midazolam (Versed)** 0.1 mg/kg (maximum 4 mg) IV or 0.2 mg/kg intranasal (maximum 10mg) (c)
2. Call medical control or medical director for any questions or concerns.

Notes:

(a) For newborns and infants, perform heel stick. In newborns, if blood glucose is <40 mg/dL, administer D10 5 ml/kg IV/IO (dilute D50 1:4 with Normal Saline = D10).
(b) To avoid infiltration and resultant tissue necrosis, Dextrose 10%, 25%, and 50% should be given slow IV with intermittent aspiration of IV/IO line to confirm IV/IO patency followed by saline flush.
(c) Intranasal administration of benzodiazepines requires the use of a mucosal atomization device (same as IV dose).
(d)Use a lubricated tuberculin or 3-5 ml syringe **without the needle.** Position patient in a decubitus knee position or supine with legs held apart and insert lubricated syringe approximately 5 cm into the rectum. Inject Valium, remove syringe and tape buttocks closed.
(e) If Diastat (rectal diazepam preparation) is used, administer 2.5 mg.

3.6
PEDIATRIC
TOXICOLOGIC EMERGENCIES

3.6 PEDIATRIC TOXICOLOGIC EMERGENCIES

Overview:
This protocol is to be used for those patients suspected of exposure to toxic substances via any route of exposure (e.g. drug overdose, snake bite, etc.). The protocols will give specific considerations for each type of exposure, as well as general treatment guidelines. Additional assistance may be necessary in certain cases (e.g. hazardous materials team for toxic exposure, police for scene control, including violent and/or impaired patient - see Pediatric Protocol 3.7.5).

A history of the events leading to the illness or injury should be obtained from the patient and bystanders to include:

1. What drugs, poisons, or other substances was the patient exposed to? Consider multiple substances, especially on overdoses. Also consider plants and herbal remedies.
2. When and how much?
3. Duration of symptoms?
4. Is patient depressed, suicidal? History of previous overdose? (if applicable).
5. Accidental? Nature of accident?
6. Duration of exposure (if applicable).

Collect all pill bottles, empty or full, and check for "suicide notes" (if applicable). Transport any/all information or items that may assist in the treatment of the patient to the emergency department.

Contact the Poison Information Center (1-800-222-1222) for consultation regarding specific therapy and then contact on-line medical control for confirmation of Level 2 orders.

3.6.1 PEDIATRIC INGESTION (OVERDOSE)

Purpose: This protocol should be used on most types of ingestion (e.g. acetaminophen, benzodiazepines, narcotics, tricyclic antidepressants, vitamins with iron, etc.). Symptoms vary with the substance involved (also see Pediatric Protocol 3.6.4 - Organophosphate Poisoning).

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3.
2. Consider need for ventilatory support
3. Assess for and document the Glasgow Coma Scale

ALS LEVEL 1: PARAMEDIC ONLY

1. Consider need for intubation
2. Perform glucose test with finger stick. If glucose is below 60 mg/dL (< 40 mg/dl newborn), administer:
   a. Neonates: 10% Dextrose: 2-5 ml/kg (0.2-0.5 g/kg) (a)(b)
   b. Infants: 10% Dextrose: 5 ml/kg (0.5 g/kg) (a)(b)
   c. Children < 8 yrs: 25% Dextrose: 2 ml/kg (0.5 g/kg) slow IV
   d. Children > 8 yrs: 50% Dextrose: 1 ml/kg IV/IO
3. If hypoglycemic and unable to start IV/IO, and patient is:
   a. < 20 kg give Glucagon 0.5 mg Sub-Q/IM
   b. > 20 kg give Glucagon 1 mg SUB-Q/IM.
4. If any questions, contact **Poison Information Center (1-800-282-3171).**
5. If suspected narcotic overdose in non-neonate, administer **Narcan** 0.1 mg/kg (maximum 2 mg) IV/IO/IM/Intranasal. May repeat every 5 minutes PRN. (c)
6. If suspected tricyclic antidepressant overdose (QRS > 0.10), administer **Sodium Bicarbonate** 1 mEq/kg IV/IO (d).

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Notes:

(a) For newborns and infants, perform heel stick. In newborn, if blood glucose is <40 mg/dL, administer D10 5 ml/kg IV/IO (dilute D50 1:4 with Normal Saline = D10).

(b) To avoid infiltration and resultant tissue necrosis, Dextrose 10%, 25%, and 50% should be given slow IV with intermittent aspiration of IV/IO line to confirm IV/IO patency followed by saline flush.
(c) Intranasal administration of Naloxone requires the use of a mucosal atomization device (same as IV dose).
(d) If patient is seizing, also see Pediatric Protocol Seizures 3.5.2).

3.6.2 BITES AND STINGS

Purpose: This protocol includes the treatment for snake and spider bites, dog and cat bites, insect stings, marine animal envenomations and stings. **All bites should be transported to the hospital.** For questions or concerns, contact Poison Information Center (1-800-222-1222).

Procedure:

Snake Bites

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3.
2. Consider need for Pediatric Protocol 3.7.1 – Allergic Reactions/Anaphylaxis.
4. Splint affected area, place patient supine with extremities at a neutral level, keep patient quiet, remove and secure all jewelry.
5. Wash area of bite with copious amounts of water.
6. Attempt to identify snake, if safe to do so.
7. Check temperature and pulse distal to bite on extremity and mark level of swelling and time with pen every 15 minutes.

ALS LEVEL 1: PARAMEDIC ONLY

1. Refer to Pediatric Pain Protocol 3.1.5 for pain management.

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Dog and Cat and Wild Animal Bites

BASIC LEVEL:

1. Medical Supportive Care Protocol 3.1.3
2. Trauma Supportive Care Protocol 3.1.4 if indicated
3. Wound care - BLS (do not use hydrogen peroxide on deep puncture wounds or wounds exposing fat).
4. Advise dispatch to contact animal control and PD for identification and quarantine of animal.

ALS LEVEL 1: PARAMEDIC ONLY

1. Refer to Pediatric Pain Protocol 3.1.5 for pain management.

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Insect Stings (including: Centipedes, Scorpions and Spiders)

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Support Protocol 3.1.3
2. Trauma Supportive Care Protocol 3.1.4, if indicated
3. Consider need for Pediatric Protocol 3.7.1 - Allergic Reactions/ Anaphylaxis.
4. Remove stinger by scraping skin with edge of flat surface (e.g. credit card). Do not attempt to pull stinger out, as this may release more venom.
5. Clean area with soap and water.

ALS LEVEL 1: PARAMEDIC ONLY

1. Refer to Pediatric Pain Protocol 3.1.5 for pain management.

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Marine Animal Envenomations -Stingray, Scorpionfish (Lionfish, Zebrafish, Stonefish), Catfish, Weeverfish, Starfish, and Sea Urchin

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3
2. Trauma Supportive Care Protocol 3.1.4, if indicated
3. Consider need for Pediatric Protocol 3.7.1 - Allergic Reactions/ Anaphylaxis.
4. Immerse the punctures in nonscalding hot water to tolerance (110-113 degrees F) to achieve pain relief (30-90 minutes). Transport should not be delayed, immersion in nonscalding hot water may be continued during transport.

5. Remove any visible pieces of the spine(s) or sheath. Gently wash wound with soap and water, then irrigate vigorously with fresh water (avoid scrubbing).

ALS LEVEL 1: PARAMEDIC ONLY

1. Refer to Pediatric Pain Protocol 3.1.5 for pain management.

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Marine Animal Stings -Jellyfish, Man-of-War, Sea Nettle, Irukandji, Anemone, Hydroid, Fire Coral

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3
2. Trauma Supportive Care Protocol 3.1.4, if indicated
   Consider need for Pediatric Protocol 3.7.1 - Allergic Reactions/ Anaphylaxis.
3. Rinse the skin with seawater (Do not use fresh water, do not apply ice, do not rub the skin).
4. Apply soaks of acetic acid 5% (vinegar) until pain is relieved. If vinegar is not available, use a paste of baking soda or unseasoned meat tenderizer.
5. Remove large tentacle fragments using forceps (use gloves to avoid contact with bare hands).
6. Apply a lather of shaving cream or a paste of baking soda and shave the affected area with edge of flat surface (e.g. credit card).
7. Apply heat pack to area.

ALS LEVEL 1: PARAMEDIC ONLY

1. Refer to Pediatric Pain Protocol 3.1.5 for pain management.

A LS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Human Bites

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3

2. Trauma Supportive Care Protocol 3.1.4 if indicated.
3. Wound care - BLS (do not use hydrogen peroxide on deep puncture wounds or wounds exposing fat). Clean area with soap and water.
4. Advise dispatch to contact PD for possible domestic violence.

ALS LEVEL 1: PARAMEDIC ONLY

1. Refer to Pediatric Pain Protocol 3.1.5 for pain management.

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

3.6.3 CARBON MONOXIDE POISONING

Purpose: Carbon Monoxide poisoning should be suspected when the patient has been exposed to the products of combustion (e.g. smoke, automobile exhaust, exhaust fumes from fuel powered machinery, etc.) and are experiencing symptoms. These symptoms may vary with the level of carbon monoxide exposure. See Hazardous Expsure Chemical Treatment Guideline for more details.

Mild CO exposure signs and symptoms include: headache, nausea/vomiting, poor concentration, irritability, agitation, and anxiety.

Moderate to severe CO exposure signs and symptoms include: altered mental status, chest pain, cardiac dysrhythmias, pale skin, cyanosis, seizures, and rarely cherry red skin.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3.
2. Remove patient from hazardous area.
3. Administer high-flow oxygen (100%). Ventilatory support as needed/indicated (see Peds Airway Management Protocol)

ALS LEVEL 1: PARAMEDIC ONLY

1. Consider need to intubate.
2. Treat specific dysrhythmias (see Pediatric Cardiac Dysrhythmia Protocol 3.3).

3. Treat seizures according to seizure protocol (see Pediatric Seizure Protocol)

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

3.6.4 ORGANOPHOSPHATE POISONING

Purpose: Organophosphate compounds are used as insecticides in residential as well as commercial agriculture. Organophosphates affect both the parasympathetic (muscarinic effects) and the sympathetic (nicotinic effects) nervous systems. Signs and symptoms are described as the classic SLUDGE syndrome (excessive Salivation, Lacrimation, Urination, Diarrhea, Gastrointestinal distress, and Emesis). The patient may have constricted pupils (miosis). Bradycardia is also common; however stimulation of nicotinic receptors will produce tachycardia. Also see Chem Exposure Guideline Green for additional information and management guidelines.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Avoid exposure to patient's sweat, vomit, stool, and vapor emitting from soaked clothes (a).
2. If patient was exposed externally, remove clothing and decontaminate skin.
3. Medical Supportive Care Protocol 3.1.3
4. Airway Management Protocol 3.1.2, administer high-flow oxygen.
5. Contact Poison Information Center (1-800-282-3171) if any questions or concerns.

ALS LEVEL 1: PARAMEDIC ONLY

1. If patient is symptomatic, administer **Atropine**
   < 2 yr old: 0.05 mg/kg (max. 3 mg) IM or 0.02 mg/kg IV/IO, repeat q 5-10 minutes until atropinization occurs. (If nerve agent, Start 0.05 mg/kg IM x 1 for mild/moderate sx. Start 0.1 mg/kg IM for severe sx).
   2 – 10 yrs: 1 – 2 mg IM/IV/IO q 10 – 30 min prn; Start 1 mg IM/IV x 1. (If nerve agent, Start 1 mg/kg IM x 1 for mild/moderate sx.

Start 2 mg/kg IM for severe sx).

> *10 yrs*: 1-2 mg IM/IV/IO q 10 – 30 min prn; Start 2 mg IM/IV x 1. (If nerve agent, Start 2 mg/kg IM x 1 for mild/moderate sx. Start 4 mg/kg IM for severe sx).

2. If seizing, see Pediatric Seizure Protocol 3.5.2.
3. Alert emergency department to prepare for contaminated patient.
4. Do not induce vomiting.

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.
2. Repeat **Atropine** 0.05 mg/kg IV/IO (maximum 3 mg) every 5-10 minutes until secretions are inhibited.

Note:
(a) If risk of exposure from fumes is high, call HAZMAT team. Refer to appropriate HAZMAT PPE protocol, as the risk of secondary contamination is very high.

3.7
OTHER PEDIATRIC MEDICAL EMERGENCIES

3.7 OTHER PEDIATRIC MEDICAL EMERGENCIES

Overview:
The paramedic should use these protocols to guide him/her through the treatment of patients with other medical emergencies that are exhibiting signs and symptoms. In addition to these protocols, the paramedic may need to refer to additional protocols for continued treatment.

3.7.1 ALLERGIC REACTIONS/ ANAPHYLAXIS

Purpose: This protocol should be used for patients exhibiting signs and symptoms consistent with allergic reaction as follows: Skin - flushing, itching, hives, swelling, cyanosis.
Respiratory - dyspnea, sneezing, coughing, wheezing, stridor, laryngeal edema, laryngospasm, bronchospasm.
Cardiovascular - vasodilation, increased heart rate, decreased blood pressure.
Gastrointestinal - nausea/vomiting, abdominal cramping, diarrhea.
CNS - dizziness, headache, convulsions, tearing.

Treatment is outlined according to the severity of the allergic reaction (mild, moderate, and severe or anaphylaxis).

Procedure:

Mild Reactions - (redness and/or itching, normal perfusion without dyspnea)

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3
2. Trauma Supportive Care Protocol 3.1.4 if indicated

ALS LEVEL 1: PARAMEDIC ONLY

1. For severe itching, administer **Diphenhydramine (Benadryl)** 1-2 mg/kg IM/IV (max. 50 mg IM or 25 mg IV).

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Moderate Reactions - (edema, hives, dyspnea, wheezing, and normal perfusion)

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3
2. Trauma Supportive Care Protocol 3.1.4 if indicated

ALS LEVEL 1: PARAMEDIC ONLY

1. **Diphenhydramine (Benadryl)** 1-2 mg/kg (maximum 50 mg IM or 25 mg IV) IM/IV.

2. **Zantac (Ranitadine)** 2-5 mg/kg po if child able to swallow pills.
3. **Methylprednisolone Sodium Succinate (Solu-Medrol)** 2 mg/kg IV/IM (maximum dose 125 mg) x 1.
4. **Epinephrine** (1:1000) 0.01 mg/kg (max. 0.3 mg) IM/SUB-Q (a).
5. If patient has signs of respiratory distress, administer **Albuterol (Ventolin)** 1 nebulizer treatment;
    a. If <1 year or <10 kg, mix 1.25 mg in 1.5 ml of Normal Saline (0.083%)
    b. If >1 year or >10 kg, mix 2.5 mg in 3 ml of Normal Saline (0.083%)
    c. May repeat twice (a)
6. If bronchodilator is administered, add **Ipratropium Bromide (Atrovent)** 0.5mg (0.5 ml) to first nebulize treatment only.
7. May repeat **Epinephrine** (1:1000) 0.01 mg/kg (max. 0.15) SUB-Q (a).

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Severe Reactions - (edema, hives, severe dyspnea and wheezing, poor perfusion, and possible cyanosis and laryngeal edema)

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3
2. Trauma Supportive Care Protocol 3.1.4 if indicated

ALS LEVEL 1: PARAMEDIC ONLY

1. **Diphenhydramine (Benadryl)** 1mg/kg (maximum 50 mg IM or 25 mg IV) IM/IV.
2. **Zantac (Ranitadine)** **2mg/kg po** if child able to swallow pills.
3. **Methylprednisolone Sodium Succinate (Solu-Medrol)** 2 mg/kg IV/IM (maximum dose 125 mg) x 1.
4. **Epinephrine** (1:1000) 0.01 mg/kg (max. 0.15 mg) SUB-Q (a).
5. If patient shows signs of respiratory distress, administer **Albuterol (Ventolin)** 1 nebulizer treatment;
    a. If <1 year or <10 kg, mix 1.25 mg in 1.5 ml of Normal Saline (0.083%)
    b. If >1 year or >10 kg, mix 2.5 mg in 3 ml of Normal Saline (0.083%)

c. May repeat twice (a)

6. If bronchodilator is administered, add **Ipratropium Bromide (Atrovent)** 0.5mg (0.5 ml) to first nebulized treatment only.
7. May repeat **Epinephrine** (1:1000) 0.01 mg/kg (max. 0.15) SUB-Q (a).

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Note

(a) The EPI-Jr.® may be used if other means of Epinephrine administration are not available.

3.7.2 DIABETIC EMERGENCIES

Purpose: This protocol is to be used for those patients whose blood glucose is below 60 mg/dL (see Pediatric Protocol 3.4.1 for newborn).

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3.
2. If patient is conscious with an intact gag reflex, assist with selfadministration of oral glucose, if possible.

ALS LEVEL 1: PARAMEDIC ONLY

1. Perform glucose test with finger stick (heel stick for newborn). If glucose is below 60mg/dL (< 40 mg/dl for newborns), administer:
   a. Neonates: 10% Dextrose: 2-5 ml/kg (0.2-0.5 g/kg)
   b. Infants: 10% Dextrose: 5 ml/kg (0.5 g/kg)
   c. Children < 8 yrs: 25% Dextrose: 2 ml/kg (0.5 g/kg) IV/IO
      Children > 8 yrs: 50% Dextrose: 1 ml/kg IV/IO (a)
2. Repeat glucose test after 15 minutes with finger stick (heel stick for newborn). If glucose is still below 60 mg/dL (< 40 mg/dl in newborn), repeat dosing as above.
3. If unable to start IV/IO administer Glucagon if patient is:
   [< 20kg] 0.5mg SUB-Q/IV/IM x 1, max dose 1mg/dose
   [>20 kg] 1 mg SUB-Q/IV/IM x 1, max dose 1mg/dose
   Following Glucagon, once patient is alert enough to swallow, give oral glucose. Glucagon efficacy may be limited in glycogen-depleted patients (chronic alcoholics, malnourished, starvation).
4. If blood glucose is >300 mg/dL with signs of dehydration, administer Normal Saline 20 ml/kg IV, unless contraindicated.

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Note:
(a) To avoid infiltration and resultant tissue necrosis, Dextrose 25% and 50% should be given slow IV with intermittent aspiration of IV line to confirm IV patency followed by saline flush.

3.7.3 NON-TRAUMATIC ABDOMINAL PAIN

Purpose: This protocol should be used for patients that complain of abdominal pain without a history of trauma (refer to Appendix – Signs of Child Abuse).

Assessment should include specific questions pertaining to the GI/GU systems.

Abdominal physical assessment includes:
Ask patient to point to area of pain (palpate this area last).
Gently palpate for tenderness, rebound tenderness, distension, rigidity, guarding, and pulsatile masses. Also palpate flank for CVA (costovertebral) tenderness.

Abdominal history includes:
Hx of pain (OPQRST).
Hx of nausea/vomiting (color, bloody, coffee grounds).
Hx of bowel movement (last BM, diarrhea, bloody, tarry).
Hx of urine output (painful, dark, bloody).
Hx of abdominal surgery.
SAMPLE (attention to last meal).

Additional questions should be asked of the female adolescent patient regarding OB/GYN history (see Adult OB/GYN Emergencies).

An acute abdomen can be caused by: appendicitis, diabetic ketoacidosis, incarcerated hernia, intussuception, cholecystitis, cystitis -UTI (bladder inflammation), duodenal ulcer, diverticulitis, abdominal aortic aneurysm, kidney infection - UTI (urinary tract infection), kidney stone, pelvic inflammatory disease - PID (female), pancreatitis (see Appendix - Abdominal Pain Differential 7.1).

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care protocol 3.1.3
2. Trauma Supportive Care Protocol 3.1.4, if indicated

ALS LEVEL 1: PARAMEDIC ONLY

1. If decreased perfusion (see Appendix 7.10 - Pediatric Vital signs), administer fluid challenge of Normal Saline 20 ml/kg IV.

ALS LEVEL 2: MEDICAL CONTROL

1. Consider pain control (see Pediatric Pain Protocol 3.1.5 for pain scale and medication dosage-same as isolated extremity fracture pain protocol).
2. Call medical control or medical director for any questions or concerns.

3.7.4 NON-TRAUMATIC CHEST PAIN UNDIFFERENTIATED

Purpose: Causes of non-traumatic chest pain in the pediatric patient include: wheezing associated illness, spontaneous pneumothorax, pleurisy, costochondritis, pulmonary embolism, pneumonia, peptic ulcer, drug usage (e.g. stimulants - cocaine), dissecting aortic aneurysm, pericarditis, hiatal hernia, esophageal spasm, cholecystitis, pancreatitis, cervical disk problem, and rarely cardiac problems (see Appendix Chest Pain Differential). Also refer to Appendix – Signs of Child Abuse 7.13.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3.
2. Airway Management Protocol 3.1.2
3. Consider need for other protocols (e.g. Pediatric Protocol 3.2 - Pediatric Respiratory Emergencies).

ALS LEVEL 1: PARAMEDIC ONLY

1. None

ALS LEVEL 2: MEDICAL CONTROL

1. Consider pain control (see Pediatric Pain Protocol 3.1.5 for pain scale and medication dosage-same as isolated extremity fracture pain protocol).
2. Call medical control or medical director for any questions or concerns.

3.7.5 VIOLENT AND/OR IMPAIRED PATIENT

Purpose: This treatment protocol is used in conjunction with Adult Medical Protocol-Behavioral Violent Psychiatric Emergencies. If patient is violent and an immediate threat to the patient, EMS crew or bystander safety exists, restraint should be used to prevent patient from harming him or herself or others. If patient is not violent, be observant for possibility of violence and avoid provoking patient. Particular caution should be exercised when any "non-lethal" law enforcement device (e.g. pepper spray, taser, etc.) has been employed.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Have patient placed under Baker Act (or equivalent commitment form) when appropriate and refer to Impaired/Incapacitated Persons Act
2. Medical Supportive Care 3.1.3.
3. Airway Management 3.1.2
4. Rule out causes other than psychiatric (e.g. drug overdose, ETOH, head trauma, hypoxia, hypoglycemia).
5. Physically restrain patient when appropriate (see Medical Procedure Physical Restraints 4.28).

ALS LEVEL 1: PARAMEDIC ONLY

1. Administer one of the following benzodiazepines**(< 12 yr old contact med control first):**
   a. **Lorazapam (Ativan)** 0.05 to 0.1 mg/kg IV, maximum; 1 mg.
   b. **Diazepam (Valium)** 0.2 mg/kg (maximum 5 mg) IM/IV or per rectum, may repeat once PRN (up to max. 10 mg) (b).
   c. **Midazolam (Versed)** 0.1mg/kg (maximum 2mg) IM/IV or Intranasal. May repeat once PRN (up to max. 4 mg) (b).
2. **Diphenhydramine HCL (Benadryl)** 1 mg/kg (maximum 50 mg IM or 25 mg IV) IM or IV (a).

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Notes:

(a) In some instances, IV administration may present a safety concern; therefore IM or intranasal administration of sedatives may be the more desirable route.

(b) Intranasal administration of benzodiazepines requires the use of a mucosal atomization device (same as IV dose).

3.7.6 SUSPECTED CHILD ABUSE

Purpose: This protocol should be used when the paramedic suspects that child abuse may have occurred. See Appendix - Signs of Child Abuse 7.13 and Report of Abuse 7.12. Child abuse is when a person intentionally inflicts, or allows to be inflicted, physical or psychological injury to a child, which causes or results in risk of death, disfigurement, or distress. Child neglect is when a child's physical, mental, or emotional condition is impaired or in danger because of failure of the legal guardian to supply basic necessities, including: adequate food, clothing, shelter, education, or medical care.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Support Protocol 3.1.3.
2. Trauma Supportive Care Protocol 3.1.4 if indicated.
3. Advise Police that child abuse is suspected.
4. Protect child from further abuse.
5. Obtain information in a non-judgmental manner.
6. Do not confront caregiver and/or parent.
7. Transport patient to the hospital for evaluation and possible treatment (a).
8. Report suspected child abuse (Florida Child Abuse Hotline:1-800-3429152) (b).

ALS LEVEL 1: PARAMEDIC ONLY

1. None

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Note

(a) If Parent's refuse to have patient transported to hospital, request police assistance.

3.7.7 SICKLE CELL ANEMIA

Purpose: Sickle cell anemia is a chronic hemolytic anemia occurring almost exclusively in African Americans and is characterized by sickle-shaped red blood cells. Sickle cell crisis results from the occlusion of a blood vessel by masses of sickle shaped red blood cells. Pain is the principle manifestation, and this represents the most common type of crisis. Typical pain occurs in the joints and back. Hepatic, pulmonary, or central nervous system involvement can occur, each with its own group of symptoms. Keep in mind that patients with sickle cell disorder have a high incidence of life-threatening disorders at a very young age.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3
2. Provide emotional support

ALS LEVEL 1: PARAMEDIC ONLY

1. IV of normal saline. Give fluid challenge of 20 ml/kg, and then maintain IV at KVO.
2. If pain persist and systolic BP is adequate (see Appendix – Pediatric Vital Signs 7.10), choose one of the following pain meds:
   a. **Morphine Sulfate** may be given intravenously in increments every 3-5 minutes, titrated to pain to a maximum of 10 mg. Administer at a rate not to exceed 1 mg/min.
      i. Pediatric dose: 0.1 mg/kg (maximum 10 mg) IV. ii. Infant dose: 0.05 mg/kg IV (a)
   b. **Fentanyl (Sublimaze)**
      1-3 yrs old: 2 – 3 mcg/kg IV
      3 – 12 yrs old: 1 – 2 mcg/kg IV
      >12 yrs old: 0.5 – 1 mcg/kg IV

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Note:

(a) Extreme caution should be used with administering narcotic analgesics to a patient with a $SpO_2 \leq 95\%$

3.7.8 PEDIATRIC FEVER

Purpose: Use this protocol for pediatric patients who are feverish. Child should be awake and able to swallow with no difficulty. You may allow/assist the parent with administration of any medication. Fever in an infant less than 30 days old is potentially very serious. Child should be transported to an emergency department for a possible septic work up. Should parent or legal guardian decline transport, contact supervisor or medical control prior to accepting a refusal.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3
2. Obtain a temperature. If the child is less than two years of age this should be done rectally (or with newer thermo-sensing skin thermometers). Inquire if Tylenol has been given in previous four hours. If so, do **NOT** administer more Tylenol.
3. Consider cooling the child with tepid water applied with a wet cloth to head, axillary, and groin regions.
4. If transport time is greater than thirty minutes a follow-up temperature should be taken.

ALS LEVEL 1: PARAMEDIC ONLY

1. For a child less than twelve years old who has a temperature greater than 101.5 degrees F. and unimpaired ability to swallow TYLENOL 15mg/kg P0. may be administered once. (The same dose may be administered rectally if parents have suppositories at home.)
2. Should patient experience a febrile seizure, treat according to Pediatric Seizure Protocol.

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Note:
Due to the inability to determine the origin of the fever in the field; this Patient Order Set can only be used when the patient is transported to an Emergency Department.

3.7.9 Pediatric Hyperkalemia

Purpose: This protocol is to be used on pediatric patients found to be in a state of hyperkalemia. Hyperkalemia is a serum potassium level of > 5.5 mEq/L. Hyperkalemia in children can be caused by renal failure, rhabdomyolysis, the use of potassium- sparing diuretics, and adrenal cortical insufficiency.Metabolic acidosis can result in hyperkalemia due to the hydrogen-potassium shift. In the pre-hospital setting, hyperkalemia may be an unintentional adverse consequence of rapid sequence intubation using Succinylcholine. It is important for the paramedic to recognize the developing EKG signs of hyperkalemia following RSI of child in order to initiate immediate therapy. EKG evidence of hyperkalemia includes sudden change in the apprearence of the EKG from a NSR to sudden peaked Twaves followed by prolongation of the PR interval as well as widening of the QRS complex. Eventually the P wave drops, the QRS becomes very wide and blends in with the peaked T wave giving the appearance of a sinusoid wave.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Initial Patient A Protocol 3.1.1
2. Pediatric Airway Management 3.1.2
3. Medical Supportive Care Protocol 3.1.3
4. Attach cardiac monitor and pulse oximeter if indicated
5. Keep patient warm (except if treating heat stroke, cool patient).

ALS LEVEL 1: PARAMEDIC ONLY

1. Establish IV with NS at KVO
2. Perform 12 lead EKG and confirm changes in EKG from baseline, suggestive of hyperkalemia
    a. Peaked T-wave
    b. Prolonged PR interval
    c. Widening of QRS
3. If iSTAT available, run potassium level on sample of blood. If K+ found to be > 5.5 mEq/Liter AND EKG changes as above, proceed with treatment below.

4. If there is strong evidence to suggest hyperkalemia (elevated K+ level and/or definite EKG changes) and an you are unable to start an IV, place an IO in patient.
5. Give **Albuterol 0.5% solution**; give 2.5mg via nebulizer (DO NOT use Atrovent with the Albuterol when treating hyperkalemia).
6. Give **Sodium Bicarb;** 1 mEq/kg initially IV/IO (1ml/kg of 8.4% solution). In neonates and infants, dilute the 8.4% solution 1:1 with sterile water (not saline) making a 4.2% solutiuon to reduce the hyperosmolarity of the solution.
7. **Calcium Chloride 20 mg/kg IV/IO** q 10 min prn
8. Notify hospital staff ASAP as child will need additional Rx upon arrival (Regular Insulin, Kayexcelate)

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

3.8
PEDIATRIC ENVIRONMENTAL EMERGENCIES

3.8 PEDIATRIC ENVIRONMENTAL EMERGENCIES

Overview: The following protocols cover a range of problems due to the environment, including: trauma due to changes in atmospheric pressure, exposure to heat and cold extremes, water submersion, and exposure to electricity. Initial efforts should focus on removing the patient from the harmful environment.

3.8.1 NEAR DROWNING

Purpose: Near drowning patients are those that have been submerged in fresh or salt water and may or may not be conscious. If the patient is still in open water on arrival of EMS, a Dive Rescue Team should be utilized to remove the patient from the water whenever possible. Additional protocols may be needed for treatment decisions (e.g. Pediatric Barotrauma Protocol 3.8.4 -).

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Trauma Supportive Care Protocol 3.1.4 (protect C-spine) .
2. Determine pertinent history (duration of submersion, depth, water temperature, possible seizure, drug and/or alcohol use, possible trauma).
3. Maintain body temperature, dry and warm patient.
4. All near drowning patients should be transported to the hospital, regardless of how well they may seem to have recovered. Delayed death or complications due to pulmonary edema or aspiration pneumonia are not uncommon. The most devastating injury is due to asphyxia.

ALS LEVEL 1: PARAMEDIC ONLY

1. Treat dysrhythmias per specific protocol (see Pediatric Dysrhythmia Protocol 3.3).
2. Consider Nasogastric Tube (see Medical Procedure NG Insertion 4.22) (b).

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Notes

(a) The routine use of abdominal thrusts for near-drowning victims is not recommended. This maneuver should only be used in cases of FBAO (see Medical Procedure 4.15 – Foreign Body Obstructed Airway).

(b) Any near-drowning patient with a decreased ability to protect their airway, with gross abdominal distension, or who requires ventilator assistance needs an NG tube.

3.8.2 HEAT RELATED EMERGENCIES

Purpose: Hyperthermia occurs when the patient is exposed to increased environmental temperature and can manifest as heat cramps, heat exhaustion, or heat stroke. Certain drugs may cause an increase in temperature (e.g. cocaine, ecstacy, etc.)

Some tympanic thermometers (Braun Thermoscan™ Pro-1 and Pro 3000) will register from 68 – 108 degrees F (tympanic thermometers should not be used in infants (<1yr)).

Heat Cramps	signs and symptoms include: muscle cramps of the fingers, arms, legs, or abdomen, hot sweaty skin, weakness, dizziness, tachycardia, normal BP, and normal temperature.
Heat Exhaustion	signs and symptoms include: cold and clammy skin, profuse sweating, nausea/vomiting, diarrhea, tachycardia, weakness, dizziness, transient syncope, muscle cramps, headache, positive orthostatic vital signs, normal or slightly elevated temperature.
Heat Stroke	signs and symptoms include: hot dry skin (sweating may be present), confusion and disorientation, rapid bounding pulse followed by slow weak pulse, hypotension with low or absent diastolic reading, rapid and shallow respirations (which may later slow), seizures, coma, elevated temperature above 105 degrees F.

Procedure:
Heat Cramps and Heat Exhaustion

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3
2. Trauma Supportive Care Protocol 3.1.4 if indicated.
3. Remove from warm environment and cool patient.
4. Monitor temperature.
5. For mild to moderate heat cramps and heat exhaustion, if patient is conscious, encourage patient to drink salt containing fluids (e.g. halfstrength Gatorade® or 10K®).

ALS LEVEL 1: PARAMEDIC ONLY

1. If heat cramps are severe or patient's level of consciousness is diminished, administer fluid challenge of Normal Saline 20 ml/kg IV.

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Heat Stroke

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3
2. Trauma Supportive Care Protocol 3.1.4 if indicated
3. Remove from warm environment and aggressively cool patient. Remove patient's clothing and cover patient with wet sheets. Also, turn A/C and fans on high and apply ice packs to head, neck, chest and groin.
4. Monitor temperature. Cool patient to 102 degrees F, then remove wet sheets, ice packs, and turn off fans (avoid lowering temperature too much).

ALS LEVEL 1: PARAMEDIC ONLY

1. Treat hypotension with a 500ml bolus of IV fluid followed by an IV drip at a rate of 250 ml/hr. Vigorous IV fluid resuscitation should be avoided unless severe dehydration is present. Avoid using vasopressors and anticholinergic drugs (may potentiate heat stroke by inhibiting sweating). Administer fluid challenge of Normal Saline 20 ml/kg IV.
2. Treat seizures as per Pediatric Seizure Protocol

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

3.8.3 COLD RELATED EMERGENCIES

Tallahassee Memorial

Purpose: Factors that predispose and/or cause a patient to develop hypothermia include: geriatric and pediatric patients, poor nutrition, diabetes, hypothyroidism, brain tumors or head trauma, sepsis, use of alcohol and certain drugs, and prolonged exposure to water or low atmospheric temperature. Hypothermia patients can be divided into three categories: Mild (temperature 94-97 degrees F), Moderate (temperature 86-94 degrees F), and Severe (temperature <86 degrees F).

It should be noted that most oral thermometers will not register below 96 degrees F.However, some tympanic thermometers (Braun Thermoscan™ Pro-1 and Pro 3000) will register from 68 – 108 degrees F (tympanic thermometers should not be used in infants).

Mild to Moderate hypothermia	patients will generally present with shivering, lethargy, and stiff, uncoordinated muscles.
Severe hypothermia	patients may have altered mental status, ranging from confusion to lethargy or coma. Shivering will usually stop and physical activity will be uncoordinated. In addition, severe hypothermia will frequently produce an Osborn wave or J wave on the ECG, as well as dysrhythmias (bradycardia, ventricular fibrillation).

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3 (d)
2. Trauma Supportive Care Protocol 3.1.4 if indicated (a).
3. Remove all wet clothes and dry patient.
4. Protect from heat loss and wind chill.
5. Maintain horizontal position.
6. Avoid rough movement and excess activity (careful gentle handling) (b) (c) (d).
7. Monitor temperature.
8. Add heat to patient's head, neck, chest, and groin.
9. For severe hypothermia, warm IV fluids, if possible.
10. For Severe Hypothermic Cardiac Arrest: Start CPR(c).

ALS LEVEL 1: PARAMEDIC ONLY

1. For VF or pulseless VT, defibrillate x 1 @ 2 J/kg and immediately resume CPR for 5 cycles (or two minutes) before checking rhythm (e).
2. Intubate and ventilate with warm humidified oxygen, if possible.
3. Establish IV with warm Normal Saline.
4. Determine blood glucose and treat as per Peds Hypoglycemic Protocol.

If temperature is above 86 degrees F:

4. If patient's core temperature ≥ 30°C (86°F), follow appropriate dysrhythmia treatment (see Pediatric Cardiac Dysrhythmia Protocol 3.3) (d) (e).

If temperature is below 86 degrees F:

5. Continue CPR and transport immediately. Do not treat dysrhythmias in severe hypothermia (warm patient prior to treatment) (e).

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Note:

(a) Cases of frostbite should be bandaged with dry sterile dressings and transported without attempting rewarming in the prehospital setting.
(b) Manipulation can precipitate ventricular fibrillation in the irritable hypothermic myocardium
(c) To avoid inappropriate chest compressions, a patient who is unmonitored or in a "nonarrested rhythm" (a rhythm other than ventricular fibrillation or asystole, such as sinus bradycardia or atrial fibrillation) should be examined carefully for respiratory activity and pulses. 30 to 45 seconds should be spent attempting to do detect respiratory activity and palpate a pulse. If none detected, CPR should be initiated.
(d) Although dysrhythmias in hypothermic patient may represent an immediate threat to life, most rhythm disturbances (e.g., Sinus bradycardia, atrial fibrillation or flutter) require no therapy and revert spontaneously with rewarming.
(e) Ventricular fibrillation may be refractory to therapy until the patient is rewarmed. The hypothermic heart is relatively resistant to atropine, pacing, and counter shock. The American Heart Association suggests a single defibrillation attempt. If this is unsuccessful, CPR should be instituted and rapidly rewarming begun. Defibrillation should be reattempted when the core temperature reaches 30°C (86°F).

3.8.4 BAROTRAUMA / DECOMPRESSION ILLNESS - DIVE INJURIES

Tallahassee Memorial

Purpose: Barotrauma and decompression illness is caused by changes in the surrounding atmospheric pressure beyond the body's capacity to compensate for excess gas load. These injuries are most commonly associated with the use of SCUBA (SelfContained Underwater Breathing Apparatus). SCUBA diving emergencies can occur at any depth with the most serious injuries manifesting symptoms after a dive. It should be understood that if a patient took a breath underwater, from any source of compressed gas (e.g. submerged vehicle, SCUBA, etc) while greater than three (3) feet in depth then ascended to the surface, the patient may be a victim of barotrauma. Barotrauma may cause several injuries to occur including: arterial gas embolism (AGE), pneumothorax, pneumomediastinum, subcutaneous emphysema, and the "squeeze". Decompression illnesses may also include decompression sickness ("Bends").

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Trauma Supportive Care Protocol 3.1.4,
2. High-flow O_2.
3. Place patient supine. Vomiting patient s should be placed in the left lateral decubitus position to prevent aspiration. (c).
4. Complete the Dive Ac Adent Signs and Symptoms Checklist (see Forms Section).
5. Start Dive History Profile (see Forms Section), if possible (the patient's dive buddy maybe helpful in answering many of these questions).
6. Start Rapid Neuro Field Exam Record (see Forms Section).
7. Whenever possible, have the legal authority in charge (e.g. police, Florida Marine Patrol, U.S. Coast Guard, etc.) secure all of the victims dive gear with proper chain of custody for testing, analysis, etc.
8. Manage patient according to appropriate protocol(s).
9. Transport to closest Emergency Department or Trauma Center.
10. If using air transport for diving accident patient; cabin altitude must be below 1000 feet.
11. Contact Diver's Alert Network (DAN) at Duke University Medical Center collect at (919) 684-4326 or (919) 648-8111 for further assistance (a).

ALS LEVEL 1: PARAMEDIC ONLY

1. None .

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

NOTE:

(a) DAN may be contacted while on scene or after arrival at the hospital. If at hospital, give name of ED physician and ED phone number.

(b) The two most serious dive related accidents are **Air Embolism** (arterial gas embolism), and **Decompression Sickness** (venous gas embolism)

(c) According to the U.S. Navy Diving Manual, dive accident victims should be transported lying flat. Although most of the diving community teaches that victims should be transported with the victim on his left side, head lower than the rest of the body. When placing a victim in the Dive Accident Management Position lay him flat on a backboard. The only time a victim should be placed on his side is if a pneumothorax exists, or there is a possibility of regurgitation. If the patient has a pneumothorax, place him on the affected side otherwise, left lateral decubitus if vomiting.

3.8.5 ELECTRICAL EMERGENCIES

Purpose: A wide range of injuries can be caused from a lightning strike or contact with electricity. Electrical injury can occur from direct contact, an arc, or a flash of the electricity and a direct hit or a splash from lightning. The movement of electrical current through the body can cause violent muscle contractions that can lead to fractures, and therefore, the C-spine should be protected. The thermal energy can cause external burns, but in many cases the majority of thermal damage is internal, with few external signs of injury. Dysrhythmias are also common (e.g. ventricular fibrillation). The rescuer should be sure that the patient is no longer in contact with the electrical current before initiating treatment.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Trauma Supportive Care Protocol 3.1.4 (protect C-spine).
2. Treat burns per Pediatric Burn Protocol 3.9.7.
3. Consider need to transport to a trauma center

ALS LEVEL 1: PARAMEDIC ONLY

1. Treat dysrhythmias per specific protocol (see Pediatric Cardiac Dysrhythmida Protocol 3.3).

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

3.9
PEDIATRIC
TRAUMA EMERGENCIES

3.9 PEDIATRIC TRAUMA EMERGENCIES

Overview: These protocols cover specific types of injuries and their treatment. The initial assessment of the trauma patient should include determination of trauma alert criteria (see appendix for trauma alert criteria). When the situation demands (e.g. trauma alert criteria is met), scene time should be limited as much as possible (e.g.10 minutes) and the patient should be expeditiously transported to a trauma center. Do not delay transport to establish vascular access or bandage and splint every injury. Priority should be given to airway management, rapid preparation for transport (e.g. full immobilization on a backboard) and control of gross hemorrhage.

If a vascular access is obtained and hypovolemia is suspected (e.g. signs and symptoms of shock), a fluid challenge of 20 ml/kg should be administered. If the patient is still in shock, repeat fluid challenge at 20 ml/kg until a maximum of 60 ml/kg is administered. However, administration of large volumes of IV fluids has been found to be deleterious to the survival of patients with uncontrolled hemorrhage, internally or externally. In recent studies (NEJM 1994), it has been shown that maximal fluid resuscitation may increase the bleeding, preventing the formation of a protective thrombus or dislodging it once the intraluminal pressure exceeds the tamponading pressure of the thrombus. Therefore, **consult with the physician should be made prior to the administration of large volumes of IV fluids when the transport time is relatively short (e.g. < 20 minutes).**

Avoid the use of vasopressors agents (e.g. Dopamine) in trauma patients that are hypotensive (see appendix- pediatric vital signs)

The pregnant adolescent female in her third trimester should be placed on her left side for transport. If the injuries require the use of a backboard, following full immobilization to the backboard, said board should be tilted to the left. Failure to follow this practice may cause hypotension due to decreased venous return.

3.9.1 HEAD AND SPINE INJURIES

Purpose: If history, symptoms, or signs of head or spinal injuries are present, manually immobilize the head and neck while maintaining a patent airway using a modified jaw-thrust method. Immobilization of the entire spine is indicated following initial stabilization.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Trauma Supportive Care Protocol 3.1.4. with appropriate C-Spine precautions
2. If not hypotensive (see Appendix 7.10 - Pediatric Vital Signs), elevate head of backboard 30 degrees (12-18 inches).
3. If child is asleep upon arrival, gently arouse him/her to assess the level of consciousness or irritability. If the child is upset, allow some time for the child to settle down before comtinuing with the exam.
4. Perform a through head-to-toe assessment for trauma, including an ageappropriate neurologic exam and musculoskeletal exam.
5. Assess for and document a Glasgow Coma Scale

ALS LEVEL 1: PARAMEDIC ONLY

1: If signs of brainstem herniation exist (e.g. pupillary dilation, asymmetric pupillary reactivity, or motor posturing), consider intubation and ventilate @ 20/minute for child and 30/minute for infant

2. If patient is seizing, see Pediatric Seizure Protocol 3.5.2 (avoid glucose containing solutions and medications).

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

3.9.2 EYE INJURIES

Purpose: This protocol covers a variety of injuries to the eye. If other injuries to the body exist, priority of care should be given as appropriate.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Trauma Supportive Care Protocol 3.1.4 (establish IV PRN). 2. Remove or ask to the patient to remove contact lenses, if still in the affected eye(s).
3. For penetrating object, stabilize object and cover affected eye with an ocular shield or similar rigid device. Cover both eyes to minimize eye movement. Avoid direct pressure on eye or penetrating object.
4. If eyeball has been forced out of the socket, cover the entire eye area with a rigid container, such as a disposable drinking cup. Avoid contact with the exposed globe. If bleeding, control by direct pressure with a sterile dry dressing.
5. If there are signs and symptoms or suspicion of ocular exposure to chemicals or foreign body, without obvious or suspected penetrating injury or laceration of the cornea or globe, irrigate with Normal Saline IV solution.

ALS LEVEL 1: PARAMEDIC ONLY

1. none

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.
2. Contact med control for pain medication order if needed.

3.9.3 CHEST INJURIES

Purpose: This protocol covers both blunt and penetrating chest trauma and should be part of initial resuscitation if breathing is compromised.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Trauma Supportive Care Protocol 3.1.4.
2. Penetrating injuries to the chest or upper back should be covered immediately with an occlusive dressing (e.g. Vaseline gauze).
3. Do not attempt to remove an impaled object (stabilize with bulky dressing, etc.). If impaled object is very large or unwieldy, attempt to cut object to no less than six inches from chest.

ALS LEVEL 1: PARAMEDIC ONLY

1. Do not delay transport to establish vascular access or bandage and splint every injury
2. For tension-pneumothorax, with evidence of respiratory and circulatory compromise, decompress chest on affected side (see Medical Procedure Needle Decompression 4.26).
3. For massive flail chest with severe respiratory compromise, intubate and ventilate @ 20/minute for child and 30/minute for infant. If flail chest does not cause severe respiratory compromise, stabilize externally using ipsilateral arm in sling and swathe.
3. For crush injury, establish two large bore IVs. If crushing object is still on patient, infuse a minimum of 20 ml/kg of fluid before attempting to lift object off of patient.
4. For traumatic asphyxia**, Sodium Bicarbonate (8.4%)** 1 mEq/kg IV (a).
5. If a vascular access is obtained (IV or IO) and hypovolemia is suspected (e.g. signs and symptoms of shock), a fluid challenge of 20 ml/kg should be administered. If the patient is still in shock, repeat fluid challenge at 20 ml/kg until a maximum of 60 ml/kg is administered.
6. Avoid the use of vasopressors agents (e.g. Dopamine) in trauma patients that are hypotensive

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.
2. Consult with the physician should be made prior to the administration of large volumes of IV fluids when the transport time is relatively short (e.g. < 20 minutes).

Note:

(a) Sodium Bicarbonate (4.2%) 1 mEq/kg IV/IO should be administered to infants (dilute 8.4% 1:1 with Normal Saline to make 4.2%).

3.9.4 ABDOMINO-PELVIC INJURIES

Purpose: This protocol covers blunt and penetrating abdomino-pelvic trauma. Penetrating injuries may also include the chest (see Pediatric Protocol 3.9.3 - Chest Injuries). Also refer to Appendix – Signs of Child Abuse.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Trauma Supportive Care Protocol 3.1.4. (CALL TRAUMA ALERT IF APPROPRIATE)
2. For penetrating injuries, cover with an occlusive dressing (e.g. Vaseline gauze).
3. For evisceration, cover organs with saline soaked sterile dressing and then cover with an occlusive dressing (e.g. foil). Do not attempt to put organs back into abdomen.
4. Do not log roll patient with suspected pelvic fracture (may use scoop stretcher if appropriate to patient size).

ALS LEVEL 1: PARAMEDIC ONLY

1. Do not delay transport to establish vascular access or bandage and splint every injury
2. If a vascular access is obtained and hypovolemia is suspected (e.g. signs and symptoms of shock), a fluid challenge of 20 ml/kg should be administered. If the patient is still in shock, repeat fluid challenge at 20 ml/kg until a maximum of 60 ml/kg is administered.
3. Avoid the use of vasopressors agents (e.g. Dopamine) in trauma patients that are hypotensive

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.
2. Consult with the physician should be made prior to the administration of large volumes of IV fluids when the transport time is relatively short (e.g. < 20 minutes).

3.9.5 EXTREMITY INJURIES

Purpose: This protocol covers open and closed injuries to the extremities, including amputation.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Trauma Supportive Care Protocol 3.1.4 (establish IV PRN).
2. Any fracture or suspected fracture should be splinted appropriately with ice to area. Remove and secure all jewelry. Check and document distal neurovascular status pre and post splinting.
3. Angulated fractures should be aligned using proximal and distal traction during splinting, except in fractures that involve a joint, which should be splinted in the position found.
4. Traction splints should be used in cases of femur fractures, unless a pelvic fracture is suspected. Sheet splint suspected pelvic fractures.
5. Amputations should be dressed with bulky dressings and amputated part should be wrapped in moistened sterile gauze and placed in plastic bag and then the bag placed on ice for transportation to the hospital.
6. Do not delay transport to establish vascular access or bandage and splint every injury

ALS LEVEL 1: PARAMEDIC ONLY

1. See Pediatric Pain Protocol 3.1.5 for pain management.
2. If a vascular access is obtained and hypovolemia is suspected (e.g. signs and symptoms of shock), a fluid challenge of 20 ml/kg should be administered. If the patient is still in shock, repeat fluid challenge at 20 ml/kg until a maximum of 60 ml/kg is administered.

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.
2. Consult with the physician should be made prior to the administration of large volumes of IV fluids when the transport time is relatively short (e.g. < 20 minutes).

3.9.6 TRAUMATIC ARREST

Purpose: The decision to attempt resuscitation of a traumatic arrest should be based on the paramedic's judgment as to the possibility of survival and/or the possibility of organ harvest. There are instances where resuscitation of a traumatic arrest is not warranted (see Administrative Guidelines-1.2.5 DNR/Resuscitation Considerations/DOA).

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Trauma Supportive Care Protocol 3.1.4.
2. Rapidly prepare patient for transport and then expeditiously transport patient to the trauma center.

ALS LEVEL 1: PARAMEDIC ONLY

1. If IV(s) can be established, infuse Normal Saline 20 ml/kg up to 60 ml/kg IV.
2. Avoid use of vasopressors in cases of suspected hypovolemia.
3. Call Trauma Alert if applicable

ALS LEVEL 2: MEDICAL CONTROL

3. Call medical control or medical director for any questions or concerns.

3.9.7 BURN INJURIES

Purpose: Burns can be caused by thermal, chemical, and electrical sources. If an electrical burn is suspected, also see **Pediatric Protocol 3.8.5 - Electrical Emergencies**. Remember that burn patients are volume depleted. However, burns do not bleed; therefore, look for other sources of bleeding. Assume that any patient with compromised perfusion has other injuries and treat accordingly. Many burn injuries are associated with inhalation injury. The signs and symptoms of inhalation injury include: nasal and oropharyngeal burns, charring of the tongue or teeth, sooty (blackened), sputum, singed nasal and facial hair, abnormal breath sounds (e.g. stridor, rhonchi, wheezing, etc.), and respiratory distress. In cases of inhalation injury, attention should be given to the patency of the airway. Acute swelling can cause an airway obstruction. The Paramedic should consider the need for early intubation to avoid a complete airway obstruction that requires a cricothyroidotomy.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Trauma Supportive Care Protocol 3.1.4.
2. Stop the burning process, if necessary (do not cause hypothermia):

Thermal Burns: Lavage the burned area with tepid water (sterile, if possible) to cool skin. Do not attempt to wipe off semisolids (grease, tar, wax, etc.).

Dry Chemical Burns: Brush off dry powder, then lavage with copious amounts of tepid water (sterile, if possible) for 15 minutes.

Liquid Chemical Burns: Lavage the burned area with copious amounts of tepid water (sterile, if possible) for 15 minutes. (When Phenol has caused the burn, flush with copious amounts of tepid water and then apply vegetable oil to area, if available. Isopropyl alcohol may be used for very small areas.)

3. Remove clothing from around burned area, but do not remove/peel off skin or tissue.
4. Remove and secure all jewelry and tight fitting clothing.
5. Assess the extent of the burn using the Modified Rule of Nines and the degree of burn severity (see **Appendix - Burn Severity Categorization** and **Appendix - Rule of Nines**). An additional method is to use the palmar surface of the patient as 1% BSA.
6. Apply dressing to burn area as follows:
    a. If there is 20% 2nd degree or 5% 3rd degree burns, cover burned areas with dry sterile dressings.
    b. If there is < 20% 2nd degree and 5% 3rd degree burns, apply wet sterile dressings to burned areas for 15 minutes to aid in pain control.
7. Prevent hypothermia, keep patient warm and insure that all outer layers of dressings are dry.

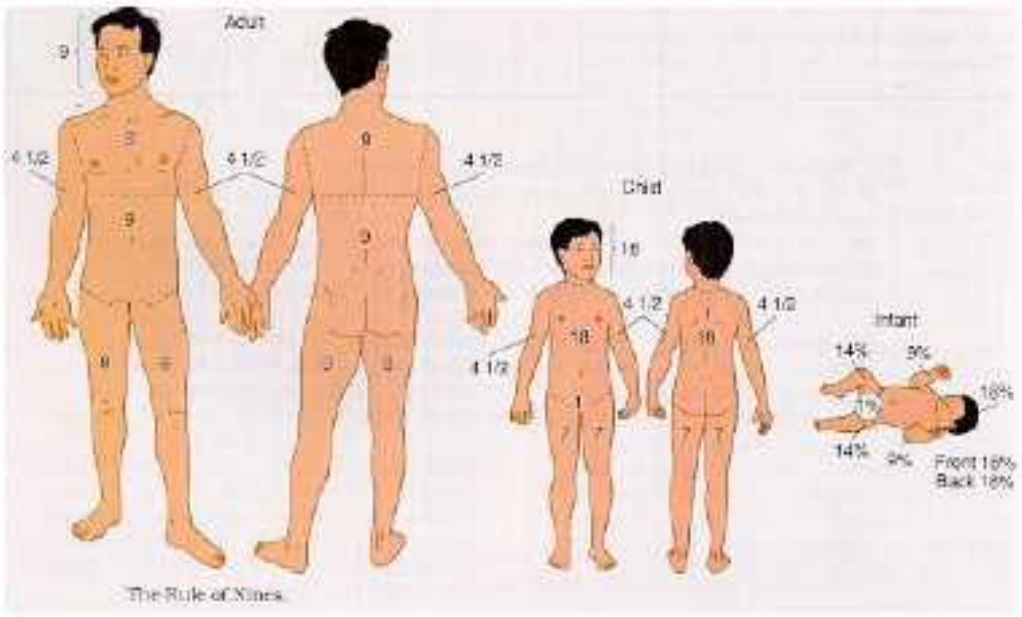
ALS LEVEL 1: PARAMEDIC ONLY

1. If respiratory distress, or airway burns exist, prepare to intubate (**RSI** if indicated) or support/assist ventilations.
2. Establish IV (may start IO for severe burns) of Lactated Ringers or Normal Saline. IV fluid administration based on the
    a. **Parkland formula**: % body surface burned X wt (in kg) X 4 cc/kg. One half of this total is given in the first 8 hours from time of burn (if burn occurred 2 hours before you start treatment, then the first half of the amount needs to be given over the next 6 hours).
3. If pulseless or apneic, go to Cardiac Arrest Protocol 3.3.6.
4. If additional injuries, go to specific protocol.
5. For pain management, (see **Pediatric Pain Management Protocol** 3.1.5).

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Burn Classification	Characteristics
Minor burn injury	◆1°burn ◆2° burn < 15% BSA in adults ◆2° burn < 5% BSA in children/aged ◆3° burn < 2% BSA
Moderate burn injury	◆2° burn 16-25% BSA in adults ◆2° burn 5-20% BSA in children/aged ◆3° burn 2-10% BSA
Major burn injury	◆2° burn > 25% BSA in adults ◆2° burn > 20% BSA in children/aged ◆3° burn > 10% BSA ◆Burns involving the hands, face, eyes, ear feet, or perineum ◆Most patient with inhalation injury, electric injury, concomitant major trauma, or significant pre-existing diseases


Adult
Child
Infant
4 1/2
4 1/2
4 1/2
4 1/2
4 1/2
14%
14%
Front 18%
Back 18%

3.10
CHILDREN WITH SPECIAL HEALTHCARE NEEDS

3.10 CHILDREN WITH SPECIAL HEALTHCARE NEEDS:

Overview: These protocols cover specific types of special healthcare needs in pediatric patients. "Children with special healthcare needs are those who have or are at risk for chronic physical, developmental, behavioral, and emotional conditions that necessitate use of health and related services of a type or amount not usually required by typically developing children."

The general approach to children with special healthcare needs includes the following:

1. Priority is given to the ABCs.
2. Do not be overwhelmed by the machines.
3. Listen to the caregiver.
4. If a nurse is present, rely on their judgment. 5. Remember…the child's cognitive level of function may be altered.
6. Assume that the child can understand exactly what you say.
7. Bring all medications and equipment to the hospital.

Obtaining a history includes asking the parent/caregiver the following:

1. Child's normal vital signs. 2.
Child's actual weight.
3. Developmental level of the child.
4. Child's allergies – include latex.
5. Pertinent medications/therapies.

American Heart Association: PALS Provider Manual, 2002: p.287.

3.10.1 HOME MECHANICAL VENTILATORS

Purpose: Home mechanical ventilators may be indicated for chronically ill children with abnormal respiratory drive, severe chronic lung disease, or severe neuromuscular weakness. Some children require continuous mechanical ventilation, while others only require intermittent support during sleep or acute illness. Home ventilators may either be volume limited or pressure limited. All are equipped with alarms.

Types of ventilator alarms:

1. Low pressure or apnea – may be caused by a loose or disconnected circuit or an air leak in the circuit or at the tracheostoma, resulting in inadequate ventilation.

2. Low power – caused by a depleted battery.

3. High pressure – can be caused by a plugged or obstructed airway or circuit tubing, by coughing, or by bronchospasm.

4. Setting error – is caused by ventilator settings outside the capacity of the equipment.

5. Power switchover – occurs when the unit switches from alternating-current power to the internal battery.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3.
2. If ventilator-dependant child is in respiratory distress and the cause is not easily ascertained and corrected, remove the ventilator and provide assisted manual ventilations with a bag-valve device.
3. Consider need for other protocols (e.g. Pediatric Protocol 3.2 - Pediatric Respiratory Emergencies).
4. Don't hesitate to ask the parents or caregiver for help managing the home ventilator since they are likely well versed on its use.
5.

ALS LEVEL 1: PARAMEDIC ONLY

1. None

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

3.10.2 TRACHEOSTOMY

Purpose: Tracheostomies are indicated for long-term ventilatory support, to bypass an upper airway obstruction, and to aid in the removal of secretions. Tracheostomies come in neonatal, pediatric, and adult sizes and can be either single lumen or double lumen. Special attachments include: tracheostomy nose (filtration device), tracheostomy collar (for oxygen or humidification), and Passymuir valve (speaker valve).

Signs of tracheostomy tube obstruction:

1. Excess secretions.
2. No chest wall movement.
3. Cyanosis.
4. Accessory muscle use.
5. No chest wall rise with bag-valve ventilations.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3.
2. If obstruction is present, inject 1-3 ml of Normal Saline into the tracheostomy tube and suction PRN (set suction at 100 mm Hg or less).
3. If unable to clear obstruction by suctioning, remove tracheostomy tube and insert new tube (same size or one size smaller). DO NOT FORCE TUBE. If long term trach patient, parent and/or caregiver usually familiar with this procedure so allow them to assist if they offer.
4. If unable to insert new tracheostomy tube or if unavailable, insert endotracheal tube of similar size into stoma and ventilate with bagvalve-device PRN.
5. If unable to insert endotracheal tube, ventilate with bag-valve-mask over stoma or over patient's mouth while covering stoma PRN.
6. Consider need for other protocols (e.g. Pediatric Protocol 3.2 - Pediatric Respiratory Emergencies).
7.

ALS Level 1: PARAMEDIC ONLY

1. None

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

3.10.3 CENTRAL VENOUS LINES

Purpose: Central venous lines are indicated for administration of medications, delivery of chemotherapy, nutritional support, infusion of blood products, and blood draws. Types of central venous lines include: Broviac/Hickman, Port-a-cath/Med-aport, and percutaneous intravenous catheters (PIC). Central venous line emergencies include: catheter coming completely out, bleeding at the site, catheter broken in half, blood embolus, thrombus, air embolus, and internal bleeding. The uses of SUB-Q ports require special training and should not be used for IV access unless you have been trained and signed off to do so by medical director.

Signs of blood embolus, thrombus, air embolus, and internal bleeding:

1. Chest pain.
2. Cyanosis.
3. Dyspnea.
4. Shock.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3.
2. If catheter is completely out, apply direct pressure to site.
3. If there is bleeding at the site, apply direct pressure.
4. If catheter is broken in half, clamp end of remaining tube.
5. If suspected blood embolus, thrombus, or internal bleeding: clamp line.
6. If suspected air embolism, clamp line and place patient on left side.
7. Consider need for other protocols (e.g. Pediatric Protocol 3.2 - Pediatric Respiratory Emergencies).

ALS Level 1: PARAMEDIC ONLY

1. None

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

3.10.4 FEEDING TUBES

Purpose: Feeding tubes are indicated for administration of nutritional supplements and in patients that have an inability to swallow. Types of feeding tubes include: nasogastric tube (temporary) and gastrostomy tubes (G tube). Types of G tubes include those that are surgically placed, percutaneous endoscopic gastrostomy tubes, PEG tubes, and jejunal tubes (J-tube). Complications include: leaks, bleeding around the site, and displacement of the tube.

Procedure:

BASIC LEVEL: EMT and PARAMEDIC

1. Medical Supportive Care Protocol 3.1.3.
2. If catheter is completely out, apply direct pressure to site.
3. If there is bleeding at the site, apply direct pressure.

ALS LEVEL 1: PARAMEDIC ONLY

1. None

ALS LEVEL 2: MEDICAL CONTROL

1. Call medical control or medical director for any questions or concerns.

Prehospital Protocols

April 2023



Neonate

Tallahassee Memorial Hospital
Tallahassee Memorial HealthCare

Tallahassee Memorial Emergency Medical Services

Tallahassee Memorial Emergency Medical Services
Neonate Prehospital Protocol Manual
2023

TABLE OF CONTENTS

1.0 Introduction

2.0 Neonate Transport Protocols

2.1 Neonate Initial Assessment and Management
2.1.1 General Monitoring and Treatment
2.1.2 Agitation and Pain
2.1.3 Fluid Therapy
2.1.4 Hypotension and Shock

2.2 Neonate Respiratory Emergencies
2.2.1 Congestive Heart Failure
2.2.2 Respiratory Acidosis
2.2.3 Respiratory Distress/Failure
2.2.4 Congenital Diaphragmatic Hernia
2.2.5 Surfactant Administration
2.2.6 Nitric Oxide
2.2.7 Pneumothorax
2.2.8 Tracheoesophageal Fistula and Esophageal Atresia

2.3 Neonate Cardiac Dysrhythmias
2.3.1 Persistent Bradycardia- Cardiac Arrest

2.4 Other Neonate Cardiac Emergencies
2.4.1 Congenital Heart Disease

2.5 Other Neonate Medical Emergencies
2.5.1 Anemia
2.5.2 Bowel Obstruction
2.5.3 Gastroschisis and Omphalocele
2.5.4 Hypoglycemia
2.5.5 Metabolic Acidosis
2.5.6 Meningomyelocele
2.5.7 Seizures
2.5.8 Sepsis
2.5.9 Systemic Cooling

3.0 Neonate Transport Procedures

3.1 Arterial Puncture
3.2 Needle Aspiration of Pneumothorax
3.3 Oral Intubation
3.4 Surfactant Administration
3.5 Umbilical Catheters

1.0 INTRODUCTION

The following document is written for the guidance of healthcare practitioners in the prehospital environment. The treatment guidelines serve as a general guide and preauthorization for the performance of medical procedures and medication administration during operations and interfacility transports. While no medical protocol or guideline can encompass every possible situation encountered by medical providers in the prehospital setting, the guidelines herein contained are a comprehensive volume covering many potential situations and patient conditions. These guidelines allow personnel to practice with a certain degree or freedom, especially in rural environments where communication with an online physician may be limited or impossible. Personnel may be required to deviate from standard practice in those instances where no prior guidelines exist, or unusual circumstances present themselves. While these guidelines are written in a numbered form, this is no way implies "A" must be accomplished before "B" in every situation or that all steps must be taken in every situation. In cases where guidelines do not exist, delaying patient care to contact an online physician would lead to increased risk of worsening morbidity or mortality and/or where communication is limited or not available, the healthcare practitioners are expected to execute treatment to the best of their ability and training until consultation with a physician is feasible or possible. This collection of guidelines is a dynamic document and will perpetually evolve as the practice of prehospital medicine progresses.

I, Cindy Korte, M.D., Neonatal Transport Team Medical Director of the Tallahassee Memorial Healthcare NICU Transport Team, have reviewed, approved, and adopted these protocols for the use of the Tallahassee Memorial HealthCare NICU Transport Team.

_____ _____

Cindy Korte, M.D. Date
Medical Director

2.0 NEONATE TRANSPORT PROTOCOLS

2.1 Neonate Initial Assessment and Management

2.1.1 General Treatment and Monitoring

History: Any neonate that is transported by the Neonatal Transport Team.

Treatment:

1. Obtain history and treatment information from referring physician and/or nurse.

2. Perform physical examination upon arrival at bedside. Primary survey should include assessment of cardiorespiratory status and vital signs.

3. Perform secondary survey, including:
   a. HEENT
   b. Respiratory
   c. Cardiovascular
   d. GI/GU
   e. Extremities
   f. Neurological status
   g. Skin
   h. Identification of any abnormalities or defects
   i. Identification of IV and arterial access sites, types of IV fluid, rate of IV fluid in mL/kg/day.

4. Record vital signs at least every 30 minutes and any time a significant change in status is noted. When vital signs are not within the normal parameters listed below, document what actions, if indicated, were taken to bring them within normal limits. If action is taken to bring vital signs within normal limits, record the appropriate vital signs every 15 minutes until they return to normal.

   In stable patients, not all deviations from the vital signs parameters listed are abnormal and corrective action may not be indicated. In these cases, document reasons that corrective action is not indicated.

   Temp: 36.5°C – 37.5°C, axillary
   HR: 100-180
   RR: 40-60
   CRT: < 3 sec.
   Mean BP: 30-60 mmHg, varying according to size and gestational age
   Blood glucose: 50-150 mg/dL, unless following Systemic Cooling Protocol, then 60-120 mg/dL.

5. Stabilize temperature at 36.5°C-37.5°C, axillary, using the following: radiant warmer, neonate transport unit, warm packs, plastic covering, and hat.

6. Obtain blood glucose during initial assessment if no results are available from previous one hour. Repeat every 2 hours or PRN for any changes of IV rate or fluids.

   On arrival at accepting facility, RN team member should obtain a final blood glucose, if none done in the previous one hour.

   If routine blood glucose testing has been discontinued on patients being back-transported, and if no feedings will be delayed by the transport, blood glucose tests during transport will not be required.

7. If patient is clinically unstable or at risk for blood loss, obtain Hct or Hgb, if no results available from previous 6 hours.

8. Place all patients on SpO_2 and cardiopulmonary monitor.

9. Place OG tube to straight drainage for respiratory distress, abdominal distention, or any baby to be transported by air. If gastric contents exceed 15 mL or are bilious, reposition OG tube and consider possible bowel obstruction. Refer to Bowel Obstruction protocol. Notify NICU physician.

10. If not done by referring facility, a team member may administer Vitamin K IM.
    Dose: 0.5 mg (birth weight < 1500 grams)
    1.0 mg (birth weight > 1500 grams)

11. Refer to protocols for stabilization orders. Any treatment that is not within these protocols or is in question should be discussed with an NICU physician.

12. Report must be called to an NICU/PICU physician or NNP/ARNP prior to departure from referring facility, unless MD requests otherwise. Nursing report will be called by referring hospital RN and an update will be given by the team prior to arrival to the unit.

2.1.2 Agitation and Pain

History: Neonate intubated with significant respiratory distress or agitation, causing deterioration in patient's condition.

Physical Exam: Neonate's activity level is interfering with ventilation resulting in decrease in oxygenation.

Treatment:

1. Consult NICU physician for order.

2. If physician unavailable then a team member (RN/RT) may administer the following as a 1-time dose only:
   a. Versed: 0.1 - 0.15 mg/kg IV, slow push over 2 minutes
   b. Fentanyl: 1 - 2 mcg/kg IV, slow push
   c. Morphine 0.05 - 0.1 mg/kg, slow push

2.1.3 Fluid Therapy

History: Neonate with history as described in applicable treatment sections of protocols.

Physical Exam: Varies with applicable protocols.

Treatment:

1. Start a PIV for:
   a. Any neonate who has been, or will have been, by the time of arrival at accepting facility, NPO for ≥ 6 hours.
   b. Any neonate < 24 hours old.
   c. Respiratory distress.
   d. Hypoglycemia
   e. Metabolic acidosis
   f. Asphyxia
   g. Seizures
   h. Sepsis

2. Place a UAC or UVC for:
   a. Any unstable neonate when a PIV is unavailable and cannot be readily obtained.
   b. If unnecessary delay is avoided, stable neonates requiring respiratory assistance and who will likely require frequent blood gas sampling may have UAC placed before leaving referring facility.
   c. Obtain AP Babygram (chest & abdomen) X-ray to check placement of UAC/UVC UAC tip should be at L 3-4 (low line) or T 6-9 (high line). UVC tip should be above the diaphragm.
   d. Assess adequacy of perfusion to buttocks and lower extremities when UAC in place.
   e. Hypocalcemia
   f. Shock/anemia

3. Fluids to be infused:
   a. D10W – add heparin 1:1 in UAC/UVC.
   b. D5W – if blood glucose > 150 mg/dL
      - if birth weight < 800 grams
      - add heparin 1:1 in UAC/UVC
   c. Peripheral arterial lines – D5W + 1:1 heparin or NS + 1:1 heparin.

4. Fluid infusion rates:
   a. 50-60 mL/kg/day – significant asphyxia or CHF
   b. 100-140 mL/kg/day- neonates < 750 grams.
   c. 60-100 mL/kg/day – all other neonates, unless otherwise ordered by physician or other protocol.
   d. PAL's – 1-2 mL/hr
   e. For neonates > 1 day old, consult with NICU physician regarding rate and electrolyte additives.

5. Monitor blood glucose closely.

2.1.4 Hypotension and Shock

History: Placental abruption, placenta previa, twin delivery, asphyxia, extreme prematurity, severe respiratory distress, sepsis, congenital heart disease.

Physical Exam: Tachycardia, decreased blood pressure, cyanosis, pallor, decreased capillary refill, mottling, respiratory distress.

Lab data: Metabolic acidosis and elevated lactic acid.

Treatment:

1. If no IV access, establish UAC/UVC or PIV access as soon as possible.

2. Give 10-20 mL/kg of either of these volume expanders over 15-60 minutes (based on gestational age):
   a. Normal saline
   b. FFP – if available from referring hospital blood bank

   Refer to Anemia Protocol, if applicable.

3. Contact NICU physician and if unavailable initiate a dopamine drip at 10mcg/kg/ min if a patient is not responsive with a fluid bolus and has no evidence of volume loss.

2.2 Neonate Respiratory Emergencies

2.2.1 Congestive Heart Failure

History: Suspicion of congenital heart disease such as hypoplastic left ventricle, aortic stenosis, coarctation of aorta, hemodynamically significant patent ductus arteriosus or arteriovenous malformation of the head or liver

Physical Exam: Tachycardia, tachypnea, hepatomegaly, cardiomegaly, active precordium, diaphoresis, poor feeding, decreased capillary refill, cool extremities.

Treatment:

1. **Refer to Respiratory Distress Protocol, if applicable**
2. If respiratory distress requires intubation, a higher PEEP may be required. Consult NICU physician if PEEP > 6 is required to maintain adequate oxygenation.
3. Restrict fluids to 60-80 mL/kg/day.
4. **Refer to Agitation Protocol, if applicable.**
5. If patient has diagnosis of an cyanotic heart defect, initiate or continue PGE infusion at 0.05 mcg/kg/minute. **See Congenital Heart Defect Protocol.**
6. If signs of pulmonary edema are present, consult NICU physician for diuretic order.

2.2.2 Respiratory Acidosis

History: Respiratory distress associated with pneumonia, hyaline membrane disease, meconium aspiration, pneumothorax, or Congestive Heart Failure.

Physical Exam: Respiratory Distress: Flaring, grunting, retracting, tachypnea, diminished breath sounds.

Congestive Heart Failure: Enlarged heart, bounding pulses, active precordium, enlarged liver, respiratory distress, bruit in head/neck in presence of AVM.

Treatment:

1. If pCO_2 is > 60 and pH is < 7.20, intubate and ventilate per **Respiratory Distress Protocol.**

2. Adjust IMV and PIP to maintain pH > 7.20.

2.2.3 Respiratory Distress

History: Prematurity, Meconium, Transient Tachypnea, Congenital Diaphragmatic Hernia, Aspiration, Pneumonia, Sepsis

Physical Exam: Grunting, Retractions, Poor Ventilation/Oxygenation, Apnea, Cyanosis, Poor Breath Sounds

Diagnosis: Chest x-ray revealing "ground glass" appearance, air trapping, pneumothorax, poor aeration, congenital diaphragmatic hernia

Treatment:

1. For respiratory distress, utilize O_2 via BVM, nasal cannula, nasal CPAP or endotracheal tube with CPAP or PEEP to relieve cyanosis and to keep PaO_2 and saturation within normal limits for disease process.

2. Perform oral intubation for resuscitation, airway stabilization, apnea, severe respiratory distress, and/or failure. (pCO_2 > 60mmHg with pH < 7.20, pO_2 < 60 mmHg on $FiO_2 \geq 0.7$).

ETT	Size of Infant	Centimeters Inserted	Gestational Age (weeks)
2.5	Less than 1 kg	7	Below 28
3.0	1 kg-2.0 kg	8	28-34
3.5	2.0 kg-3.0 kg	9	34-38
3.5 – 4.0	Above 3 kg	10	Above 38

3. After intubation, confirm placement by auscultation, CO_2 detection device, and chest x-ray. On chest x-ray, the ETT should be seen between the clavicles and the carina.

4. If ventilation is required, initial ventilator settings should be:
   PIP of 16-24 cm/H_20;
   PEEP of 4-6 cm/H_2O;
   and IMV of 20-60/minute, based on size of patient and degree of illness. After beginning ventilation, assess color, $EtCO_2$, equality of breath sounds and adequacy of chest expansion. Consult with NICU physician if higher settings are needed.

5. After airway is secure/patent, either obtain a CXR, if not already done, or transilluminate the chest to rule out pneumothorax if respiratory distress persists.

6. Obtain an ABG from the UAC, PAL or by arterial puncture. Adjust ventilator settings to maintain pH ≥ 7.20, pCO_2 40-60 mmHg (depending on gestational age and pathophysiology) and PaO_2 60-70 mmHg. May obtain VBG/CBG if unable to obtain ABG.

2.2.4 Congenital Diaphragmatic Hernia

History: Profound respiratory distress and cyanosis at birth or respiratory distress developing soon after birth.

Physical Exam: Scaphoid abdomen, barrel chest, absence of breath sounds on one side, usually the left, shift of heart sounds to unaffected side, bowel sounds in chest, immediate respiratory distress, shock, cardiopulmonary arrest, hypoplastic lungs.

Diagnosis: Chest and abdominal X-ray shows absence or sparsity of gas-containing bowel in abdomen, bowel loops present in affected hemithorax with displacement of the heart and mediastinum to the contralateral side.

Treatment:

1. Intubate and resuscitate patient in most controlled but expedient fashion. Minimize bag/mask ventilation. Intubate to a depth of 6 cm plus the patient's weight in kg. Check CO_2 and get f/u CXR. **Refer to Respiratory Distress Protocol**.

2. Place pre- and post-ductal (right hand and foot) saturation probes. Base all acute decisions on pre-ductal saturations only. Pre-ductal saturations > 94% is desired, but < 94% may have to be tolerated.

3. Consider pneumothorax if sudden deterioration occurs.

4. Place a Replogle tube to 20-23 cm, depending on patient's size. Do not force the tube if resistance is met. Aspirate any stomach contents from tube and place tube to low continuous suction.

5. Reposition infant with unaffected side down if the patient is unstable in supine position. This may or may not have a positive effect.

6. Administer maintenance IV fluid at a rate of 100 mL/kg/day.

7. IV Bolus 10 mL/kg of Normal Saline for MAP <40 mm Hg.

8. Call attending Neonatologist for ventilator adjustments.
   Initial PIP should not be higher than 30 cm H_2O
   PEEP 4-6 cm H_20
   FiO_2 1.0 or as needed to maintain SpO2 of at least 94%
   Set the rate to patient comfort and disease severity, usually between 30 and 50.
   I/E ratio should be 1:2.

9. Communicate blood gases to accepting facility as often as possible.

10. **Refer to Agitation Protocol, as indicated.**

2.2.5 Surfactant Administration

History: Prophylaxis-Infant at high risk of RDS (< 29 weeks) Rescue-Infant mechanically ventilated with clinically confirmed RDS

Physical Exam: Respiratory distress (grunting, retractions), prematurity, meconium-stained amniotic fluid

Diagnosis: RDS (ground glass appearance on CXR), history of Meconium Aspiration Syndrome (meconium aspiration seen on CXR)

Treatment:

1. If infant is not intubated, intubate infant per Respiratory Distress Protocol. Assemble 5 fr feeding tube, syringe and large bore needle.

2. Clear trachea of secretions.

3. Using a sterile technique, slowly withdraw entire contents of vial into syringe through the large bore needle.

4. Attach inline suction catheter to syringe and fill with surfactant.

5. Discard excess through feeding tube so only dose to be given remains in syringe

6. Using sterile technique, administer in aliquots with the infant in different positions to enhance distribution into the lungs.

7. After administration of each aliquot, the dosing feeding tube is removed from the ET tube and the infant is ventilated for at least 30 seconds until stable.

8. Administration of Poractant alpha (Curosurf): Initial: 2.5 mL/kg/dose (200 mg/kg/dose); may repeat 1.25 mL/kg/dose (100 mg/kg/dose) at 12-hour intervals for up to 2 additional doses; maximum total dose: 4 mL/kg OR Survanta 4 mL/kg if Curosurf not available.

Monitoring:

1. Assess ET tube patency and position, O2 saturation, ECG and BP should be monitored continuously during dosing.

2. Assess for impairment of gas exchange caused by blockage of the airway after dosing; frequent assessments of oxygenation and ventilation should be performed to prevent post dose hyperoxia, hypocarbia and overventilation.

3. If possible, obtain ABG 20-30 minutes after surfactant administration and adjust the ventilator based on the results.

2.2.6 Nitric Oxide

History: Inhaled Nitric Oxide (iNO) already started at referring hospital; hypoxic respiratory failure in a neonate of unknown etiology ≥ 34 weeks with an Oxygenation Index (OI) of 20.

Physical Exam: Evidence of respiratory failure, respiratory distress, or OI ≥ 20.

Treatment:

1. The start of iNO will only occur after discussion with the Neonatal physician who is handling the transport. The same protocols shall be used for initiation that is already available in the intensive care unit.

2. The transport team should document the response to iNO therapy upon initiation. It is critical that saturations before and after iNO therapy initiation are noted.

3. iNO, if initiated during transport, will be given for the duration of the transport regardless of the response.

4. Start iNO at 20 ppm or continue at the concentration previously set by the referring hospital.

5. Document the time of initiation of iNO by the team and the referring hospital.

6. An attempt should be made to record the patients pre-ductal and post-ductal saturations.

2.2.7 Pneumothorax

History: Premature infant with respiratory distress, any infant requiring mechanical ventilation, meconium stained fluid with possible aspiration.

Physical Exam: Signs of respiratory distress, hyperinflated chest, absent or diminished breath sounds on one or both sides, sudden deterioration while receiving mechanical ventilation.

Treatment:

1. If pneumothorax is suspected, but neonate is stable with normal pO2 and normal pCO2:
   a. Attempt to transilluminate chest
   b. Obtain chest X-ray to confirm
   c. Consult with NICU physician regarding need for intervention
   d. For neonates to be transported by air, consider the effect of decreased air pressure at altitude on the size of the pneumothorax
   e. Maintain SPO2 greater than 94%

2. If pneumothorax is suspected and neonate is unstable with hypoxemia, bradycardia, or hypotension then:
   a. Perform needle aspiration. **Refer to Needle Aspiration of Pneumothorax protocol.**

2.2.8 Tracheoesophageal Fistula and Esophageal Atresia

History: Maternal polyhydramnios, difficulty feeding, copious oral secretions, exacerbated by feeding.

Physical Exam: Inability to pass orogastric tube (OG) into the stomach. Patient may have copious oral secretions.

Diagnosis: X-ray findings may show OG tube coiled in esophageal pouch when esophageal atresia present. When distal tracheoesophageal (TE) fistula is present, X-ray will show air in stomach and perhaps in bowel. If no air in bowel then likely there is a pure esophageal atresia.

Treatment:

1. If distal TE fistula is suspected, elevate HOB as much as practical during transport to decrease threat of gastric reflux. Avoid or minimize bag/mask ventilation to avoid over distension of stomach.

2. Insert Replogle tube into upper esophageal pouch and suction secretions from pouch PRN. Clear oral secretions with bulb syringe PRN.

3. Place PIV or UAC/UVC if none present. **Refer to Fluid Therapy protocol.**

4. **Refer to Respiratory Distress protocol, if applicable.**

5. Discuss need for antibiotics with NICU physician

2.3 Neonate Cardiac Dysrhythmias

2.3.1 Persistent Bradycardia- Cardiac Arrest

History: Neonate with severe respiratory distress requiring ventilatory assistance.

Physical Exam: Heart rate < 90 bpm for > 20 seconds, profound cyanosis, decreased capillary refill, decreased blood pressure

Treatment:

1. Assess patency of airway and adequacy of ventilation to rule out dislodged or plugged ETT or pneumothorax. Use direct laryngoscopy, chest transillumination or chest X-ray.

2. If bradycardia does not improve with effective ventilation at rates of 40-60 bpm for 30 seconds and heart rate < 60 bpm, begin chest compressions.

3. Notify NICU physician and referring physician.

4. If no IV access, establish UAC/UVC access as soon as possible.

5. Give 0.2 mL/kg of 1:10,000 Epinephrine IV or 0.5 mL/kg of 1:10,000 Epinephrine ET. Repeat if no response within 3-5 minutes.

6. If bradycardia persists, continue chest compressions at 3:1 ratio and ventilate effectively at rate of 40-60 breaths/minute. Reassess patency of airway.

7. Notify NICU physician if further orders needed and update regarding patient's response and condition.

2.4 Other Neonate Cardiac Emergencies

2.4.1 Congenital Heart Disease

History: Patient may not present with symptoms at birth but may develop them as late as 1-2 weeks of age. Risk factors include: Teratogenic influences during pregnancy, Chromosomal anomalies, maternal drug use (Lithium) and maternal illness (diabetes, rubella).

Physical Exam: If the infant has the following on physical exam: heart murmur, heart failure, arrhythmia, cyanosis, poor peripheral perfusion, hepatomegaly, tachypnea, tachycardia, discrepancy in peripheral pulses, oliguria or feeding difficulties.

If decreased pulmonary blood flow: profound cyanosis not entirely accounted for by pulmonary disease, tachypnea, decreased pulmonary markings on chest X- ray, normal or enlarged heart.

If decreased systemic blood flow: decreased capillary refill, decreased blood pressure (especially in lower extremities), decreased urine output, metabolic acidosis with normal or low CO2, and cyanosis.

Optional Diagnostic Tests:

a. 4 extremity blood pressures
b. Pre/Post-ductal oxygen saturations
c. Hyperoxia test:100% oxygen for 10 minutes, then draw ABG on preductal side.

Treatment:

1. Restrict fluids to 60-80 mL/kg/day. If signs of CHF are present, further restrict to 50-60 mL/kg/day. Monitor blood glucose every 1 hour when fluid restricted. Refer to Hypoglycemia Protocol, if applicable.

2. If ductal-dependent lesion is suspected, consult with NICU physician before beginning PGE infusion.
   a. If PGE has been infusing > 6 hours without apnea or significant side effects, intubation prior to transport will be considered elective.

   b. If PGE has been infusing < 6 hours prior to transport, the patient should be intubated and placed on the transport ventilator. **Refer to Respiratory Distress Protocol for ventilator settings.**

   c. Consult the NICU physician to transport non-intubated patient with PGE.

   d. Initiate a continuous PGE infusion at 0.05 mcg/kg/minute through a PIV, UVC or a UAC placed near the ductus arteriosus. May adjust dose based on Pediatric Cardiology input and clinical response. Max dose 0.1 mcg/kg/minute.

3. Consult the NICU physician about decreasing PGE dose if seizures develop while PGE is infusing. **Refer to Seizure Protocol.**

4. **Refer to Metabolic Acidosis Protocol if metabolic acidosis persists** after PGE started, despite signs of improved systemic perfusion

2.5 Other Neonate Medical Emergencies

2.5.1 Anemia

History: Traumatic birth, intrapartum hemorrhage, small premature infant at risk for IVH.

Physical Exam: Tachycardia, decreased capillary refill, decreased or normal blood pressure, respiratory distress with a high oxygen requirement.

Treatment:

1. Consider transfusion of PRBC's for Hct < 25% with signs as noted above. Have referring physician obtain consent and give order.

2. If indicated, transfuse 20 mL/kg cross-matched CMV negative PRBC's. PRBC should be irradiated if possible.

3. If emergent, may transfuse uncross-matched type O negative PRBC's, CMV negative.

   If blood pressure is acceptable, transfuse over 3 hours. If hypotensive, transfuse over 60 minutes.

2.5.2 Bowel Obstruction

History: Maternal polyhydramnios, bilious emesis.

Physical Exam: Abdominal distention, absent anal opening, or may have features of Down Syndrome associated with duodenal atresia.

Diagnosis: Abdominal X-ray may show dilated loops of bowel, free intraperitoneal air, (associated with bowel perforation), "ground glass" appearance, associated with meconium ileus, or "double bubble" associated with duodenal atresia, absence of air in distal bowel.

Treatment:

1. Place a Replogle tube (6-10 fr) catheter into the stomach. Aspirate stomach contents from tube to decompress GI tract. Suction tube contents PRN during transport. If able, place catheter to LCS/LCWS.

2. Start a PIV if none in place. Do not place a UAC/UVC unless infant is having significant respiratory distress.

3. For fluid therapy, run D10W maintenance fluid according to **Fluid Therapy protocol.**

4. **Refer to Sepsis protocol.**

2.5.3 Gastroschisis and Omphalocele

History: Extrusion of bowel through abdominal wall or umbilical cord, obvious at birth.

Physical Exam:

Gastroschisis: Obvious defect in abdominal wall with protruding exposed intestines, usually to the right of the umbilicus, may appear dusky.

Omphalocele: Defect with membrane-covered intestines herniated into the umbilical cord, varying in size and position.

Treatment:

1. Place a Replogle tube into the stomach. Aspirate stomach contents from tube to decompress upper GI tract. Suction stomach contents PRN during transport. If able, place catheter to LCS/LCWS.

2. An EMERGENT situation exists if the viscera in gastroschisis appears extremely dusky, place the patient with the right side down and IMMEDIATELY consult the NICU Physician or pediatric surgeon. A decision may need to be made about opening the gastroschisis defect with scissors to allow more room for blood supply.

3. Cover defect with warm saline-soaked gauze sponges. Cover gauze with plastic wrap or gut bag to preserve moisture.

4. Place PIV. Infuse D10W at maintenance for that neonate for total fluids of approximately 120 mL/kg/day. Do not place UAC/UVC unless approved by NICU Physician.

5. Monitor perfusion status closely. Give 10 mL/kg NS bolus over 15-30 minutes for CRT> 3 seconds.

6. **Refer to Sepsis Protocol.**

2.5.4 Hypoglycemia

History: Infant of a diabetic mother, intrauterine growth retardation, prematurity, NPO without IV fluid > 6 hours.

Physical Exam: Infant large for gestational age, small for gestational age, premature, high-pitched cry, jittery, lethargic, poor feeding, cyanosis, seizures.

Treatment:

1. Obtain blood glucose.
2. If IV in place, assess patency of IV and type of IV fluid infusing.
3. Establish IV access if none present.
4. If blood glucose < 50 mg/dL, give $D_{10}W$ 2 mL/kg IV over 2-3 minutes.
5. If receiving IV fluid with D_5W, change to $D_{10}W$.
6. **Refer to fluid therapy protocol**.
7. Repeat blood glucose 30 minutes after $D_{10}W$ bolus.
8. If no improvement, repeat 2 mL/kg bolus AND increase IV rate by 20%.
9. Repeat blood glucose 30 minutes after 2nd $D_{10}W$ bolus.
10. If no improvement after 2nd bolus consult with NICU physician. Consider changing IV fluids to $D_{12.5}W$ or $D_{15}W$ (central line only for anything greater than 12.5%) with NICU physician's approval.

2.5.5 Metabolic Acidosis

History: Cyanotic heart disease, congestive heart failure, hypoxia, hypovolemia, hypothermia, asphyxia, sepsis.

Physical Exam: Cyanosis, decreased capillary refill, mottled skin, decreased blood pressure, decreased temperature.

Treatment:

1. Correct above conditions per applicable protocols.

2. If $pCO_2 > 60$ mmHg, treat per **Respiratory Distress Protocol** until $pCO_2 < 60$ mmHg, then treat per this protocol.

3. Attempt to find the etiology of the metabolic acidosis and treat the underlying condition.

4. If metabolic acidosis is severe (pH < 7.0), may treat with Sodium Bicarbonate (4.2% concentration) 1-2 mEq/kg IV over 30 minutes. Consult with NICU Physician prior to administering Sodium Bicarbonate.

2.5.6 Myelomeningocele

History: Defect noted over spine at birth.

Physical Exam: Presence of external membranous sac along the central nervous system. Small defect may be represented by a tuft of hair or abnormal dimple. Sac maybe closed with no leaking fluid noted or open with leakage of CSF. Lower limbs may be deformed with decreased movement.

Treatment:

1. If leakage of CSF is present, obtain culture with sterile cotton swab.

2. **Refer to Sepsis Protocol**. If sac is intact without drainage and no other signs of sepsis are present, consult with NICU physician about whether to start antibiotics.

3. Cover lesion with sterile saline-soaked gauze or Telfa. Cover gauze with plastic wrap.

4. Place infant in lateral decubitus or prone position for transport to keep pressure off the defect.

5. Avoid use of latex products, including latex gloves, in the presence of a meningomyelocele.

2.5.7 Seizures

History: Significant asphyxia, significant birth trauma, intracranial hemorrhage, infant with CHD on PGE infusion, Electrolyte imbalances (hyponatremia, hypocalcemia, hypoglycemia).

Physical Exam: Apnea, lip-smacking, tongue-thrusting, bicycling leg movements, deviation of eyes, tremors that persist when affected limb is held, tonic/clonic movement of extremities, or stiffening and arching of back.

Treatment:

1. Apply monitors per general treatment and monitoring protocol.
2. Check blood glucose.
3. If blood glucose is low, **refer to Hypoglycemia protocol.**
4. If blood glucose is normal, check calcium and electrolytes.
5. Have equipment ready to intubate if respiratory depression occurs.
6. Give Phenobarbital 20 mg/kg slow IV. May repeat dose of 10 mg/kg once, if needed to stop seizures, to maximum dose of 30 mg/kg.
7. If 30 mg/kg of Phenobarbital has not been given prior to transporting patient, have Phenobarbital available to give during transport, if needed.
8. If seizures persist despite total dose of Phenobarbital of 30 mg/kg, consult with NICU physician for further orders.

2.5.8 Sepsis

History: Maternal fever, maternal amnionitis/chorioamnionitis, prolonged rupture of membranes > 18 hours, abnormal WBC or differential, undifferentiated respiratory distress, poor feeding, open defects.

Physical Exam: Elevated or decreased temperature, apnea, bradycardia, respiratory distress, seizures, jittery.

Treatment:

1. Obtain blood cultures by venipuncture or from UAC/UVC at placement and sterile field still present.

2. Administer Ampicillin 50 mg/kg IV.

3. Administer Gentamicin over 30 minutes

Gestation (weeks)	Age (days)	Dose (mg/kg)	q hours
<29	0-7	5	48
	8-28	4	36
	≥ 29	4	24
30-34	0-7	4.5	36
	≥ 8	4	24
≥ 35	ALL	4	24

2.5.9 Systemic Cooling

History: Patients with a presumptive diagnosis of hypoxic-ischemic encephalopathy who meet ALL of the following five criteria are eligible for this order set.

Check off each positive finding:

1. Gestational Age ≥ 35 weeks

2. Birth weight ≥ 1.8 kg

3. Patient is ≤ 6 hours of age

4. **ONE OR MORE** of the following predictors of severe HIE:
   a. pH ≤ 7.0 with base deficit ≥ 16 on ABG (base excess more negative than -16)

   b. pH 7.01-7.15, base deficit 10-15.9 or no ABG available and acute perinatal event (cord prolapse, HR decelerations and/or uterine rupture) and either an APGAR ≤ 5 at 10 minutes or assisted ventilation at birth for ≥ 10 min

   NOTE: If a cord gas or patient arterial blood gas is not available, a venous blood gas may be used for screening criteria.

5. Seizures or 3 of 6 of the following:

Clinical Criteria	Signs of Encephalopathy	
	Moderate	Severe
1. Level of Consciousness	Lethargic	Stupor/coma
2. Spontaneous activity	Decreased activity	No activity
3. Posture	Distal flexion, complete extension, frog leg posture	Decerebrate
4. Tone	Hypotonia (focal or general), hypertonia (focal or truncal)	Flaccid
5. Primitive reflexes		
Suck	Weak or bite	Absent
Moro	Incomplete	Absent
6. Autonomic System		
Pupils	Constricted	Skew deviation/dilated/non-reactive to light
Heart Rate*	Bradycardia	Variable
Respirations	Periodic	Apnea or intubated

HR should only be used as an entry criteria if the patient in normothermic at the time of staging.

Physical Exam: Apnea, lethargy, decreased muscle tone, fixed or constricted pupils, absent suck, absence or presence of myoclonus.

Treatment:

1. The transport team will initiate hypothermia rapidly and effectively at outlying hospitals prior to transport of newborns and within 6 hours of birth.

2. The babies will be cooled to a target rectal temperature of 33.5° C by turning off overhead and transport isolette warmers.

3. The transport team will monitor rectal temperatures every 15 minutes during transport via the continuous rectal temperature monitor until the patient is placed on the cooling system, at which time, the rectal probe with be replaced by the cooling system rectal probe.

4. If the newborn's rectal temperature is < 32° C, then the baby should be rewarmed by 0.5° C per hour by setting the isolette temperature at 0.5° C above patient's rectal temperature before placing the patient on the cooling system. Check rectal temperatures every 15 minutes, even if the skin probe is being used, in order to maintain rectal temperatures in the desired range of 33-33.5° C. Increase the set temperature 0.2-0.5° C above patient's rectal temperature every 30 minutes to rewarm to within desired range when the patient is placed on the cooling system.

5. Apply the cooling system wrap to the infant upon arrival to the referring unit and after physical assessment complete. Connect the patient to the cooling system device once inside the transport vehicle and apply the rectal and skin probes. Place the skin probes on a hard body surface area. Turn on cooling system and place in hypothermia mode with a default temperature of 33.5° C.

6. Maintain patient's heart rate 80-120 bpm (anything higher is considered tachycardic in a hypothermic patient). Assess for signs/symptoms of hypovolemia/bleeding (IVH, liver laceration-especially after CPR), if heart rate > 120 bpm.

7. Initiate a fentanyl drip at 0.5 mcg/kg/hour and follow the **Agitation Protocol**.

8. Maintain a blood glucose between 60-120 mg/dL. If blood glucose < 60 mg/dL, bolus patient with 2 mL/kg D10W and change maintenance IVF to D12.5W or D15W (if central line is present). Maintain total IV fluids 60 mL/kg/day, per NICU physician order.

9. If glucose is > 120 mg/dl then adjust maintenance fluids to lower dextrose concentration.

3.0 NEONATE TRANSPORT PROCEDURES

3.0 Neonate Procedures

3.1 Arterial Puncture

Purpose: Evaluation of arterial oxygenation and ventilation

Equipment: Commercially available blood gas kit or
- 1 mL syringe
- 23G or 25G needle/butterfly
- 0.5 mL sodium heparin (1:10 units)
- Stopper or cap
- Sterile germicide
- Gloves
- Gauze/Cotton balls

Procedure:

1. Using 2 patient identifiers (name and medical record number), verify the correct patient.

2. Record the patient's inspired oxygen concentration. (Rationale: Changes in inspired oxygen concentration alter the change in PaO2. The degree of hypoxemia cannot be assessed without knowing the inspired oxygen concentration)

3. Wash hands and don gloves.

4. If not using a commercially available blood gas kit, withdraw heparin into the syringe to wet the plunger and fill dead space in the needle.

5. Hold syringe in an upright position and expel excess heparin and air bubbles. (Rationale: Air in the syringe may affect measurement of PaO2; heparin in the syringe may affect measurement of the pH)

6. Palpate the radial, dorsalis pedis, or posterior tibial artery.

7. Feel along the course of the radial artery and palpate for maximum pulsation with the middle and index fingers. Prepare the skin with germicide.

8. The needle is at a 45- to 60-degree angle to the skin surface and is advanced into the artery. Once the artery is punctured, arterial pressure will push up the hub of the syringe and a pulsating flow of blood will fill the syringe on the commercially available blood gas kits or the butterfly tubing.

9. After drawing the appropriate amount of blood, withdraw the needle and hold pressure with gauze/cotton ball for up to 5 minutes.

10. Run specimen on point of care blood gas analyzer or send the labeled specimen to the laboratory immediately.

11. Palpate the pulse (distal to the puncture site), inspect the puncture site, and assess for cold hand, numbness, tingling, or discoloration.

12. Change ventilator settings, inspired oxygen concentration or type and setting of respiratory therapy equipment if indicated by the results.

3.2 Needle Aspiration of Pneumothorax

Purpose: To remove air, fluid, or blood from the pleural space.

Equipment:

- Betadine or antimicrobial scrub
- Sterile gloves
- 23 gauge butterfly or 18/20/22 gauge angiocath (depending on patient's size)
- 3 way stopcock
- T connector
- 12 mL syringe
- Sterile gauze

Procedure:

1. Wash hands.

2. Using 2 patient identifiers (name and medical record number), identify correct patient. Verify chest x-ray to ensure location of pneumothorax.

3. Position the infant with affected side elevated 45 degrees from horizontal using a roll or towel or supine for anterior tap. (Helpful tip: Secure the shoulder internally rotated with arm extended to bring air to lateral side.)

4. Prep lateral or anterior portion of chest with antimicrobial solution. Remove excess and allow skin to dry.

5. Insert 23 gauge butterfly with attached stopcock and syringe (or angiocath with attached stopcock, T connector, and syringe) over the top of the rib into 4th intercostal space along the anterior axillary line for a lateral tap or in the T2-3 innerspace in the midclavicular line for an anterior tap.

6. While inserting syringe, aspirate and evacuate as much air as possible.

7. Once air is evacuated and needle is removed, place an occlusive dressing (Tegaderm with or without gauze) over puncture site.

8. Chart amount of air aspirated and how patient tolerated procedure.

3.3 Oral Intubation

Purpose: To assist the infant with oxygenation and ventilation or to stabilize an airway for transport.

Equipment:

- **Anesthesia bag or self-inflating bag valve mask and appropriately sized mask**
- **Laryngoscope blade(s) and handle**
- **Stylet**
- **½" tape or Elastikon tape, if available**
- **Skin protectant**
- **Scissors**
- **Suction equipment**
- **6, 8, or 10 French suction catheter**
- **Stethoscope**
- **CO2 detector**

Endotracheal Tube:

• Less than 1 Kg	2.5 ETT
• 1-2Kg	3.0 ETT
• 2-3Kg	3.5 ETT
• Greater than 3 Kg	4.0 ETT

Procedure:

1. Wash hands.
2. Using 2 patient identifiers (name and medical record number), identify correct patient.
3. If needed, administer sedation per Agitation protocol.
4. Inspect and assemble above equipment.
5. Position infant as needed to align airway, using a shoulder roll, if necessary. (Helpful tip: Do not hyperextend the neck as this will compress the trachea.)
6. Provide positive pressure ventilation until infant's heart rate is > 100 and the baby is well oxygenated.
7. Hold laryngoscope in left hand
8. Starting in the right side of the mouth, slide laryngoscope blade into mouth, pushing the tongue to the left.
9. Insert blade until vocal cords are visualized. Suction as needed.

10. Holding the ET tube in the right hand, insert it along the side of the blade 0.5 cm past the vocal cords. (Helpful tip: Position ETT beside the blade to allow unobstructed view through the cords.)

11. Secure ET tube to upper gum line while assistant removes stylet and attaches CO2 detector.

12. Provide PPV, looking for color change within the CO2 detector and auscultate for equal, bilateral breath sounds. (Helpful tip: Breath sounds will be louder on the right if there has been a right mainstem intubation.)

13. Note the “lip to tip” measurement
(Helpful tip “Lip to tip” Measurement: 6+weight in kilograms)

14. While holding the ETT securely to the upper gumline, have assistant apply skin protectant to upper lip and secure ETT with tape.

15. Obtain portable AP CXR.

16. Document X-ray confirmation of tube position, quality of breath sounds, ETT size, and how baby tolerated procedure.

3.4 Surfactant Administration

Purpose: Prophylaxis-Infant at high risk for RDS (< 29 weeks)
Rescue-Infant mechanically ventilated with clinically confirmed RDS

Treatment: Consult NICU physician
Administer intratracheal: ***verify dose with 2nd team member**
- Curosurf: 2.5 mL/kg/dose, may repeat 1.25 mL/kg/dose
- Survanta: 4 mL/kg/dose divided into 4 aliquots

Equipment:
- 5 Fr feeding tube
- Surfactant
- Large bore needle
- Syringe (appropriate size for dosing)
- Sterile gloves
- Anesthesia bag or ventilator
- Suction equipment

Procedure:
1. Wash hands.
2. Using 2 patient identifiers (name and medical record number), verify correct patient.
3. If infant is not intubated, intubate infant using per Respiratory Distress Protocol.
4. Assemble 5 Fr feeding tube, syringe, needle and sterile gloves.
5. Clear trachea of secretions.
6. Using a sterile technique, slowly withdraw the entire contents of vial into syringe through a large bore needle.
7. Attach feeding tube to the syringe and fill with surfactant.
8. Discard excess surfactant through feeding tube so only the administered dose remains in syringe.
9. Using sterile technique, administer in aliquots with the infant in different positions to enhance distribution into lungs.
10. After administration of each aliquot, the dosing catheter is removed from the ET tube and the infant is ventilated at least 30 seconds until stable.

Monitoring:

1. Assess ET tube patency and position. O2 saturation, ECG and BP should be monitored continuously during administration.

2. Assess for impairment of gas exchange caused by blockage of the airway after dosing; frequent assessments of oxygenation and ventilation should be performed to prevent post- dose hyperoxia, hypocarbia, and over inflation.

3. If possible, obtain ABG 20-30 minutes after surfactant administration and adjust the ventilator based on the results.

3.5 Umbilical Catheters

Purpose: To obtain arterial/central access in a baby with significant respiratory distress. To monitor central blood pressure, infuse fluids, obtain blood specimens, give medications, or perform exchange transfusions.

Equipment:

Special procedure tray
1. Sterile towels
2. 2 oz. container
3. Scissors
4. Needle holder
5. 1 mL syringe
6. 3 mL syringe
7. 20 and 25 gauge needles
8. Suture
9. Sterile gauze
10. Scalpel
11. Eye forceps

3.5 and 5 French umbilical catheters

3.5 French catheter for infants < 1500 g
5 French catheter for infants > 1500 g

- IV pump
- Primed IV tubing with filter and pressure transducer
- NS with Heparin 1:1 flush
- Betadine or Hibistat antimicrobial solution
- Sterile gauze
- Sterile gloves
- 3 way stopcock
- (2) 3 mL syringes
- Large bore needle
- Limb restraints
- Wide tape
- Sterile occlusive dressing (e.g. Tegaderm)
- Umbilical tape
- Suture
- Scalpel

Procedure:

1. Wash hands.

2. Using 2 patient identifiers (name and medical record number) verify correct patient.

3. Prepare infant
   a. Place infant supine on radiant warmer
   b. Restrain arms and legs with limb restraints and/or placing linen or gauze over knees and using yellow tape to secure
   c. Calculate the catheter insertion length:

      UAC Low line- birth weight+ 7cm (not normally used)
      UAC High line- calculate (birth weight in kg x 3) + 9
      UVC ½ birth weight +9

4. Prepare equipment
   a. Using sterile technique, open suture tray
   b. Pour betadine or Hibistat into sterile cups and label cups appropriately. Fill another sterile cup with D5W w/ Hep 1:1 or NS w/ Hep 1:1
   c. Don sterile gloves, sterile gown, mask, and hat
   d. Connect 3 way stopcock to umbilical catheter
   e. Prime all ports of 3 way stopcock and umbilical catheter with heparinized saline or heparinized D5
   f. Leave NS/D5W flush syringes attached to 3 way stopcock ports and turn stopcock off to the catheter.

5. Insertion method
   a. Prep abdomen and cord with antimicrobial solution
   b. Drape with sterile towels
   c. Place umbilical tape around base of cord
   d. Cut cord to approximately 1.5 cm above skin line to adequately visualize the umbilical vessels.

      Vessel identification: Arteries are thick walled, whitish, and usually protrude from the cut surface. Vein is thinner walled, larger than the arteries, and not as stiff.

   e. Stabilize vessel by grasping cord with eye forceps or hemostats near vessel wall.

      Do not pull as this tends to produce or intensify arteriospasm.

   f. Depending on size of vessel, gently probe and dilate the vessel with the curved iris forceps, eye forceps, or catheter introducer to a depth of 0.5 cm.
   g. Allow the forceps to open slowly and hold the vessel open.
   h. Release the forceps or hemostat stabilizing the stump.
   i. Using steady pressure, gently insert the catheter in the direction of the symphysis pubis to the predetermined length.

6. Confirmation of placement
   a. Aspirate syringe on 3 way stopcock to evaluate for blood return
   b. Slowly return blood and flush umbilical catheter
   c. If difficulty is encountered, withdraw catheter and attempt to cannulate other artery.
   d. Order portable abdominal AP X-ray to confirm placement.

      UAC Low line should be at L 3-4
      UAC High line should be at T6-9
      UVC Just above right diaphragm at the IVC/RA junction

7. Secure catheter
   a. Place purse string suture around cord without piercing arteries or vein.
   b. After X-ray confirmation of placement, cleanse skin of any remaining Betadine (if used) and secure catheter to skin with transparent dressing.

8. Infuse and document fluids per protocol

Complications: Observe infant's feet, toes, and buttocks for duskiness or blanching. If duskiness noted, discontinue catheter, and attempt a catheter with a smaller lumen.

MEDICAL DIRECTOR SERVICES AGREEMENT

This MEDICAL DIRECTOR SERVICES AGREEMENT ("Agreement") is entered into effective as of the 25th day of March 2024, by and between **TALLAHASSEE MEMORIAL HEALTHCARE, INC.**, a Florida nonprofit corporation ("TMH") and, **ALEX HO, M.D.**, an individual ("Medical Director").

RECITALS

WHEREAS, TMH is the owner and operator of a general acute care hospital located at 1300 Miccosukee Road, Tallahassee, Florida, Leon County, and

WHEREAS, TMH operates a fully licensed hospital with medical and surgical facilities and Emergency Medicine Services located in Tallahassee, Leon County, Florida; and

WHEREAS, TMH has patients who are in need of Emergency Medicine services; and

WHEREAS, TMH needs a qualified medical director of the Emergency Medicine Service to insure efficient clinical management, quality performance and proper utilization of the resources of the Emergency Medicine Service.

WHEREAS, TMH desires to contract for certain administrative medical director services as defined in Section 1.3 of this Agreement in the Emergency Medicine Service to assist in the administration, management and operations of the Emergency Medicine Service; and

WHEREAS, Medical Director is a duly licensed physician who has the necessary qualifications to provide who have the necessary qualifications to provide supervision, direction and oversight of the Services within the Emergency Medicine Service in accordance with the terms of this Agreement; and

WHEREAS, the Medical Director provides services as an employee of TMH pursuant to the Emergency Department Specialty Physician (Full-time) Agreement.

WHEREAS, TMH and Medical Director desire to enter into this Agreement in order to provide a full statement of their respective responsibilities in connection with the provision of Services for the Emergency Medicine Service; and

WHEREAS, TMH has determined that entering into this Agreement with Medical Director is an appropriate way to assure satisfaction of the following objectives:

1. To advance TMH's charitable purposes and healing mission;

2. To provide appropriate supervision and proper and consistent administration of the Emergency Medicine Service;

3. To provide necessary control and to standardize procedures performed in the Emergency Medicine Service;

4. To provide appropriate and consistent supervision and training of Emergency Medicine Service personnel;

5. To enhance rapport, communication, teamwork, and morale among Emergency Medicine Service personnel and physicians providing services in the Emergency Medicine Service; and

6. To enhance the overall quality of patient care in the Emergency Medicine Service.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual promises and covenants contained herein, the parties agree as follows:

SECTION 1. MEDICAL DIRECTOR'S OBLIGATION

1.1 Medical Director Services. In consideration of the compensation set forth herein, Medical Director shall serve as Medical Director of Emergency Services during the term of this Agreement. In the provision of such Services, Medical Director shall report to and shall be subject to an annual performance appraisal and approval by TMH's President and Chief Executive Officer (CEO), or his designee.

1.2 Qualifications of Medical Director. Throughout the term of this Agreement, Medical Director shall:

a. Maintain an unrestricted license to practice medicine in the State of Florida;

b. Be a member in good standing of TMH's Medical Staff ("Medical Staff") with status in the active category with appropriate clinical privileges;

c. Be board certified in Emergency Medicine as required by American Colleges of Emergency Physicians in a specialty area of training and practice related to Emergency Medicine Services;

d. Maintain participating provider status with Medicare and Medicaid programs and not have been deemed excluded from participation in any federally-funded health care program, including Medicare or Medicaid;

e. Maintain an unrestricted federal DEA number and any applicable state drug permits; and

f. Maintain Emergency Center Medical Director qualifications as defined by the State of Florida for a level 2 trauma center.

g. Notify TMH immediately if he no longer meets any of the foregoing requirements.

The inability of Medical Director to fulfill or otherwise abide by the requirements set forth in this Agreement shall be deemed a material breach of this Agreement pursuant to Section 5.3.

1.3 **Services of Medical Director.** During the term of this Agreement, Medical Director shall:

a. Direct, coordinate, and supervise the quality, availability, safety and appropriateness of the medical services as defined in this Agreement

b. Conduct chart and case reviews and other such activities under the direction of TMH's President and CEO, or his/her designee(s), to evaluate the practice patterns of members of the Medical Staff and/or healthcare providers who are involved in the Emergency Medicine Service where there is a reasonable concern for complying with national or community standards of care;

c. Report on the Emergency Medicine Service to TMH's President and CEO, at least quarterly, and submit such data, reports, and records as may be requested or required by TMH, regulatory bodies, and accreditation agencies relative to the Emergency Medicine Service;

d. In conjunction with the Medical Staff, establish and maintain standards of medical care provided in the Emergency Medicine Service;

e. Assist in the design, implementation, maintenance, and coordination of comprehensive credentialing, quality assurance, risk management and utilization review programs and initiate the development of performance improvement/clinical effectiveness projects to enhance the quality of clinical services provided in the Emergency Medicine Service;

f. Participate in the development and evaluation of the Emergency Medicine Service's policies and procedures on an annual basis, and propose changes as necessary in order to assure that the Emergency Medicine Service meets the qualifications of state and federal law, standards of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), and applicable licensing requirements regarding services in the Emergency Medicine Service;

g. Assist in the implementation of recommendations of JCAHO and other applicable accrediting bodies and licensing agencies that pertain to the Emergency Medicine Service;

h As part of TMH's budget process, advise TMH's President and CEO, or his/her designee(s), in writing of recommended capital improvements for, and supply, equipment, maintenance and environmental needs of, the Emergency Medicine Service;

i. Actively participate on committees in the role of Medical Director as requested by TMH or the Medical Staff (in addition to the meeting and committee participation obligations required by virtue of membership on the TMH Medical Staff, for which Medical Director will not be compensated), and be available at reasonable times for consultation, see Exhibit "A".

j. Serve as the Principal Investigator for the Emergency Medicine Service. Attend all meetings and IRB's necessary to provide research to the Emergency Medicine Service. Work with the CO-PI;

k. Provide such technical advice and assistance as may be requested to facilitate the installation of equipment in or the expansion of the Emergency Medicine Service, which shall include, but not be limited to, providing assistance with general health planning;

l. Advise and assist TMH in such other special medico-administrative projects applicable to the Emergency Medicine Service as TMH may reasonably request, including, but not limited to, investigating trends and developments in Hospitalist practices and techniques, introducing innovative approaches that will lead to improved quality of care, participating in affiliation or other teaching agreements between TMH and educational institutions, and participating in the development and presentation of programs related to TMH's community relations; Consult with TMH's President and CEO, TMH administration, and appropriate Medical Staff committees on an ongoing basis to define other responsibilities as needed;

m. During and after the term of this Agreement, in the event litigation is brought against TMH or its directors, officers or employees, based upon a claim of negligence, professional liability or other cause of action related to the provision of Emergency Medicine Services, Medical Director shall, in his capacity as Medical Director, voluntarily and at no additional cost to TMH

(other than expense reimbursement), serve as a witness or otherwise assist in the litigation as requested by TMH;

n. Oversight development of well-defined review criteria for patients of the Emergency Medicine Service or to assure appropriateness of treatment and to prevent over-utilization of services;

o. Attend, organize, represent and participate in conferences, such as Quarterly ADI meetings, state meetings and such other activities as TMH shall designate in order to maintain and improve the quality of care in TMH and in the Emergency Medicine Service;

p. Assist, as requested, with the orientation, education, and in-service training of all non-medical and paramedical personnel engaged for the operation and conduct of the Emergency Medicine Service inside and outside of the Emergency Department; and

q. Participate and develop, as necessary, lines of communication between the Emergency Medicine Service, the Medical Staff, and other TMH departments to ensure harmonious interaction between the Emergency Medicine Services and other TMH operations.

r. Provide direct interactions, under the direction of TMH's President and CEO, or his/her designee(s) with all physicians who are employed or otherwise contracted to provide Emergency Medicine Services, and who fail to comply with the provisions of the Medical Staff Bylaws, Rules and Regulations and other related applicable documents, policies and procedures, manuals, laws and regulations; and

s. Work when requested with TMH personnel to recruit physicians to staff Emergency Medicine Service; and

t. As required, schedule physicians to staff the Emergency Medicine Service and periodically consult with TMH regarding such scheduling;

u. Evaluate and answer, in cooperation with TMH administration, all complaints or inquiries of patients concerning Emergency Medicine Services physician care, and furnish TMH with an analysis of all complaints with recommendations for correcting any identified deficiencies.

1.4 Availability; Time Report. Medical Director shall devote Medical Director's best efforts to carrying out the terms of this Agreement and shall be reasonably available and personally present at TMH on a regular basis to perform the Services, for an average of twenty-seven (27) hours per week not to exceed 1404 worked hours per year. Medical Director shall maintain office hours by appointment and shall also be available during such additional hours as are necessary and appropriate in accordance with standards of good medical practice. Medical Director shall meet with TMH's President and CEO or his designee, no less frequently than monthly and provide an oral report on current activities.

1.5 **Compliance with Laws, Regulations, and Standards.** In connection with the operation and conduct of the Emergency Medicine Service and provisions of Services, Medical Director shall at all times comply with all applicable federal, state, and local laws, rules, regulations and standards, including requirements for participation in the Medicare program, all applicable standards and recommendations of JCAHO and the American Medical Association, appropriate professional certification Board, TMH and the Medical Staff Bylaws, TMH policies and procedures, and all other rules and regulations established by TMH or the Medical Staff applicable to the operation of Emergency Medicine Service.

1.6 **Compliance with TMH's Corporate Compliance Program and Code of Conduct.** Medical Director recognizes that it is essential to the core values of TMH that all persons and entities contracting with TMH shall at all times conduct themselves in compliance with the highest standards of business ethics and integrity and applicable legal requirements as are reflected in TMH's Corporate Compliance Program and Code of Conduct, as may from time to time be amended by TMH. Medical Director acknowledges that he has received a copy of the Corporate Compliance Program and Code of Conduct and has read and understands the same and hereby agrees that so long as this Agreement remains in effect, Medical Director shall act in a manner consistent with, and shall at all times abide by, such Code of Conduct in Medical Director's practice of medicine and his fulfillment of the terms and conditions of this Agreement. In the event that TMH determines in good faith that Medical Director has breached Medical Director's obligations pursuant to this Section 1.10., TMH shall provide notice to Medical Director of such breach. If such breach is not cured within ten (10) days of such notice, TMH may, upon notice to Medical Director, immediately terminate this Agreement.

1.7 **Disciplinary Notices.** Medical Director shall notify TMH immediately of any actions for professional liability that are served against Medical Director, and of any disciplinary proceedings instituted against Medical Director at any other hospital or organization.

1.8 **Hospital Records; Confidentiality.** All proceedings, files, records, and related information of TMH, the Emergency Medicine Service, and the Medical Staff and its committees, including those pertaining to TMH's strategic and financial processes and to the evaluation and improvement of the quality of patient care and any and all patient records and charts produced as a result of either party's performance under this Agreement, shall be and remain the property of TMH and shall be kept strictly confidential by Medical Director. Medical Director shall not voluntarily disclose such confidential information, either orally or in writing, except as expressly required by law or permitted pursuant to the prior written authorization of TMH. This covenant shall survive the termination of this Agreement for any reason.

1.9 Intentionally left blank.

1.10 **Exclusivity.** The Medical Director shall not open a competing Emergency Service in Leon County, Florida, nor shall he be affiliated, directly or indirectly, with any other Emergency Medicine Service in Leon County, Florida, or with any other physicians operating a Emergency Medicine Service in Leon County, Florida, or otherwise obtain any ownership or any equity interest in any other entity providing Emergency Medicine Service in competition with TMH within Leon County, Florida, during the term of this Agreement, except with the prior written approval of TMH.

1.11 **Failure to Provide Services.** Notwithstanding anything in this Agreement to the contrary, in the event Medical Director fails to provide services as required under this Agreement, TMH, in its discretion, shall have the right to contract with another provider to

furnish the Medical Director Services. The cost of retaining services from another provider shall be paid by Medical Director during the period of time for which the Medical Director received payment and did not provide services described hereunder.

SECTION 2. COMPLIANCE WITH ALL LAWS, REGULATION AND STANDARDS

2.1 Definitions. For the purposes of this Section 2, the following capitalized terms shall be given the following meanings:

Covered Entity means TMH.

Disclose and *Disclosure* mean, with respect to Protected Health Information, the release, transfer, provision of access to, or divulging in any other manner of Protected Health Information outside Medical Director's internal operations or to other than his employees.

Protected Health Information or *PHI* means information, including demographic information that (a) relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual; (b) identifies the individual (or for which there is a reasonable basis for believing that the information can be used to identify the individual); and (c) is received by Medical Director from or on behalf of Covered Entity, or is created by Medical Director, or is made accessible to Medical Director by Covered Entity.

Use or *Uses* means, with respect to PHI, the sharing, employment, application, utilization, examination or analysis of such PHI within Medical Director=s internal operations.

2.2 Warranty. Medical Director warrants that all the Medical Director Services to be provided hereunder, whether by him directly or by approved sub-contractors of Medical Director, shall fully comply with all applicable federal, state and local statutes, rules and regulations, and that it shall be deemed a material breach of this Agreement by Medical Director if he shall fail to observe this requirement. If such a breach is not cured in accordance with this Agreement, TMH may terminate this Agreement without penalty and without limiting any other rights and remedies set forth in this Agreement.

2.3 Compliance with Laws, Standards. Specifically, but not by way of limitation, Medical Director warrants that the Medical Director Services to be provided hereunder shall comply with all applicable rules, regulations and accreditation standards or requirements of Medicare or Medicaid or other federal or state health programs, the Joint Commission on Accreditation of Healthcare Organizations, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the National Committee for Quality Assurance, and updates to incorporate any changes to such laws, rules, regulations, requirements, and standards.

2.4 Privacy Standard Assurances. More specifically, but not by way of limitation, insofar as Covered Entity is required to comply with the final regulations promulgated under HIPAA for the privacy of PHI and insofar as Medical Director has access to, has been provided with, or will be creating PHI of Covered Entity's patients, or employees, Medical Director warrants and agrees as follows:

a. Medical Director shall Use and Disclose PHI solely as necessary to perform the Medical Director Services. Medical Director shall not Use or Disclose PHI for any other purpose.

b. Medical Director warrants that he shall implement and maintain appropriate safeguards to prevent the Use or Disclosure of PHI in any manner other than as permitted by this Agreement.

c. Medical Director shall immediately notify Covered Entity of each Use or Disclosure, of which it becomes aware, that is made by Medical Director, his employees, representatives, agents or subcontractors that is not specifically permitted by this Agreement.

d. Upon termination or expiration of this Agreement, Medical Director shall either return or destroy, in Covered Entity's sole discretion and in accordance with any instructions by Covered Entity, all PHI in the possession or control of Medical Director. However, if Covered Entity determines that neither return or destruction of PHI is feasible, Medical Director may retain PHI provided that Medical Director (i) continues to comply with the provisions of this Section 2 for as long as it retains PHI, and (ii) limits further Uses and Disclosures of PHI to those purposes that make the return or destruction of PHI infeasible.

e. Notwithstanding the foregoing, Medical Director agrees to comply with all local state and federal rules, regulations, and statutes, as well as with community and industry standards relating to confidentiality.

2.5 Survival. This Section 2 shall survive the termination of this Agreement.

SECTION 3. TMH'S RESPONSIBILITIES

3.1 Space. TMH shall furnish, at its expense and in its sole discretion, the area required and necessary for the proper and efficient operation of the Emergency Medicine Service. No part of any such space shall be used, at any time, for the private practice of medicine, or for any purpose other than for services provided by TMH.

3.2 Furniture, Fixtures, Equipment, and Supplies.

a. TMH shall, at its own expense and within the limits of the Emergency Medicine Service budget, provide such furniture, fixtures, equipment, and supplies as TMH, in its sole discretion, deems reasonably necessary for the proper and efficient operation of the Emergency Medicine Service. Medical Director shall not, without the prior written authorization of TMH, obligate or commit TMH for the purchase, acquisition, or pilot trial of equipment or supplies.

b. TMH shall maintain the Emergency Medicine Service's equipment in good working order and repair. Medical Director shall advise TMH immediate of any malfunctions or needed repairs observed by others in the Emergency Medicine Service.

3.3 Services by TMH. TMH shall, at its expense and within the limits of the Emergency Medicine Service budget, furnish the Emergency Medicine Service with such ordinary utilities and services, including janitor, housekeeping, infectious and hazardous waste disposal, in-house messenger service, laundry, electricity, gas, telephone, water, heat and air-conditioning, as TMH, in its sole discretion, deems necessary for the efficient operation and conduct of the Emergency Medicine Service. TMH shall also provide the services of such other TMH departments, including without limitation, nursing, personnel, administrative, accounting, engineering, purchasing and medical records, as are reasonably necessary, in TMH's sole discretion, for the proper and efficient operation of the Emergency Medicine Service. The procurement of services shall be subject to TMH's usual purchasing practices and Medical Director shall not, without the prior written authorization of TMH, order, obligate or commit TMH for the purchase or pilot trial of services.

3.4 Non-Physician Personnel. TMH shall provide all nurses and technical, paramedical and other non-physician personnel as TMH, in its sole discretion, deems necessary for the proper and efficient operation of the Emergency Medicine Service. TMH shall be solely responsible for any and all salaries, other compensation, employer's payroll taxes, workers' compensation coverage and fringe benefits to which such personnel may be entitled as employees of TMH. Medical Director shall not at any time during the term of this Agreement, or for a period of one (1) year immediately following its termination for any reason, solicit, hire or employ, directly or indirectly, any employee of TMH. This covenant shall survive the termination of this Agreement for any reason.

3.5 Continuing Medical Education. TMH will provide a Continuing Medical Education (CME) allocation of an amount no more than [redacted] for the Medical Director to attend one (1) CME program related to emergency medicine and medical care. The Medical Director must present all receipts and documentation satisfactory to TMH's Chief Medical Officer, or designee, prior to being reimbursed for such expenses. The CME allocation is limited to the reimbursement of one (1) CME program in any given year, and the Medical Director shall not carry forward any monies from a current year's CME allocation into the following year's CME allocation.

SECTION 4. COMPENSATION

In consideration of Medical Director's provision of Services, Medical Director shall be compensated at a rate [redacted], during the term of this Agreement, with total annual compensation not to exceed [redacted]. TMH shall pay Medical Director no less frequently than monthly on the last day of each month or in such other more frequent installments as determined by the hospital.

SECTION 5. TERM AND TERMINATION

5.1 Term. Unless earlier terminated as set forth in this Agreement, this Agreement shall be for a term of two (2) years, commencing on March 1, 2024 (the "Commencement Date").

5.2 Termination Prohibition. If the Agreement is terminated with cause or without cause, the parties may not enter into a new or revised agreement which is the same, similar or

substantially the same agreement as this Agreement, during the first year of the original two (2) term of this Agreement, unless to do so would not invoke the prohibition on referrals of Stark II, 42 U.S.C. ' 1395nn.

5.3 **Without Cause Termination.** Either party shall have the right to terminate this Agreement at any time, without cause or penalty, upon not less than ninety (90) days' prior written notice to the other party.

5.4 **Termination by Hospital.** This Agreement shall automatically terminate in the event that Medical Director fails to maintain the qualifications contained in Section 1.2 of this Agreement. Hospital may, in Hospital's sole discretion, also terminate this Agreement immediately upon the occurrence of any of the following events:

a. The conviction of Medical Director (whether final or on appeal) of any felony or any crime involving moral turpitude;

b. Any sanction upon or prohibition against utilization of the Hospital or any of its services applied to Medical Director;

c. Failure of Medical Director to maintain the qualifications contained in Section 1.2 of this Agreement;

d. Appointment of a receiver for Medical Director's assets, an assignment by Medical Director for the benefit of its creditors, or any relief taken or suffered by Medical Director under any bankruptcy or insolvency act;

e. Jeopardy to the tax-exempt status of the Hospital or to any debt financing arising out of this Agreement;

f. Jeopardy to Hospital's participating provider status in any federally-funded health program arising out of this Agreement;

g. Any jeopardy to patient health or safety;

h. Failure of Medical Director to maintain and operate the Emergency Medicine Service in accordance with the requirements and standards specified in this Agreement; or

i. In the event that Hospital, alone or as a member of a health care system, elects to merge, discontinue, downsize, integrate, restructure or otherwise materially alter the services for which Medical Director is engaged hereunder, Hospital may first request mutual discussions with Medical Director in this regard, which discussions shall continue for a thirty (30) day period subsequent to the Hospital's request ("Discussion Period"). After the expiration of the thirty (30) day Discussion Period, Hospital or Medical Director may elect to terminate this Agreement by providing Medical Director with at least thirty (30) days' advance written notice prior to the effective date of the termination.

5.5 With Cause Termination. In addition to the other termination rights provided herein, either party shall have the right to terminate this Agreement for cause upon fifteen (15) days' written notice to the other party. Any such notice shall specify the cause upon which it is based. The violating party shall have fifteen (15) days to rectify the cause specified in the notice of termination, and if such cause is not rectified within such fifteen (15) day period, this Agreement shall thereupon automatically terminate; provided, however, that if such cause cannot reasonably be rectified within such fifteen (15) day period, this Agreement shall not automatically terminate so long as the violating party has commenced to rectify the cause within such fifteen (15) day period and thereafter diligently and continuously proceeds to rectify such cause. It is understood and agreed by the parties that "cause" for termination subject to notice and cure under this Section includes material breach by either party of any of its obligations under this Agreement. The procedure contained in this paragraph shall not be construed to limit Hospital's liability to terminate as provided in the preceding Section 5.3.

5.6 Effect of Termination. In the event of termination of this Agreement, Medical Director shall cooperate with the orderly transfer of responsibilities to a successor medical director for a period of time not to exceed thirty (30) days. Upon the expiration or termination of this Agreement, the Medical Director shall immediately vacate the premises and shall remove at such time any and all of his personal property. Any personal property that is not so removed may be removed by Hospital at Medical Director's expense. The expiration or termination of this Agreement shall not be subject to the bylaws, rules, regulations, or policies of Hospital or the Medical Staff.

SECTION 6. JEOPARDY

Notwithstanding anything to the contrary herein contained, in the event the performance by either party hereto of any term, covenant, condition, or provision of this Agreement jeopardizes the licensure of Hospital, its participation in or the payment or reimbursement from, the Medicare program, state-sponsored Medicaid program or other reimbursement or payment programs, or its full accreditation by the Joint Commission on Accreditation of Healthcare Organizations or any other state or nationally recognized accreditation organization, or the tax-exempt status of Hospital, any of its property or financing (or the interest income thereon, as applicable), or will prevent any physician, or any other health care professional or their patients from utilizing Hospital or any of its services, or if for any other reason said performance should be in violation of any statute, ordinance, or be otherwise deemed illegal, or be deemed unethical by any recognized body, agency, or association in the medical or hospital fields, Hospital may at its option (i) terminate this Agreement immediately; or (ii) initiate negotiations to resolve the matter through amendments to this Agreement and if the parties are unable to resolve the matter within thirty (30) days thereafter, Hospital may, at its option, terminate this Agreement immediately.

SECTION 7. INSURANCE AND INDEMNITY

7.1 Liability Insurance. The Employer shall furnish Physician with malpractice and other type of insurance coverage deemed necessary by Employer to the operation of the business of the Employer and the provision of the Emergency Medicine Services under this Agreement in an amount not less than that required by Florida Statutes. Subject to the statutory minimums aforementioned, the amount of malpractice liability insurance coverage for Physician, during the

term hereof, or following termination shall be determined and set solely by Employer. Employer will continue to provide professional liability coverage for acts committed with regard to services provided hereunder during Employee's employment after Physician's employment has terminated until the applicable state statute of limitations has expired.

SECTION 8. COMPLIANCE WITH GOVERNMENTAL PROGRAMS AND OTHER HEALTH CARE BENEFIT PROGRAM REQUIREMENTS

8.1 Applicable Medicare Regulations. All references in this Agreement to Medicare regulations and all citations of Sections in this Article refer to those regulations contained at 42 Code of Federal Regulations, Part 415, Subpart C (415.100 to 415.130) and Subpart B (415.50 to 415.70), as those Sections now exist or as those Sections may be subsequently renumbered or revised.

8.2 Application of Requirements. Hospital and Medical Director specifically recognize that each party may provide services to patients covered by the Medicare program (Title XVIII of the Social Security Act) and that each has an obligation to comply with the requirements of the Medicare program for payment for services provided by hospital-based physicians, to the extent that such services are provided pursuant to this Agreement. Each party hereby agrees to cooperate with the other in order to assure that these requirements are met.

8.3 Medical Director Billing in Violation of Medicare Regulations. Medical Director agrees to comply with Section 415.102(c)(3), Florida Statutes, which provides: If the physician, the provider, or another entity bills the carrier or the beneficiary or another insurer for physician services furnished to the provider, as described in Section 415.55(a), CMS considers the provider to which the services are furnished to have violated its provider participation agreement, and may terminate that agreement. In the event Medical Director defrauds the Medicare program by billing either the Medicare carrier or a Medicare beneficiary for physician services in violation of this Section, Hospital shall have the right to immediately terminate this Agreement and Medical Director shall indemnify Hospital for all losses suffered by Hospital as a result of the violation of this provision by Medical Director.

8.4 Access to Books and Records. Until the expiration of five (5) years after the furnishing of any Services pursuant to this Agreement, Medical Director shall make available upon request to the Secretary of the Department of Health and Human Services or the Comptroller General of the United States, or to any of their duly authorized representatives, this Agreement and such books, documents and records of Medical Director as are reasonably necessary to certify the nature and the reasonable costs of the Services rendered pursuant to this Agreement.

8.5 Excluded Provider. Medical Director hereby represents and warrants that Medical Director is not, and at no time has been, excluded from participation in any federally-funded health care program, including Medicare and Medicaid. Medical Director hereby agrees to immediately notify Hospital of any threatened, proposed or actual exclusion of Medical Director from any federally-funded health care program, including, but not limited to, Medicare and Medicaid. In the event that Medical Director is excluded from participation in any federally-funded health care program during the term of this Agreement, or if at any time after the Commencement Date, it is determined that Medical Director is in breach of this Section, this Agreement shall automatically terminate as of the date of such exclusion or breach.

8.6 Regulatory Compliance.

a. Hospital and Medical Director shall comply with all federal and state fraud and abuse prohibitions, as amended from time to time, including, but not limited to, the Federal Anti-Kickback Prohibition, 42 U.S.C. ' 1320a-7b, Stark II, 42 U.S.C. ' 1395nn, the Florida Patient Self-Referral Act of 1992, ' 456.053, Florida Statutes, and the Florida Patient Brokering Prohibition, ' 817.505, Florida Statutes. All payments between the parties shall be the reasonable fair market value for the health care services provided. None of the parties shall, directly or indirectly, determine the compensation or other exchanges of benefit, value or services based on the volume or value of referrals between the parties for designated health services as defined in 42 U.S.C. ' 1395nn, as amended from time to time. The values and consideration of all remuneration, goods and services exchanged between the parties are for a commercially reasonable business purpose, are determined by the fair market value, reflect the actual provision of health care and other goods and services provided and are not exchanged to induce and/or direct any direct or indirect referrals of goods and/or services that may be paid by a governmental program or any other health care benefit program.

b. If either party develops concern that any provision of this Agreement violates or may violate any applicable federal or state law, then such party shall immediately notify the other party in writing of such concern and the specific activities giving rise to such concerns. The parties then shall negotiate in good faith to amend this Agreement to bring it in compliance with applicable laws.

SECTION 9. INTENTIONALLY LEFT BLANK

SECTION 10. GENERAL PROVISIONS

10.1 Cumulative of Remedies. Except as expressly provided herein, the various rights, options, elections, powers and remedies of the respective parties hereto contained in, granted, or reserved by this Agreement, are in addition to any others that said parties may be entitled to by law, shall be construed as cumulative, and no one of them is exclusive of any of the others, or of any right or priority allowed by law.

10.2 Attorneys' Fees. In the event that any action is brought by either party to enforce or interpret the terms of this Agreement, the prevailing party in such action shall be entitled to its costs and reasonably attorneys' fees incurred therein from the non-prevailing party, in addition to such other relief as the court may deem appropriate.

10.3 Notices. All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been delivered to a party upon personal delivery to that party or: (i) twenty-four (24) hours following electronically confirmed delivery by facsimile transmission to the telephone number provided by the party for such purposes; (ii) twenty-four (24) hours following deposit for overnight delivery with a bonded courier holding itself out to the public as providing such services, with charges prepaid; or (iii) forty-eight (48) hours following deposit with the United States Postal Service, postage prepaid, and in any case addressed to the party's address set forth below, or to any other address that the party provides by notice, in accordance with this Section 10.3, to the other party:

To Hospital:	Tallahassee Memorial HealthCare, Inc. 1300 Miccosukee Road Tallahassee, Florida 32308 ATTN: Mark O'Bryant, CEO
With a copy to:	E. Murray Moore, Jr., Esquire Pennington, Moore, Wilkinson, Bell & Dunbar, P.A. 215 South Monroe Street, Second Floor Tallahassee, Florida 32301
To Medical Director:	Alex Ho, M.D. To the address shown in his employment record
With a copy to:	Tallahassee Memorial Healthcare, Inc. Rob Moss, Exec. Dir. 1300 Miccosukee Road Tallahassee, Florida 32308

10.4 Assignment. Medical Director shall not have the right or the power to assign this Agreement nor any of the rights or obligations inuring to or imposed upon it herein, unless approved by Hospital; attempted or purported assignment shall be null and void and of no effect. Hospital may, upon written notice of Medical Director, assign this Agreement to any entity related by ownership or control to Hospital.

10.5 Binding on Successors and Assigns. Notwithstanding anything to the contrary in this Agreement, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns.

10.6 No Third Party Rights. This Agreement has been made and is made solely for the benefit of the parties hereto and their respective successors and permitted assigns. Nothing in this Agreement is intended to confer any rights or remedies under or by reason of this Agreement on any persons other than the parties to it and their respective successors and permitted assigns. Nothing in this Agreement is intended to relieve or discharge the obligation or liability of any third persons to any party to this Agreement.

10.7 Waiver. All waivers of rights, powers and remedies by a party to this Agreement must be in writing. No delay, omission or failure by a party to exercise any right, power or remedy to which a party may be entitled shall impair any such right, power or remedy, nor shall such be construed as a release by a party of such right, power or remedy or as a waiver of or acquiescence in any such action, unless such action shall have been cured in accordance with the terms of this Agreement. A waiver by a party of any right, power or remedy in any one instance shall not constitute a waiver of the same or any other right, power or remedy in any other instance.

10.8 Headings. The headings of the sections of this Agreement are included for the purposes of convenience only, and shall not affect the interpretation of any provision hereof.

10.9 Severability. Subject to Section 6, if any provision of this Agreement is found to be invalid or unenforceable by any court or other lawful forum, such provision shall be ineffective only to the extent that it is in contravention of applicable laws without invalidating the remaining provisions of this Agreement, unless such invalidity or unenforceability would defeat an essential business purpose of this Agreement.

10.10 Integration. This Agreement and all Exhibits hereto constitute the entire agreement between the parties with regard to the subject matter hereof and thereof. This Agreement supersedes all previous agreements between or among the parties. There are no agreements, representations or warranties between or among the parties other than those set forth in this Agreement or the documents and agreements referred to in this Agreement.

10.11 Amendments. This Agreement may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall become effective, it shall be reduced to writing and signed by each of the parties.

10.12 Governing Law. The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

10.13 Confidentiality. Medical Director shall treat all non-public information obtained as part of this engagement as confidential and shall not, without written authorization from Hospital, release or share such information with any third party, except as may be required by law. Medical Director agrees that prior to reporting any actual or perceived violation of law to any governmental entity, even if required by law to do so, Medical Director will first discuss any potential legal or compliance matter with the Hospital Corporate Compliance Officer and Hospital Legal Counsel and, unless otherwise required by law, provide Hospital with an opportunity to investigate and appropriately report any compliance matter brought to its attention by Medical Director. Further,

Medical Director agrees that Medical Director will cause any financial benefit received as a result of reporting any violation or perceived violation of law based on any such non-public information so obtained to be donated to an organization determined by the Internal Revenue Service to be qualified under Section 510(c)(3) of the Internal Revenue Code.

10.14 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.

10.15 General Interpretation; Ambiguities. Ambiguities, if any, in this Agreement shall be reasonably construed in accordance with all relevant circumstances, including, without limitation, prevailing practices in the industry of the parties in the place where the contract is to be performed and shall not be construed against either party, irrespective of which party may be deemed to have authored the ambiguous provision.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the day and year first above written.

TALLAHASSEE MEMORIAL HEALTHCARE, INC.

G. MARK O'BRYANT, President and CEO

Date: 4/5/24

Corporate Seal
(HOSPITAL)

ALEX HO, M.D.

Date: 3/25/24

Physician
(MEDICAL DIRECTOR)

Exhibit "A"

EMERGENCY CENTER (EC) MEDICAL DIRECTOR RESPONSIBILITIES

Emergency Center Operations

- Attends EC Executive Committee with focus on patient flow, electronic documentation, regulatory readiness and current issues related to the efficiency and safety of operations
- Attends EC Case Review meetings as scheduled
- Attends Trauma Committee and Case Review as scheduled
- Attends organization's patient flow committee as scheduled (Operation Overlord)
  Input and assistance with facility and equipment systems and practices.
  Participates and advises on appropriate medical instrumentation, capital budget requests and allocations for the EC
  Oversight of scheduling and quality practice patterns for mid-level providers of care
- Participates in the data and quality review processes for the TMH Transfer Center

Emergency Center Education

- Participation in the oversight and education necessary for Trauma and other program certifications
- Participation in multidisciplinary education programming related to emergency care in the EC and within the organization

Intradepartmental Activities

- Participates in Public Relations activities and assists with community education/information
- Participates on clinical process improvement teams as needed: pneumonia, asthma, sickle cell, etc.
- Serves as the Medical Director of the Chest Pain Center and participates in related case reviews
- Participates in Centers of Excellence designations: Stroke, Spinal Cord, Trauma, etc.

Outcome Measures

- CMS Core Measures which apply to the operations and activities of the Emergency Center: Aspirin upon arrival for the acute coronary syndrome patient, appropriate utilization of Beta Blocker for the cardiac patient, antibiotic utilization for the community-acquired pneumonia patient, as examples.
- Time-sensitive cardiac and stoke protocol outcomes
- National Quality Forum (NQF) standards for hospital-based emergency department care: median time from EC arrival time to EC departure time for the

admitted patient—specific to MD turn-around time; Median time from EC arrival to EC departure time for discharged patients—specific to MD turn-around time

- Improved communication between EC physicians and between EC physicians, staff and EC leadership.
- Maintain Level II Trauma Designation.

Leon County
Board of County Commissioners

Notes for Agenda Item #8

Leon County Board of County Commissioners

Agenda Item #8

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Department of Health in Leon County Fiscal Year 2026 Public Health Agreement

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator Abigail Thomas, Director, Office of Human Services and Community Partnerships
Lead Staff / Project Team:	Shauna Houston, Health Care Services Coordinator

Statement of Issue:

As required by Florida Statutes, this item seeks Board authorization to execute an agreement with the Department of Health in Leon County to provide state-mandated public health services for Fiscal Year (FY) 2026.

Fiscal Impact:

This item has a fiscal impact. The FY 2026 Tentative Budget includes $237,345 to support the Department of Health in Leon County's provision of state-mandated public health services.

Staff Recommendation:

Option #1: Authorize the County Administrator to execute an Agreement, and all necessary documents, with the Department of Health in Leon County for the provision of state-mandated public health services for FY 2026, and any future amendments, subject to legal review by the County Attorney.

Report and Discussion

Background:

As required by Florida Statutes, this item seeks Board authorization to execute an agreement with the Department of Health in Leon County (Health Department) to provide state-mandated public health services for FY 2026. Similar to previous years, the agreement will be developed by the State of Florida Department of Health and subsequently provided to the County later this fall for legal review and execution.

The Agreement will advance the following FY 2022 – FY 2026 Strategic Initiative:

- *Continue County support of primary healthcare through participation in Carenet in order to increase access to affordable healthcare for those in need. (2022-24)*

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

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

Section 154.01, Florida Statutes, requires the execution of an annual agreement between the Health Department and Leon County, stipulating the services that will be provided by the county health department. Per Florida Statutes, the Health Department is charged by the State with providing the following public health services: Communicable disease control services, Primary care services, and Environmental health services.

Analysis:

The Agreement with the Health Department will maintain the current funding level of $237,345 to provide state-mandated public health services in Leon County for FY 2026. Section 154.01, Florida Statutes, outlines the requirements of the Agreement between the Health Department and the County. Under this Agreement, the County must fund three categories of services to ensure a full-time, functional county health department system: Communicable disease control, Primary care, and Environmental health services.

Communicable Disease Control Services

Communicable disease control services are those services that protect the health of the general public through the detection, control, and eradication of diseases that are transmitted primarily by human beings. Such services include, but are not limited to: epidemiology, sexually transmissible disease (STD) detection and control, HIV/AIDS, immunization, tuberculosis control, and maintenance of vital statistics. In general, the service task of communicable disease control services includes the following: detection of disease outbreaks and respond promptly to prevent the spread; performance of field investigations of cases, disasters, and outbreaks of diseases; identification of sources of infection and provision of control measures; management of cases of infants and women exposed to Hepatitis B; management of cases of children exposed to lead poisoning; consultation with citizens and physicians on cases of possible Rabies exposure; consultation with local medical providers on disease prevention and infection; education and training of community members to prevent disease; immunizations for children and adults; and STD tests and screenings.

Primary Care Services

Primary care services are acute care and preventive services that are made available to well and sick persons who are unable to obtain such services due to lack of income or other barriers beyond their control. These services are provided to benefit individuals, improve the collective health of the public, and prevent and control the spread of disease. The primary care services offered by the Health Department include family planning, breast and cervical cancer screenings, school health services, supplemental food assistance for Women, Infants, and Children (WIC), and children's dental services.

Environmental Health Services

Environmental health services are those services which are organized and operated to protect the health of the general public by monitoring and regulating activities in the environment which may contribute to the occurrence or transmission of disease. Examples of environmental health services include, but are not limited to: food hygiene, safe drinking water supply, public swimming pools, group care facilities, migrant labor camps, toxic material control, radiological health, occupational health, and entomology. These services make up the Environmental Public Health Program. In addition, the Environmental Public Health Program sets standards and conducts inspections to ensure the safety of drinking water, the operation of public swimming pools, and to monitor water quality at selected beaches and public bathing places.

Similar to previous years, an agreement will be developed by the Florida Department of Health and provided to the County at a later date for review and execution. Therefore, it is recommended that the Board authorize the County Administrator to execute the agreement with the Health Department, subject to the legal review of the County Attorney, once it is provided to the County.

Options:

1. Authorize the County Administrator to execute an Agreement, and all necessary documents, with the Department of Health in Leon County for the provision of state-mandated public health services for FY 2026, and any future amendments, subject to legal review by the County Attorney.
2. Do not authorize the County Administrator to execute an Agreement with the Department of Health in Leon County.
3. Board direction.

Recommendation:

Option #1

Leon County
Board of County Commissioners

Notes for Agenda Item #9

Leon County Board of County Commissioners

Agenda Item #9

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Local Funding Match for the Low-Income Pool for Bond Community Health Center, Inc., Neighborhood Medical Center, Inc., and Apalachee Center, Inc.

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator Abigail Thomas, Director, Office of Human Services & Community Partnerships
Lead Staff / Project Team:	Shauna Houston, Healthcare Services Coordinator

Statement of Issue:

As requested by the County's healthcare partners, this item seeks Board approval to allow Bond Community Health Center, Inc., Neighborhood Medical Center, Inc., and Apalachee Center, Inc., to utilize funding already budgeted in the County's Fiscal Year (FY) 2026 tentative budget as the required local match to draw down additional Low Income Pool funding to healthcare services to low-income uninsured residents.

Fiscal Impact:

This item has a fiscal impact. Bond Community Health Center, Inc. is requesting $157,313.40 and Neighborhood Medical Center, Inc. is requesting $138,552.80 in local match funding ($295,866.20 in total), which is available in the County's FY 2026 tentative budget for the Leon County Health Care Program Competitive Provider Reimbursement Pool. Apalachee Center, Inc., is requesting a local match of $457,424, which is available in the County's FY 2026 tentative budget for Baker and Marchman Acts funds. The local funding match will allow the providers to leverage an estimated $1,005,599 in Low-Income Pool funds from the State of Florida Agency for Health Care Administration.

Staff Recommendation:

Option #1: Approve up to $295,866.20 in Health Care Competitive Provider Reimbursement Pool funding for the primary healthcare category as a local match for the Low-Income Pool funding for Bond Community Health Center, Inc., in the amount of up to $157,313.40, and Neighborhood Medical Center, Inc., in the amount of up to $138,552.80.

Option #2: Approve up to $457,424 in Baker Act and Marchman Act funding as a local match for the Low-Income Pool funding for Apalachee Center, Inc.

Option #3: Authorize the County Administrator to execute all agreements and all necessary documents related to the implementation of the Low-Income Pool funding, and any future amendments, subject to legal review by the County Attorney.

Report and Discussion

Background:

As requested by the County's healthcare partners, this item seeks Board approval to allow Bond Community Health Center, Inc., (Bond) Neighborhood Medical Center, Inc., (NMC) and Apalachee Center, Inc., (Apalachee) to utilize funding already budgeted in the County's FY 2026 tentative budget as required local match to draw down additional Low-Income Pool (LIP) funding. The tentative FY 2026 budget includes funding that can be utilized for the local match through the Health Care Program Competitive Provider Reimbursement Pool (Health Care Pool) for Bond and NMC and through Baker and Marchman Acts funds for Apalachee. Leon County's collective local match of $753,290 will leverage an additional $1,005,599 for uninsured and underinsured County residents for primary health and mental health services. The County's local match would fulfill the local match requirement of the Agency for Health Care Administration (AHCA) as outlined in section 409.2673, Florida Statutes. Upon approval of the local match, a letter of commitment would be submitted to AHCA to affirm the County's intent as required by the State.

The approval to submit letters of commitment to provide the required local match funding to Bond, NMC, and Apalachee for the local match of LIP funds advances the following FY 2022 – FY 2026 Strategic Initiative:

- *Continue County support of primary healthcare through participation in Carenet in order to increase access to affordable healthcare for those in need. (2022-24)*

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

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

In Florida, the LIP program provides federal funds to healthcare safety net providers for the costs of care to uninsured and underinsured patients. These funds are available to hospitals, rural health clinics, federally qualified health centers (FQHCs) like Bond and NMC, and behavioral health service providers like Apalachee. In order for health care agencies to receive LIP funding from AHCA, a local match is required. The local match is transferred to AHCA, and AHCA subsequently distributes the LIP funding and local matches to the health care agencies. To leverage the County's investment and commitment to increasing access to affordable healthcare to residents, the County has consistently provided the required local match on behalf of Bond, NMC, and Apalachee.

During FY 2025, the County allocated a total of $664,526 as the required local match for Bond, NMC, and Apalachee to leverage an additional $1,072,741 in federal funds to provide primary health care and behavioral health services to uninsured Leon County residents. In the summer of 2025, Apalachee, Bond, and NMC, respectively, requested that the County provide a local match to draw down LIP funding for FY 2026 (Attachments #1, #2, and #3).

Analysis:

AHCA determines the amount of LIP funds available for each agency based on a formula that includes the amount of uninsured costs incurred by the agency's charity care and the percentage of its privately insured patient care costs. Thus, the LIP funding amount and required local match fluctuate annually. Apalachee, Bond, and NMC are each eligible for Florida's FY 2026 LIP funds as reflected in Table #1. Leon County's collective local match of up to $753,290.20 will leverage up to an additional $1,005,599 for uninsured County residents for primary and mental health care for a combined total of up to $1,758,889.20.

Table #1. FY 2026 LIP Funding

Health Care Provider	County Match	AHCA LIP Funds	Total Funds Available for Health Care Services
Bond Community Health Center, Inc.	$157,313.40	$210,413	$367,726.40
Neighborhood Medical Center, Inc.	$138,552.80	$213,010	$351,562.80
Apalachee Center, Inc.	$457,424.00	$582,176	$1,039,600.00
Total	**$753,290.20**	**$1,005,599**	**$1,758,889.20**

Each health care provider receives their respective total allocation (local match and LIP funds) directly from AHCA. Upon approval by the Board, the County submits a letter of commitment to AHCA to affirm the County's intent to provide local match funding for each provider. Upon receipt of the letter of commitment, AHCA sends a Letter of Agreement to the County that must be executed before the distribution of funding. Once the Letter of Agreement is executed, the County will transfer the local match to AHCA. When AHCA receives the County funds, AHCA will provide the total allocation, including LIP funds and the local match, to each health care provider.

The County's Health Care Pool would be utilized for the local match for Bond and NMC. The County contracts annually with Bond and NMC to provide primary healthcare services to uninsured and indigent residents. Per the agreements, each provider is reimbursed at a rate of $225 for each primary care patient visit through the Health Care Pool. Upon adoption of the FY 2026 budget, up to $295,866.20 of the Health Care Pool would be utilized for the Bond ($157,313.40) and NMC's ($138,552.80) required local match. The FY 2026 agreements with Bond and NMC would stipulate that the funding provided as the LIP match will be treated as advance funding from the Health Care Pool and the respective providers would be required to report primary care patient visits equivalent to the LIP match prior to any further reimbursements.

The County's Baker Act and Marchman Act funding would be utilized as the local match for Apalachee. Under the Baker Act and Marchman Act, Florida Statutes, Chapters 394 and 397, specifically Section 394.76(3)(b)require the County to fund and contract with Apalachee to provide alcohol and drug detoxification and crisis stabilization services to uninsured County residents. Upon adoption of the FY 2026 budget, up to $457,424 of the funds allocated for Baker Act and Marchman Act services would be used as the local match for Apalachee. The FY 2026

Baker and Marchman Acts Agreement with Apalachee will reflect that a portion of the funds will be provided for the LIP match.

The FY 2026 annual contracts with Bond, NMC, and Apalachee will be presented at a subsequent Board meeting and will include the LIP matching requirements approved by the Board. As previously mentioned, before each health care provider receives their total allocation, a letter of agreement must be executed between the County and AHCA. Once the letters of agreement are executed with AHCA for each health care provider, the County will transfer its matching funds to AHCA. After these actions, AHCA will transfer the matching funds along with the LIP funds to the three healthcare providers.

Options:

1. Approve up to $295,866.20 in Health Care Competitive Provider Reimbursement Pool funding for the primary healthcare category as a local match for the Low-Income Pool funding for Bond Community Health Center, Inc., in the amount of up to $157,313.40, and Neighborhood Medical Center, Inc., in the amount of up to $138,552.80.
2. Approve up to $457,424 in Baker Act and Marchman Act funding as a local match for the Low-Income Pool funding for Apalachee Center, Inc.
3. Authorize the County Administrator to execute all agreements and all necessary documents related to the implementation of the Low-Income Pool funding, and any future amendments, subject to legal review by the County Attorney.
4. Do not approve up to $295,866.20 in Health Care Competitive Pool Reimbursement Pool funding for the primary healthcare category as a local match for the Low-Income Pool funding for Bond Community Health Center, Inc. and Neighborhood Medical Center, Inc.
5. Do not approve up to $457,424 in Baker and Marchman Acts funding as a local match for the Low-Income Pool funding for Apalachee Center, Inc.
6. Do not authorize the County Administrator to execute all necessary documents related to the implementation of the Low-Income Pool funding.
7. Board direction.

Recommendation:

Options #1, #2, and #3

Attachments:

1. Apalachee Center, Inc., Low-Income Pool Request Letter
2. Bond Community Health Center, Inc., Low-Income Pool Request Letter
3. Neighborhood Medical Center, Inc., Low-Income Pool Request Letter

APALACHEE CENTER

CHIEF EXECUTIVE OFFICER
Jay A. Reeve, Ph.D.

May 27, 2025

Leon County Board of County Commissioners
301 S. Monroe Street
Tallahassee, FL 32301

Re: Budget Request for Low Income Pool Funding

To Whom It May Concern:

Apalachee Center, Inc. would like to request Low Income Pool match funding in the amount of $457,424 for the 25/26 fiscal year. This request will not require any additional dollars from the county as the annual Baker/Marchman act funding of $829,598 will be split with the $457,424 being paid directly to ACHA in the name of Apalachee Center and the remaining $372,174 being paid directly to Apalachee Center. This match funding will allow the agency to bring in an additional $582,176 of Medicaid dollars into the community to provide mental health services to uninsured patients.

Please contact me at (850)523-3333 if you need any additional information.

Sincerely,

Dean Hilton
CFO

SERVING: FRANKLIN, GADSDEN, JEFFERSON, LEON, LIBERTY, MADISON, TAYLOR & WAKULLA COUNTIES
Center Administration: 2634 Capital Circle, N.E. / Tallahassee, FL 32308 / (850) 523-3333
Services Accredited by the Joint Commission

Bond Community Health Center, Inc.

July 29, 2025

Abigail Sanders, Director
Office of Human Services and Community Partnerships
615 Paul Russell Road
Tallahassee, Florida 32301

Dear Ms. Sanders,

Once again Bond Community Health Center has the opportunity to participate in the Low-Income Pool. This letter is generated to request that the Leon County Board of County Commissioners provide a Letter of Commitment for cash matching funds in the amount of $157,313.40 to The Agency for Health Care Administration (AHCA) on behalf of Bond Community Health Center, Inc. for SFY 2025-26. These funds, to be provided via an Intergovernmental Transfer, will permit Bond to leverage additional federal funds to care for underserved residents of Leon County.

Thanking you in advance for your continued support of the Bond Community Health Center.

Temple O. Robinson, MD
Chief Executive Officer

Cc: Shauna Houston

NEIGHBORHOOD MEDICAL CENTER

August 11, 2025

Abigail Sanders, Director
Leon County Human Services & Community Partnerships
615 Paul Russell Road
Tallahassee, FL 32301

Mrs. Sanders,

Neighborhood Medical Center (NMC) is a Federally Qualified Health Center in Tallahassee, Florida that provides primary care, maternal health, dental services, case management and mental health services to the residents of the Big Bend Area. NMC has a very productive and collaborative relationship with the Leon County Board of County Commissioners and because of this continued partnership, NMC is asking for continued commitment of providing IGT/local match funds to leverage Low Income Pool Funding through the Agency for Health Care Administration. A commitment of $138,552.80 will allow NMC to draw down a total of $213,010.00 to further our mission of primary care services.

The Low-Income Pool (LIP) is a program operated under Florida's 1115 Medicaid Waiver to ensure continuing support for the safety net providers that furnish uncompensated care to the Medicaid, uninsured and underinsured populations. LIP provides local governments the opportunity to leverage funds to draw down additional matching dollars, which results in even greater resources provided for uncompensated care. Florida's Agency for Health Care Administration oversees the Low-Income Pool and coordinates between local entities, providers, and CMS in securing letters of agreement, invoices, and distribution of funds.

These funds demonstrate a partnership aimed at increasing access to, stabilizing, and strengthening providers that serve uninsured, low-income populations in the community. Neighborhood Medical Center appreciates your continued partnership to help us care for our most vulnerable residents of Leon County. Thank you for your consideration in this matter. Please feel free to contact me if you need any further information.

Sincerely,

Jeanne' S. Freeman, MSP, MSW
Chief Executive Officer
Neighborhood Medical Center, Inc.

438 West Brevard Street
Tallahassee, FL 32301
850.224.2469 (Phone) 850.513.3277 (Fax)

Leon County
Board of County Commissioners

Notes for Agenda Item #10

Leon County Board of County Commissioners

Agenda Item #10

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Driver Education Program Agreement with Leon County School Board

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 approval of the Agreement between Leon County and the Leon County School Board to allocate Fiscal Year 2026 Dori Slosberg Driver Education Funds to the Leon County Schools Driver Education Program. The County contracts annually with the Leon County School Board to improve traffic safety in Leon County by supporting driver education training in public schools.

Fiscal Impact:

This item has a fiscal impact. The Fiscal Year (FY) 2026 Tentative Budget includes $81,225 to support the driver education program. These funds were collected in accordance with Chapter 7, Article II, Sec. 7-25, Leon County Code of Laws, which allows for a $5.00 assessment on each civil traffic penalty in Leon County to be dedicated to fund driver education programs.

Staff Recommendation:

Option #1: Approve the Agreement with the Leon County School Board for the Leon County School's Fiscal Year 2025/2026 Driver Education Program (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 approval of an Agreement between Leon County and the Leon County School Board (LCSB) to allocate the County's FY 2026 Dori Slosberg Driver Education Funds (Dori Slosberg Fund) to Leon County Schools (LCS) for its FY 2026 Driver Education Program (Attachment #1).

Pursuant to Section 318.1215, Florida Statutes, the Dori Slosberg Driver Education Safety Act authorizes counties to collect an additional fee with each civil traffic penalty within their respective jurisdictions to support driver education programs in public and nonpublic schools. In September 2002, the Board adopted an ordinance to collect the additional fee in the maximum amount of $3 and deposit the funds into the County's Doris Slosberg Fund to support LCS's Driver Education Program. Subsequently, the Legislature authorized counties to increase the fee amount from $3 to $5. Therefore, in January 2020, the Board amended Chapter 7, Article II, Sec. 7-25, Leon County Code of Laws, to increase the civil traffic penalty fee to the maximum amount of $5.

The Board has contracted with the LCSB for expanded driver education services since FY 2003, which includes a minimum of 30% of student time focused on behind-the-wheel training as required by Florida Statutes. At the end of each fiscal year, the County allocates the funds to the LCSB from the fees collected. The analysis provides a summary report of how funds were used for the Driver Education Program in the 2024/2025 school year as well as LCSB's anticipated use of the new allocation proposed for the 2025/2026 school year (Attachment #2).

Analysis:

Summary of Expenditures for School Year 2024/2025 from the Leon County School Board

During the last school year, the LCSB was awarded $79,610 from the FY 2024 Dori Slosberg Fund for the Driver Education Program, including behind-the-wheel training. The funds were utilized for a portion of the instructor's salary, who rotates between public high schools; vehicle maintenance (i.e., fuel, repairs, etc.); and the purchase of three new vehicles to replace the aging fleet for behind-the-wheel training.

As noted in the 2024/2025 summary provided, a total of 612 students received driver instruction and behind-the-wheel driving training. It is important to note that this also included students in private schools and those who are home schooled, as those students are allowed to enroll in the driver's education program at the public high schools. Each student received an average of 80 minutes of behind-the-wheel instruction in addition to classroom instruction. As a result of the instruction and training, the Florida Department of Motor Vehicles (DMV) granted operator licenses to 545 (89%) of those who participated in the behind-the-wheel instruction. Of the 545 students, 425 were granted driver's licenses through waivers and 120 were granted licenses after successful testing through the DMV. The Driver Education Program Budget currently has an available fund balance of $755 that will be carried forward to support the program costs in FY 2026.

Proposed Use of Funds for School Year 2025/2026

A total of $81,225 in FY 2025 Dori Slosberg Funds are available (2% increase from FY 2024). The nominal growth is due to a slight increase in civil traffic citations issued. The funds will be utilized for a portion of the driver's education instructor's salary, maintenance of the current vehicle fleet, and the purchase of additional vehicles to replace older fleet vehicles used for behind-the-wheel instruction. As mentioned earlier, an available fund balance of $755 will be carried forward to support the program. Upon Board approval and full execution of the proposed Agreement, the funds will be distributed to the LCSB. Per the Agreement, the LCSB will submit a final report at the end of FY 2026 with a detailed summary of expenditures of the FY 2025 Dori Slosberg Funds.

Options:

1. Approve the Agreement with the Leon County School Board for Leon County School's Fiscal Year 2025/2026 Driver Education Program (Attachment #1), and authorize the County Administrator to execute all associated documents, and any amendments thereto, subject to legal review by the County Attorney.
2. Do not approve the Agreement with the Leon County School Board for the 2026 Driver Education Program.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Fiscal Year 2025/2026 Leon County Expanded Driver Education Agreement
2. Leon County School Board's 2024/2025 Summary Report and 2025/2026 Dori Slosberg Fund Proposals

Fiscal Year 2025/2026 Leon County Driver Education Agreement

This Agreement dated this 15th day of September 2025, by and between Leon County, Florida, a charter county and political subdivision of the State of Florida ("County"), and The School Board of Leon County, Florida ("School Board").

WHEREAS, the County has identified the need to further the provision of driver education for Leon County citizens; and

WHEREAS, the County adopted Ordinance No. 02-20 on September 23, 2002, providing for the collection of an additional $3.00 with each civil traffic penalty for the purpose of enhancing driver education programs in public and non-public schools pursuant to Section 318.1215, Florida Statutes; and

WHEREAS, in 2020 the County amended Chapter 7, Article II, Section 7-25 of the Leon County Code of Laws, increasing to $5.00 the amount to be collected with each civil traffic penalty for the purpose of enhancing such driver education programs; and

WHEREAS, the County will provide funding to the School Board for the driver education programs, as set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the following, the sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

Section 1: Clients to be Served.

Eligibility for services under this Agreement shall be limited to residents of the County. Proof of residency shall be established by the School Board and documentation of residency shall be maintained by the School Board. Funding from this program shall be made available for driver education programs in both public and non-public schools.

Section 2: Services to be Offered by School Board.

The School Board will employ 1 full-time certified Driver Education Instructor. The School Board shall use the funds provided by the County under this Agreement for a portion of the certified Driver Education Program Instructor's salary for one extra hour per day during the school year and on an hourly basis during the summer as needed to provide behind-the-wheel instruction for driver education programming. This position shall provide instruction in all participating schools and shall be dedicated solely to the instruction of the driver education program and associated duties. Remaining budgeted funds shall be used for the up-keep and maintenance of the School Board's current fleet of vehicles used for driver education instruction and the purchase of additional replacement vehicles for the students' on-the-road driving experiences.

Section 3: Budget.

At the Board of County Commissioners' regular meeting held on September 15, 2025, the County approved the allocation of $81,225 to the School Board for the 2025/2026 school year to provide driver education instruction pursuant to Chapter 7, Article II, Section 7-25 of the Leon County Code of Laws. Notwithstanding the aforementioned, the performance of the County's obligations under this Agreement shall be subject to and contingent upon the availability of such lawfully expendable funds.

Section 4: Payment.

No later than October 31, 2025, the County shall remit payment to the School Board in the amount of $81,225.

Section 5: Reports.

The School Board shall submit a comprehensive final (annual) report to the County that provides a detailed summary of all expenditures made and the clients served utilizing the funds remitted to the School Board pursuant to this Agreement. This annual report shall detail the outcomes experienced from this program and the volume and types of services performed in the reporting year. This report shall be due to the County Administrator or his designee by July 31, 2026.

Section 6: Audits, Records, and Records Retention.

The School Board agrees:

A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with the generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.

B. To retain all client records, financial records, time sheets, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may result from this Agreement.

C. Upon completion or termination of this Agreement and at the request of the County, the School Board will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in Section 6, paragraph B, above.

D. To assure that these records shall be subject at all reasonable times to inspection, review or audit by federal, state, or other personnel duly authorized by the County.

E. Persons duly authorized by the County or any other authorized entity shall have full access to and the right to examine any of the School Board's records and documents related to this Agreement, regardless of the form in which kept, at all reasonable times for as long as records are retained.

F. To include these aforementioned audit and recordkeeping requirements in all approved subcontracts and assignments.

G. **IF THE SCHOOL BOARD HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT**:

Leon County, Office of Intervention and Detention Alternatives
Attn: Teresa Broxton, Director
501 Appleyard Drive
Tallahassee, FL 32304
(850) 606-5600
BroxtonT@leoncountyfl.gov

Section 7: Monitoring.

The School Board agrees:

A. To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the School Board which are relevant to this Agreement and interview any clients and employees of the School Board to assure the County of satisfactory performance of the terms and conditions of this Agreement.

B. Following any such evaluation by the County, the County will deliver to the School Board a written report of its findings and will include written recommendations with regard to the School Board's performance of the terms and conditions of this Agreement. The School Board will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The School Board's failure to correct noted deficiencies may, at the sole and exclusive direction of the County, result in any one or any combination of the following: (a) the School Board being deemed in breach or default of this Agreement, and (b) the termination of this Agreement for cause.

Section 8: Termination.

A. The County may terminate this Agreement without cause by giving the School Board thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days prior written notice of its intent to terminate. The County shall not be required to give the School Board such thirty (30) day written notice if, in the sole opinion of the County, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing notice of termination to the School Board.

B. Termination with cause shall include but not be limited to the discovery of improper or inappropriate accounting, expenditures, reporting, or service delivery by the School Board or due to the discovery of noncompliance with any item detailed within this Agreement.

Section 9: Liability Limitation.

Each party hereto agrees that it shall be responsible for the negligent or wrongful acts or omissions of its employees in accordance with Florida law. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the limitations set forth in Florida law, including Section 768.28, Florida Statutes.

Section 10: Revisions.

In any case where, in fulfilling the requirements of this Agreement or of any guarantee embraced in or required thereby, it is necessary for the School Board to deviate from the requirements of the Agreement, School Board shall obtain the prior written consent of the County. The parties agree to renegotiate and amend this Agreement, in writing, if amendments to this Agreement become necessary to comply with applicable laws, regulations, or amendments to applicable laws or regulations.

Section 11: Construction.

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

Section 12: Status.

The School Board at all times relevant to this Agreement shall be an independent contractor and in no event shall the School Board or any employees or subcontractors under it be considered to be employees of Leon County.

Section 13: Assignments.

This Agreement shall not be assigned, in whole or part, without the prior written consent of the County, nor shall the School Board assign any monies due or to become due to it hereunder without the prior written consent of the County.

Section 14: Public Entity Crimes Certification.

The School Board hereby certifies, pursuant to Section 287.133, Florida Statutes, that neither the School Board nor its agents have been convicted of a public entity crime. Violation by the School Board or its agents of Section 287.133, Florida Statutes, shall be grounds for termination of this Agreement by Leon County.

Section 15: Employment Eligibility Verification.

By providing services to the County, the School board is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes, includes but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The School Board affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

Section 16. Dori Slosberg Driver Education Safety Act Compliance Statement.

The School Board hereby certifies that it shall comply with the provisions of Section 318.1215, Florida Statutes, as may be amended from time to time, requiring that at least thirty percent (30%) of students' instruction time during the term of this Agreement was utilized for behind-the-wheel training.

Section 17: School Board's Responsibility.

It shall be the sole responsibility of the School Board to comply with all applicable federal, state, County and City of Tallahassee statutes, codes, ordinances, rules, and regulations in the performance of the School Board's obligations under this Agreement.

Section 18: Term.

This Agreement shall commence upon full execution hereof and terminate on August 15, 2026, unless terminated sooner pursuant to the provisions of Section 8 herein.

WHERETO, the parties have set their official hands and seals effective the date whereon the last party executes said Agreement.

THE SCHOOL BOARD OF LEON COUNTY, FLORIDA

ATTESTED BY:
Clerk for The School Board of
Leon County, Florida

By: _____

As its: _____

By: _____

Date: _____

APPROVED AS TO FORM:
Attorney for The School Board of
Leon County, Florida

By: _____

LEON COUNTY, FLORIDA

By: _____
Vincent S. Long, County Administrator

Date: _____

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

By: _____

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

By: _____

2025-2026 Dori Slosberg Fund Proposals

Leon County Schools Goals:

1. Leon County Schools will employ 1 full-time certified Driver's Education Instructor. This employee will conduct on the road driving experiences at (5) public high schools.

2. We will use Slosberg funds to assist with the up-keep and maintenance of the current fleet of driver education vehicles.

Summary of Expenditures:

Leon County Board of Commissioners awarded Leon County Schools $79,610 from the Dori Slosberg funds for behind the wheel Driver's Education Instruction. Leon County used these funds to support the 5 High Schools Driver's Education program, during the school year with on road instruction from a certified teacher roaming between the 5 schools, also hourly as needed basis during the summer. These funds were also used to purchase needed materials for instruction and to assist with the vehicle maintenance and new vehicles.

Fund Balance from Previous Year	$12,403.00
FY 2024-2025 Allocation	$79,610.00
Teacher extra hour during school year	$9,133.00
Teacher salary (hourly as needed for summer)	$8,596.00
Vehicle maintenance and repairs	$4,904.00
Purchase 3 new vehicles for students	$65,246.00
Supplies and gas	$3,379.00
Fund balance	$755.00

Program Evaluation:

- Students at (5) public high schools received on the road driving experiences from certified Driver's Education Instructor.
- A total of 685 students benefited from road driving experiences.
    - Operator license waivers were assigned to 468 qualified students.
    - Driver's licenses were granted to 120 students after successful testing through the DMV.
- 89% of the students that experienced road driving instruction received a Department of Motor Vehicle operator's license.
- Each student received an average of 80 minutes of on the road driving time.

Leon County
Board of County Commissioners

Notes for Agenda Item #11

Leon County Board of County Commissioners

Agenda Item #11

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Public Library Construction Grant Opportunity

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:	Pamela Monroe, Library Director Kaycee Shiley, Innovation Officer

Statement of Issue:

This item requests Board authorization to submit a grant application through the Florida Department of State's Public Library Construction Grant to support renovations to the first floor at the Main Library of the Leon County Public Library System.

Fiscal Impact:

This item has a fiscal impact. This item is associated with a reimbursable grant totaling $500,000 and requires a 100% local match. The matching funds have been contemplated in the FY 2026 Tentative Capital Improvement Budget for renovations to the Main Library.

Staff Recommendation:

Option #1: Authorize the County to submit an application to the Florida Department of State's Public Library Construction Grant to support renovations to the first floor of the Main Library.

Report and Discussion

Background:

This item requests Board authorization to submit a grant application through the Florida Department of State Public Library Construction Grant (Library Construction Grant) to support renovations to the first floor at the Main Library of the Leon County Public Library System.

The Public Library Construction Grant opportunity advances the following FY 2022 – FY 2026 Strategic Initiative:

- *Implement the Leon County Essential Libraries Initiative (2022-21)*

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

- *(Q2) Provide relevant and essential offerings through our libraries and community centers which promote literacy, life-long learning, and social equity.*

The Main Library of the Leon County Public Library System is a four-story, 88,000-square-foot facility that serves as the system's central hub, housing youth and adult services, public technology, meeting rooms, outreach, technical services, and administrative functions. Since opening in 1991, portions of the building have been remodeled to adapt to evolving technology and community needs.

At the May 25, 2021 Budget Workshop, the Board approved the proposed plan to implement the Essential Libraries Initiative (ELI), which is the County's multi-year strategic plan to transform library spaces, services, and programs to better meet community needs. A key component of the ELI includes facility improvements to the Main Library that will create a welcoming environment that facilitates new patterns of interacting, learning and accessing information, and sufficiently flexible to accommodate the changing needs of the community.

Annually, the State of Florida provides grant funding opportunities through the Florida Department of State for local governments to support construction and renovation of public library facilities. In July 2023, the County received a $400,000 Library Construction Grant to renovate the second floor of the Main Library (Phase 1) in addition to County's $3.1 million investment in the project for a total of $3.5 million. Phase 1 creates flexible and functional spaces, including a new Learning Commons with an Adult Education classroom, expanded study and meeting rooms, lower bookshelves, and workforce development support. Second floor improvements will also add co-working areas, updated furnishings, and facilities for a computer training simulator and podcast recording studio. Construction on the Phase 1 renovations began in August 2024 and are projected for completion this month (September 2025).

On August 25, 2025, the State announced the FY 2026 Library Construction Grant opportunity. The application submittal deadline is October 10, 2025. The County seeks to pursue the Library Construction Grant to support renovations to the first floor of the Main Library (Phase 2).

Analysis:

The Library Construction Grant is a state program that provides dollar-for-dollar matching funds to local governments for remodeling, expanding, or building new public library facilities. Administered by the Division of Library and Information Services through the Florida Department of State, the program's funding is set annually by the Florida Legislature, and applications are ranked on a point system, with the highest-scoring projects receiving awards. The application window for the FY 2026 funding opportunity opened August 25, 2025, and will close October 10, 2025. Upon Board authorization, the County will apply for the maximum amount of $500,000 for renovations to the first floor of the Main Library (Phase 2).

Renovations to the first floor of the Main Library are currently in the design phase and will include: new fixtures, lighting and furnishings; installation of a café space that will provide a dedicated area for eating, studying, and gathering in a coffee-shop style environment; the establishment of a "Library of Things" storefront that will showcase and circulate the Library's collection of over 100 non-traditional items such as kayaks, telescopes, garden tools, and pressure washers; and upgrades to the public restrooms. The Board has budgeted $1 million in the FY 2026 Tentative Budget for Phase 2 which will be utilized to meet the Library Construction Grant's 100% match requirement. This will allow the County to submit an application for the maximum grant award of $500,000.

Options:

1. Authorize the County to submit an application to the Florida Department of State's Public Library Construction Grant to support renovations to the first floor of the Main Library.
2. Do not authorize the County to submit an application to the Florida Department of State's Public Library Construction Grant to support renovations to the first floor of the Main Library.
3. Board direction.

Recommendation:

Option #1

Leon County
Board of County Commissioners

Notes for Agenda Item #12

Leon County Board of County Commissioners

Agenda Item #12

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Fiscal Year 2026 State Aid to Libraries Grant and Annual Plan for Service

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:	Pamela Monroe, Director, Library Services Kaycee Shiley, Innovation Officer

Statement of Issue:

This item seeks Board approval of the proposed Fiscal Year (FY) 2026 Annual Plan for Library Service to secure State Aid to Libraries Grant funding. The item also seeks Board authorization for the County Administrator to execute and submit all associated documents and agreements for the FY 2026 State Aid to Libraries Grant Program with the Florida Department of State.

Fiscal Impact:

This item has a fiscal impact. The grant funding for State Aid to Libraries is appropriated annually by the Florida Legislature to public library systems throughout the State. Leon County's share is estimated to be $85,843 and is included in the County's FY 2026 Tentative Budget.

Staff Recommendation:

Option #1: Approve the FY 2026 Annual Plan for Library Service (Attachment #1) to secure State Aid to Libraries Grant funding and authorize the County Administrator to execute and submit all associated documents, including the grant agreement and any amendments, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval of the proposed FY 2026 Annual Plan for Library Service to secure State Aid to Libraries Grant funding. The item also seeks Board authorization for the County Administrator to submit, enter, and execute all associated documents and agreements for the FY 2026 State Aid to Libraries Grant Program with the Florida Department of State.

The proposed FY 2026 Annual Plan for Library Service advances the following FY 2022 – FY 2026 Strategic Initiative:

- *Implement the Leon County Essential Libraries Initiative (2022-21)*

This strategic initiative aligns with the Board's Quality of Life Strategic Priority:

- *(Q2) Provide relevant and essential offerings through our libraries and community centers which promote literacy, life-long learning, and social equity.*

Pursuant to Florida Statutes, State Aid to Libraries supplemental operating funds are awarded to public libraries by the Florida Legislature through the Florida Department of State, Division of Library and Information Services. State Aid funds are provided as part of the State's educational infrastructure to assist local governments in maintaining and developing free and vital library services. The County's public library system has consistently met all State Aid requirements and has received this grant every year since 1963.

The State Aid to Libraries Grant supports the implementation of the County's Essential Libraries Initiative. At the May 25, 2021 Budget Workshop, and ratified at the June 8, 2021 regular meeting, the Board adopted the plan to implement the Essential Libraries Initiative, a re-envisioning of the Leon County Public Library System to address the changing needs of residents and trends in library use (Attachment #2). The Essential Libraries Initiative targets four focus areas: Literacy and Lifelong Learning, Arts and Humanities, Business and Workforce Development, and Civic and Community Engagement. The State requires the submission of a long-range plan every three to five years. The Essential Libraries Initiative serves as the Library's long-range plan and has been submitted to the Florida Department of State in fulfillment of the requirement for the State Aid to Libraries Grant. As described further in the Analysis, the proposed FY 2026 Annual Plan aligns with the Essential Libraries Initiative.

Analysis:

The proposed FY 2026 Annual Plan for Library Service consists of four goals and 26 initiatives, each aligned with the County's Essential Libraries Initiative. These goals include expanding and enhancing access to literacy resources; delivering programs that support workforce development; facilitating civic and community engagement; and supporting the arts and humanities to foster creativity, recreation, and cultural enrichment. Together, the Essential Libraries Initiative and the proposed FY 2026 Annual Plan ensure that the County's libraries provide a comprehensive range of programs and both physical and digital materials to meet the varied needs and interests of residents.

Leon County is anticipated to receive $85,843 in State Aid to Libraries Grant funding which would be consistent with the FY 2025 funding level. The County's State Aid to Libraries Grant funds will purchase digital materials including e-books, audiobooks, e-magazines, and digital movies, which have experienced high demand with the implementation of the Essential Libraries Initiative.

State Aid to Libraries Grant funding consists of a two-step application process. The first step is to submit the Annual Plan along with a grant agreement, that will be prepared and generated by the Florida Department of State, as well as operational documents related to the County's library system. These items are due to the Florida Department of State, Division of Library and Information Services by October 1, 2025. For the second step, the County will submit the FY 2026 budget for Library Services, the approved FY 2026 Annual Plan, and an operating statistical report on library data, such as circulation and program attendance for FY 2025 which must all be submitted by December 1, 2025.

Therefore, it is recommended that the Board approve the FY 2026 Annual Plan and authorize the County Administrator to enter and submit all associated documents for the FY 2026 State Aid to Libraries Grant and execute a required grant agreement with the Florida Department of State.

Options:

1. Approve the FY 2026 Annual Plan for Library Service (Attachment #1) to secure State Aid to Libraries Grant funding and authorize the County Administrator to execute and submit all associated documents, including the grant agreement and any amendments, subject to legal review by the County Attorney.
2. Do not approve the FY 2026 Annual Plan for Library Service's State Aid to Libraries Grant.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. FY 2026 Annual Plan for Library Services
2. Leon County Essential Libraries Initiative

LeRoy Collins Leon County Public Library System
Annual Plan for Library Service, FY26

Goal 1: Literacy and Lifelong Learning

To serve as a resource in developing the skills needed to be successful socially, intellectually, financially, and technologically at any age by promoting traditional and non-traditional forms of literacy.

Strategies:

1.1 Champion adult and youth literacy as the foundation for learning and discovery.

Action 1.1a: Increase accessibility of library resources to vulnerable populations through library card outreach programs.

Action 1.1.b: Host literacy programs and events that support the library's collection and resources to encourage youth and adults to access and use the library's materials.

Action 1.1.c: Offer a variety of programs that contribute to lifelong learning by fostering continuous personal development.

1.2 Provide technology training for all ages to contribute to a digitally literate community.

Action 1.2.a: Provide free basic and intermediate digital literacy programs.

Action 1.2.b: Promote and provide access to the library's digital and technology resources.

1.3 Support lifelong education for seniors and retirees with programs that entertain, educate, and provide connections to community resources.

Action 1.3.a: Develop and present programs addressing the emotional, mental, medical, and financial well-being of seniors and their caregivers.

Action 1.3.b: Host events that encourage social connections through shared interests.

1.4 Develop early learning resources for parents and guardians to teach their children the skills they need to succeed in school.

Action 1.4.a: Model early learning skills during story times using research-based practices.

Action 1.4.b: Promote early literacy tools and materials that help caregivers

reinforce early literacy skills.

1.5 Support K-12 students in developing core academic and learning success skills: literacy, problem solving, creativity and innovation, teamwork and collaboration, and communication.

Action 1.5.a: Offer one-on-one tutoring and homework help via the Homework Hub program.

Action 1.5.b: Host programs that focus on developing a wide variety of learning success skills, including using the Library's online studying tools.

Goal 2: Business and Workforce Development

To support a strong local economy by acting as a resource for businesses and individuals seeking professional development.

Strategies:

2.2 Provide programs that develop skillsets needed to build a thriving workforce.

Action 2.2.a: Provide programs and activities with local partners to introduce youth of all ages to a variety of career fields and help them develop leadership skills to ready them for the workforce.

Action 2.2.b: Host workshops on job seeking strategies, career coaching and related topics.

2.3 Offer resources for job seekers and to those transitioning to new careers.

Action 2.3.a: Evaluate and maintain an up-to-date collection of business and workforce materials.

Goal 3: Civic and Community Engagement

To serve as a vibrant, active hub of civic discourse and participative democracy, building relationships and bridging gaps in all segments of the community.

Strategies:

3.1 Provide opportunities to engage in civil discourse around topics that impact Leon County and are of interest to the community.

Action 3.1.a: Provide resources on relevant civic and community-based topics and issues that impact Leon County residents.

Action 3.1.b: Develop programs, host facilitated discussions and provide spaces that encourage community members to engage with one another.

3.2 Serve as a gateway to connect people with community services and government programs.

Action 3.2.a: Coordinate with local human services agencies to identify program opportunities that help patrons navigate and connect with community-based and government resources.

3.3 Collaborate with local colleges and universities to maximize outcomes in areas of mutual interest.

Action 3.3.a: Use subject matter experts from local colleges and universities to enhance program content.

3.4 Act as a resource and partner to local nonprofit service providers in addressing community issues.

Action 3.4.a: Develop collaborative food programming with the Leon County Office of Sustainability and local partners to offer programs that promote food security and nutritional health.

Goal 4: Arts and Humanities

To support residents in their creative, intellectual, and recreational pursuits and foster cultural enrichment.

Strategies:

4.1 Offer a diverse physical and digital collection that supports the needs and interests of the community.

Action 4.1.a: Maintain the Library of Things to support the County's sustainability efforts and offer programs and events that highlight the items.

Action 4.1.b: Analyze and maintain the library's collection to ensure the materials reflect the community.

4.2 Collaborate with arts, humanities, and other creative organizations to provide programming for all ages.

Action 4.2.a: Expand and enhance art and creative programming to help patrons of all ages discover new hobbies, fostering personal growth.

Action 4.2.b: Provide a range of humanities programming to enrich the community's cultural and intellectual life, encouraging exploration of literature, history, philosophy, and the arts.

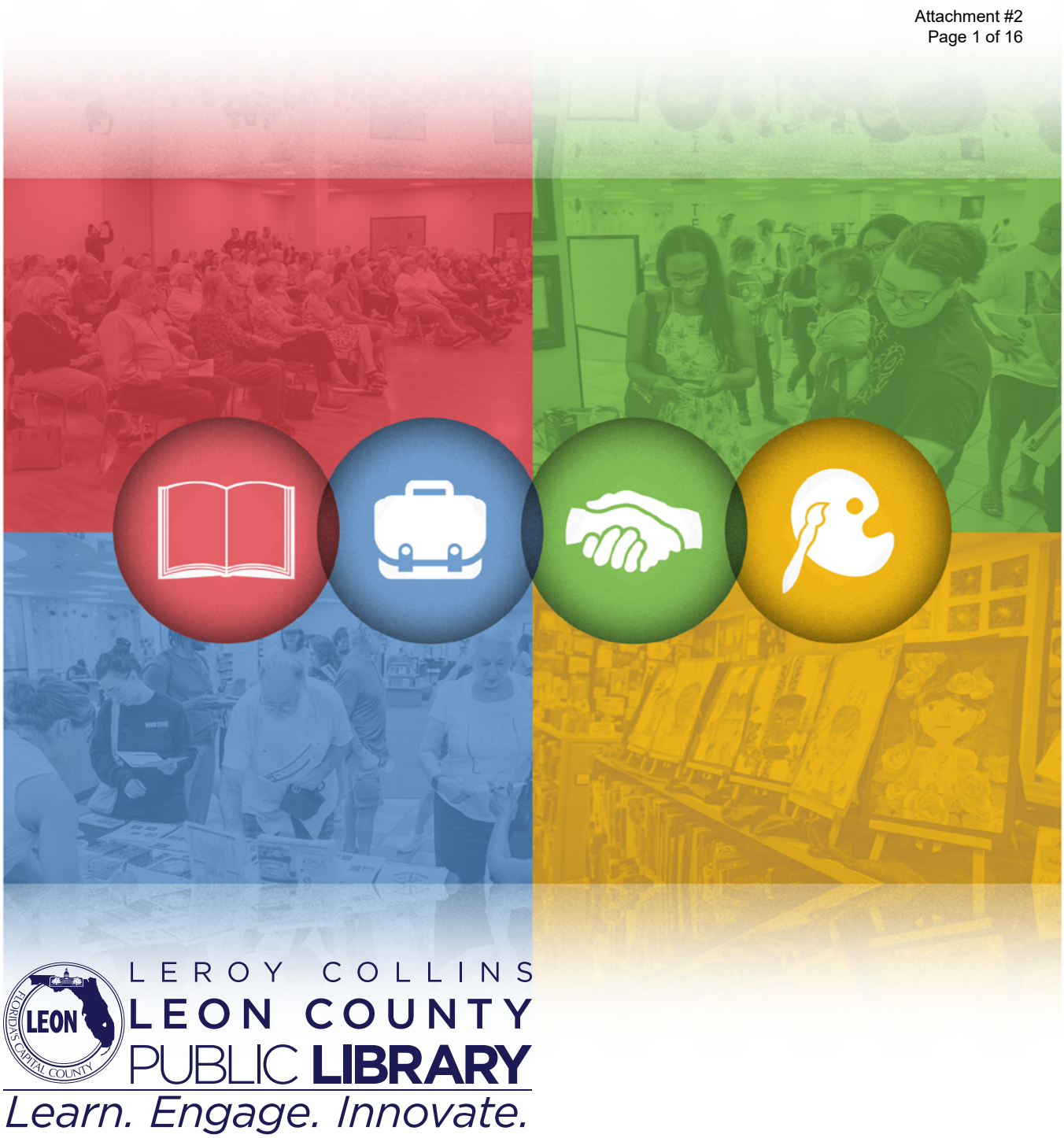
4.3 Offer timely and relevant cultural events and classes that showcase all members of the community.

Action 4.3.a: Celebrate cultural heritage months and other annual observations by providing relevant resources, displays, and materials to educate patrons about a variety of cultures, histories, and traditions.

Action 4.3.b: Participate in community-wide cultural events through outreach efforts.

4.4 Support creativity through the Library's collection, collaborative spaces, events, and classes.

Action 4.4.a: Maintain and promote the library's display spaces by partnering with local artists, archives, colleges, and community organizations.



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ESSENTIAL LIBRARIES INITIATIVE

UPDATED OCTOBER 2024



Leon County Board of County Commissioners: *(From left) District 3 Commissioner Rick Minor, At-Large Commissioner Nick Maddox, At-Large Commissioner Carolyn D. Cummings, District 4 Commissioner Brian Welch (Chairman), District 2 Commissioner Christian Caban (Vice-Chairman), District 1 Commissioner Bill Proctor, and District 5 Commissioner David T. O'Keefe.*

TABLE OF CONTENTS

Literacy and Lifelong Learning 6

Business and Workforce Development 8

Civic and Community Engagement 10

Arts and Humanities 12



LEON COUNTY GOVERNMENT
ESSENTIAL LIBRARIES



VINCENT S. LONG
COUNTY ADMINISTRATOR

On behalf of Leon County Government, I am excited to present Leon County's Essential Libraries Initiative (ELI). The ELI re-envisions County libraries to better serve our community's changing needs both now and in the future. According to the Aspen Institute, libraries are no longer book warehouses. Rather, they are critical social infrastructure and integral to the community's continued resilience and overall well-being.

Approved by the Board of County Commissioners in June 2021, the ELI guides the Library System's daily actions to serve and support citizens as they learn new skills, engage with the community, and pursue creative interests for the whole family. Part of the ELI also includes renovations to library facilities, including a $3.4 million capital improvement project at the Main Library focused on modernizing more than 40,000 square feet of space with new meeting rooms, a workforce development hub, and so much more.

Leon County has long recognized the significant role our libraries have in serving and supporting citizens of all ages and abilities. As the needs of the community evolve, demands for digital content, gathering spaces, and interactive programming continue to grow. To better align our priorities with the needs of the people we serve, the County gathered input from thousands of citizens and community partners to develop the ELI, ensuring continued relevance of County libraries. The plan you are now holding serves as a road map to grow that relevance in many different ways.

From engaging programming to facility enhancements, citizens can already see the ELI being implemented throughout our Library System. And as we plan for the future, we will continue to engage our citizens in transforming County libraries into centers of learning, engagement, and innovation.



PAMELA MONROE
DIRECTOR,
LEROY COLLINS LEON COUNTY
PUBLIC LIBRARY SYSTEM

The Essential Libraries Initiative (ELI) is a visionary plan for our Library System that was created with your input and designed to meet your needs. Using information gathered through internal reviews, research on best practices of award-winning libraries, interdepartmental collaboration, and a wide range of community feedback, this exciting strategic plan leads the way to a vibrant, community-focused Library System. We appreciate the participation of so many in the planning process. The ELI focus areas and priorities are direct results of listening sessions with citizens, community partners and stakeholders, and close to 5,000 survey responses from library users and non-users alike. We are so excited for the opportunity to engage and serve even more citizens with new, relevant programs, materials, and services. Since 2021, we have implemented action items and enhancements to library facilities, including the renovation of the downtown Main Library, which will continue to allow us to meet the current and emerging needs of the citizens we serve. As you explore the ELI, we hope you'll see how it is shaping the library to positively impact our community for generations to come.



EXECUTIVE SUMMARY

The LeRoy Collins Leon County Public Library System's Essential Libraries Initiative is a strategic plan that re-envisions the library to address the changing needs of residents and trends in library use. Approved by the Leon County Board of County Commissioners in June 2021, the initiative contains refocused priorities and action items to enhance the library's offerings.

Since implementation of the plan began in 2021, the library has continued to offer innovative programming and services that inspire and connect Leon County's diverse population and engage citizens in new and exciting ways. Additionally, facility enhancements at all library locations, including a $3.4 million renovation at the Main Library to modernize more than 40,000 square feet of space, allows the Library System to better align programs and services with the community's evolving needs.

The four focus areas of the library guide the development and enrichment of all new and existing programs and services that are offered as part of the Essential Libraries Initiative:

- Literacy and Lifelong Learning
- Business and Workforce Development
- Civic and Community Engagement
- Arts and Humanities

Each focus area includes specific priorities which will be achieved by implementing their respective action items. Although the library is responsible for developing and ensuring the completion of the action items, ongoing support from departments, such as the Office of Sustainability, the Tallahassee-Leon County Office of Economic Vitality, and Parks and Recreation, and partnerships with local institutions and community organizations are vital to the success of the initiative.

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Mission Statement

To be an essential resource and place for learning, engagement and innovation that provides for our community's changing needs.



"Libraries are a great place to connect and recenter. They hold resources many aren't aware of."

FOCUS AREA
LITERACY AND LIFELONG LEARNING

To serve as a resource in developing the skills needed to be successful socially, intellectually, financially, and technologically at any age by promoting traditional and non-traditional forms of literacy. (L)

	Priority	*Action Items*
L1	Champion adult and youth literacy as the foundation for learning and discovery.	• Host literacy programs and events that support the library's collection and resources to encourage youth and adults to access and use the library's materials. • Curate and maintain an up-to-date collection of books and materials that help reinforce literacy skills at home and contribute to a love of reading. • Offer a robust summer reading program that keeps youth and adults engaged with reading skills development and encourages patrons of all ages to make reading a lifelong habit.
L2	Provide technology training for all ages to ensure a digitally literate community.	• Offer basic and intermediate digital literacy training programs to all ages. • Help decrease the number of residents impacted by the digital divide by providing access to resources.
L3	Support lifelong education for seniors and retirees with programs that entertain, educate, and provide connections to community resources.	• Partner with local organizations to develop workshops and events focused on the interests and financial, mental, and emotional well-being of seniors and their caregivers. • Host programs that help promote social connections through a shared interest, such as book clubs, crafts, and games.
L4	Develop early learning resources for parents and guardians to teach their children the skills they need to succeed in school.	• Host story times and programs that model early learning skills using the five early literacy practices of Sing, Talk, Read, Write, and Play. • Create and provide book lists and early literacy tip guides that help caregivers reinforce early literacy skills.
L5	Support K-12 students in developing core academic and learning success skills: literacy, problem solving, creativity and innovation, teamwork and collaboration, and communication.	• Offer students one-on-one tutoring, homework clinics, and demonstrations of the library's online study tools. • Provide engaging programs and activities that help develop academic skills.





"Libraries have long been community focal points, providing a reliable internet connection, programs, training, and of course, books. Of all libraries do, introducing readers to new ideas and stories is one of their most important functions."

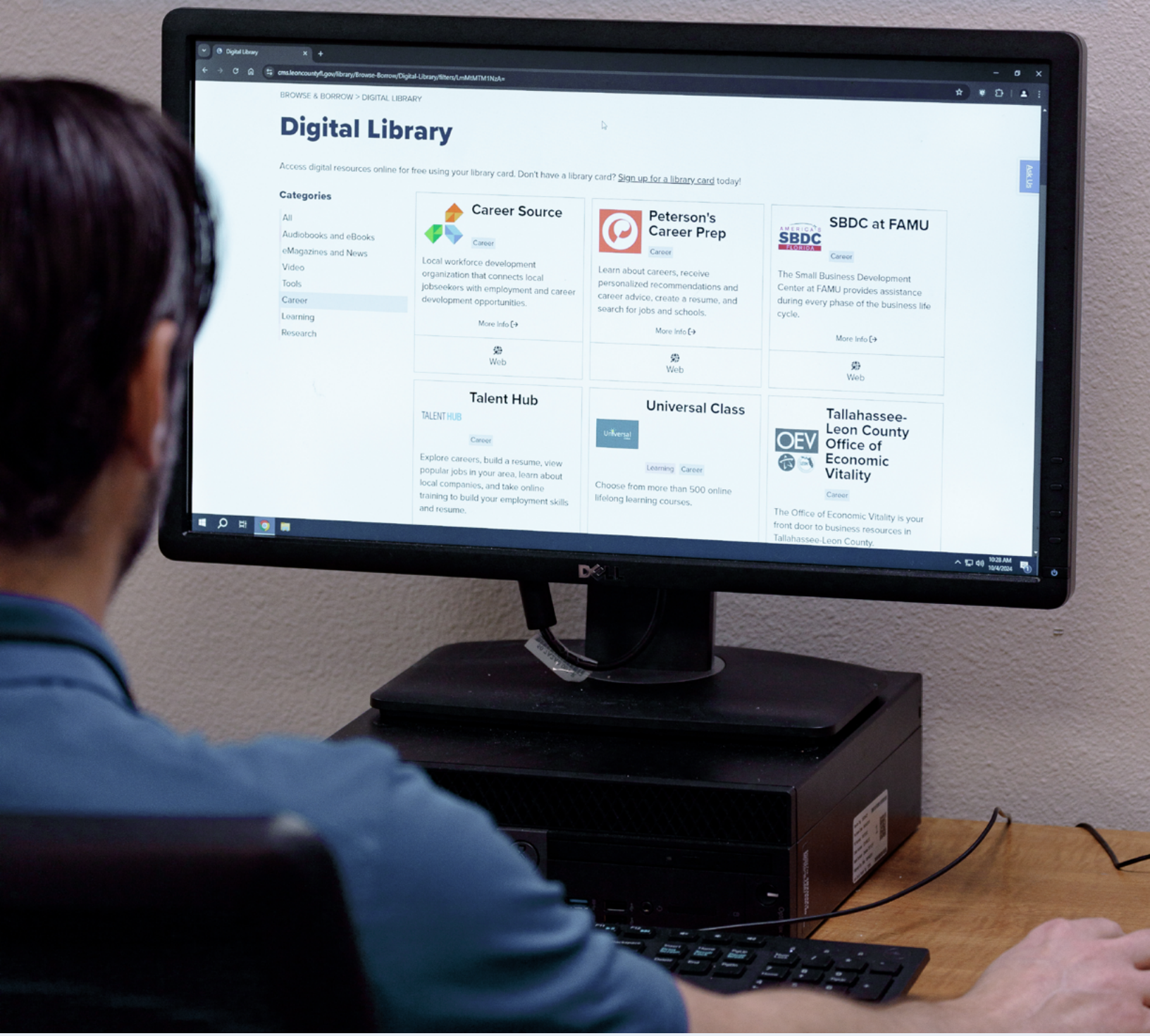
FOCUS AREA
BUSINESS AND WORKFORCE DEVELOPMENT

To support a strong local economy by acting as a resource for businesses and individuals seeking professional development. (B)

	Priority	Action Items
B1	Collaborate with local business and workforce organizations to provide resources and space that support local businesses and entrepreneurs.	• Partner with the Tallahassee-Leon County Office of Economic Vitality and other organizations to identify the workforce information needs of the community to curate print and digital resources. • Improve and expand coworking spaces and create new conference and meeting rooms for entrepreneurs, business owners, and telecommuters.
B2	Provide programs that develop skillsets needed to build a thriving workforce.	• Host programs and workshops on job seeking strategies, career coaching, professional essential skills, and other related topics. • Create internships and professional opportunities to develop skillsets within the library field. • Continue to provide programs, resources, and activities to introduce youth to a variety of career fields based on patron interest.
B3	Offer resources for job seekers and those transitioning to new careers.	• Partner with local organizations during job fairs to provide story times and resource information. • Evaluate and maintain an up-to-date collection of business-related materials.
B4	Provide opportunities for teens to develop leadership and life skills to ready them for the workforce.	• Continue to support the Teen Advisory Board program and provide youth volunteer opportunities. • Working with teens, coordinate presentations by outside organizations and subject matter experts on relevant topics to help prepare them for future workforce opportunities.



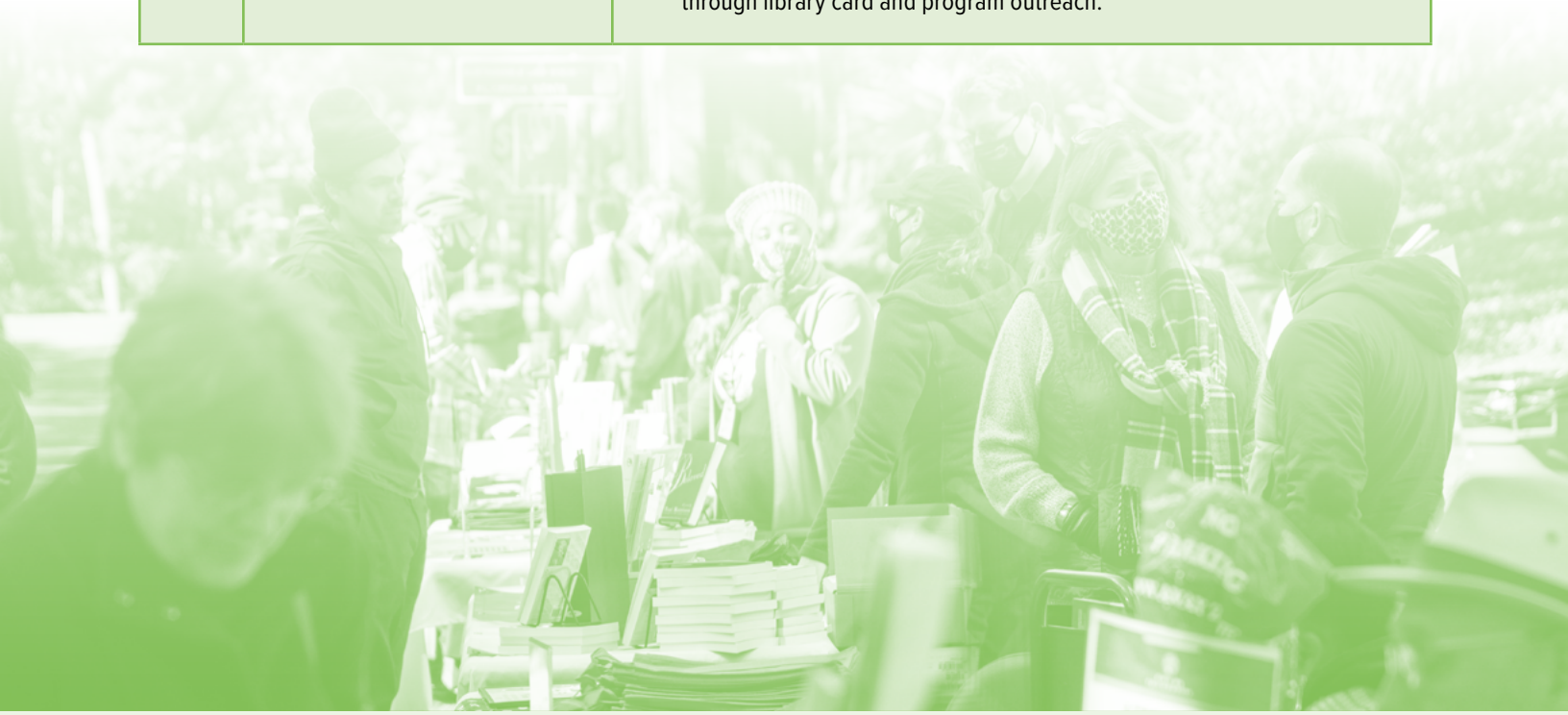
"It has been a long time since I had to look for a job and I really didn't know how to look online. The library staff not only helped me find jobs to apply for, but after I was contacted for an interview I was able to go back to the library and use a private meeting room to do a virtual interview. I got the job! I don't think I could have done it without the library. Thank you!"



FOCUS AREA
CIVIC AND COMMUNITY ENGAGEMENT

To serve as a vibrant, active hub of civic discourse and participative democracy, building relationships and bridging gaps in all segments of the community. (C)

Priority		Action Items
C1	Provide opportunities to engage in civil discourse around topics that impact Leon County and are of interest to the community.	• Host facilitated discussions and programs on relevant topics and issues that impact Leon County residents. • Develop programs and provide spaces that encourage community members to engage with one another.
C2	Serve as a gateway to connect people with community services and government programs.	• Through the Community Resources Specialist, provide one-on-one assistance and referrals for government programs and community-based services. • Coordinate with local human services agencies to identify possible partnerships and program opportunities.
C3	Collaborate with local colleges and universities to maximize outcomes in areas of mutual interests.	• Use subject matter experts at local colleges and universities to enhance program content.
C4	Act as a resource and partner to local nonprofit service providers in addressing community issues.	• Develop collaborative food programming with the Leon County Office of Sustainability and other local partners to offer programs that promote food security and nutritional health. • Increase accessibility of library resources to vulnerable populations through library card and program outreach.





"The library has always been my go-to for reading, information, and voting. In recent years, I have started using the digital resources, too. I appreciate everything the library has been for me."

FOCUS AREA
ARTS AND HUMANITIES

To support residents in their creative, intellectual, and recreational pursuits and foster cultural enrichment. (A)

Priority		Action Items
A1	Offer a diverse physical and digital collection that supports the needs and interests of the community.	• Maintain the Library of Things to support the County's sustainability efforts and offer programs and events that use the items. • Analyze and maintain the library's collection to ensure the materials and items reflect the community.
A2	Collaborate with arts, humanities, and other creative organizations to provide programming for all ages.	• Offer tutorials, workshops, or clubs to teach crafting and maker skills that will facilitate collaboration and community engagement while developing problem-solving and critical-thinking skills.
A3	Offer timely and relevant cultural events and classes that showcase all members of the community.	• Celebrate cultural heritage months and other annual observations with relevant programs, displays, and materials. • Participate in community-wide cultural events through outreach efforts.
A4	Support creativity through the library's collection, collaborative spaces, events, and classes.	• Maintain and promote the library's display spaces by partnering with local artists, archives, colleges of arts, and community organizations. • Host programs that engage community members in creative and recreational pursuits.





"It's really beautiful to see local artists exhibit in a public space like the library."



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Mission Statement

To be an essential resource and place for learning, engagement and innovation that provides for our community's changing needs.

YOUR COUNTY LIBRARIES



LeRoy Collins Leon County Main Library
200 West Park Ave.
(850) 606-2665



Bruce J. Host Northeast Branch Library
5513 Thomasville Rd.
(850) 606-2800



Dr. B. L. Perry, Jr. Branch Library
2817 South Adams St.
(850) 606-2950



Eastside Branch Library
1583 Pedrick Rd.
(850) 606-2750



Jane G. Sauls Fort Braden Branch Library
16327 Blountstown Hwy.
(850) 606-2900



Lake Jackson Branch Library
Lake Jackson Town Center, 3840-300 North Monroe St.
(850) 606-2850



Woodville Branch Library
8000 Old Woodville Rd.
(850) 606-2925

Visit **LeonCountyLibrary.org** to access our digital library and to sign up for a library card.

Leon County Wants to Learn About Your Vision for Our Essential Libraries

Provide input on the LeRoy Collins Leon County Public Library System at **850-606-2665**.

To get more information on library resources and events, visit **LeonCountyLibrary.org**.

Follow us on social media

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LeRoy Collins Leon County Public Library
200 West Park Ave. | Tallahassee, Florida 32301

Leon County
Board of County Commissioners

Notes for Agenda Item #13

Leon County Board of County Commissioners

Agenda Item #13

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: One-Year Extension and Amendment of the Council on Culture & Arts (COCA) Funding Agreement through Fiscal Year 2026

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 Post, Director, Division of Tourism Jon LaBarre, Senior Operations Manager, Division of Tourism

Statement of Issue:

This item seeks Board approval of a one-year extension and amendment of the Fiscal Year (FY) 2021 – 2025 Council on Culture & Arts (COCA) Funding Agreement through FY 2026.

Fiscal Impact:

This item has a fiscal impact and funding is included in the FY 2026 Tentative Budget. The Agreement provides $150,000 from general revenue and dedicates an estimated $1,897,150 to COCA, which is one cent (20%) of Tourist Development Tax (TDT) revenue, for a total of $2,047,150 in FY 2026.

Staff Recommendation:

Option #1: Approve the one-year extension and amendment of the FY 2021 – FY 2025 Council on Culture and Arts Funding Agreement through FY 2026 (Attachment #1), and authorize the County Administrator to execute the Agreement, and any renewals or amendments thereto, in a form to be approved by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval of a one-year extension and amendment of the FY 2021 – FY 2025 COCA Funding Agreement through FY 2026.

The County's continued support of COCA's operation and grant programs through FY 2026 advances the following FY 2022 – FY 2026 Strategic Bold Goal*:*

- *Grow the five-year tourism economy by $5 billion (BG1).*

This particular Bold Goal aligns with the Board's Economy Strategic Priority:

- *(EC4) Grow our tourism economy, its diversity, competitiveness, and economic impact.*

On July 14, 2020, the Board approved the FY 2021 – FY 2025 COCA Funding Agreement (Attachment #2), authorizing COCA to administer cultural grant programs and implement the Cultural Plan through FY 2025. The proposed one-year extension through FY 2026 maintains program continuity for local arts, culture, and heritage organizations while providing flexibility to incorporate any statutory changes that may emerge in the 2026 Legislative Session.

During the FY 2027 budget development process, staff will return to the Board with a budget discussion item to present funding options and allocations for TDT revenue including a comprehensive review of County support for culture and arts, and to discuss any subsequent COCA agreement.

Under the current five-year agreement, COCA administers competitive programmatic and marketing grants to local arts, culture, and heritage nonprofits; implements the Cultural Plan; and collaborates with the Division of Tourism on visitor-facing campaigns and collateral that promotes travel to Leon County. The one-year extension maintains the current grant structure for FY 2026. Funding is structured as a dedicated one cent of TDT revenue, supplemented by $150,000 in general revenue—tying support for the arts to visitor demand and incentivizing grantees to drive out-of-county visitation.

Following post-COVID-19 recovery in the tourism sector, the annual TDT dedication to COCA increased from just over $1 million in FY 2021, to an estimated $1.98 million in FY 2025. During the 2025 Legislative Session, multiple bills proposing expanded TDT uses advanced, and additional proposals are anticipated in 2026. A one-year extension is therefore prudent to ensure that a new multi-year agreement reflects any changes to the allowable uses for TDT funds.

Analysis:

The Division of Tourism (Tourism) relies on COCA as a marketing partner and community collaborator. COCA works with Tourism to develop and promote arts and cultural campaigns and visitor-facing collateral that encourage travel to Leon County through access to the arts, and it implements the community's Cultural Plan.

Consistent with prior agreements, the proposed one-year extension preserves the core scope—subgranting programmatic and marketing funds, Cultural Plan implementation, production of visitor collateral, and support for COCA's administrative costs—while adding continued emphasis on transparency and accountability:

- **Statutory alignment & reporting.** Clarifies that all expenditures must be eligible under Section 125.0104, Florida Statutes (the "Local Option Tourist Development Act"), and adds reporting requirements to document compliance (e.g., eligible-use categories, out-of-county visitation indicators, marketing reach).
- **Annual marketing plan & visitor collateral.** Requires COCA to submit a detailed annual marketing/media plan with budget, and to produce a print collateral piece (e.g., rack card or tri-fold brochure) promoting arts, cultural, and heritage sites for distribution at visitor information centers, local events, and organizations.
- **Special initiatives coordination.** Designates COCA as a key partner in major initiatives (e.g., the 2026 World Athletics Cross Country Championships and America's 250th Anniversary/America250), coordinating, supporting, and promoting activities among cultural organizations to maximize visitation impact.
- **Governance transparency.** Requires COCA to post Board of Directors, Executive Committee, and subcommittee materials on its website at least three (3) days prior to meetings.

County staff developed the amendments to this agreement in coordination with COCA. The County's FY 2026 Tentative Budget for COCA includes $150,000 in general revenue and an estimated $1,897,150 (20%) from the dedication of one cent in TDT revenue.

A one-year extension is recommended so the Board can evaluate any statutory changes related to the use of TDT funds following the 2026 Legislative Session. The one-year extension preserves program continuity for grantees and, after the conclusion of the 2026 Legislative Session, positions the Board to consider a comprehensive review of the County's funding support of culture and arts during the FY 2027 budget development process and prior to entering into a new multi-year agreement with COCA.

Options:

1. Approve the one-year extension of the FY 2021 – FY 2025 Council on Culture and Arts Funding Agreement through FY 2026 (Attachment #1), and authorize the County Administrator to execute the Agreement, and any renewals or amendments thereto, in a form to be approved by the County Attorney.
2. Do not approve the one-year extension of the FY 2021 – FY 2025 Council on Culture and Arts Funding Agreement through FY 2026 (Attachment #1).
3. Board direction.

Recommendation:

Option #1

Attachments:

1. One-Year Extension and Amendment of the FY 2021 – FY 2025 Council on Culture and Arts Funding Agreement through FY 2026
2. FY 2021 – FY 2025 COCA 5-Year Funding Agreement

First Amendment to the
FY 2020-2025 Council on Culture & Arts Program Funding Agreement
Between the Council on Culture & Arts and Leon County

The Program Funding Agreement ("Agreement") was executed February 12, 2021 between the Council on Culture & Arts (hereinafter referred to as "COCA") and Leon County, Florida, a charter county and a political subdivision of the State of Florida (hereinafter referred to as the "County"), collectively, the "Parties", and is incorporated herein by reference and attached hereto as Exhibit A. The Agreement is hereby amended as follows:

The terms and conditions set forth in the Agreement shall remain in full force and effect, except as specifically modified herein. The following terms and conditions, which have been mutually agreed by the Parties, upon shall also apply:

1. The following WHEREAS paragraph in the RECITALS of the Agreement is hereby amended in its entirety to read:

   WHEREAS, "Tourist" as defined by Section 125.0104, Florida Statutes, means a person who participates in trade or recreation activities outside the county of his or her permanent residence or who rents or leases transient accommodations as described in paragraph 125.0104(3)(a); and

2. The following WHEREAS paragraph in the RECITALS of the Agreement is hereby amended in its entirety to read:

   WHEREAS, the County and COCA wish by this Program Funding Agreement to reduce their intentions to writing to provide for the obligations of the County in regard to providing the marketing and program grant funds identified herein, to ensure that the obligations of COCA to provide the services set forth herein comply with section 125.0104, Florida Statutes, and to more fully delineate the agreement reached between the Parties; and

3. Section II. of the Agreement, titled "**Effective Date and Term**", is amended in its entirety to read:

   This Program Funding Agreement shall be for a six-year term. It shall commence on October 1, 2020, and shall end at midnight, local time in Tallahassee, Florida, on September 30, 2026.

4. Section III. of the Agreement, titled "**Services to be Provided**", is amended in its entirety to read:

   A. Through FY 2025, COCA shall submit a Program Plan and Organizational Budget by November 13, 2020 and by Sept 15 of each year thereafter to the Division of Tourism for the upcoming fiscal year. The Program Plan will identify specific services and program activities planned, and the budget allocation for each. The Organizational Budget shall identify all revenue sources and delineate the plan for expenditure of County funds (TDT and GR) contemplated by this Agreement.

   B. For FY 2026, COCA shall submit a Program Plan and Organizational Budget in the format provided by the County by , November 1, 2025, to the Division of Tourism for FY 2026. The format to be used is incorporated herein by reference and attached hereto as Exhibit B. The Program Plan will identify specific services and program activities

planned, and the budget allocation for each. The Organizational Budget shall identify all COCA revenue sources (not specific to County funds) and delineate the plan for expenditure of County funds (Leon County Tourist Development Tax [TDT] and general revenue [GR]) contemplated by this Agreement.

C. COCA shall submit a detailed annual marketing plan and media plan with a detailed budget by marketing tactic and geographic target audience to the County by November 1, 2025 for review and approval.

D. The services to be provided by COCA shall also include specific operational functions of COCA and the continued implementation of the Cultural Plan, attached as Exhibit A to the Agreement.

E. Through FY 2025, the services to be provided by COCA shall include:

1. Support services for artists, cultural heritage organizations, and the general public.
2. Educational services for students and teachers.
3. Culturally-specific marketing communication services including creative asset development, promotion, and publication across all media platforms.
4. Granting services include creating, implementing, and managing grant programs (i.e., Cultural Grant Program & Cultural Tourism Marketing) with the Cultural Facilities Matching Grant Program concluding under a separate agreement.
    a. Grant programs funded with TDT collections shall contain the statutory language defining a "Tourist" (Recitals) and the restrictive uses of the TDT funds (Section C 2.a.) in the grant program materials and also include a requirement for the sub-grantee to report the estimated number of visitors served by the project or program, and
        i. Meet with the County's Director of Tourism to review COCA Grant Program Guidelines prior to release, and separately, meet to review COCA grant applications for eligibility and compliance with Section 125.0104, Florida Statutes, prior to scoring grant applications. If COCA has questions regarding the application of Section 125.0104, Florida Statutes, it is directed to contact the appropriate County staff.
        ii. The Leon County Tourist Development Council (TDC) shall approve the final annual COCA Grant awards as recommended by the COCA Board of Directors in compliance with section 125.0104, Florida Statutes.
        iii. COCA agrees to provide full contact information for grantees funded by TDT to the Division of Tourism upon request.

F. For FY 2026, the services to be provided by COCA and supported with County funding shall include:

1. Arts, Cultural, and Heritage advertising and marketing communication services targeting both out-of-area tourists and Leon County residents, including creative asset development, promotion and publication across all media platforms. COCA shall also produce a print collateral piece (brochure or rack cards) promoting the arts, cultural, and heritage sites and attractions in Leon County for tourists to visit, for distribution at visitor information centers, local organizations, and events.

2. Granting services include creating, implementing and managing existing grant programs (i.e., Cultural Grant Program & Cultural Tourism Marketing), to ensure all grant program applications comply with Section 125.0104, Florida Statutes.
3. Support services for artists, cultural heritage organizations, and the general public.
    a. Grant programs funded with TDT collections shall contain the statutory language defining "Tourist" found in Section 125.0104(2)(b)2., Florida Statutes, and the restrictive uses of the TDT funds provided in Section IV.C.2.a of this Agreement shall also be included in the grant program materials. Grant program materials shall also provide that marketing to visitors is required and also include a requirement for a sub-grantee to report the estimated number of room nights and out-of-market visitors served by the project and program.
        i. The County's Director of Tourism will review COCA Grant Program Guidelines prior to release and, separately, review COCA grant applications for verification of eligibility and compliance with Section 125.0104, Florida Statutes, prior to scoring grant applications. If COCA has questions regarding the application of Section 125.0104, Florida statutes, it is directed to contact the appropriate County staff.
        ii. Members of the COCA TDT Grant Review Panel(s) that review and make recommendations on the TDT-funded COCA grants must include a TDC member or their designee.
        iii. The Leon County Tourist Development Council shall approval the final annual COCA Grant awards as recommended by the COCA Board of Directors in compliance with section 125.0104, Florida Statutes.
        iv. COCA agrees to provide full contact information for grantees funded with TDT to the Division of Tourism upon request.
4. An active role in supporting major community programs or special initiatives, such as the Worlds Cross Country Championships and America's 250th Anniversary, by facilitating, coordinating, implementing, and promoting an annual plan of activities for cultural organizations.

G. Strategic partnership activities with the Leon County Division of Tourism/Visit Tallahassee, including bi-annual leadership meetings and the exploration of marketing communications collaborations on targeted promotional programs. hall be responsible for all expenses associated with the performance and delivery of services required by this Program Funding Agreement.

H. COCA shall comply with all applicable laws, ordinances, and regulations governing its operation and in the provision of the services herein required and the expenditure of funds herein granted.

1. For FY 2026, COCA must post all Board, Executive Committee, and Sub-Committee meeting materials on the COCA website – Tallahasseearts.org/about-coca/public-notices/ at least three (3) days prior to such meetings and send the full meeting packets to the Director of Tourism at least 24 hours in advance of all meetings.

5. Section IV., paragraph A. of the Agreement, titled "Grant Funds Amount:", is amended to include year six of the Agreement in subparagraph 1. and the following subparagraph 3. as follows:

    1. The County agrees to provide to COCA an amount not to exceed one (1) cent of the five (5) cent Tourist Development Tax imposed by the County for six years, for Services further described in Section III, herein, and collected during the then current Fiscal Year. A Fiscal Year is defined as consisting of the dates October 1 – September 30.

    3. For FY 2026, up to 10% of TDT allocated to COCA may be used to offset COCA's operating expenses.

Eligible Category	**Percentage of Total Expenditures in COCA's Annual Budget**
Eligible Marketing/Advertising/Media Expenditures	Up to 60% as approved in COCA's annual marketing and media plan
Marketing Staff Person Salary	Up to 60%
Grant Staff Person Salary	Up to 90%
Eligible Professional Services for Content Creators	Up to 25% as included in COCA's annual marketing and media plan

6. Section V., paragraph B. of the Agreement, is amended to include the following additional provision:

    1. For FY 2026, COCA will include a Financial Reports section in the Annual Report to the County that includes:

        a. A Year-End Cash Flow Statement (in a format determined jointly by County and COCA staff) that details the total TDT expenditures for the year and includes itemizing all interest-earned on TDT in reserves or in investment accounts. Any expenditures of interest must comport with eligible statutory uses of TDT.

        b. An itemized listing of the final amount of County TDT and GR budgeted and actual expenses for each project, service, or activity within the allowable budget by general ledger account.

        c. A Requested Carry-Forward section that clearly delineates any requested TDT funding proposed to be carried-forward with a detailed statement of the anticipated project purposes/ activity uses of the TDT carry-forward funds with associated ledger account, subject to eligibility review by the County.

9. Section VI of the Agreement, titled "**Public Records**", is amended in its entirety to read:

    By entering into this Program Funding Agreement, COCA acknowledges and agrees that any records maintained, generated, received, or kept in connection with, or related to the expenditure of the funds provided through this Program Funding Agreement are public records subject to the public records disclosure requirements of Section 119.071, Florida Statutes.

COCA shall:

A. Keep and maintain those records that ordinarily and necessarily would be required by the County in order to perform the services under this Program Funding Agreement, hereinafter "public records."

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

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

D. Upon request from the County's custodian of public records, provide the County with a copy of the requested record or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

E. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS PROGRAM FUNDING AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Kerri Post, Director
Leon County Division of Tourism
315 South Calhoun Street, Suite 830
Tallahassee, FL 32301
850-606-2300
postk@leoncountyfl.gov

10. Section VIII., titled "**Reporting and Notices**.", is amended to provide for a new "Notice to the COUNTY" provision as follows:

Notice to the COUNTY: Kerri L. Post, Director
Leon County Division of Tourism
315 South Calhoun Street, Suite 830
Tallahassee, FL 32301

WHERETO, the Parties have set their hands and seals effective the date whereon the last Party executes this Program Funding Agreement First Amendment.

LEON COUNTY, FLORIDA

By: _____

Vincent S Long,
County Administrator

Date: _____

COUNCIL ON CULTURE & ARTS

By: _____

As Its: _____

Date: _____

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

By: _____

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

By:_____

City of Tallahassee/Leon County
Cultural Plan Review Committee

Capital Area Cultural Plan





"Painting by Karl Zerbe from LeMoyne Center for the Visual Arts Permanent Collection"

CITY OF TALLAHASSEE/LEON COUNTY

Cultural Plan Review Committee

CAPITAL AREA CULTURAL PLAN

JANUARY 2014

"During its year of work, The Cultural Plan Review Committee reached out to our community to hear and learn how the original cultural plan worked for them and what changes could be made to make a new plan be successful. This new cultural plan reflects the current state of culture, heritage and arts in the capital area and asks our elected officials in both City and County for strong commitments to support arts and heritage efforts in our community".

Kelly Dozier, Chair
Cultural Plan Review Committee

This plan was unanimously approved by a December 16, 2013 vote of the Cultural Plan Review Committee.



TABLE OF CONTENTS

The Role and Benefits of Arts and Culture in Our Community 7

Support of Arts and Culture in Our Community 9

Cultural Plan Review Committee Appointees
City of Tallahassee Staff Assisting the Committee 11

Approach and Process of the Review and Recommendations 13

The Cultural Plan Review Committee Contributing Members 16

Goals of the Cultural Plan 17

FINDINGS AND RECOMMENDATIONS

Economic Development and Marketing 19

Education 25

Funding and Facilities 33

Current Local Public Funding Chart 39

Plan Implementation 41

ADDENDUM

A-1 Proposed Capital Needs Matching Grant for Arts and Cultural Facilities 50

A-2 Recommendation Presented to Imagine Tallahassee for Proposed Sales Tax Extension Funding for New Initiatives in Arts and Culture 55

A-3 Example of "one-sheet" Document 58

A-4 Individuals and Organizations Interviewed for the Review 59


SouthSide ARTS Complex

THE ROLE AND BENEFITS OF ARTS AND CULTURE IN OUR COMMUNITY

The importance that Committee Members place on the arts industry and its significance to Tallahassee is demonstrated in the countless volunteer hours that have been invested in this process as well as the time, talent and treasure each member has personally provided to organizations of their choice.

Each and every member of the Cultural Plan Review Committee would like to offer their voice to the chorus of support for the importance of arts, culture and heritage which results in our community's sense of place and contributes greatly to economic development. The intrinsic value may not be easy to quantify but the impact our arts community offers is clearly proportional to quality of life experiences. It takes resources and planning to document metrics that link events, attractions, educational outreach, ties to business and family relocations but it only takes a glance at a community calendar to know that **this** community values the arts.

To place appropriate emphasis on the measurable value of arts to any community, we offer the December 5, 2013 findings of the U.S. Bureau of Economic Analysis and National Endowment for the Arts as stated in a press release on the Impact of Arts include:

- 3.2% or $504 billion of current gross domestic product is attributable to the arts
- U.S. Travel and Tourism is an additional 2.8%
- The positive value of arts and culture has been understood on a human level for a millennia
- The impact can be measured
- Arts commodities include advertising and education
- During the recession the arts suffered more than the overall economy
- In 2011 the production of arts and cultural goods employed more than two (2) million workers and generated more than $289.5 billion of employee compensation

Major community initiatives that included Richard Florida's Creative Class concepts that resulted in the Knight Creative Class Initiative (KCCI) and the recent IMAGINE TALLAHSSEE effort, individually and collectively confirmed the importance of achieving greatness as a community and the role that arts, culture and quality of life experiences play in fulfilling that role. These efforts addressed the concepts of community "brain drain," building on existing resources and creating new collaborations. Sustainable Tallahassee and the Tallahassee Film Festival were two outcomes of KCCI efforts. The initiatives resulted in building a sense of place with "Get Gaines Going" and Cascades Park as two examples. It is very clear that people of all ages believe that art, culture and heritage are critical to developing the character of our community and achieving "Greatness".

If our community adopts and implements a revised cultural plan that includes annual accountability and modifications, we can ensure that we will maintain our respected leadership position in K-college education, keep and attract new residents, create jobs, increase quality of life experiences and build tourism. Increased tourism will result in increased bed tax funds, a principal element of current and future cultural funding.



SUPPORT OF ARTS AND CULTURE IN OUR COMMUNITY

During a time when almost every municipality in the state of Florida reduced or eliminated funding for arts and culture, the elected leaders of Leon County and the City of Tallahassee demonstrated their commitment to the value of culture, arts and heritage experiences with unwaivering and unanimous support. That support is symbolic that culture is part of the very fiber of our community, creating character and offering value for every district of our city and county.

The Cultural Plan Review Committee would like to commend and thank the Leon County Board of County Commissioners as well as the Mayor and City of Tallahassee Commission for their collective leadership to establish the Cultural Plan Review Committee a group of diverse and interested citizens dedicated to providing direction for arts, culture and heritage planning for the benefit of our residents and visitors.

The Cultural Plan Review Committee (CPRC) understands the importance of their recommendations representing the interests of the entire community. Efforts to ensure that the diverse population segments were heard were essential to the process, knowing it would result in strength and vitality for our cultural region.

Cultural Plan Review Committee members' life experiences span seven decades and included important representation from generations defined as "baby boomers." "Generation X." "Generation Y," and "Millenials." Professional experiences and backgrounds included artists, a young professional, corporate officers, small business owners, educators, tourism professionals, representatives of higher education, community volunteers, non-profit executives, a former legislator, media and marketing professionals, banking and finance, as well as representation from The Council on Culture and Arts. Ethnic representation was also diverse and was additionally complimented by the concerted effort to meet with community stakeholders representing many ethnic groups each serving important demographic sectors.

The report contains some new ideas and a different perspective on some significant elements of the former plan, which was adopted in 2003. The differences are not critical of the original work. In fact, the accomplishments of the first plan are commendable and many elements of that plan continue to serve our community well today. However, there have been many changes in our community over the span of a decade. Some have had great impact on local cultural organizations including the ability to fundraise, meet financial objectives or continue as a sustainable entity.

The findings of the Cultural Plan Review Committee are the result of careful consideration for the impact of the recent financial recession and demographic shifts in populations. Examples include efforts to keep a highly educated workforce in our community (recent college graduates) and our ability to attract an affluent and educated retiree population (Choose Tallahassee) The Committee's recommendations were greatly influenced by the input of leading community organizations that include, but are not limited to: The Tourist Development Council, The Greater Tallahassee Chamber of Commerce, The Capital Chamber of Commerce, Big Bend Minority Chamber of Commerce, Leon County Economic Development Council, The Leon County Public Schools, Florida State University, Florida A&M University, Tallahassee Community

College, as well as the many arts, cultural and heritage organizations that serve our region.

These important community stakeholders and many others participated in the process by serving as members of the Committee, responding to written surveys, through interviews, e-mails, and by attending meetings. There were more than 100 meetings that were publically noticed, providing opportunity for input from any interested party.



CULTURAL PLAN REVIEW COMMITTEE APPOINTEES:

Marc Bauer
Althemese Barnes
Chucha Barber
Betsy Couch
Berneice Cox
Russell Daws
Karen Wendland Dix
Kevin Doar
Kelly Simmons Dozier
Christopher Heacox
Terrence Hinson
Rebecca Lutz
Anne Mackenzie
Marion McGee
Audra Pittman
Jill Sandler
Jan Sheffield
Bailey Vochastzer
Bart Wells
Mayda Williams
Michelle Wilson
Rosanne Wood

CITY OF TALLAHASSEE STAFF ASSISTING THE COMMITTEE:

Michael Parker, Director, Economic & Community Development

Wanda Milton Whitehead, MPA, CPM, Assistant Director, Economic & Community Development

Hetal H. Desai, Assistant City Attorney

Wendy Gray, Public Workshop Facilitator

Mack Rush, Coordinator of Special Projects, Economic & Community Development (Retired)

Deborah L. Craig, Administrative Specialist I, Economic & Community Development

Michele McGee, Administrative Specialist I, Economic & Community Development Department

Jacqueline Riggins, Administrative Specialist II, Economic & Community Development Department

Carol Shirkey, Administrative Specialist III, Economic & Community Development Department

Frank Dietrich, Urban Design Mapping & Graphics Specialist, Tallahassee-Leon County Planing Department



APPROACH AND PROCESS OF THE REVIEW AND RECOMMENDATIONS

Seeking to engage citizens in the planning process and bring an independent perspective to the examination of the existing cultural plan, current programs, and future initiatives, as well as the role of COCA in providing arts and cultural leadership, the Leon County Commission and the Tallahassee City Commission created the 18-member Cultural Plan Review Committee in October 2012. The Committee held its first meeting on Dec. 10, 2012.

The Cultural Plan Review Committee was charged with the responsibility to review the original plan, assess the status of the plan and its implementation, determine what portion of the plan might need to be updated or omitted based on changes that had occurred since its creation and to provide recommendations for modifications to the plan objectives.

Specific areas members were asked to address included:

- How to raise additional funds for arts, culture and heritage communities
- What are the immediate facility needs for arts and cultural organizations in the community and provide specific recommendations to meet those needs recognizing the fiscal limitation of public funding
- How to elevate awareness of arts, cultural and heritage organizations in the community to local and regional audiences
- How can the arts, cultural and heritage communities work more closely with the educational institutions and public and private sectors

Members of the Committee unanimously selected Kelly Dozier to be the Chair and Audra Pittman to be Vice-chair at the first committee meeting. Each members' areas of interest and expertise were also discussed. It became obvious that to achieve the objectives, members of the Committee would need to work on specific and unique segments of the plan. The original Plan's six (6) objectives became the basis for the sub-committees.

At the second meeting, Chairs for the subcommittees were appointed by the Committee Chair and Vice-Chair and members of each subcommittee were appointed to sub-committees based on their interests and experience. It was agreed that any member could attend any subcommittee meeting and that all members would have the opportunity to discuss and contribute to the recommendations of any subcommittee findings.



The sub-committees began with their respective and detailed review of each of the original Plan's six objectives that correlated to that committee. This process spanned more than six months with each committee laboring to provide both review and recommendations.

Due to the overlap of interests and to consolidate resources ultimately, four of the sub-committees were combined into two. It was impossible to separate recommendations for Marketing and Economic Development as it was to separate recommendations for Facilities and Finance. The interrelationships between

the objectives and the recommendations resulted in four final sub-committees.

Having met and deliberated for over a year, the Committee is excited to submit this update to the current cultural plan. We have engaged our community over the course of this past year. We have held numerous meetings throughout Leon County and Tallahassee, listened to hours of public testimony, exchanged ideas, discussed options, explored a sampling of current offerings, met with the COCA Board and distilled it into a set of recommendations covering four key areas—Education, Economic Development and Marketing, Facilities and Funding, and Plan Implementation/COCA.

This plan is intended to be a living plan, one that is flexible and responsive to trends and aspirations within Tallahassee and Leon County. It reflects a vision and a deep-seated commitment by our leaders and residents to accelerate the growth of creative opportunity throughout the region. It recognizes the contributions the arts, culture and heritage make to economic development and education of our community.

This plan includes numerous recommendations. While these are an important first step, implementation is the most important next step. We recognize that success will require continued leadership from the Leon County Commission and the Tallahassee City Commission. COCA has a critical role in implementation. As detailed in the recommendation (Plan Implementation/ COCA) they are essential to that process working in cooperation and collaboration with other community stakeholders. Not all aspects of implementation have been allocated to a particular individual or organization as funding priorities and funding availability will determine how best implementation strategies can be realized. It is clear, and the Committee would like to emphasize, that it will take all stakeholders to implement and execute the plan including strong advocacy resources.

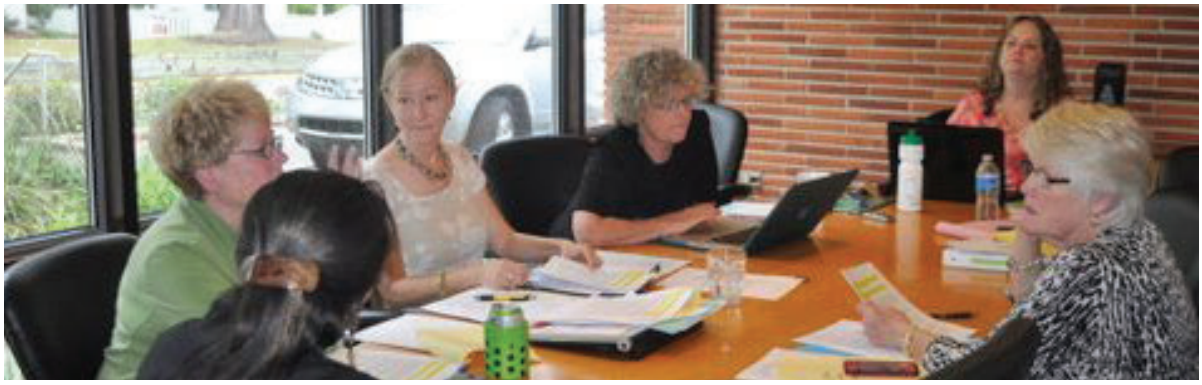
The Committee respectfully requests that you accept this plan, and that through your local arts agency—COCA—and its strategic planning process and current programming, the proposals that are within your control are integrated into our existing cultural plan, programs and offerings as resources permit.

Setting priorities among many competing proposals within the plan will be a critical component and require a strategic roadmap. The Committee has not prioritized the recommendations in any particular order and has not assigned a cost to these initiatives. It is our intention that COCA, as your local arts agency, working on your behalf, at your direction will have the opportunity to lead the prioritization of the recommendations in tandem with the further development of their strategic plan. The Cultural Plan Advisory Committee and COCA will co-host a workshop to take the important next step of establishing those priorities. The workshop and future meetings will consider implementation requirements, explore associated financial resources and needs, and work towards incorporating recommendations that are within the control of the county and city into a strategic plan developed and approved by the COCA Board. This can be implemented in phases as resources allow, beginning with the fiscal year 2014/2015.

Finally, the Committee recommends that you also appoint a Citizens' Cultural Plan Advisory Committee to meet bi-annually with the COCA Board to review community progress towards the implementation of the programs and initiatives in this plan, exchange ideas and identify additional strategies for expanding arts, cultural and heritage opportunities.

The Committee is unanimous in its belief that we have a vibrant art, cultural and heritage community that must be maintained and strengthened. The successful future of our community is directly proportional to quality of life experiences that attract and keep residents and grow successful businesses. Art means business and the business of protecting and growing our arts community must remain a critical priority for all stakeholders especially the men and women who are elected and charged with the trust placed in them for this important purpose. The Committee would like to express gratitude for the support provided to-date, including the opportunity to share a collective voice about the rewards of our current and future art, culture and heritage offerings.





THE CULTURAL PLAN REVIEW COMMITTEE CONTRIBUTING MEMBERS

Kelly Simmons Dozier, Committee Chair
Funding & Facilities and Plan Implementation Subcommittee Member
City Commission Appointee
Senior Vice President/Chief Community Officer, Mad Dog Construction

Dr. Audra Pittman, Committee Vice-Chair
Education Subcommittee Member
City Commission Appointee
Artist/Professor, Savannah College of Arts & Design

Chucha Barber, Facilities Subcommittee Chair
County Commission Appointee
Principal, Chucha Barber Productions

Betsy Couch, Education Subcommittee Chair
Knight Creative Community Initiative Appointee
Adjunct Professor, Florida State University

Berneice Cox, Economic Development and Marketing Subcommittee Chair
County Commission Appointee
President and CEO, The Bacall Group

Christopher Heacox, Plan Implementation Subcommittee Chair
County Commission Appointee
Executive Director, Seven Days of Opening Nights, FSU

Jan Sheffield, Funding Subcommittee Chair
Economic Development Commission Appointee
Chief of Staff, First Commerce Credit Union

Marc Bauer, Marketing Subcommittee Chair (12/12 – 6/13)
Tallahassee Tourist Development Council Appointee
Former Managing Partner, Hunter+Harp Hospitality

Karen Wendland Dix, Facilities Subcommittee Chair (12/12-6/13)
City Commission Appointee
Marketing and PR Consultant/Arts Volunteer

Althemese Barnes, Funding and Facilities Subcommittee Member
Heritage Organization Representative
Executive Director, John G. Riley House and Museum

Russell Daws, Funding and Facilities Subcommittee Member
County Commission Appointee
Executive Director, Tallahassee Museum

Kevin Doar, Funding and Facilities Subcommittee Member
City Commission Appointee to replace Karen Wendland Dix President, Theatre Tallahassee Board of Directors
Auditor, Florida Department of Transportation

Rebecca Lutz, Economic Development and Marketing Subcommittee Member
City Commission Appointee
Multimedia News Editor, Tallahassee Democrat/Tallahassee.com

Anne Mackenzie, Economic Development and Marketing Subcommittee Member
COCA Appointee
Member, Florida House of Representatives (retired)

Jill Sandler, Education Subcommittee Member
Tallahassee Active Lifelong Learning/Leadership Tallahassee Appointee
Member, City of Tallahassee Senior Citizen Advisory Board

Bart Wells, Economic Development and Marketing Subcommittee Member
Leadership Tallahassee Appointee
Executive Vice President, Sperry and Associates

Mayda Williams, Plan Implementation Subcommittee (12/12-8/13)
Greater Tallahassee Chamber of Commerce Appointee
Founder, Target Copy, Community Volunteer

Rosanne Wood, Economic Development and Marketing Subcommittee Member
COCA Appointee (7/13-9/13 Filling in for Anne Mackenzie)
Founding Principal, SAIL High School

THE GOALS OF OUR CULTURAL PLAN

ECONOMIC DEVELOPMENT & MARKETING

Position and market the arts, culture and heritage as a strategic partner of Tallahassee/ Leon County economic development efforts. This shall be achieved through public and private funding for arts, arts organizations and cultural assets.

EDUCATION

Capitalize on the area's art, cultural and heritage attributes in order to strengthen art, culture and heritage opportunities in schools and the community. This effort recognizes the importance of expanding current education-related initiatives and implementing new opportunities.

FUNDING & FACILITIES

Provide sustainable public and private funding to preserve and improve arts, cultural and heritage organizations and experiences. This effort acknowledges the importance of growing new and emerging projects and facilities, but will give priority to existing organizations.

PLAN IMPLEMENTATION

The Council on Culture and Arts for Tallahassee/Leon County (COCA) will realize its mission as the local arts agency representing culture, arts, and heritage for ALL in Tallahassee and Leon County through grant-making, advocacy, marketing, and education.

"When Winston Churchill was asked to cut arts funding in favour of the war effort, he simply replied, "then what are we fighting for?"



ECONOMIC DEVELOPMENT AND MARKETING

GOAL

Position and market the arts, culture and heritage as a strategic partner of Tallahassee/Leon County economic development efforts. This shall be achieved through public and private funding for arts, arts organizations and cultural assets.

FINDINGS

Investing in arts, culture and heritage in Tallahassee/Leon County is yielding substantial economic benefits. The arts community is an industry that supports jobs, local businesses, tourism, and generates government revenue. Spending by arts and culture organizations and their audiences totaled $74.6 million in Tallahassee/Leon County during 2008. (2009 Arts and Economic Prosperity in Tallahassee Report – Americans for the Arts).

Arts, culture and heritage enhances the quality of life and serves as an integral part of regional economic development. Every segment of our community deserves the benefit of great art, culture, and heritage experiences, which also make our area an exciting place to live, learn, work and visit. Businesses planning to relocate consider arts, culture and heritage when assessing quality of life for their employees. Arts, culture and heritage also develop a community identity and provide the community with a sense of collective pride, which will attract a dynamic workforce and businesses.

Opportunities exist for a collaborative relationship between COCA, Leon County Tourist Development (Visit Tallahassee), Greater Tallahassee Chamber of Commerce, Big Bend Minority Chamber of Commerce and the Economic Development Council, and other groups.

COCA has partnered with United Partners for Human Services and The North Florida Community Foundation to provide a series of workshops on best business practices for non-profits. To assist its members, COCA publicizes Leadership Tallahassee's Building Better Boards program.

Merchant account services were established as a way to assist individual artists and small businesses make additional sales using this COCA resource.

"As part of our overall evaluation of where to site our new Operations Center, quality of life for our employees was clearly a factor. As home to one of the country's largest universities, Tallahassee offers a rich cultural and arts community that we greatly value."

Kaye Scholer Chief of Operations Jeff Hunter, who spearheaded the search

Arts, culture and heritage should be valued as vital contributors to Tallahassee/Leon County's character, quality of life and economy. Individual artists, as well as arts, culture and heritage organizations, represent potential for small business development that contributes to the overall economic vitality of Tallahassee and the surrounding communities.

RECOMMENDATIONS: OBJECTIVES AND STRATEGIES

1. Create a unified marketing and advertising campaign for promoting Tallahassee and the Capital Area as a cultural hub.

- Establish a steering committee including representatives from COCA, Greater Tallahassee Chamber of Commerce, Big Bend Minority Chamber of Commerce, Leon County Tourist Development(Visit Tallahassee), Leon County, City of Tallahassee, Florida State University, Florida A&M University and Tallahassee Community College to work together on this effort. The collective assets of each of these institutions create a synergy which will allow our community to speak with a strong and common voice.
- Each organization will appoint one representative to the steering committee. Each organization will contribute toward the funds required for the advertising campaign. This marketing campaign will be used by the organizations represented on the steering committee to provide a cohesive message.

2. Support a Trolley system and transportation linkages to further connect the districts with cultural components, which have been and are being developed throughout Tallahassee. Examples include: Midtown, Frenchtown, Downtown, Cascades Park, Southside, College Town, Gaines Street, The Market District and others.

- Providing accessible public transportation options will facilitate and encourage participation and attendance in our cultural districts.
- Encourage City and CRA to continue funding the trolley system/transportation linkages.

3. City of Tallahassee and Leon County should continue to identify and support districts with cultural components by providing appropriate wayfinding, parking opportunities and transportation links for ease of accessibility to arts, culture and heritage entities.

- Funding should continue to be provided by the City and the CRA.

4. In order to improve the business skills of arts and culture executives, COCA will continue to provide training workshops to assist artists and arts/cultural organizations in ways to implement effective business practices

- To facilitate this effort, COCA should partner with business organizations such as the Economic Development Council's Entrepreneurial Excellence Program and the Jim Moran Institute and others that become available.

5. COCA should continue to collaborate with Leon County Tourist Development(Visit Tallahassee) to promote local heritage and cultural destinations. COCA and Visit Tallahassee should continue their efforts to combine their events calendar and create a mobile user-friendly website as well as an app for smart phone users to easily access the information. Information should be presented in a professional and attractive format.

- Create a centralized location for calendar of events.
- COCA, Visit Tallahassee, City and County funds should be used to support this project.

6. Leon County Tourist Development(Visit Tallahassee) should continue to market Tallahassee as a "location site" for the film industry, as an economic driver, in cooperation with the FSU Film School, The Film Society, Florida A&M Journalism/Film Program, TCC Film Program, the Tallahassee Film Festival and other film oriented organizations.

- Visit Tallahassee should create a list of location sites for Tallahassee and Leon County. As funding resources become available, Visit Tallahassee should work with the City of Tallahassee, Leon County and the State to position Tallahassee as a location site.

7. Every three years, COCA should use real data collected through an economic impact report to provide current information on the economic impact of arts and culture in our community. (Refer to #9 of the Operations/Implementation)

- City and Leon County should provide funds for this report.

8. Increase the concept of community arts liaisons including the expansion of the existing arts liaisons program of the Economic Development Council to include leaders of the arts community in an effort to be proactive and look for economic development opportunities that may present themselves as a result of cultural and heritage events in our community.

- Identify decision makers and influencers that are participating in our many cultural and arts events and facilitate the proactive development of relationships between them and local economic development leaders.
- Establish a business oriented liaison between COCA, the Chambers of Commerce and the Economic Development Council to serve on the appropriate committee.

9. Working with the City of Tallahassee Police Department and others involved in Festival permitting and planning, COCA should create a guide and checklist for event or festival planning and hold workshops to assist those interested in creating new events or sustaining existing events in our community.

- To assist event and festival planners in organizing and sustaining events through understanding best practices, permits needed, and where to find resources, etc.
- The guide and checklist will be posted on COCA's website. Workshops would be held based on interest or requests.

10. COCA should develop an annual marketing and communications plan that includes an analysis and determination of its brand, strategic messages, target audiences, the best media channels to reach those audiences and quantifiable goals to determine the efficacy of its marketing strategies.

- COCA's marketing efforts would be organized under the umbrella of a strategic marketing plan that communicates its brand and mission to the public, to key community stakeholders and to culture, heritage and arts organizations. The efficacy of this plan would be evaluated annually by monitoring key indicators, such as, but not limited to, online page views, social media engagement, media placement, e-mail opens, responses to direct mail, event attendance, etc.

11. COCA to work alongside Leon County Tourist Development (Visit Tallahassee) and other organizations to help identify and promote destination defining events which help define the brand and spotlight arts, culture and heritage.

- Maintain open lines of communication and collaboration between COCA

and Visit Tallahassee to ensure that the region's destination defining events are being advertised and promoted in the best way possible.

- COCA staff and Visit Tallahassee staff would meet at least quarterly to discuss upcoming events and to strategize ways to promote and market them within Tallahassee and outside the region.

12. COCA will work with Leon County Tourist Development (Visit Tallahassee) and local businesses, arts organizations and hoteliers to package arts, culture and heritage resources wherever possible and practical to expand the geographic footprint and reach of our local offerings beyond our community.

- COCA will continue to work with Visit Tallahassee and local businesses, arts organizations and hoteliers to disseminate information regarding our many art and cultural offerings using tools such as in-house hotel TV channel, destination maps, and cultural events magazine and other marketing efforts whenever possible.

"As Chairman of the Oklahoma Chamber of Commerce, I visited almost every city and town in the state. There is a visible difference in places with an active cultural community. I see people looking for places to park, stores staying open late, and restaurants packed with customers. The business day is extended and the cash registers are ringing."

Ken Fergeson
Chairman and CEO, NBanC

Past President, American Bankers Association





EDUCATION

GOAL:

Capitalize on the area's art, cultural and heritage attributes in order to strengthen art, culture and heritage opportunities in schools and the community.

FINDINGS:

- One can learn in and about arts, culture and heritage during school programs as well as through their exposure in the community and at home.
- Research has proven that children with access to art, culture and heritage programs tend to score better on standardized tests, have increased graduation rates and many more positive benefits.
  - ✓ A report by the Arts Education Partnership (2002) revealed that schoolchildren exposed to drama, music and dance are often more proficient at reading, writing and math.
  - ✓ "The empirical classroom experience of arts integration subjectively suggests that carefully structured arts-based pedagogy can improve students' learning and academic experiences, resulting in demonstrably positive outcomes that include deeper engagement in subject matter and better retention of content; greater emotional involvement in the learning process and deeper social awareness; and the ability to apply principles across disciplines."– From "Neuroeducation: Learning, Arts and the Brain," by Johns Hopkins researchers findings.
- Arts education is important because: "1) the arts transform the learning environment; 2) the arts reach students who are not otherwise being reached; 3) the arts reach students in ways they are not otherwise being reached; 4) the arts connect students to themselves and each other; and 5) the arts provide new challenges for those students already considered successful."– Champions for Change
- Cultural, heritage and artistic experiences are key in the community.
- Tallahassee is host to a variety of art, culture and heritage organizations where education is central to their mission – from the Challenger Learning Center, Riley House Museum and Tallahassee Museum to Mission San Luis and the Tallahassee Senior Center for the Arts.
- Tallahassee is rich in cultural opportunities, but the community as a whole is not aware of all the offerings.
- Currently, there is not an over-arching network of arts and heritage education providers that spans from home-schools, private schools, LCS and the Universities.
- Funding for arts and heritage education programs has decreased at the state level.
- In the past, several local cultural organizations historically had benefit of funding from LCS. This had come in the

"As a lifetime educator, I have witnessed time and time again what a difference it makes when a student is part of an arts program. For some, it may be the only thing that motivates them to do well in school. Ensuring that every student has that opportunity is a priority for us."
Superintendent Jackie Pons

form of a designated line item funding for services or, in some instances, funds to pay for a Leon County School District employee to work at the institution. The reason there were variables is, for example, when a teacher was assigned to the Challenger Learning Center, they were still in the state employee retirement system. If a teacher were assigned to The Brogan Museum, that institution could not offer those benefits so the value was paid to the institution for staff, in lieu of assigning a permanent employee of the district. These positions are no longer in place.

Art, culture and heritage education can happen anywhere and everywhere at any age and setting.

- During one of the worst recessions in recent history, Leon County Schools have undergone tremendous budget cuts, more than $100 million. However, LCS works to maintain arts and cultural programs in K-12.
- All LCS schools offer at least one fine or performing arts class, as varied as African drumming and a blue grass band.
- 70% LCS children participate in cultural and art programs.
- There are more than 100 visual art, music, drama and dance educators in Leon County public elementary and secondary schools.
- Local schools are left to provide support for their arts and heritage curriculum with auxiliary funding (private donor donations, business donations, fundraisers, discretionary district funds, etc.).
- Often times the success of a school's art, culture and heritage programs depends on the strength of the principal and/or teachers and their ability to fundraise to create the creative learning environments that are envisioned.
- It is important that for school-age children cultural, heritage and artistic experiences are also offered outside of educational organizations. Tallahassee is fortunate to have top-notch community arts, cultural, heritage organizations that offer educational opportunities to enrich and complement the education offered in our area schools, home schools and Universities.
- COCA has created a variety of successful education-related programs, which should be continued such as: COCA for the Classroom, COCA for children and COCA's Arts in Education Newsletter.
- LCS have a variety of great partnerships with arts, culture and heritage organization in town such as COCA; FAMU; FSU – Master Craftsmen studio, Museum of Fine Arts, foreign languages departments; TCC; Lemoyne; Killearn Kiwanis Club; Goodwood Museum; the Holocaust Education Research Council; the Buffalo Soldiers Troupe, area Churches; Lee's Place; Junior League of Tallahassee; Mission San Luis; Riley House Museum; Tallahassee Museum; the Florida Supreme Court; the Florida Capitol; Leon County Public Library; and more.

RECOMMENDATIONS: OBJECTIVES AND STRATEGIES

1. To create a collective place that serves as a conduit between teachers, schools and the business community so schools and teachers can share needs and businesses can directly respond to help with these needs.

Objective: To promote the Foundation for Leon County School's find it & fund it, leon! program, www.finditfunditflorida.com/leon. Individuals, organizations and businesses are encouraged to invest in the creativity of a teacher to bring amazing learning experiences to their students. To get started, simply click on a grant listed and view the details and fund online. Using this easy-to-use module, teachers can request funds for projects from parents and businesses within the community to help fulfill their individual classroom needs. It's a virtual wish list that allows donors to instantly fulfill a classroom need with just a few key strokes.

This program offers a variety of community opportunities as it can be used by business, nonprofit organizations, and schools within a community to post opportunities such as student internships, volunteer opportunities, scholarships, and teacher externships. In addition, businesses can post offers of equipment, materials, and guest speakers for our public schools. Our teachers can also make requests from the community. It's a one-stop-shop clearinghouse of opportunities for our local students and teachers.

Strategy: 1) Foundation for Leon County Schools to work with COCA and LCS to promote the website and program to arts, heritage and cultural education providers. Also to provide a learning opportunity and training seminar annually for area teachers so they are all aware of the program and understand how to apply.

Strategy 2) Foundation for Leon County Schools to coordinate with the Greater Tallahassee Chamber of Commerce to provide information about "find it, fund it, leon!"

- The successes of "find it & fund it, leon!" program depends on community awareness.

2. Arts, heritage and education organizations should be encouraged to share their expertise with public, private and with home schools.

Objective: This can be measured and encouraged by asking organizations to share their intent on COCA grant requests and/or other methods. COCA should encourage organizations to provide experiences for the community and/or children, from performances to executive internships.

3. Increase commitment to Leon County's youth and strengthen art and business relationships by creating an Arts at Work program, which is a comprehensive youth program that promotes the arts.

- This is modeled after the successful Fulton County, Ga. program, which has received numerous accolades. This program would target students, ages 14-18, and provides arts education and job training.
- Throughout Arts at Work, students are exposed to various aspects of the arts industry-- from learning how to properly write an artist's bio and learning simple accountability such as being on time all the way to viewing an art gallery and putting on an art show. The program dedicates the focus of its activities to studying and producing art and throughout the 8-week program where the students become

"artists" with weekly training from a local artist. Leon County could successfully follow the model started in Fulton County, Georgia, which has received national accolades. Participants have to apply to participate in the program in a process similar to Youth Leadership Tallahassee.

- LCS supports the idea of an Arts at Work program.

Strategy: Work together with partners such as the Foundation for Leon County Schools, Leon County Schools and Northwood Arts Project to investigate this program more and provide recommendations to the COCA board of directors for implementation by January 2015, assuming available funding, with the first program launching no later than fall 2015.

"In fact, all people today, youth and adult, spend the majority of their lives learning outside the walls of formal classrooms." -- Institute of Museum and Library Services

4. Local festivals should showcase student accomplishments in the arts by featuring a COCA/LCS booth that showcases work from K-12.

Objective: To have participation at minimum at Springtime Tallahassee and Winter Festival celebrations as well as LeMoyne Chain of Parks Art Festival. Create opportunities to highlight the arts in schools (public, private and home schools) and support business in the City of Tallahassee.

Strategy: The advisory board of COCA, The Education Director, and current LCS individual responsible for supervising arts educators could partner with Governor's Square Mall and merchants to begin an annual art show. Partnering with merchants and driving business to the mall could also bring added visibility to the arts by having each school provide a display board that features art from participating schools.

5. An arts, culture and heritage curricula coordinator position at Leon County Schools should be created to serves as the businesses conduit between the schools, businesses and arts, heritage and cultural organizations. A designated arts, culture and heritage representative with experience in education would significantly expand arts, culture and heritage opportunities, continuing education and resources for teachers and their schools.

Objective: To create the arts, culture and heritage curricula coordinator position before the 2015-2016 school year.

Strategy: The position could assume a variety of responsibilities. Primarily, they could identify teacher development needs and provide resource in the arts, culture and heritage and work with area cultural organizations as a liaison to all schools and much more. They could also work with LCS administration and COCA to expand signature programs and create new signature programs such as a community Arts Extravaganza that showcases LCS talent from K-12 annually. On a smaller basis the position could coordinate a Performing Arts Nights at each LCS. This position would also serve as the "go to" for the local arts, culture and heritage organizations, among other duties.

- This is a new position which will require additional funding as well as additional funding for potential event expense, which may be offset by corporate sponsorships.

6. A Coalition for Arts, Culture and Heritage Professionals should be established providing networking, collaborative, and cooperative opportunities to community arts, culture, and heritage executives.

- This will allow a variety of individuals and organizations to come together to share ideas, discuss upcoming activities and network.

- Education contacts from the area schools should also be invited to attend and network.

- It is important that more structured networking events are coordinated and implemented monthly throughout the year.

- For more information, see page 44 of the COCA Implementation Subcommittee section.

7. A Youth & Education Network should be formulated as mentioned in the COCA Implementation Subcommittee section on page 45. **This group will bring greater awareness of and advocate for the importance of arts, culture and heritage education in the community.**

8. Promote more "Art in Public Spaces," and where there currently is art, provide educational opportunities such as signage at the site of public artworks or guided/self-guided tours.

- Expand the current art in public spaces in the community.

- Specifically with LCS, build upon LCS art in community spaces programs. For example, the successful SAIL High School program where students created art in public spaces throughout campus that identify the subject taught in each building.

- In addition to the strategies mentioned on page 45 this should be expanded to include non-traditional art in public places opportunities that are complimented with educational signage.

- Provide artistic elements and educational-related signage in everyday spaces such as bus shelters, intersections and more.

- Create a standardized style of small educational sign, which has basic information such as title, artist, date and QR code to get more information.

Example 1): In 2013, with the bus shelters, Tallahassee expanded creative art in unique public spaces with the City of Tallahassee's bus shelter at the SE corner of Gaines St. and Railroad Ave. intersection. There is not currently signage explaining the artistic aluminum enclosure or how it is made, but that could be further developed.

Strategy: To incorporate art into Tallahassee's bus shelters and provide educational signage explaining the artistic element, creation, the artist, etc.

Example 2): With intersections there is an opportunity to encourage the community to do more creative art projects such as the Fall 2013 Market District's Paint the Pavement project, which was organized by the Market District Merchant's Association in partnership with the City of Tallahassee. There is no current signage explaining the project or how this artistic medium was created.

Strategy: To further expand Tallahassee's Sense of Place initiative by working to secure unique artistic elements in creative places and educate the public about the art. This could be installed or virtual signage that engages the community and explains the artistic medium and more.

Strategy: Create a coalition between COCA, Florida State University Department of Art Education, FAMU Department of Visual Arts, Humanities and Theatre, and LCS arts educators to develop appropriate signage for art in public places. This coalition could be managed by the Education Director and or chaired by an active member of the COCA board.

Strategy: Provide additional grant support through COCA to encourage the Florida State University Department of Art Education, 7 Days of Opening Nights, and other artists and art organizations willing to collaborate on to art murals in public places and provide educational signage and information related to public art.

Strategy: Expand COCA's Outdoor Public Art Directory and Map to include an easy to use web application for additional access to information about each piece of artwork.

9. Formulate creative partnerships with organizations that are able to provide volunteers to assist in school arts/heritage classes and activities on a regular and consistent basis.

Objective: To establish a cadre of volunteers who can expand arts and heritage opportunities for students in and out of the school setting. Volunteers with experience in the arts, heritage or education can be recruited from service organizations, colleges, COCA's online listings, Tallahassee Senior Center, etc. This would be staffed by staff person or a volunteer(s).

Examples of activities could include:

- Work with arts and heritage organizations to expand their outreach efforts. For example, the FSU Museum of Fine Arts has initiated outreach projects with schools where interns, arts students, teachers and other volunteers created information packets and lesson plans on specific exhibitions which are shared with schools to promote field trips or bring aspects of the exhibits into the schools. Materials can also be sent home with students for family participation. Not all cultural organizations have the staff to devote to such efforts.
- Work with cultural and heritage organizations and the schools to develop lesson plans which integrate the arts/heritage into core curriculum such as history or English lessons.
- Volunteer artists such as musicians, poets, actors, story tellers can put on performances in classrooms and assemblies. These can be integrated into core curriculum such as history or English lessons.
- Such activities can be shared with more than just schools. Exposure to arts/heritage activities should be available in recreational centers, Boys and Girls Clubs, after school programs as well as families.
- Peer groups of students with special artistic skills or heritage interests can be organized and trained to share their skills and interests with fellow students.

10. Promote lifelong learning for arts, culture and heritage by providing a variety of professional development workshops and continuing education opportunities for the community to attend at affordable prices.

Objective: To continue the success of past workshops; promote future workshops and offer a minimum of 4 workshops annually.

Strategy: The COCA Arts advisory group could help drive awareness of these opportunities. Support from Florida State University College of Visual Arts, Theatre, and Dance and FAMU's Department of Visual Arts, Humanities and Theatre, Osher Life Long Learning Center and volunteer members could drive the interest and success of future workshops. Social Media campaigns and information would also generate interest. Sponsors from local businesses like Ulrecht Art Supply, Michael's, Jo-Ann Fabrics, and Hobby Lobby could be reached for support and presentations that would help waive the cost of supplies. Current COCA facilities or LCS spaces could host these learning opportunities.





FUNDING AND FACILITIES

GOAL:

Provide sustainable public and private funding to preserve and improve arts, cultural and heritage organizations and experiences. This effort acknowledges the importance of growing new and emerging projects and facilities but will give priority to existing organizations.

FINDINGS:

Leon County and the City of Tallahassee should be commended for their steadfast support of local arts, cultural and heritage organizations during economic conditions that have sometimes been referred to as the greatest recession since "The Great Depression." Unlike many communities throughout the region, the state, and the nation, funding for these organizations remained a priority for our community, with on-going support of elected Commissioners, the Mayor of Tallahassee, the current and former County Administrators, as well as the City Manager.

While the City of Tallahassee had a stable revenue base from which to identify general funds, Leon County Commissioners identified funds to replace declining general operating revenues. Cultural funding from the County was maintained through a creative solution, the use of Bed Tax funding.

Arts, cultural and heritage organizations, special events, festivals and educational conferences have diversified funding needs. Currently, the City and the County provide program and **operational support through the COCA re-granting program.** Under current COCA guidelines, a festival must host activities at multiple times during a single year to be eligible for funding. If that criteria is not met, **festival, special event and educational conference organizers may apply for limited funding from the Tourists Development Council, the Community Redevelopment Agency, or the Downtown Improvement Authority.**

There are limited resources for capital improvements. The Committee found that this funding need is an important priority.

Likewise, there is currently **no designated funding source for innovative new ideas or projects.** The TDC sometimes provides grant support for these emerging initiatives, but TDC funds are restricted to tourism impact, which is difficult to demonstrate as a start-up event.

"In creative placemaking, partners from public, private, nonprofit, and community sectors strategically shape the physical and social character of a neighborhood, town, tribe, city, or region around arts and cultural activities. Creative placemaking animates public and private spaces, rejuvenates structures and streetscapes, improves local business viability and public safety, and brings diverse people together to celebrate, inspire, and be inspired."

Ann Markusen, Markusen Economic Research Services
Anne Gadwa Nicodemus, Metris Arts Consulting
From Creative Placemaking

Imagine Tallahassee is considering a **"Quantum Leaps" grant program** as a possible concept for future funding of this type. "Quantum Leaps" are defined as highly significant advances or breakthroughs.

State statutes strictly govern the use of Bed Tax dollars. These statutes limit funding support to organizations and events that promote tourism. This is an important point, as there are many

"quality of life" experiences that drive economic development and ensure a strong community. Some significant events and organizations are not eligible to apply for the Bed Tax funds. The current pool from general funds available through the COCA grant process is not sufficient to provide the funding needed for non-tourist, more locally centered cultural offerings.

The City's portion of arts, heritage and culture funding from its general fund is available for more flexible funding strategies. These are valued by our community, including many cultural organizations, cultural activities and events. **Some organizations provide significant quality of life experiences, but cannot easily demonstrate their impact on tourism.**

Many of these organizations and events have been cited as examples of rationale to live here, move here, relocate a business, or start a business in our community. Thus, there is a need for continued support of these, as well as new and emerging events and organizations that serve our residents, all having the potential to increase quality of life, tourism, and revenue for our city and county.

Of equal importance is the value of State cultural organizations in our community. The experiences they offer truly make a dynamic cultural environment for our residents and visitors. Increased support of these facilities and events would further the bridge building between "town and gown" and ensure we remain a community of rich and diversified cultural offerings. The Committee does not recommend modification to the current COCA regranting program for this purpose, as it would significantly deplete the ability of municipal funding to support existing non-state entities. The Committee feels strongly that there are inadequate available dollars for both state and non-state cultural organizations that should be addressed with careful planning and new strategies.

Recent national studies indicate the fastest growing division of tourism is historic facilities and tours. **Increased collaboration between local arts, cultural and heritage organizations and municipal governments and state**



agencies, has the potential to significantly grow tourism and bed tax revenues for the collective benefit of all community stakeholders.

There are specific **funding sources for festivals, special events, and conferences.** These important activities create a "sense of place" and contribute significantly to the identity of our community, while providing promotional value to attract tourists and promote economic development.

There is clearly a need in our community for improved or additional performance spaces. Performance organizations that require seating for more than 1,200, as well as large rehearsal spaces, have the most difficult needs to be met. The community must go forward with an effort to create one or more new performance venues with a realistic plan, including the affordability for local groups to utilize the space.

In recent years, significant funds were set aside, and other efforts made, regarding the support for two specific cultural facilities (The Performing Arts Center and ArtsExchange).

While these specific initiatives sought out and received significant financial support from local government, existing facilities failed to generate support resulting in a lack of balance between the efforts to create new facilities and the preservation and improvement of existing facilities. During the economic downturn of the past five years, existing organizations found it difficult to fund ongoing facility needs, let alone make improvements or add to their facilities. This has left an urgent need to identify capital improvement funds for existing facilities, while also providing funds for new facilities.



RECOMMENDATIONS: OBJECTIVES AND STRATEGIES

1. Leon County and the City of Tallahassee should continue to provide financial support for arts, heritage, cultural programs, festivals special events and educational conferences that add to the quality of life and help make Tallahassee a desirable destination.

2. In addition to local government funding, COCA should continue to seek additional public and private funding to support its programs and grants, while not competing with other local arts, cultural and heritage organizations.

- These sources of funding may include NEA funds, private endowments and collaborative grants for which only a Local Arts Agency can qualify.

3. Recognizing that there are several local government-funded grant programs, as well as varied conditions and criteria regarding eligibility for funding, the committee recommends that there be increased collaborations between all parties including, but not limited to, more effective sharing of information between funding agencies and improved dissemination of information about funding opportunities with all potential applicants. ***(See PAGE 39 Chart Local Government Funding).***

- Create a designated web site with all grant opportunities and deadlines, including a link to (and from) every grantor's webpage. Each grantor should be required to provide this information and monitor its accuracy. The site will be created, managed and hosted by COCA.

4. The committee recommends funding be made available for current and future festivals, which will be subject to annual assessment and evaluation determined by the grantor.

- Consolidation of existing festival funding as reasonable and appropriate. (It is understood that CRA and DIA have geographical considerations that could limit consolidation)

- Comprehensive information and funding sources should be available on a designated site that will be created, managed and hosted by COCA.

5. Establish a new matching grant program for capital improvements for arts, cultural and heritage organizations. ***(See Addendum A1 for Grant Guidelines)***

- Follow the guidelines within the attached addendum

- A dedicated source of funding should be identified for this purpose, such as the use of Bed Tax dollars formerly set aside for the Performing Arts Center

6. The on-going need for performance venues must be addressed.

- Create collaborations and partnerships between performing arts organizations, universities, community colleges public schools and private venues

- Identify underused sites that are affordable and can be repurposed

7. If we can strengthen our existing cultural organizations and events, demonstrating a record of success, it will be their constituents who will ultimately be the strongest supporters of a future Performing Arts Center.

- Strategies for going forward with a future Performing Arts Center in our community should include a realistic business plan, workshops with community stakeholders, and efforts to unite the arts community,, and creating an affordable, well equipped, appropriately large, performing arts venue available for the community.
- The need for performance venues is a critical priority for performance arts organizations in our community. The community must go forward with the effort to create one or more new performance venues, but there must be a realistic plan, including the affordability for local groups to utilize the space.

8. There have been some wonderful and unique installations in our community. There should be a cohesive vision for art in public spaces, such as the gateways to our community or roundabouts creating our "sense of place."

- The community should establish a diversified committee to create a strategic plan for art in public places including desirable objectives for gateways, large and small.
- Partnerships with private and public funding sources should be established.

9. Recognizing that the arts, culture and heritage are a central part of what makes up our community; and recognizing that organizations which provide vital experiences in arts, culture and heritage, like other non-profits, have traditionally faced a myriad of challenges in establishing and maintaining financial sustainability and therefore must rely on governmental support; it is a desirable vision to someday see this segment of our community become financially strong and more self-sustaining.

- COCA and the Community Foundation of North Florida should collaborate to create educational programming for arts, culture and heritage organizations to learn about establishing and growing endowments for long-term financial sustainability.
- All arts, culture and heritage organizations should strive for the goal of achieving institutional financial sustainability.

10. Create a funding source that provides competitive grants to art, and cultural and heritage organizations, as well as state and local government in our community, for projects and programs that would allow those organizations to achieve a desired "quantum leap" (highly significant advance or breakthrough) in their offerings or level of self-



sustainability. This game changing opportunity grant is essential to the economic development and quality of life of the community. ***(See Addendum A2 for More Information)***

The Committee recommends a level of funding that would provide $5,000,000 over the 20-year life of the sales tax extension, or $250,000 per year, and be administered through an existing granting infrastructure, such as the one in place at the Council on Culture and Arts (COCA).

- Examples of the types of programs or projects that may be supported through this grant are:

  1. Installation of Art in Public Places, such as at gateways and roundabouts

  2. Projects that promote a sense of place or identity in the community (Signature Festivals, Public Exhibitions, etc.)

  3. Projects that propel an organization to a new level of service to the community

  4. Projects that propel an organization to a new level of sustainability

  5. Projects/Programs that attract Regional or National media attention to the Tallahassee area as a visitor destination

  6. Future KCCI initiatives

- The Leon County Sales Tax Committee has tentatively set aside up to 15% of the future proposed sales tax extension (currently the Blueprint 2000 tax) for economic development and is awaiting the recommendations by IMAGINE Tallahassee to make the final decisions regarding the allocation of funds towards economic development projects and initiatives.

- The Cultural Plan Review Committee has submitted this grant proposal to IMAGINE Tallahassee for inclusion in their recommendations to the Leon County Sales Tax Committee, as it meets several of the Goals and Strategies that have been identified through the IMAGINE Tallahassee visioning process.

- Some of the Goals and Strategies that are met by this grant funding proposal are:

Goals:

1. Increased visitor and tourist spending.

2. Media recognition as a cultural destination for in-state and out of state travelers.

3. Increase financial sustainability within our arts and cultural institutions.

4. Recognition of Greater Tallahassee as a metropolitan area “on the rise.”

5. Increased employment in “creative industries.”

6. Improved perception of Tallahassee as a place to live among young professionals.

Strategies:

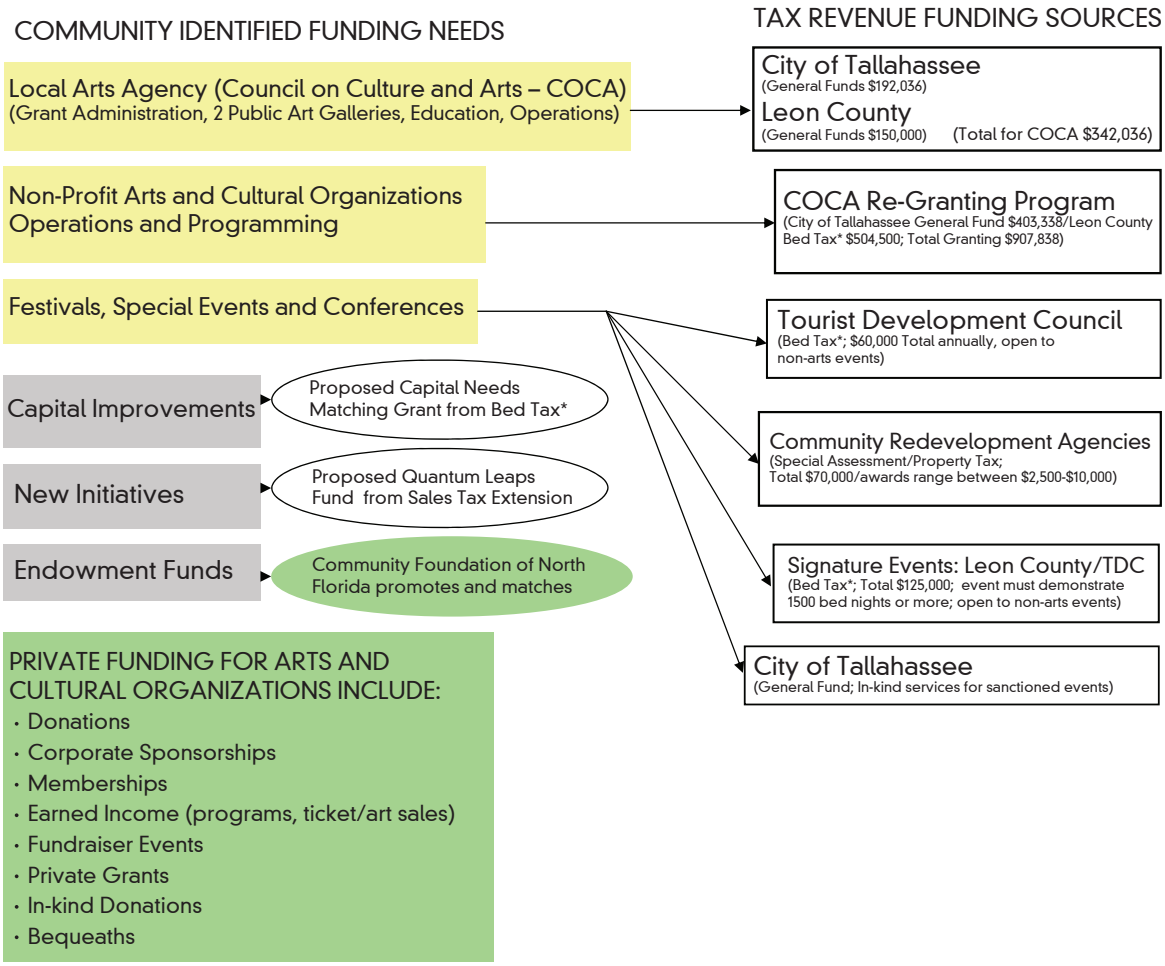
1. Ensure a level of “coolness” within downtown and surrounding urban areas.

2. Promote art in public places.

3. Foster the development of creative young professionals as catalysts for economic growth.

4. Foster financial sustainability in our arts and culture organizations.

CURRENT LOCAL PUBLIC FUNDING AVAILABLE TO ARTS AND CULTURAL ORGANIZATIONS (12/2013)



*Bed Tax dollars are limited by State of Florida Statute:
"if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event must have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists;"

This chart is prepared by the Leon County/City of Tallahassee Cultural Plan Review Committee



Painting by Lance deHaven Smith

PLAN IMPLEMENTATION

GOAL

The Council on Culture and Arts for Tallahassee/Leon County (COCA) will realize its mission as the local arts agency representing culture, arts, and heritage for ALL in Tallahassee and Leon County through grant-making, advocacy, marketing, and education.

FINDINGS:

The original Cultural Plan (2003) set forth goals, objectives, and strategies that were delegated to COCA to implement, manage, and evaluate. Some of the goals, objectives, and strategies included:

- The construction of the Arts Exchange and a community Performing Arts Center.
- An Arts Trolley serving the First Friday Gallery Hop.
- A Community Arts, Culture and Heritage Map of Tallahassee.
- Capital Culture Magazine published by COCA.

The Cultural Plan was overseen by an Audit Committee, which was appointed by the City and County Commissioners to guide the implementation of the plan for the first three years. They provided reports to the joint commissions in six and twelve month intervals. **The Audit Committee adjourned at the beginning of 2007.**

At the end of the Audit Committee's governance of the plan, the nation and community experienced one of the worst recessions in recent history. The economic downturn and other circumstances effected the implementation of the plan moving forward **as several goals, objectives, and strategies were tied to financial resources that were either reduced significantly or ceased to exist.**

Even with the financial impact of the recession, it is noted that **COCA was able to provide many valuable resources to the community.** These resources include, but are not limited to:

- One of the only local arts agencies in Florida to maintain level grant funding to local culture, arts, and heritage organizations in the City of Tallahassee and Leon County.
- Professional development and assistance to the cultural community (i.e. "Marketing Mondays", merchant service accounts for local artists, technical assistance workshops).
- Marketing and promotional services to the arts, culture, and heritage community (i.e. "More Than You Thought This Week" and "COCA Opportunities" email blasts, www.MoreThanYouThought.com calendar, and "COCA Buzz" in TLH Magazine (Sunday, Tallahassee Democrat)).
- Administer the "Art in Public Places" program, which includes curating art exhibitions at City Hall and the Tallahassee Regional Airport.
- Support for arts, culture, and heritage educators and learners through the monthly "Arts in Education Newsletter", the annual "COCA for the Classroom" resource guide, and the "COCA for Kids" directory.

The Cultural Plan Review Committee determined from assessment of the original plan and best practices of other community cultural plans (see Austin, Texas; Asheville, North Carolina; et. al.), that **an annual review of**

the new plan will provide the arts, culture, and heritage community and stakeholders a "living plan" and allow for changes in the plan when they are deemed necessary.

The Cultural Plan Implementation Subcommittee met with the Board of Directors and Staff of COCA, representatives from the Tourist Development Council/Visit Tallahassee, the Greater Tallahassee Chamber of Commerce, the Economic Development Council, Leadership Tallahassee, and City and County Commissioners, as well as community stakeholders in culture, arts, and heritage and one message was overarching in all conversations – **COCA, as our community's designated local arts agency, should take the lead as the umbrella agency for culture, arts, and heritage in the City of Tallahassee and Leon County.**

Community leaders agree that COCA should operate as the local arts agency for all in the City of Tallahassee and Leon County. That being said, it is noted that the **statements below, gleaned in the review process, represent some of the concerns about COCA in the past. These concerns of the past should not reflect on perception of COCA moving forward.** Our local arts agency should be:

- Advocate for arts, culture, and heritage organizations in our community and avoid competition with arts, culture, and heritage organizations and individuals.
- Agency whose mission is driven by an organizational strategic plan and in step with the Cultural Plan of the City of Tallahassee and Leon County avoiding projects not at the core of their mission and Cultural Plan.
- Agency, which fosters operational and collaborative relationships with various organizations, individuals, and governmental agencies.

During the review of the original Cultural Plan, the **Executive Director of COCA tendered her resignation** to embark on a new phase of her professional life. With a new cultural plan and in seeking a new director, **COCA's Board of Directors has a unique opportunity to engage a new leader that can guide the organization forward and elevate culture, arts, and heritage in our community by:**

- The adoption of the new Cultural Plan for the City of Tallahassee and Leon County.
- Collaborative, cooperative, and networking engagement opportunities with civic, cultural, and educational organizations and individuals in the community.



RECOMMENDATIONS: OBJECTIVES AND STRATEGIES

1. COCA will continue to re-grant annually contracted funds from the City of Tallahassee and Leon County through a competitive grant process for culture, arts, and heritage organizations supporting the superlative work these organizations provide the entire community.

- Recognizing the limitations in place by Statute, the City of Tallahassee and Leon County should attempt to ease requirements in the COCA Grant Program providing a collective pool of grant dollars to assist local culture, arts, and heritage organizations with general operations grant funding.
- COCA should continue to annually evaluate grant-funding requirements for culture, arts, and heritage organizations that contribute to the advancement of culture, arts, and heritage in Tallahassee and Leon County, which meet the needs of the entire community.

2. Create grant programs for individual artists through creative funding streams to support individuals in our community who contribute to culture, arts, and heritage.

- COCA will work with local, regional, and national foundations and re-granting organizations to secure grant funding for individuals advancing culture, arts, and heritage programs in the City of Tallahassee and Leon County.

For Example:

- Governmental and Regional (National Endowment for the Arts, National Endowment for the Humanities, South Arts, Division of Cultural Affairs, Florida Humanities Council, et. al.)
- National foundations (Doris Duke Foundation, Knight Foundation, Wallace Foundation, Ford Foundation, Andrew W. Mellon Foundation, et. al.)
- Other funding opportunities that only COCA can apply as the local arts agency for the City of Tallahassee and Leon County.

3. COCA shall continue to seek out collaborative granting opportunities to partner with organizations and individual artists in the community for grant dollars and public/private funding for which they alone can apply to bring in more funds into our community to help elevate culture, arts, and heritage.

- This may be a National Endowment for the Arts "Our Town" grant that promotes Creative Placemaking. Creative Placemaking is defined by the NEA as, "leveraging the arts to create a distinct sense of place through increased creative activities, produce vibrant local economies that together capitalize on existing assets, and/or make communities more livable through enhanced quality of life."
- Examples of collaborative grants COCA has applied for (2000-2015), include but are

not limited to, the National Endowment for the Arts, ArtPlace America: Innovation Grants, Visit Florida, John S. and James L. Knight Foundation, Gannett Foundation, and Division of Cultural Affairs, State of Florida.

4. Acting as the local arts agency for all citizens in the City of Tallahassee and Leon County, COCA will advocate for and champion all culture, arts, and heritage organizations and individuals.

- The executive director of COCA will seek partnerships and collaborations through networking, professional opportunities, and board and committee seats (appointed, ad hoc, ex officio, etc.) with the Tourist Development Council/Visit Tallahassee, the Greater Tallahassee Chamber of Commerce, the Economic Development Council, Leadership Tallahassee, Network of Young Professionals, Big Bend Minority Chamber of Commerce, and other civic organizations.

5. A Coalition for Arts, Culture, and Heritage Professionals should be established providing networking, collaborative, and cooperative opportunities to community arts, culture, and heritage executives.

- This group will consist of community leaders (i.e., executive directors of arts, culture, and heritage organizations) and businesses in the City of Tallahassee and Leon County with the membership setting goals and objectives through a shared vision.
- This network will be administered through COCA and facilitated by their executive director to seek improved communication between leaders in the arts, culture, and heritage community providing a platform for synergy, collaboration, cooperation, communication, and advocacy.
- This network can provide a forum for professionals from organizations to:
- Encourage and enable program providers to seek opportunities for collaboration and cooperation,
- To build a support network for professionals working in the arts; and
- To create comprehensive systems of presenting the arts to our community.

6. As the local arts agency, COCA will create an ongoing conversation in the community regarding the value of public and private financial support for arts, culture, and heritage.

- COCA will use the quantitative and qualitative data provided by local arts, culture, and heritage organizations participating in the COCA Grant Programs and information from other arts, culture, and heritage businesses and state partners to create a "One Sheet" to educate local governments, businesses, and individuals about the intrinsic and extrinsic value of arts, culture, and heritage in the City of Tallahassee and Leon County.
- This "One Sheet" report is different than the Annual Reports issued to the City of Tallahassee and Leon County per COCA's contracts with said agencies in that it:
  - Includes information by local arts, culture, and heritage businesses and state partners, not participating in the COCA Grant Program, but have a cultural and economic impact in the City of Tallahassee and Leon County.
  - Is more of a "one-sheet" document that can provide information to individuals, organizations, and

businesses on the impact arts, culture, and heritage has in our community. ***(See example in Addendum A3)***

- Uses more quantitative data provided by organizations and local artists to exhibit the economic, educational, and community impact of arts, culture, and heritage in the City of Tallahassee and Leon County.
- Would use the results of the "Economic Impact Study," which COCA would conduct every five years ***(See Goal #8).***

- As referenced above, COCA provides an Annual Report to the commissions of the City of Tallahassee and Leon County reporting back the progress of their previous year's contract. It is recommended that COCA's reporting to the commissions of the City of Tallahassee and Leon County be streamlined to one report that provides the information needed and necessary to satisfy both contracts; in one document.

7. A Youth & Education Network should be established to provide networking, collaborative, and cooperative opportunities to community arts, culture, and heritage educators and administrators.

- This group will consist of arts, culture, and heritage educators and administrators seeking to elevate educational opportunities, share resources, and advocate for arts, culture, and heritage education in the community. This may include:
  - o PK – 12 educators and administrators in private, public, and home school education.
  - o Public, private, and non-profit arts, culture, and heritage organizations including but not limited to museums, after-school programs, community arts programs, private arts instruction (music, art, dance, theatre, etc.), and other arts, culture, and heritage educational opportunities available in the City of Tallahassee and Leon County.
  - o Florida State University, Florida A&M University, and Tallahassee Community College departments, programs, and colleges supporting arts, culture, and heritage education in the community.
- The network may also be responsible for recognizing "arts educators of the year" in the community and should be facilitated by COCA's Education Director.

For Example:

- The Brevard Cultural Alliance acknowledges excellence in arts education to build an understanding of the importance of the arts, culture, and heritage in the schools.
- www.artsbrevard.org/programs-and-grants/for-educators/excellence-in-visual-arts.html

8. The Board of Directors and Staff of COCA will align their strategic vision and long-term organizational plan with the Cultural Plan and collaborate with the Cultural Plan Advisory Committee and community stakeholders to evaluate the implementation and progress of the Goals, Recommendations, and Strategies in the Cultural Plan to best serve all communities in the City of Tallahassee and Leon County.

9. In aligning their strategic vision and long-term organizational plan with the Cultural Plan, COCA will provide the community

with an "Economic Impact Study" every three years that demonstrates the role arts, culture, and heritage organizations and individuals play in the local economy.

- These studies can be produced in partnership with the Americans for the Arts as was the Arts and Economic Prosperity study that COCA conducted in 2008, which was published in 2009.
- At the time of this report, the cost of the study through the Americans for the Arts is $8,500.
  - o More information is available at: www.americansforthearts.org/information_services/research/services/economic_impact/iv/custom.asp

10. With the adoption of the new Cultural Plan a Cultural Plan Advisory Committee will be created by the City and County Commissions to:

- Collaborate with plan implementation stakeholders and community on organizational and community needs assessments addressed in the Cultural Plan.
- Provide advisement to plan implementation stakeholders and community with possible amendments, improvements, or changes to the Cultural Plan for the betterment of arts, culture, and heritage in our community.
- Report the annual progress of the Cultural Plan to the commissions of the City of Tallahassee and Leon County.

The Cultural Plan Advisory Committee (CPAC) is charged with reporting progress and assisting stakeholders with implementation of the Cultural Plan for the City of Tallahassee and Leon County. The committee is not established to provide oversight, supervision, or management of any individual, organization, or stakeholder named in the Cultural Plan.

This advisory committee will consist of individuals in our community who have a vested interest in arts, culture, and heritage and represent diverse communities including but not limited to visual arts, music, dance, theatre, heritage, education, film, and creative writing.

- o The Cultural Plan Advisory Committee will be made up of 13 members, who are arts, culture, and heritage stakeholders in the community:
  - o Community leaders initially drawn from Subcommittee chairs of CPRC and/or Arts, Culture, and Heritage Community Stakeholders (4 total)
  - o Community leaders/administrators in arts, culture, and heritage (2 total)
  - o COCA board member and executive director (2 total)
  - o Leon County School teacher and/or administrator (1 total)
  - o Greater Tallahassee Chamber of Commerce/EDC (1 total)
  - o Visit Tallahassee/Tourist Development Council (1 total)
  - o Colleges and Universities (TCC, FSU, FAMU) (2 total)
- The committee and key stakeholders will meet every six months to discuss successes and challenges of the plan implementation, suggest possible changes and amendments to the plan, and determine any unmet needs. Annually, the committee will present a Cultural Plan Progress Report which will include success findings, suggested modifications, and needs assessments to the commissions of the City of Tallahassee and Leon County and other key stakeholders.

- o The CPAC will meet with the COCA Board in a timely manner to assist in recommendations for funding to the Leon County and City of Tallahassee Commissions prior to their annual budget workshops.
- o The committee will operate in the calendar year.

After two years under the new Cultural Plan, the Cultural Plan Advisory Committee will sunset as an independent committee and become an ad hoc committee of the COCA Board.

11. Upon acceptance of the new Cultural Plan, in anticipation of budget preparation and budget workshops at the City of Tallahassee and Leon County, and with the hiring of the new executive director of COCA and other key arts, culture, and heritage staff discussed in the Cultural Plan; funders, policy makers, organizations, individuals and governmental groups, which contribute to the implementation of the Cultural Plan shall conduct a workshop, co-led by COCA Executive Director and Chair of Cultural Plan Advisory Committee, to collectively understand and discuss the implementation of the Cultural Plan and begin the process of collaboration in implementation.

- Participation in this workshop should include members of:
  - o Cultural Plan Advisory Committee
  - o Council on Culture and Arts
  - o Tourist Development Council
  - o Greater Tallahassee Chamber of Commerce
  - o City of Tallahassee Government
  - o Leon County Government
  - o Leon County Schools
  - o Florida State University
  - o Tallahassee Community College
  - o Florida A&M University
  - o Economic Development Council
  - o Community Redevelopment Authority
  - o Others who may be in a position to move the plan forward
- The goals of this workshop would include:
  - o Establishing funding needs for the implementation of the Cultural Plan, which may need to be considered during the budgeting process of the City of Tallahassee and Leon County.
  - o Establish opportunities for collaboration.
  - o Understand and begin the creation partnerships needed to implement the Cultural Plan.

12. It is recognized by the CPRC that the implementation of some of the recommendations included in the Capital Area Cultural Plan may require additional staffing and funding for COCA. The COCA Board as the governing entity of COCA, with support from the Cultural Plan Advisory Committee, will determine and recommend any additional positions and funding which it deems necessary to effectively implement the plan.



ADDENDUM

Addendum A-1

PROPOSED CAPITAL NEEDS MATCHING GRANT FOR ARTS AND CULTURAL FACILITES

Purpose of the Program – To offer support and funding for renovation, new construction, or acquisition of cultural facilities located in Leon County or the City of Tallahassee.

A Cultural Facility is a building that shall be used primarily for the programming, production, presentation, exhibition, or any combination of the above functions of any of the arts and cultural disciplines including, but perhaps not limited to: music, dance, theater, creative writing, literature, architecture, painting, sculpture, folk arts, photography, crafts, media arts, visual arts, programs of museums, historical sites, and heritage experiences.

The intent of this grant program is capital improvement that, for the purpose of this application, is defined as an addition or renovation of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increases its useful life.

Basic Eligibility: All applicants must meet the following basic legal and program eligibility requirements at the time of the application.

All applicant organizations must:

1) Be physically located in the City of Tallahassee or Leon County, Florida.

2) Be a non-profit, tax exempt Florida corporation according to these definitions:

Incorporated as an active nonprofit Florida corporation, pursuant to Chapter 617, Florida Statutes;

Designated as a tax-exempt organization as defined in Section 501(c)(3) or 501(c)(4), of the Internal Revenue Code of 1954; and

Allowed to receive contributions pursuant to the provisions of s. 170 of the Internal Revenue Code of 1954.

- It is understood that the source of grant funds may result in additional requirements that affect eligibility for applicants.

Grant Requirements:

A. Own or have an executed lease for the undisturbed use of the land or buildings or both. In cases where either the land or buildings or both are leased by the applicant, the owners must also meet the criteria in number 1 above. **Exception:** Unless land or buildings or both are owned by the City of Tallahassee and/or Leon County and leased to an eligible applicant.

B. Retain ownership of all improvements made under the grant. Exception: Unless land or buildings or both are owned by the City of Tallahassee and/or Leon County and leased to an eligible applicant.

C. An organization operating budget showing total revenue and support for the last completed fiscal years.

D. A digital file reduction of current architectural plans.

E. Support letters indicating project impact and worthiness (5 letters or fewer.)

Grant Restrictions:

The Cultural Facilities program grant does not fund feasibility studies, architectural drawings or operational support.

Any applicant requesting and receiving grant funds from this program for the purpose of construction, rehabilitation, remodeling, or preservation of a historic property, must do so in conformance with the Secretary of the Interior's Standards for Historic Preservation. Please see these standards and additional information at *www.nps.gov/history/hps/tps/tax/rhb/.*

Although applicants may apply for more than one project, applicants can only have one "open" cultural facilities grant at a time.

Submissions and Review Calendar – to be determined

Request Amount: The maximum grant amount that may be requested is $500,000. There is no minimum amount. Only a single application for any applicant may be submitted in the same year.

Match Requirements: Organizations must demonstrate SECURED funds equal to the amount requested ($1 to $1 match). The funds must be placed in a designated account for the sole purpose of the project and there will be accountability requirements before, during and after the release of grant funds. Alternative or additional match requirements may be required depending on the funding source.

Single Phase and Multi-Phase Projects:

Single Phase Projects are defined as those which will be completed within 21 months after grant funds are available.

Multi- Phase Projects are defined as those for which funding will be requested for different phases of the ***same*** project over a period not to exceed 3 years. Multi-phase projects ***must*** have activities in each year for which funding is requested. Requested total amount may not exceed $500,000, but grant funds may be allocated to the applicant in varied amounts, subject to project needs and availability of matching funds.

All required matching funds must be secured prior to grant approval.

Applicant must define phases of the project and submit a separate request for each project phase over the 3-year period. Phases must be numbered in keeping with the order of the project and application submissions.

For multi-phase projects, applicants should describe all construction or renovation work to be done (i.e., all additional phases), beyond the construction or renovation described in the original proposal. Applicants should describe a clear understanding of the entire project. Applications that are not identified as "multi-phase" will be determined to be single phase, which could result in forfeiture of funding if project is not completed on time.

Changes in Project Scope or Venue: Anything that substantially reduces the scope or character of the funded project is not allowed. Organizations wishing to change the scope or venue of their project must submit a new application, in accordance with application guidelines and calendar, for a subsequent application cycle.

Project Extensions: Grant period extensions for single-phase and multiphase projects may be requested by the organization. An extension of the completion date must be requested at least 30 days prior to the end of the grant period.

Extensions may not exceed 120 days for any single-phase project or 120 days for any phase of a multiphase project unless the Grantee can clearly demonstrate extenuating circumstances. An extenuating circumstance is one that is beyond the control of the Grantee, and one that prevents timely completion of the project, such as a natural disaster, death or serious illness of the individual responsible for the completion of the project, litigation related to the project, or failure of the contractor or architect to provide the services for which they were hired. An extenuating circumstance does not include failure to read or understand the administrative requirements of a grant, or failure to raise sufficient matching funds.

Multiphase projects remain subject to the original overall time limitation (i.e. 3 consecutive years), regardless of the number of approved grant extensions. A Grant Amendment Request (GAR) form (see Grant Forms) should be used when requesting an extension.

Non-Allowable Costs: Grant funds may not be spent on the following:

A. General Operating Expenses (GOE). Administrative costs for running the organization (including but not limited to salaries, travel, personnel, office supplies, mortgage or rent, operating overhead or indirect costs, etc.).

B. Costs associated with representation, proposal, or grant application preparation.

C. Costs incurred or obligated before project timeline approved in the grant process.

D. Costs for lobbying or attempting to influence federal, state or local legislation, the judicial branch, or any state agency.

E. Costs for planning, including those for preliminary and schematic drawings, and design development documents necessary to carry out the project.

F. Costs for bad debts, contingencies, fines and penalties, interest, and other financial costs.

G. Costs for travel, private entertainment, food, beverages, plaques, awards, or scholarships.

H. Projects restricted to private or exclusive participation, including restriction of access to programs on the basis of sex, race, creed, national origin, disability, age, or marital status.

I. Re-granting, contributions, and donations.

J. Reimbursement of costs that are paid prior to the execution of the Grant Award Agreement.

Review Criteria and Scoring:

Each eligible application will be evaluated on competitive criteria.

Criteria	Application section(s)	Worth
Scope of Work	Scope of Work: Project Narrative and Phases	up to 25 points
	• Describe the project for which you are requesting support. • Describe how the board has been engaged in using an inclusive, thorough planning process to make informed decisions about the project. • Describe the ability to operate and maintain equipment/facility after the project is complete. • Provide a detailed construction schedule for the project. • Describe how the project corresponds to the organization's long-term facilities plan. • Have permits been secured, if applicable?	
Project Budget and Matching Funds	Proposal Budget Detail: Expenses Proposal Budget Detail: Income	up to 25 points
	Matching Funds Statement • Describe the administrative and financial capabilities to implement the project, including budget. • Demonstrate financial need for a grant. • Provide three years organizational and financial data. • Have matching funds committed to the project or demonstrate an ability to raise funds to complete the project. • Have capital reserves in place or demonstrate an ability to successfully fund depreciation. • Include a project budget that identifies all sources of funding (committee, pending and/or projected). • Include a project budget where the costs are prioritized and informed by construction drawing phase engineers/estimates or professional third party bids. • Have identified and/or hired the project's leadership and key contracted personnel, as needed, and demonstrate they have the appropriate skills and capacity to implement the project. • Demonstrate that there is a current capital campaign for this project and how additional funds to complete the project will be obtained.	

Need for Project	Need for Project and Operating Forecast Detail	up to 25 points
	• There must be a demonstrated need for the project that is integral to the mission and overall strategic organizational plan. • Demonstrate that the project is appropriately sized relative to the capacity and needs of the organization. • For projects that either expand programming or square footage, or both, provide evidence of market demand for said expansion. • For maintenance and/or repair projects, demonstrate that it is in the context of an overall capital needs assessment and replacement schedule. • Describe the project's use of energy efficient products and/or technologies. • Describe the project's impact on accessibility, quality of life, job creation, economic growth, cultural tourism or other issues deemed relevant. • Describe how the project will sustain and/or enhance the future operating stability/capability of the facility. • Describe the broad-based community support the project has and the number of constituents affected. • Demonstrate cooperation between local community groups, professional companies, organizations and local government authorities to ensure the most efficient use of available resources, as well as high level of community support for the project.	
Project Impact	Project Impact	up to 25 points
	• Demonstrate expected increase in visitor draw to the facility being improved. • How will the project be evaluated? What goals or outcomes are you expecting? • Detail how this project will affect the audience and communities served by your organization. • Demonstrate ability of project to have a positive impact on cultural awareness on a local, regional or statewide basis. • Thoroughly analyze the impact the capital project will have on the organization's future finances if expanding square footage or programming.	

Possible Bonus Points for Length of operational service:

10 to 15 years – 2
15 to 20 years – 3
More than 20 years - 5

The total possible number of points is 105. The Application Review Committee's evaluation will be based on the information contained in the application and required attachments. The Committee members' individual ratings will be averaged to determine a final score for each application.

Applications receiving a score of 75 or higher will be considered for funding.

Addendum A-2

RECOMMENDATION PRESENTED TO IMAGINE TALLAHASSEE ON 10/14/13 FROM THE FUNDING AND FACILITIES SUBCOMMITTEE OF THE CULTURAL PLAN REVIEW COMMITTEE

Growing our destination product for travel and tourism while supporting a creative culture and urban lifestyle

Goals:

1. Increased visitor and tourist spending.
2. Media recognition as a cultural destination for in-state and out of state travelers.
3. Increase financial sustainability within our arts and cultural institutions.
4. Recognition of Greater Tallahassee as a metropolitan area "on the rise".
5. Increased employment in "creative industries."
6. Improved perception of Tallahassee as a place to live among young professionals.

Strategies:

1. Ensure a level of "coolness" within downtown and surrounding urban areas.
2. Promote art in public places.
3. Foster the development of creative young professionals as catalysts for economic growth.
4. Foster financial sustainability in our arts and culture organizations.

Create a funding source that provides competitive grants to arts and cultural organizations, as well as state and local government, for projects or programs that allow the organization to achieve a "quantum leap" (highly significant advance or breakthrough) in their offerings or level of self-sustainability.

Examples of projects or programs that could be eligible:

1. Art in Public Places
2. Projects that promote a sense of place or identity in the community
3. Projects that propel an organization to a new level of service to the community
4. Projects that propel an organization to a new level of sustainability (investment now, save money over time)
5. Projects/Programs that attract Regional or National media attention to the Tallahassee area as a visitor destination
6. KCCI initiatives

Executive Summary: Economic Development efforts for our region rely on competitive assets. A highly educated workforce, thriving high-tech presence, and a community committed to visual arts, performing arts, science, and historical experiences are all essential factors. To maintain the ability to grow and attract new business, our community must offer outstanding quality-of-life experiences that include cultural facilities, programs, and events.

Culture is essential economic development unto itself. According to the most recent regional analysis (Americans for the Arts Economic Prosperity Report, 2009), combined with its complimentary thriving tourism market, culture is an industry that supports

2,720 FTE employees in our community with a unique economic impact of $74,567,307. It is simply good business to support and grow the benefits of culture and historic resources.

HOW CULTURE ADDRESSES THE SALES TAX THEMES

Sense of Community- Art and historic experiences offer an immeasurable mechanism for growing its creative class. When artists, performers, historians and other related professionals are valued, offered competitive salaries, have opportunities for employment and are encouraged to be both artists as well as successful entrepreneurs, business prospers. To earn a reputation and "sense of community" where extraordinary art abounds, there must be thriving, attractive facilities, events, experiences and spaces, both indoors and in the natural environments that foster the creation of art and celebrate its presence.

Connectivity – There is a physical connection between spaces when sidewalks, bikes, and trails link neighborhoods and sections of our community. Art offers the opportunity to make emotional connections. Some cities have used "Cows on Parade," "Flamingos on Parade", or other iconic community symbols to unite what the community values with original art.

This results in making unique connections between streets, shopping districts and an overall sense of unity. Some municipalities have used street pavers to create artistic messages. Landscaping can also be artistic renderings.

There should be careful consideration to what types of art might define our community and make these types of connections. But, the purpose of this proposal is to promote consideration for the importance of incorporating art into the Connectivity plan.

Economic Vitality – All firms contemplating relocation or expansion consider the many resources a community offers. Families require good schools, activities, and quality of life experiences, as well as diversified employment opportunities for spouses. Graduating students from institutions of higher education consider salary and opportunities for advancement, as well as the "livability" of the community. Seniors look for life-long learning and volunteer opportunities to remain engaged and active members of society. It is not unreasonable to think a family's need to relocate for one member's professional advancement may bring multiple generations of its members.

When there are rich cultural experiences, a vibrant night life and activities that are valued by people of all demographic groups, the chances to build on the economy flourish. In every culture throughout history, one of the most important aspects of the economy has been the value placed on artistic achievement and offerings. Today in Tallahassee, as well as the world, that remains true. The importance of culture should not be underestimated regarding the economic vitality of our community.

Parks/Ecotourism –The "other Florida" is the one we call home. The mighty Apalachicola, Wacissa, and Aucilla rivers tie to lakes, streams and ponds, while offering a plethora of ecotourism experiences. We are home to one of the greatest natural history museums in the state, national and state parks, and we are a city with nationally acclaimed parks and related programs. Cultural experiences abound in these locations and must be supported.

There are opportunities to expand our offerings. Heritage trails, the site of the "First Christmas", and an expansion of collaboration between destinations, state and municipal agencies, the Leon County Tourist Development Council and other stakeholders will flourish, if cultural organizations can be strengthened to increase programs offered in our parks and the number and quality of eco-tourism experiences.

Gateways – Art in Public Spaces is the most obvious example of how culture can positively impact gateways to our community. While there have been some wonderful and unique installations, there is no cohesive vision for art in public spaces to enhance our gateways. Imagine art at interstate exit and entrance ramps that make a statement about our "sense of place." Art can also be installed in roundabouts to create community gateways.

It would be ideal if the community would establish a diversified committee to create a strategic plan for art in public places, including desirable objectives for gateways, large and small.

ADDENDUM A-3


A strong Return on Investment
Twenty-two organizations were funded through the City's Cultural Service Grants last year for a total of 2.85 million dollars, approximately one-third of one percent of the City's budget (00.3).
The Arts and Culture Industry:
» Supports 756 jobs
» Spends 29 million in the local economy
» Provided 364,907 free and reduced price tickets
» Achieved an overall economic impact of 58 million
Arts and Culture Fuel the Economy by:
» Strengthening Education
» Promoting Economic Development
» Energizing Downtown
» Advancing Tourism
All YOURS for $3.27
A Great Return on Investment.
Let decision makers know that you value investments in arts and culture.
City Council 630-1377 | cityc@coj.net
Mayor Alvin Brown | 630-1776 | mayorbrown@coj.net
Cultural Council
Jacksonville INVESTS $3.27 PER PERSON in the ARTS
CULTURAL ORGANIZATIONS FUNDED BY THE CITY OF JACKSONVILLE
A sample of what these groups offer to citizens:
CUMMER MUSEUM OF ART AND GARDENS
» Serves 2,300 kids with disabilities at a Very Special Arts Festival
FLORIDA THEATRE
» Generates more than 1,800 hotel room nights through visiting artists and patrons
JACKSONVILLE SYMPHONY ORCHESTRA
» Brings more than 179,000 people downtown during the concert season
MUSEUM OF CONTEMPORARY ART
» Offers free admission to families every Sunday
MUSEUM OF SCIENCE AND HISTORY
» Houses the largest single-lens digital dome planetarium in the United States
WJCT PUBLIC BROADCASTING
» Provides Radio Reading Service to 21,000 visually impaired people in Duval County
BEACHES AREA HISTORICAL SOCIETY
» Hosts more than 100 students annually to learn about the history of the First Coast
BEACHES FINE ARTS SERIES
» Presents eight concerts featuring internationally acclaimed artists free to the public
CATHEDRAL ARTS PROJECT
» Serves as the leading provider of free, standards based art instruction to 1,800 disadvantaged children
JACKSONVILLE CHILDREN'S CHORUS
» Provides a unique program of musical instruction to boys experiencing vocal expansion through It's Young Men's Choir
PLAYERS BY THE SEA
» Provides drama instruction to children of military personnel stationed at Naval Station Mayport.
RIVERSIDE FINE ARTS ASSOCIATION
» Provides free musical programming to 22,000 students from 50 elementary schools on the First Coast
THEATRE JACKSONVILLE
» Nurtures First Coast Writers through the Playwright's Exchange Program and the 12-hour Playwriting Competition
THEATREWORKS
» Makes professional children's theatre accessible to 50,000 students and their families
ATLANTIC BEACH EXPERIMENTAL THEATRE
» Brings senior citizens together with students to share stories resulting in community performances
CITY KIDS ART FACTORY
» Provides free, high level art instruction to underserved students in the urban core
FRIDAY MUSICALE
» Provides scholarship assistance to young musicians, many of whom have performed and taught around the world
JACKSONVILLE HISTORICAL SOCIETY
» Creates award-winning documentaries on local history in partnership with public and commercial broadcasting stations
MANDARIN MUSEUM AND HISTORICAL SOCIETY
» Combines historical and environmental themes in an annual River Celebration Day
RITZ CHAMBER MUSIC SOCIETY
» Brings positive media attention to Jacksonville as our nation's only all African-American chamber music ensemble
STAGE AURORA
» Promotes literacy by securing one of the area's only grants from the National Endowment for the Art's for its Big Read program
Arts and Culture: A Great Return on Investment!

ADDENDUM A-4

SOME OF THE INDIVIDUALS INTERVIEWED, ORGANIZATIONS THAT PRESENTED AND DOCUMENTS STUDIED BY THE COMMITTEE

Economic Development and Marketing

Anne Mackenzie, Board Member, Past Chair COCA Board

Amanda Thompson, COCA

Christopher Heacox, Executive Director, Seven Days of Opening Nights

Erica Thaler, Education and Marketing, COCA

Jane Barron, Red Hills Horse Trials

Jay Revell, Downtown Improvement Authority

Kay Stephenson, Board Chair, COCA Board

Kelly Dozier, Chair, LeMoyne Chain of Parks Art Festival

Lee Daniel, Tourist Development Council/Visit Tallahassee

Marvin Mayer, Red Hills Horse Trials

Michael Parker, Director, City of Tallahassee Economic Development

Ni'Cole McRae, Owner, Ni'Coles Performing Arts Center

Peggy Brady, Executive Director, COCA

Quincie Hamby, Local Artist

Raoul Clarke, President of Springtime Tallahassee

Roxanne Manning, City of Tallahassee

Sean Pittman, Big Bend Minority Chamber of Commerce

Sue Dick, Greater Tallahassee Chamber of Commerce

Also spoke with or obtained information from:
Athens, Georgia Cultural Plan
Austin, Texas Cultural Master Plan
Asheville, North Carolina Cultural Plan
Boulder, Colorado Cultural Plan
Charlotte, North Carolina Cultural Plan
Chattanooga, Tennessee Cultural Plan
Denver, Colorado Cultural Plan
Houston, Texas Cultural Plan
Madison, Wisconsin Cultural Plan
Portland, Oregon Cultural Plan

Education

Althemese Barnes, Executive Director, Riley House Museum
Amanda Thompson, COCA
Amanda Whitaker, Gilchrist Elementary
Barbara Willis, Assistant Superintendent, Leon County Schools
Christopher Heacox, Seven Days of Opening Nights
Donna Callaway, Former Principal, Raa Middle School
Gil Ziffer, City Commissioner
Jackie Pons, Superintendent, Leon County Schools
Janet Pichard, Tallahassee Ballet
Judy Arthur, Teacher, Leon High School
Judy Crews, Retired Leon County Art Teacher and Guidance Counselor
Leslie Puckett, Tallahassee Senior Center Art Coordinator
Lori Danello Roberts, Northwood Arts Project
Michi Meko, Fulton County Arts Council
Nancy Miller, City Commissioner
Ni'cole McCrae, Nicole's Performing Arts Center
Rosanne Wood, former SAIL Principal, COCA Board Member
Russell Daws, Executive Director, Tallahassee Museum
Sheila Costigan, Executive Director, Foundation for Leon County Schools
Viki D. Thompson Wylder, PhD, Curator of Education, FSU Museum of Fine Arts

Also spoke with or obtained information from:
Savannah College of Business
Brevard Council of the Arts
Arts Foundation of Martin County
Fulton County, Art-At-Work program
Cultural Arts Alliance Walton County
Palm Beach County Cultural Council
United Arts of Central Florida
St. Johns Cultural Council
Miami/Dade Department of Cultural Affairs

Funding and Facilities

Allys Paladino Craig, Director, FSU Fine Arts Museum

Althamese Barnes, Executive Director of Riley House Museum

Beth Lewis, Executive Director of Goodwood Museum

Bob Inzer, President, Board of Directors -The Florida Center for Performing Arts and Education

Chris Heacox, Executive Director of 7 Days of Opening Nights

Danny Langston, Board President, Challenger Learning Center

Susan Borland, Education Manager – Challenger Learning Center

Jevelle Robinson, Executive Director – African Caribbean Dance Theater, Inc.

David Watson, Treasurer, Tallahassee Symphony Orchestra

Terry Galloway – Director and Founder Mickee Faust Club

Donna Nudd –Member Board of Directors – Mickee Faust Club

Felicia Leborgne Nowels – President, Board of Directors –
The Mary Brogan Museum of Art and Science

Marcus Rhodes – Executive Director, Southside Arts Complex

Gil Ziffer, Commissioner, City of Tallahassee

Janet Pichard, Executive Director, Tallahassee Ballet

Lee Daniel, Executive Director, Leon County Tourist Development Council

Kerri Post, Deputy Director, Florida Department of State

Larry Fuchs, Board President, LeMoyne Center for the Visual Arts

Mandy Sauer, Executive Director, Tallahassee Symphony Orchestra

David Watson, Treasurer, Board of Directors – Tallahassee Symphony Orchestra

World Ballet

Valerie Arsenault, Music Director – The Tallahassee Bach Parley

Peggy Brady, COCA Executive Director

Russell Daws, Executive Director, Tallahassee Museum of History and Natural Science

Teresa Davis, Executive Director, Tallahassee Little Theatre now Theatre Tallahassee

The Facilities Committee contacted all 2012 COCA grant recipients requesting their input regarding current and future facilities needs.

Reviewed materials, studied data, attended meetings of:

Historical budget data from City of Tallahassee and Leon County

Reports and information provided by COCA

Sales Tax Committee meeting/presentation by proponents of proposed Performing Arts Center

Imagine Tallahassee Steering Committee Meetings

Form 990 tax returns for COCA grant recipients

Various cultural plans from other cities

Capital Improvement and other Grants provided to arts and culture efforts from various states

Plan Implementation

Anne McKenzie, COCA Board

Barbara Boone, Greater Tallahassee Chamber of Commerce

Gil Ziffer, City Commissioner

Johanna Money, COCA Board

John Lawrence, COCA Board

Kay Stephenson, COCA Board Chair

Kristin Dozier, County Commissioner

Lee Daniel, Tourist Development Council/Visit Tallahassee

Dr. Matthew Shaftel, Florida State University

Mike Pate, KCCI and original plan committee member

Mirium Burns, Former Director of Tallahassee Symphony Orchestra

Peggy Brady, Executive Director of COCA

Ramon Alexander, COCA Board

Rosanne Wood, COCA Board

Russell Daws, Executive Director of Tallahassee Museum

Scott Maddox, Tallahassee City Commissioner

Sue Dick, Greater Tallahassee Chamber

Stephen Hogge, COCA Board

Presentations Made to the Whole Committee:

Gil Ziffer, Tallahassee City Commission
Jackie Pons, Superintendent and Barbara Wills, Assistant Superintendent, Leon County Schools
Kay Stevenson, Chair COCA Board
Lee Daniels, Executive Director, Visit Tallahassee
Peggy Brady, Executive Director of COCA
Robert Bendus, Florida Department of State


FLORIDA STATE UNIVERSITY
1851
INTEGRATE NOW
PEACE
SOS



City of Tallahassee/Leon County
Cultural Plan Review Committee

Capital Area Cultural Plan

RESOLUTION NO. R15 - 12

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, MAKING LEGISLATIVE FINDINGS TO ENSURE THAT TOURIST DEVELOPMENT TAX FUNDS WHICH ARE ALLOCATED FOR THE CULTURAL GRANT PROGRAM, THE CAPITAL NEEDS MATCHING GRANTS FOR ARTS AND CULTURAL FACILITIES PROGRAM, AND COMPONENTS OF THE CAPITAL AREA CULTURAL PLAN THAT SUPPORT ECONOMIC DEVELOPMENT THROUGH TOURISM AND RELATED MARKETING, ARE UTILIZED IN ACCORDANCE WITH SECTION 125.0104, FLORIDA STATUTES.

WHEREAS, section 125.0104, Florida Statutes, provides procedures for levying a tourist development tax and for the authorized uses of the tax; and

WHEREAS, in accordance with section 125.0104, Florida Statutes, the Board has adopted ordinances imposing a tourist development tax, which ordinances are codified at Chapter 11, Article III, Sections 11-46 through 11-53 of the Leon County Code of Laws; and

WHEREAS, Section 11-47 of the Leon County Code of Laws provides that tourist development tax revenues shall be used to fund the Leon County Tourist Development Plan; and

WHEREAS, the Board has amended the Tourist Development Plan to provide for the allocation of tourist development tax funds to support the cultural grant program, the capital needs matching grants for arts and cultural facilities program, and components of the Capital Area Cultural Plan that support economic development through tourism and related marketing; and

WHEREAS, the Tourist Development Council shall make recommendations to the Board on the appropriate requirements for the capital needs matching grants for arts and cultural facilities program; and

WHEREAS, the Board does hereby make by this Resolution, legislative findings to ensure that tourist development tax revenues which are allocated for the cultural grant program, the capital needs matching grants for arts and cultural facilities program, and components of the Capital Area Cultural Plan that support economic development through tourism and related marketing, shall be utilized in accordance with the uses authorized in section 125.0104, Florida Statutes.

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

Section 1. Recitals. The Recitals to this Resolution are incorporated herein and made a part hereof as if fully set forth below.

Section 2. Definitions. For purposes of this Resolution, the following definitions apply.

A. "Promotion" means marketing or advertising designed to increase tourist related business activities.

B. "Tourist" means a person who participates in trade or recreation activities outside the county of his or her permanent residence, or who rents or leases transient accommodations (such as a hotel, motel, apartment, rooming house, mobile home park, recreational vehicle park, condominium, or timeshare resort) for a term of six months or less.

C. "Tourism Marketing" means the action or business of promoting and selling products or services, including market research, advertising, public relations, promotions, social media, direct sales and visitor services.

Section 3. Components of the Capital Area Cultural Plan that support economic development through tourism and related marketing.

a. Description of program. The goal of economic development through tourism and related marketing is to position and market the arts, culture and heritage as a strategic partner of Leon County economic development efforts. This is achieved through public and private funding of arts, arts organizations and cultural assets.

b. Expenditure: relationship to promotion of tourism. Expenditures shall be consistent with the authorized uses of tourist development tax revenues set forth in section 125.0104(5)(a), Florida Statutes (2014), which include the following:

(i) To maintain, operate, or promote one or more:

(a) Publicly owned and operated convention centers, sports stadiums, sports arenas, coliseums, or auditoriums within the boundaries of the County; or

(b) Aquariums or museums that are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public, within the boundaries of the County.

(ii) To promote zoological parks that are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public.

(iii) To promote and advertise tourism in this state and nationally and internationally. However, if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event must have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists.

c. Allowable expenditures include: a portion of general operating expenses to support the implementation of the Capital Area Cultural Plan, which may include, but is not limited to the following: tourism marketing; promotion; exhibit costs and rentals; guest artists; printing and graphic design; sets and costumes; lumber supplies and equipment (pertaining to exhibit production); production and technical expenses; site fees/costs; rights fees; postage and freight; a percentage of facility costs as they directly relate to an activity, service, venue or event in support of the program, which has as one of its main purposes the attraction of tourists; any other expenses directly attributable to the program, with the exception of those shown as not allowable; promotion, marketing and programming expenses; and paid advertising that reaches beyond Leon County with potential to drive overnight visitation.

Section 4. Cultural grant program.

a. Description of program. The purpose of the cultural grant program shall be to provide sub-grants and marketing awards to individual local cultural and arts organizations.

b. Expenditure: relationship to promotion of tourism. Expenditures shall be consistent with the authorized uses of tourist development tax revenues set forth in section 125.0104(5)(a), Florida Statutes (2014), which include the following:

(i) To promote one or more:

(a) Publicly owned and operated convention centers, sports stadiums, sports arenas, coliseums, or auditoriums within the boundaries of the County; or

(b) Aquariums or museums that are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public, within the boundaries of the County.

(ii) To promote zoological parks that are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public.

(iii) To promote and advertise tourism in this state and nationally and internationally. However, if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event must have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists.

c. Allowable expenditures include but are not limited to: tourism marketing; promotion; exhibit costs and rentals; guest artists; printing and graphic design; sets and costumes; lumber supplies and equipment (pertaining to exhibit production); production and technical expenses; site fees/costs; rights fees; postage and freight; a percentage of facility costs as they directly relate to an activity, service, venue or event in support of the grant program, which has as one of its main purposes the attraction of tourists; other expenses directly attributable to the grant program, with the exception of those shown as not allowable; promotion, marketing and programming expenses; and paid advertising that reaches beyond Leon County with potential to drive overnight visitation.

d. Non-allowable expenditures include: feasibility studies; architectural drawings; operational support and general operating expenses (administrative costs for running the organization, including but not limited to, salaries, travel, personnel, office supplies, mortgage, rent, operating overhead or indirect costs); costs associated with representation, proposal, or grant application preparation; lobbying; costs for bad debts, contingencies, fines, penalties, interest and other financial costs; costs for travel, private entertainment, food, beverages, plaques, awards, or scholarships; programs restricted to private or exclusive participation, including restriction of access to programs on the basis of sex, race, religion, creed, national origin, disability, age, or marital status; re-granting, contributions, and donations; reimbursement of costs that are paid prior to the execution of any grant agreement; capital expenses, including building projects, acquisitions, renovations, land acquisition, and other permanent improvements to physical plant (i.e. new roof, air conditioning systems, security fence, lighting grid). Capital expenses also include the purchase of equipment that is not directly related to the production of events or exhibits, and general overhead that is unrelated to programming and/or promotion (i.e. financial audit, board retreats, etc.).

Section 5. Capital needs matching grants for arts and cultural facilities program.

a. Description of program. The purpose of this program is to provide funding for renovation, new construction, or acquisition of cultural facilities located in Leon County. A cultural facility is a building that is to be used primarily for the programming, production, presentation, and/or exhibition, of arts and cultural disciplines, including but limited to, music, dance, theater, creative writing, literature, architecture, painting, sculpture, folk arts, photography, crafts, media arts, visual arts, programs of museums, historical sites, and heritage experiences. Capital improvement to a cultural facility would be an addition or renovation of a permanent structural improvement or the restoration of some aspect of the facility that will either enhance the overall value of the property or increase the useful life of the facility.

b. Expenditure: relationship to promotion of tourism. Expenditures shall be consistent with the authorized uses of tourist development tax revenues set forth in section 125.0104(5)(a), Florida Statutes (2014), which include the following:

(i) To acquire, construct, extend, enlarge, remodel, repair, improve, or maintain one or more:

(a) Publicly owned and operated convention centers, sports stadiums, sports arenas, coliseums, or auditoriums within the boundaries of the County; or

(b) Aquariums or museums that are publicly owned and operated or owned and operated by not-for-profit organizations and open to the public, within the boundaries of the County.

c. Allowable expenditures include: building construction projects, acquisitions, renovations, land acquisition, and other permanent improvements to the subject site (i.e. new roof, air conditioning systems, security fence, lighting grid). Capital expenses also include the purchase of equipment; architectural drawings; and costs for planning, including preliminary and schematic

drawings and design development documents necessary to carry out any such improvements to the site.

d. Non-allowable expenditures include: feasibility studies; general operating expenses (administrative costs for running the organization, including but not limited to, salaries, travel, personnel, office supplies, mortgage, rent, operating overhead or indirect costs); costs associated with representation, proposal, or grant application preparation; lobbying; costs incurred or obligated before the project timeline approved is in the grant process; costs for bad debts, contingencies, fines, penalties, interest and other financial costs; costs for travel, private entertainment, food, beverages, plaques, awards, or scholarships; projects restricted to private or exclusive participation, including restriction of access to programs on the basis of sex, race, creed, religion, national origin, disability, age, or marital status; re-granting, contributions, and donations; reimbursement of costs that are paid prior to the execution of the grant agreement; private or exclusive entertainment (i.e. parties, receptions or benefits that are not open and accessible to the general public).

Section 6. Effective date. This Resolution shall become effective upon adoption.

DONE AND ADOPTED BY the Board of County Commissioners of Leon County, Florida, this 10th day of February, 2015.

LEON COUNTY, FLORIDA

By: _____
Mary Ann Lindley, Chairman
Board of County Commissioners

ATTESTED BY:
BOB INZER, CLERK OF THE COURT
AND COMPTROLLER

By: _____
CLERK

APPROVED AS TO FORM:
COUNTY ATTORNEY'S OFFICE
LEON COUNTY, FLORIDA

By: _____
HERBERT W.A. THIELE
COUNTY ATTORNEY

EXHIBIT B			Projected Budget	Funding Source	Actual Spend	Cultural Plan Association	Notes
			$97,035	***TDT & GR Actual Spend***	**-**		
				TDT Actual Spend	**-**		
				GR Actual Spend	**-**		
B. Cultural Plan & Operational Support	1	COCA will serve as the designated local arts agency for the City of Tallahassee and Leon County and will adhere to the standards of such an agency (See Section 265.32, Florida Statutes).		TDT	-		
				General Revenue	-		
	2	Meet at least quarterly (4 times a year) pursuant to notice and at such times and places at the Council shall determine		TDT	-		
				General Revenue	-		
	3	Maintain the Board memebership of fifteen (15) members in positions as described in the cultural plan and as directed through the appointment process.		TDT	-		
				General Revenue	-		
	4	Provide programs and services within the stated purposes outlined in the originating Statute		TDT	-		
				General Revenue	-		
	5	Within the funding earned in this annual contract, COCA will deliver a portion of the services and programming as introduced as a part of the Tallahassee Cultural Plan (Cultural Plan) accepted by the City and the County Commissions in 2014. It is understood that it is not possible to provide all services and programming contained in the Cultural Plan within the budgeted funds through this contract alone, and it is not the sole responsibility of COCA to secure funds for these programs.		TDT	-		
				General Revenue	-		

EXHIBIT B			Projected Budget	Funding Source	Actual Spend	Cultural Plan Association	Notes
C.1 Support Services			**$15,387**	***TDT & GR Actual Spend***	**-**		
				TDT Actual Spend	**-**		
				GR Actual Spend	**-**		
	1	Services to artists, cultural heritage organizations and the general public, including one-on-one or group consulting, workshops and webinars in all aspects business management, grant writing & fund development		TDT	-		
				General Revenue	-		
	2	Communication & outreach to arts, culture & heritage community to populate the content for COCA calendar, weekly eblasts, newsletters and social media posts		TDT	-		
				General Revenue	-		
	3	Maintain online artist directory		TDT	-		
				General Revenue	-		
	4	Development and maintain relationships with community organizations and businesses to provide cross-promotional and cross-training opportunities to the sector		TDT	-		
				General Revenue	-		
	5	Maintain a listing of spaces available to artists & local arts, cultural, heritage organizations		TDT	-		
				General Revenue	-		
	6	Presentation of at least two (2) public workshops/forums		TDT	-		
				General Revenue	-		
D.2 Education Services			**$31,247**	***TDT & GR Actual Spend***	**-**		
				TDT Actual Spend	**-**		
				GR Actual Spend	**-**		
	1	Education services include COCA's arts & education newsletter		TDT	-		
				General Revenue	-		
	2	Directories and resources for teachers, families		TDT	-		
				General Revenue	-		
	3	Regular meetings and consultations with arts educators related to topics		TDT	-		
				General Revenue	-		
	4	Internships and volunteer supervision		TDT	-		
				General Revenue	-		

EXHIBIT B			Projected Budget	Funding Source	Actual Spend	Cultural Plan Association	Notes
			$118,257	***TDT & GR Actual Spend***	**-**		
				TDT Actual Spend	**-**		
				GR Actual Spend	**-**		
C.3 Marketing / Communication Services	1	Culturally-specific marketing services include content generation in articles, features, photos for publication in the Tallahassee Democrat and other media publications		TDT	-		
				General Revenue	-		
	2	Maintain COCA's website		TDT	-		
				General Revenue	-		
	3	Manage COCA's calendar		TDT	-		
				General Revenue	-		
	4	Create weekly COCA eblasts & newletter		TDT	-		
				General Revenue	-		
	5	Maintain Tallahassee Arts Guides		TDT	-		
				General Revenue	-		
	6	Manage marketing, publicity, promotion & social media, including out-of-market initiatives		TDT	-		
				General Revenue	-		
	7	Manage marketing projects related to tourism		TDT	-		
				General Revenue	-		
	8	Assist grantees with tourism marketing, including out-of-market initiatives		TDT	-		
				General Revenue	-		
	9	For FY26, TDT investment in marketing and related projects		TDT	-		
				General Revenue	-		

EXHIBIT B			Projected Budget	Funding Source	Actual Spend	Cultural Plan Association	Notes
			$1,370,427	***TDT & GR Actual Spend***	**-**		
				TDT Actual Spend	**-**		
				GR Actual Spend	**-**		
	1	Creat, implement, and manager current grant programs (Cultural Grant Program & Cultural Tourism Marketing, with Cultural Facilities Match Grant Program under a separate agreement)		TDT	-		
				General Revenue	-		
	2	Create and update guidelines		TDT	-		
				General Revenue	-		
	3	Panelist recruitment and training		TDT	-		
				General Revenue	-		
	4	Organization & facilitation of grant panel meetings		TDT	-		
				General Revenue	-		
	5	Applicant and grantee communication		TDT	-		
				General Revenue	-		
CI.4 Granting Services	6	Facilitation of the grants approval process w/the COCA Board & Tourist Development Council (TDC)		TDT	-		
				General Revenue	-		
	7	Post-award management of grant compliance and fund distribution		TDT	-		
				General Revenue	-		
	8	Receive, review and evaluation of interim and final reports.		TDT	-		
				General Revenue	-		
	9	Prior to release, voluntary grant programs guidelines review with county's Director of Tourism and County Attorney's Office for feedback		TDT	-		
				General Revenue	-		
	10	For applications which use TDT revenue: prior to scoring applications, required review applications with County's Director of Tourism and County Attorney's Office for eligibilty and compliance with 125.0104 of the Florida Statutes prior to scoring of grant applications. Applications will undergo an initial eligibilty determination to ensre the proposed use of funds complies with statutory requirements.		TDT	-		
				General Revenue	-		

EXHIBIT B			Projected Budget	Funding Source	Actual Spend	Cultural Plan Association	Notes
CII.5 Bicentennial			**$29,789**	***TDT & GR Actual Spend***	**-**		
				TDT Actual Spend	**-**		
				GR Actual Spend	**-**		
	1	Attend community meetings		TDT	-		
				General Revenue	-		
	2	Provide support to participating cultural organizations, in marketing and promotions		TDT	-		
				General Revenue	-		
	3	Particpate in the Bicentennial committee and task force opportunities		TDT	-		
				General Revenue	-		
CIII.6 Strategic Parnterships			**$28,571**	***TDT & GR Actual Spend***	**-**		
				TDT Actual Spend	**-**		
				GR Actual Spend	**-**		
	1	Collaboration on the elements of the Cultural Plan including leadership meetings		TDT	-		
				General Revenue	-		
	2	Conducting a tourism marketing workshop to grantees/cultural organizations		TDT	-		
				General Revenue	-		
	3	Collaboration on the websites/calendars and the destination app, and marketing materials for arts, culture & heritage		TDT	-		
				General Revenue	-		
	4	Collaboration on the targeted promotional programs		TDT	-		
				General Revenue	-		
				TDT & GR Total Spend	**-**		
				TDT Total Spend	**-**		
				GR Total Spend	**-**		

LEON COUNTY
CONTRACT ROUTING FORM

X Original
____ Renewal
____ Amendment # ____

County Contract No. B-21-206

Contract Manager:	**Kerri Post**	Phone #:	**2310**
Division:	**Tourism**	Email:	**PostK@leoncountyfl.gov**
Department Contact:	**Dionte Gavin**	Phone #:	**2312**
Department:	**Tourism**	Email:	**GavinD@leoncountyfl.gov**
Vendor/Contractor Name:	**Council on Culture & Arts**	Contact:	**Kathleen Spehar**
Address:	**816 S. MLK Jr. Blvd**	Phone#:	**224-2500**
City, State, Zip:	**Tallahassee, Florida**	Email:	**Kathleen@tallahasseearts.org**

Contract Period: From **10/1/2020** To **9/30/2025**

Renewal Periods: Number ____ Term ____

Contract Total $ Amount: ____ or check if ____ Unit Price Agreement

Contract Type:
- ____ Easement
- ____ Construction
- ____ Continuing Supply
- ____ Deed
- ____ Interlocal Agreement
- X Grant
- ____ Lease
- ____ Other Services
- ____ Performance Agreement
- ____ Professional Services
- ____ Purchase
- ____ Other (Explain below)

Forms Required:
- ____ Public Entity Crimes Statement
- ____ Performance Bond
- ____ Materials & Payment Bond
- ____ Warranty Bond
- ____ Certification Regarding Debarment

Insurance Certificates
- ____ General Liability
- ____ Professional Liability
- ____ Workers' Compensation
- ____ Errors & Omissions
- ____ Automobile Coverage

Procurement Method
- ____ ITB # ____
- ____ RFP # ____
- ____ ITN # ____
- ____ Sole Source
- ____ Gov't Entity
- ____ Other (Explain below)

Award Authority:
- ____ Purchasing Director
- x County Administrator
- ____ Board of County Commissioners
  Agenda Date **7/14/20** Item # **10**
- ____ Pursuant to Board Policy # ____

Title/Description: **Program Funding Agreement**

Comments: ____

Routing:

Required	Initials	Date	
x	**KP/dfg**	**1/22/20**	Originating Division
			Department Director
			Purchasing
x	LDR	2/11/2021	County Attorney's Office
			Deputy or Assistant County Administrator
x	vsl	2/12/21	County Administrator
			Chairman, BCC
x	gmm	02/12/2021	Clerk's Office (Finance)

Return completed documents to: **Dionte Gavin, Tourism**

PUR103 Rev. 07/19

Posted on September 8, 2025

PROGRAM FUNDING AGREEMENT

This Program Funding Agreement (hereinafter "Agreement"), is made and entered into by and between Leon County, Florida, a Charter County and political subdivision of the State of Florida, (hereinafter the "County") and the Council on Culture & Arts, a Florida not-for-profit corporation (hereinafter the "COCA"), collectively, the "Parties".

RECITALS

WHEREAS, the County, by and through its Board of Commissioners, at its Regular Meeting held on the 14th date of July, 2020, approved a five year programmatic funding agreement to include disbursement of one cent of Tourist Development Taxes out of the County's Tourist Development 5-Cent Fund (TDT) and $150,000 out of the County's General Revenue Fund (GR) beginning in FY 2021 for the purposes that may include of sub-granting to individual local cultural and arts organizations, programming cultural initiatives, cultural marketing programs and assisting with operational costs as set forth herein; and

WHEREAS, COCA receives 20% of Leon County's annual TDT collections, making COCA an important stakeholder in drawing visitors to the destination through cultural, arts, and heritage tourism promotion; and

WHEREAS, "Tourist" as defined by Florida Statute Chapter 125.0104 means a person who participates in trade or recreation activities outside the county of his or her permanent residence or who rents or leases transient as described in paragraph (3) (a); and

WHEREAS, the County and COCA wish by this Program Funding Agreement to reduce their intentions to writing to provide for the obligations of the County in regard to providing the grant funds identified herein and the obligations of COCA to provide the services set forth herein, and to more fully delineate the agreement reached between the Parties.

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

I. **Recitals**. The Recitals to this Program Funding Agreement are incorporated herein and made a part hereof as if fully set forth below.

II. **Effective Date and Term**. This Program Funding Agreement shall be for a five-year term. It shall commence on October 1, 2020, and shall end at midnight, local time in Tallahassee, Florida, on September 30, 2025.

III. **Services to be Provided**.

A. COCA shall submit a Program Plan and Organizational Budget by November 13, 2020 and by Sept. 15 of each year thereafter to the Division of Tourism for the upcoming fiscal year. The Program Plan will identify specific services and program activities planned, and the budget allocation for each; The Organizational Budget shall identify all revenue sources and

delineate the plan for expenditure of County funds (TDT and GR) contemplated by this agreement.

B. The services to be provided by COCA shall also include operational functions of COCA and the continued implementation of the Cultural Plan, attached as Exhibit A, and made a part hereof.

C. The Services to be provided by COCA shall include:

1. Support services for artists, cultural heritage organizations and the general public.

2. Educational services for students and teachers.

3. Culturally-specific marketing communication services including creative asset development, promotion and publication across all media platforms.

4. Granting services include creating, implementing and managing grant programs (i.e., Cultural Grant Program & Cultural Tourism Marketing) with the Cultural Facilities Matching Grant Program concluding under a separate agreement.

a. Grant programs funded with Leon County Tourist Development Tax (TDT) collections shall contain the statutory language defining a "Tourist" (Recitals) and the restrictive uses of the TDT funds (Section C 2.a) in the grant program materials and also include a requirement for the sub-grantee to report the estimated number of visitors served by the project or program, and
   i. Meet with the County's Director of Tourism to review COCA Grant Program Guidelines prior to release, and separately, meet to review COCA grant applications for eligibility and compliance with Chapter 125.0104 *Florida Statutes* prior to scoring grant applications. If COCA has questions regarding the application of Chapter 125.0104, they are directed to contact the appropriate County staff.
   ii. The Leon County Tourist Development Council shall approve the final annual COCA Grant awards as recommended by the COCA Board of Directors in compliance with section 125.0104, Florida Statutes.
   iii. COCA agrees to provide full contact information for grantees funded with TDT to the Division of Tourism upon request.

b. COCA will submit a detailed written report on the COCA's grant processes by February 1, 2023 and present to both the Tourist Development Council and BOCC a review of the COCA grant programs funded with TDT and GR including the scoring process, results to date including visitors served and out-of-market

promotional activities, improvements and modifications to the annual grants program.

5. A leading role in the 2024 Tallahassee/Leon County Bicentennial by facilitating, coordinating, implementing, supporting and promoting an annual plan of activities for cultural organizations.

6. Strategic partnership activities with the Leon County Division of Tourism/Visit Tallahassee with quarterly leadership meetings and marketing communications collaborations on targeted promotional programs.

D. COCA shall be responsible for all expenses associated with the performance and delivery of Services required by this Program Funding Agreement.

E. COCA shall comply with all applicable laws, ordinances and regulations governing its operation and in the provision of the Services herein required and the expenditure of funds herein granted.

IV. Grant Funds Amount, Distribution and Use.

A. Grant Funds Amount:

1. The County agrees to provide to COCA an amount not to exceed one (1) cent of the five (5) cent Tourist Development Tax imposed by the County for five years, for Services further described in Section III, herein, and collected during the then current Fiscal Year. A Fiscal Year is defined as consisting of the dates October 1 – September 30.

a. The funds comprising one (1) cent of the Tourist Development Tax shall be available for the use by COCA in accordance with subsection IV.B.1.a.

2. The County agrees to provide COCA an amount of One Hundred Fifty Thousand Dollars ($150,000.00) from its General Revenue Fund in accordance with subsection IV.B.2. for use by COCA for Services that may include its operational expenses, services and implementation of the Cultural Plan, as further described herein.

B. Distribution:

1. COCA shall receive a disbursement of funds from the Tourist Development Tax fund in the amount of one (1) cent of the five (5) cent Tourist Development Tax based upon the amount collected during the then current Fiscal Year, in the following manner:

a. COCA shall receive funds comprising one (1) cent of the five (5) cent Tourist Development Tax collected, and made

in quarterly payments, in arrears, of twenty-five (25%) percent of the amount described herein to occur not later than February 1, May 1, August 1, and November 1 each year. Receipt of such funds is contingent upon an appropriate invoice, Mid-Year report, and Annual report provided to and approved by the County.

2. COCA shall receive a disbursement of funds from the County in the amount of $150,000.00, and such disbursement will occur by October 30.

C. Restrictive Uses:

1. Funds received by COCA pursuant to this Program Funding Agreement shall only be used for those purposes set forth herein. Failure to do so may result in the County exercising its right to seek any available remedies at law or in equity.

2. Expenditures utilizing Tourist Development Tax (TDT) revenues shall be consistent with the authorized uses set forth in section 125.0104(5)(a), Florida Statutes, and the requirements of Resolution R15-12 of the Board of County Commissioners, attached hereto as Exhibit B, and incorporated herein as if fully set forth below.

a. Pursuant to Chapter 125.0104(5)(a), Florida Statutes, expenditures must be utilized to promote and advertise tourism in this state and nationally and internationally; however, if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event must have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists.

3. Funds shall be deemed misused when COCA does not fully comply with the terms governing the use of such funds, in accordance with the provisions of this Program Funding Agreement. COCA hereby agrees to repay to the County any and all misused funds within fifteen (15) days of delivery of notice of misuse of funds to COCA by the County. Misuse of such funds shall be deemed a material breach of this Program Funding Agreement and grounds for termination thereof.

D. Return of Unused Funds: Upon expiration of this Program Funding Agreement, any unused funds must be spent in accordance with the terms of this Program Funding Agreement, within 180 days thereof, or returned to the County. Upon termination of this Program Funding Agreement, any unused funds shall be returned to the County within 15 days of the date

thereof. Failure to do so may result in the County exercising its right to seek any available remedies at law or in equity.

E. The County specifically reserves the right to reduce, increase, or totally withdraw its financial commitment as set forth herein to COCA at any time and for any reason.

V. <u>Audits, Records and Reports</u>.

A. COCA acknowledges and agrees the County reserves the right to conduct financial and program monitoring, as well as the right to perform an audit of the COCA's records. An audit by the County shall encompass an examination of all financial transactions, all accounts, and all reports, as well as an evaluation of compliance with the terms and conditions of this Program Funding Agreement. The County reserves the right to inspect all records and conduct audits to ensure both program and fiscal compliance and shall provide written notice of any findings and proposed corrective action, if any, to COCA. COCA agrees to comply and cooperate immediately with any inspections, reviews, investigations, or audits, when deemed necessary by the County. The County agrees to provide COCA reasonable notice, but in no instance less than 24 hours.

B. COCA agrees to submit a Mid-Year Report to the County by April 15 each year detailing activities and results of COCA's efforts, and shall, at a minimum, include delineated expenditures on how County funds (TDT and GR) were spent, data on grants to individual local cultural and arts organizations, operational costs, overhead costs for the grant program management, and any marketing programs.

C. COCA agrees to submit an Annual Report to the County by October 31 each year detailing the previous fiscal year activities and results of COCA's efforts, and shall, at a minimum, include delineated expenditures on how County funds (TDT and GR) were spent, data on grants to individual local cultural and arts organizations, operational costs, overhead costs for the grant program management, and any marketing programs.

    a. Include a section in the Annual Report on Cultural, Arts and Heritage Tourism Activities and Impact for the previous fiscal year. The section shall include, program highlights, visuals of out-of-market marketing efforts and the estimated number of visitors served by programs and cultural grants funded with TDT.

D. COCA agrees to provide Leon County Division of Tourism and Leon County Office of Financial Stewardship with a Financial Audit by January 31 of each year for the term of this agreement and a report of all expenditures for the term of this agreement, documenting the details of each expenditure made and the Service provided hereunder as part of its Annual Report.

E. COCA agrees to submit a written Grant Programs Status Report by February 1, 2023 (as referenced in Section III.C.4.b.) to be presented to both the Tourist Development Council (TDC) and BOCC, providing an overview of COCA's grant programs and processes, funded with TDT and GR including grant solicitation and scoring process, program outcomes including estimated number of visitors served, out-of-market promotional activities, and improvements and modifications to the annual grant program.

F. COCA agrees to maintain and keep any and all records necessary to substantiate the expenditure of funds consistent with Services set out in this Program Funding Agreement. COCA shall use an accounting system that meets generally accepted accounting principles. COCA shall be required to establish and maintain books, records, and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by the County under this Program Funding Agreement. This includes the retention of all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Program Funding Agreement for a period of six (6) years after completion of the Program Funding Agreement. If an audit has been initiated, and audit findings have not been resolved at the end of six (6) year period, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Program Funding Agreement, at no additional cost to the County. Records shall be retained for longer periods when the retention period required by law exceeds the time frames required by this Program Funding Agreement.

G. Upon request, at no additional cost to the County, COCA shall facilitate the duplication and transfer of any records or documents during the required retention period, and shall ensure that these records shall be subject at all reasonable times to inspection, review, copying, or audit by Federal, State, or other personnel duly authorized by the County. COCA also agrees to produce all records requested by the County for its determination that monies distributed by the County are being spent in accordance with this Program Funding Agreement, at no additional cost to the County.

VI. Public Records.

With regard to the Public Records, COCA shall:

A. Keep and maintain those records that ordinarily and necessarily would be required by the County in order to perform the Services under this Program Funding Agreement, hereinafter "public records".

B. Provide the public with access to public records and at a cost to the public as set forth in Chapter 119, Florida Statutes, or as otherwise provided by law.

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

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

E. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS PROGRAM FUNDING AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

Kerri Post
315 South Calhoun Street, Suite 540
Tallahassee, FL 32301
850-606-2300
postk@leoncountyfl.gov

VII. Personnel, Subcontracting and Sub-granting.

A. COCA represents that it has and will maintain adequate staffing to carry out the Services to be provided under this Program Funding Agreement. Such employees shall not be employees of the County or have any contractual relationship with the County.

B. All Services required hereunder will be performed by COCA and all personnel engaged in the performance of work or Services shall be fully qualified and properly authorized under appropriate state and local laws to perform such Services.

C. Any of the work or Services to be performed under this Program Funding Agreement which are subcontracted by COCA shall be set forth and described with sufficient particularity and included in the annual Program Plan and Organizational Budget, Mid-Year and Annual Report required to be submitted by COCA in accordance with Section V of this agreement.

D. COCA shall require all recipients of granting awards paid out to individual organizations to enter into and fully execute and be bound by a Grant Agreement.

VIII. Reporting and Notices.

A. All reports must be submitted electronically to Kerri L. Post, Director, at postk@leoncountyfl.gov. All other related correspondence may be submitted to:

Kerri L Post, Director
Leon County Division of Tourism
315 South Calhoun Street, Suite 540
Tallahassee, FL 32301

B. All notices required hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier or by hand delivery. All notices required under this Program Funding Agreement shall be given to the Parties at the addresses below or at such other place as the Parties may designate in writing.

Notice to Grantee: Kathleen Spehar, Executive Director
Council on Culture & Arts
816 S. Martin Luther King Jr. Blvd
Tallahassee, FL 32301

Notice to the COUNTY: Kerri L. Post, Director
Leon County Division of Tourism
315 South Calhoun Street, Suite 540
Tallahassee, FL 32301

IX. Termination.

A. This Program Funding Agreement may be terminated by either Party, without cause, upon not less than 30 calendar days' notice in writing to the other Party, unless a sooner time is mutually agreed upon in writing by the Parties.

B. This Program Funding Agreement may be terminated immediately by either Party, for cause, upon written notice to the other Party.

C. In the event that funds for payment pursuant to this Program Funding Agreement become unavailable, the County may terminate this Program Funding Agreement upon not less than 10 days' notice in writing to COCA. The County shall be the final authority as to the availability and/or adequacy of funds. In the event of termination of this Program Funding Agreement, COCA will be compensated only for any work performed (up to and including date of receipt of Notice of Termination) under this Program Funding Agreement which has been satisfactorily completed.

D. Failure to object to a breach of any provisions of this Program Funding Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms and conditions of this Program Funding Agreement. Failure to have performed any contractual obligations in the Program Funding Agreement in a manner satisfactory to the County shall be deemed sufficient cause for termination. The provisions herein do not limit the County's right to any other available remedies at law or in equity.

X. General Provisions.

A. Governing Law and Venue. This Program Funding Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any of the provisions of this Program Funding Agreement must be maintained in Tallahassee, Leon County, Florida.

B. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Program Funding Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Program Funding Agreement shall be deemed a waiver of that right or power at any other time.

C. Modification. This Program Funding Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.

D. Binding Effect. This Program Funding Agreement shall be binding upon the successors and, subject to below, assigns of the Parties hereto.

E. Assignment. Because of the unique nature of the relationship between the Parties and the terms of this Program Funding Agreement, neither Party hereto shall have the right to assign this Program Funding Agreement or any of its rights or responsibilities hereunder to any third Party without the express written consent of the other Party to this Program Funding Agreement, which consent shall not unreasonably be withheld.

F. Entire Program Funding Agreement. This Program Funding Agreement constitutes the entire Program Funding agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Program Funding Agreement.

G. Headings. Headings in this Program Funding Agreement are for convenience only and shall not be used to interpret or construe its provisions.

H. Ambiguity. This Program Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.

I. Public Bodies. It is expressly understood between the Parties that the County is a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by the County to claim such exemptions, privileges or immunities as may be provided to that Party by law.

J. Force Majeure. A Party shall be excused from performance of an obligation under this Program Funding Agreement to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligation under this Program Funding Agreement. Such events shall include, but not be limited to, an act of God, disturbance, hostility, war, or revolution; strike or lockout; epidemic; pandemic; accident; fire; storm, flood, or other unusually severe weather or act of nature; or any requirements of law.

K. Cost(s) and Attorney Fees. In the event of litigation between the Parties to construe or enforce the terms of this Program Funding Agreement or otherwise arising out of this Program Funding Agreement, the prevailing Party in such litigation shall be entitled to recover from the other Party its reasonable costs and attorney's fees incurred in maintaining or defending subject litigation. The term litigation shall include appellate proceedings.

L. Severability. It is intended that each Section of this Program Funding Agreement shall be viewed as separate and divisible, and in the event that any Section, or part thereof, shall be held to be invalid, the remaining Sections and parts shall continue to be in full force and effect.

M. Revision. In any case where, in fulfilling the requirements of this Program Funding Agreement or of any guarantee, embraced or required hereby, it is deemed necessary for COCA to deviate from the requirements of this Program Funding Agreement, COCA shall obtain the prior written consent of the County.

N. Publicity. Without limitation, COCA and its employees, agents, and representatives shall not, without prior written approval of the County, in each instance, use in advertisement, publicity or other promotional endeavor any County mark, the name of the County, or any County officer or employee, nor represent directly or indirectly, that any products or Services provided by COCA have been approved or endorsed by Leon County or refer to the existence of this Program Funding Agreement in press releases, advertising or materials distributed by COCA to its respective customers.

O. Public Entity Crime. Pursuant to section 287.133, Florida Statutes, the following restrictions are placed on the ability of persons convicted of a

public entity crime to transact business with Leon County: when a person or affiliate has been placed on the convicted vendor list following a conviction for public entity crime, he/she may not submit a bid on a contract to provide any goods or Services to a public entity, may not submit a bid on a contract with a public entity for the construction or the repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for Category two, for a period of 36 months from the date of being placed on the convicted vendor list.

P. Civil Rights Requirements. COCA shall not discriminate against any employee in the performance of this Program Funding Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. COCA further agrees that all subcontractors or others with whom it arranges to provide Services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex. COCA shall conduct its funded activities in such a manner as to provide for non-discrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, political affiliation, or beliefs. Therefore, COCA agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Florida Human Rights Act, and the American Disabilities Act of 1990.

Q. Survival. Any provision of this Program Funding Agreement which contemplates performance or observance subsequent to any termination or expiration of this Program Funding Agreement, will survive expiration or termination of this Program Funding Agreement.

R. Counterparts. This Program Funding Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.

S. Indemnity. COCA agrees to indemnify, defend and hold harmless the County, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of COCA, its delegates, employees, subcontractors and agents, arising out of or under this Program Funding Agreement, including a reasonable attorney's fees. The County may, at its sole option, defend itself or require COCA to provide the defense. COCA acknowledges that ten dollars ($10.00) of the amount paid to COCA is sufficient consideration of COCA's indemnification of the County.

T. Dispute Resolution.

1. All disputes arising under or relating to this Program Funding Agreement shall be resolved in accordance with the provisions of this Section. A "dispute" shall be understood to mean any conflict or controversy, and may be an assertion of a right, claim, or demand by any Party, met by contrary claims or allegations by the other Party.

2. The County's Director of Tourism and COCA's Executive Director shall attempt to resolve all disputes that arise under this Program Funding Agreement in good faith and in accordance with the following procedure:

   a. The aggrieved Party shall give written notice to the other Party setting forth the nature of the dispute, date of occurrence (if known), and proposed equitable resolution.

   b. Both Parties shall meet at the earliest opportunity to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of both Parties, then such resolution shall be reduced to writing.

   c. If the Parties are unable to reconcile the dispute to the mutual satisfaction of both Parties, then such impasse shall be reported by the Director of Tourism to the County Administrator.

   d. The County Administrator, who is charged with deciding the ultimate outcome of the dispute, shall reduce the decision in writing and furnish a copy to both Parties within fifteen (15) business days of notification of the dispute. The decision rendered by the County Administrator shall be final and binding on the Parties.

U. Agency. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the Parties hereto, or as constituting either Party as the agent or representative of the other for any purpose. COCA is not authorized to bind the County to any contracts or other obligations and shall not expressly represent to any Party that COCA and County are partners or that COCA is the agent or representative of the County.

V. Sovereign Immunity.

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

WHERETO, the Parties have set their hands and seals effective the date whereon the last Party executes this Program Funding Agreement.

LEON COUNTY, FLORIDA

BY: _____
Vincent S. Long, County Administrator

DATE: 2/12/21

COUNCIL ON CULTURE & ARTS

By: _____

As Its: Kathleen Spehar, Executive Director

Date 01.29.2021

WITNESS:

By: _____

As Its: Amanda Thompson, Assistant Director

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

BY: _____

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

BY: _____
LaShawn D. Riggans

Digitally signed by LaShawn D. Riggans
DN: cn=LaShawn D. Riggans, o=Leon County BCC, ou=County Attorney's Office, email=riggansl@leoncountyfl.gov, c=US
Date: 2021.02.11 16:11:07 -05'00'

Leon County
Board of County Commissioners

Notes for Agenda Item #14

Leon County Board of County Commissioners

Agenda Item #14

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Memorandum of Agreement with the Florida Department of Transportation for the Maintenance of Landscaping Along Sections of Apalachee Parkway, Mahan Drive, Capital Circle Southeast & Southwest, and Thomasville Road Corridors

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 & Budget Brent Pell, Director, Public Works Charles Wu, Director, Engineering Services
Lead Staff / Project Team:	Tim Barden, Administrative Services Manager Andrew Riley, Operations Director Dean Richards, Assistant Director of Operations

Statement of Issue:

This item seeks Board approval of a Memorandum of Agreement (MOA) between Leon County and the Florida Department of Transportation (FDOT) regarding FDOT's financial reimbursement to the County for a portion of the County's costs associated with the maintenance of landscaping along sections of Apalachee Parkway, Mahan Drive, Capital Circle Southeast & Southwest, and Thomasville Road Corridors.

Fiscal Impact:

This item has a fiscal impact. Adequate funding is available in the Fiscal Year (FY) 2026 Tentative Budget to cover all the associated upfront costs for maintenance. FDOT will reimburse the County $111,793 annually for a period of three years. This is a $33,394 increase from the current MOA, which expires on September 30, 2025. The additional revenue for this Agreement will be appropriated during the FY 2025 carry forward process. This revenue will be included in future budgets to offset related maintenance expenditures.

Staff Recommendation:

Option #1: Approve the Memorandum of Agreement with the Florida Department of Transportation for the maintenance of landscaping along sections of Apalachee Parkway, Mahan Drive, Capital Circle Southeast & Southwest and Thomasville Road Corridors (Attachment #1) and authorize the County Administrator to execute with any minor, non-substantive modifications as may be needed, subject to legal review by the County Attorney.

Option #2: Adopt the Resolution approving the Memorandum of Agreement (Attachment #2).

Report and Discussion

Background:

This item seeks Board approval of a new MOA (Attachment #1) between Leon County and the FDOT for the continued maintenance of landscaping within the rights-of-way along four primary corridors which include eight designated state road segments within the County (Attachment #1). The agreement provides for FDOT to reimburse the County for a portion of the landscape maintenance costs. The current agreement expires on September 30, 2025, and a new agreement is required to ensure uninterrupted maintenance services and reimbursement. In addition, FDOT requires the adoption of a supporting Resolution (Attachment #2) in conjunction with the new MOA.

The new MOA will provide maintenance of landscaping for the following four primary corridors:

- **Apalachee Parkway**
  The section of Apalachee Parkway is a 1.5-mile segment of median and right-of-way in front of the Solid Waste Management Facility and the Apalachee Regional Park. The landscaping improvements associated with the MOA are part of the overall Master Plan for the site and were originally initiated at the request of neighboring communities. The County agreed to enhance the landscaping of this area by adding landscape to the medians and right-of-way while increasing the mowing schedule of the remaining turf.

- **Mahan Drive**
  The section of Mahan Drive is a 4.42-mile segment from Brewster Road to Apex Drive. Landscaping improvements along this corridor were part of a supplemental project funded by the County in coordination with FDOT, following the roadway's reconstruction. The County entered into an agreement with FDOT to maintain the enhanced landscaping for this gateway corridor.

- **Capital Circle (Southeast & Southwest)**
  The Capital Circle sections covered by the MOA include a 2.3-mile segment of Capital Circle Southwest from Cascade Drive to Shuler Road, along with two smaller segments: 0.603 miles on Blountstown Highway from Bushlark Trail to the SCL Railroad Bridge, and 0.163 miles on Pensacola Street from Nina Drive to the same bridge. The agreement also includes two portions of Capital Circle Southeast: a 0.50-mile section from Tram Road south to the City limit, and a 0.33-mile section from Woodville Highway north to the City limit. These segments are associated with the Blueprint/FDOT Capital Circle Southwest Widening Project. These segments were designed with enhanced and supplemental landscaping, and the County agreed to maintain all turf, landscaping, tree pruning, and litter control.

  To ensure consistency and efficiency in the upkeep of these Capital Circle sections, the Board approved a separate Maintenance Agreement with the City of Tallahassee on April 23, 2019. This arrangement was particularly important as the County-maintained sections are located adjacent to City-maintained portions of the corridor. Under the agreement, the County reimburses the City to perform the maintenance on its behalf. A separate agenda item on the September 15th meeting agenda seeks Board approval of the updated maintenance agreement with the City.

- **Thomasville Road**
  The Thomasville Road section from Millstone Plantation Road north to Wolf Pack Way is a 1.5-mile segment that was added by the Board following FDOT's roadway enhancements between Killarney Way and Lawton Chiles High School. As part of those improvements, extensive landscaping was installed, including new tree plantings, irrigation, and other related median features. The County agreed to assume responsibility for the maintenance of these enhancements along Thomasville Road.

Analysis:

As referenced in the background section, the current agreement expires on September 30, 2025, and a new agreement is required to ensure uninterrupted maintenance services and reimbursement. The new MOA is for a three-year term beginning October 1, 2025. Under this agreement, the County will maintain the designated areas—including mowing, litter removal, and landscaping—in accordance with the FDOT Landscape Care Guide, and FDOT will provide annual reimbursement equal to its cost for routine maintenance.

As reported to the Board in previous agenda items, FDOT's reimbursement rate does not cover the full cost for the enhanced landscaping services required under the MOA. FDOT will reimburse the County $111,793 annually for the three-year period, an increase of $33,394 a year from the previous agreement. The additional revenue for this Agreement will be appropriated during the FY 2025 carry-forward process to cover the additional maintenance costs associated with this Agreement. The reimbursement from FDOT will be included in future budgets to offset Operations Division costs.

Options:

1. Approve the Memorandum of Agreement with the Florida Department of Transportation for the maintenance of landscaping along sections of Apalachee Parkway, Mahan Drive, Capital Circle Southeast & Southwest, and Thomasville Road Corridors (Attachment #1) and authorize the County Administrator to execute with any minor, non-substantive modifications as may be needed, subject to legal review by the County Attorney.
2. Adopt the Resolution approving the Memorandum of Agreement (Attachment #2).
3. Do not approve the Memorandum of Agreement with the Florida Department of Transportation for the maintenance of sections of Apalachee Parkway, Mahan Drive, Capital Circle Southeast & Southwest, and Thomasville Road Corridors.
4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Proposed Memorandum of Agreement
2. Resolution approving the Memorandum of Agreement

CONTRACT NO. _____
FINANCIAL PROJECT NO. 42378227868
F.E.I.D. NO. 596000708032

MAINTENANCE

MEMORANDUM OF AGREEMENT

THIS AGREEMENT is between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, a component agency of the State of Florida, "DEPARTMENT," and Leon County, Florida, a political subdivision of the State of Florida, existing under the Laws of Florida, "Agency". The Department and the Agency are sometimes referred to in this Memorandum as a "Party" and collectively as the "Parties."

W I T N E S S E T H

WHEREAS, as a part of the continual updating of the State of Florida Highway System, the DEPARTMENT, for the purpose of safety, protection of the investment and other reasons, has constructed and does maintain 4 lane highway facilities outlined in Exhibit "B" (Locations) attached hereto and incorporated by reference herein, within the corporate limits of the Agency; and

WHEREAS, the Agency is of the opinion that said highway facilities that contain roadside areas shall be attractively maintained by mowing, litter removal and landscaping maintenance.

WHEREAS, the Parties hereto mutually recognize the need for entering into an Agreement designating and setting forth the responsibilities of each Party; and

WHEREAS, the DEPARTMENT is authorized to enter into this Agreement pursuant to Section 335.055, Florida Statutes "F.S.;" and

WHEREAS, the Agency by Resolution No. _____ dated _____, 2025, attached hereto and by this reference made a part hereof, desires to enter into this Agreement and authorized its officers to do so.

NOW THEREFORE, for and in consideration of the mutual benefits to flow each to the other, the Parties covenant and agree as follows:

1. The Agency shall perform the following standards:

   A. Mow, cut and/or trim grass or turf as well as remove grass and turf clippings from the roadway/curb/sidewalk, in accordance with the State of Florida "A Guide for Roadside Vegetation Management" (2012).

   B. Removal of all litter and debris from within the limits of the highway rights-of-way.

   The above-named functions to be performed by the Agency shall be subject to a minimum of three (3) random visual inspections by the DEPARTMENT during each quarter. Visual inspections will verify the items in paragraph 1 are properly maintained within the limits as shown in Exhibit "B". Visual inspections include, but are not limited to, visually confirming that the areas identified in Exhibit "B" are maintained pursuant to the requirements listed in Paragraph 1. Such inspection findings will be shared with the Agency and shall be the basis of all decisions regarding payment reduction, reworking, or agreement termination.

2. If at any time after the Agency has assumed the maintenance responsibility above mentioned, it shall come to the attention of the DEPARTMENT that the limits of Exhibit "B" or a part thereof is not properly maintained pursuant to the terms of this Agreement, the DEPARTMENT will issue a written notice that a deficiency or deficiencies exist(s), by sending a certified letter in care of Mr. Timothy Barden MPA, Administrative Services Manager, Public Works Director, 2280 Miccosukee Road, Tallahassee, Florida 32308 to place said Agency, on notice thereof. Thereafter, the Agency shall have a period of fifteen (15) calendar days within which to correct the cited deficiencies. If said deficiencies are not corrected within this time period, the DEPARTMENT will maintain the roadside areas or a part thereof, within the DEPARTMENT or Contractor's personnel and deduct the cost of such work from the Agency's quarterly payment.

3. It is understood between the Parties hereto that the maintenance items listed in Paragraph 1 covered by this Agreement may be removed, relocated or adjusted at any time in the future as determined to be necessary by the DEPARTMENT in order that the adjacent state road be widened, altered or otherwise changed to meet with future criteria or planning of the DEPARTMENT. The

Agency shall be given sixty (60) calendar days notice to remove said maintenance items after which time the DEPARTMENT may remove said maintenance items.

4. The DEPARTMENT agrees to pay to the Agency quarterly compensation for the cost of routine maintenance of maintenance items identified in Exhibit "A". The lump sum payment will be in the amount of $ 27,948.33 per quarter for a total sum of $335,379.96 for three years.

   (a) Payment shall be made only after receipt and approval of goods and services as provided in Section 215.42, F.S.
   (b) Invoices shall be submitted by the Agency in detail sufficient for a proper pre-audit and post-audit thereof, based on quantifiable, measurable and verifiable deliverables as established in Exhibit A. Deliverables must be received and accepted in writing by the DEPARTMENT's Project Manager or designee prior to payment.
   (c) Prior to each quarterly payment, the Agency shall provide a completed copy of the form as shown in Exhibit A demonstrating completion of the maintenance responsibilities required by the terms and conditions of this Agreement.
   (d) Records of costs incurred under terms of this Agreement shall be maintained and made available upon request to the DEPARTMENT at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the DEPARTMENT upon request. Records of costs incurred includes the Agency's general accounting records, together with supporting documents and records, of the Agency and all subcontractors performing work, and all other records of the Agency and subcontractors considered necessary by the DEPARTMENT for a proper audit of costs.

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

   (a) By the DEPARTMENT if the Agency fails to perform its duties under Paragraph 2, following ten (10) days written notice of termination.
   (b) By the DEPARTMENT, for refusal by the Agency to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, F.S., and made or received by the Agency in conjunction with this agreement.
   (c) By either Party following sixty (60) calendar days written notice.
   (d) By both Parties, thirty (30) calendar days following the complete execution by both Parties, of an agreement to terminate this agreement.

6. The term of this Agreement commences on October 1, 2025 and continues thru September 30, 2028.

7. The Department's obligation to pay is contingent upon an annual appropriation by the Florida Legislature. In the event this Agreement is in excess of $25,000 or has a term for a period of more than one year, the provisions of Section 339.135, (6)(a), F.S., are hereby incorporated:

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

8. This writing embodies the entire Agreement and understanding between the Parties hereto and there are no other Agreements and understanding, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby.

9. The DEPARTMENT's District Secretary shall decide all questions, difficulties and disputes of any nature whatsoever that may arise under or by reason of this Agreement, the prosecution or fulfillment of the service hereunder and the character, quality, amount and value thereof; and his decision upon all claims, questions and disputes shall be final and conclusive upon the Parties hereto.

10. Vendors providing goods and services to an agency should be aware of the following time frames. Upon receipt, an agency has five (5) working days to inspect and approve the goods and services unless the bid specifications, purchase order, or contract specifies otherwise. An agency has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.

    If a warrant in payment of an invoice is not available within 40 days after receipt of a properly completed invoice, a separate interest penalty in accordance with Section 55.03(1), F.S., will be due and payable, in addition to the invoice amount to the Agency. Interest penalties of less than one (1) dollar will not be enforced unless the vendor requests payment. Invoices which have to be returned to a vendor because of vendor preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the DEPARTMENT.

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

11. This Agreement may not be assigned or transferred by the Agency in whole or in part without consent of the DEPARTMENT.

12. Agency:

    (a) Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Agency during the term of the contract; and

    (b) Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

13. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida, current Department of Transportation Specification and Department of Transportation Standard Indices. Venue of any judicial proceedings arising out of this Agreement shall be in Leon County, Florida.

14. Travel expenses are not authorized under this Agreement.

15. The Agency shall comply with all federal, state and local laws and ordinances applicable to the work or payment for work thereof. The Agency shall not discriminate on the grounds of race, color, religion, sex or national origin in the performance of work under this Agreement.

16. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch, or a state agency.

17. The Agency and the DEPARTMENT agree that the Agency, its employees, and subcontractors are not agents of the DEPARTMENT as a result of this Agreement.

18. PUBLIC ENTITY CRIME INFORMATION AND ANTI-DISCRIMINATION STATEMENT: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.

19. The effective date of this Agreement shall be the latest date on which either Party executes this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the dates set forth below.

LEON COUNTY, FLORIDA

BY: _____

NAME: _____

TITLE: _____

DATE:_____

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

BY: _____

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

By: _____
Kyle L. Kemper
Senior Assistant County Attorney

STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION

BY: _____
District Secretary for District Three

DATE:_____

ATTEST: _____(Seal)
Executive Secretary

LEGAL REVIEW:

_____
Office of the General Counsel

EXHIBIT "A"
LEON COUNTY, FLORIDA
(MAINTENANCE ACTIVITIES REPORT)

Activity Number	Activity
482	SLOPE MOWING
484	INTERMEDIATE MOWING
485	SMALL MACHINE MOWING
541	LITTER REMOVAL
493	LANDSCAPED AREA MAINTENANCE

Contract Number: _____

Service Period: From_____ To _____

ACTIVITY No.	MONTH	WORK BEGIN	WORK END
482	1		
	2		
	3		
484	1		
	2		
	3		
485	1		
	2		
	3		
541	1		
	2		
	3		
493	1		
	2		
	3		
	3		

Agency Representative Signature: _____

EXHIBIT "B" LOCATIONS

SITES:

SITE No.	ROAD NAME	SECTION No.	SECTION LENGTH (miles)	SR No.	FROM	TO	NOTES
1	US-27 South	55080	1.422	20	Williams Rd (MP 7.622)	Balmoral Dr. (MP 9.044)	
2	Mahan Dr. / US-90 East	55020	4.421	10	Brewster Rd (MP 3.846)	Apex Dr. (MP 8.267)	
3	Capital Circle	55002	2.348	263	South of Cascade Dr. (MP 7.276)	North of Shuler Rd (MP 9.624)	Includes service roads. Excludes
4	Blountstown Hwy	55070	0.603	20	Bushlark Tr. (MP 19.350)	SCL RR Bridge (MP 19.953)	Includes service roads. Excludes
5	Pensacola St	55090	0.163	366	Nina Rd (MP 0.156)	SCL RR Bridge (MP 0.319)	
6	Capital Circle	55003	0.330	373	Woodville Hwy (MP 0.000)	0.33 Mile North of Woodville Hwy (MP 0.330)	
7	Capital Circle	55003	0.500	363	½ mile South of Tram Rd (MP 1.718)	Tram Rd (MP 2.218)	
8	Thomasville Road	55050	1.396	61	Millstone Plantation Road	Wolfpack Way	Medians only

BASIS OF ESTIMATE

LEON COUNTY, FLORIDA MOA

COST ESTIMATE FOR ONE YEAR

PAY ITEM No.	ACTIVITY No.	DESCRIPTION	UNITS PER CYCLE	COST PER UNIT	CYCLES PER YEAR	TOTAL COST
E107-2-2	482	SLOPE MOWING	5.26 ACRE	$74.22	7	$2,732.78
E107-2-3	484	INTERMEDIATE MOWING	81.68 ACRE	$55.18	7	$31,549.72
E107-2-4	485	SMALL MACHINE MOWING	2.53 ACRE	$56.00	7	$991.76
E107-1-1	541	LITTER REMOVAL	232.43 ACRE	$8.66	12	$24,154.13
E580-3-2	493	LANDSCAPED AREA MAINTENANCE	12.88 ACRE	$1016.40	4	$52,364.93
					GRAND TOTAL	$111,793.32

(QUARTERLY $27,948.33)

(TOTAL COST FOR THREE YEARS $335,379.96)

RESOLUTION: 25-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA APPROVING MAINTENANCE MEMORANDUM OF AGREEMENT BETWEEN THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION, AND LEON COUNTY, FLORIDA FOR THE MAINTENANCE OF SECTIONS OF APALACHEE PARKWAY, MAHAN DRIVE, BLOUNTSTOWN HIGHWAY, PENSACOLA STREET, CAPITAL CIRCLE AND THOMASVILLE ROAD

WHEREAS, The State of Florida, Department of Transportation (the "DEPARTMENT" or "FDOT") and Leon County, Florida, a charter county and political subdivision of the State of Florida (the "COUNTY") are desirous of entering into an agreement to establish the DEPARTMENT's financial reimbursement to the COUNTY for a portion of the costs associated with the maintenance along sections of Apalachee Parkway, Mahan Drive, Blountstown Highway/Pensacola Street, Capital Circle, and Thomasville Road, the details of which are described in the Maintenance Memorandum of Agreement as presented to the Board of County Commissioners of Leon County, Florida at its regular meeting on September 15, 2025 (the "MOA"); and

WHEREAS, the MOA will provide for maintenance of the areas in accordance with the FDOT Landscape Care Guide, with an annual reimbursement from FDOT of $111,793, equal to the amount FDOT otherwise would have had to expend for normal routine maintenance.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, assembled in regular session this 15th day of September, 2025, that the Board hereby approves the MOA and hereby authorizes the County Administrator to execute the MOA in a form approved by the County Attorney.

Passed and adopted on this 15th day of September, 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:_____

F93-00016

Leon County
Board of County Commissioners

Notes for Agenda Item #15

Leon County Board of County Commissioners

Agenda Item #15

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Proposed Resolution Authorizing Conveyance of One Sanitary Sewer Utility Easement to the City of Tallahassee for the Continued Operation and Maintenance of Improvements Associated with the Woodville Sewer System Project

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Brent Pell, Director, Public Works Charles Wu, Director, Engineering Services
Lead Staff / Project Team:	Kim Vickery, Real Estate Manager

Statement of Issue:

This item seeks Board adoption of a Resolution and authorization for the Chairman to execute and convey a sanitary sewer utility easement to the City of Tallahassee (City) over a portion of County-owned property located in Phase 1 of the Woodville Sewer System Project area. This easement will allow for the City's operation and maintenance of the sanitary sewer collection system constructed by the County and subsequently connected to the City's wastewater treatment system as part of the Woodville Phase 1 Sewer System Project.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Adopt the Resolution authorizing the conveyance of a sanitary sewer utility easement over a portion of a County-owned parcel located within the Woodville Sewer System Project area to the City of Tallahassee (Attachment #1).

Option #2: Authorize the Chairman to execute the sanitary sewer utility easement (Attachment #2), and any associated documents, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board adoption of a Resolution authorizing conveyance of one sanitary sewer utility easement in the Woodville Phase 1 Sewer System Project area to the City over a portion of County-owned property (Parcel ID. No.: 3308200250000) located in the Woodville Sewer System Project area (Attachment #1). This easement will allow for the City's operation and maintenance of the sanitary sewer infrastructure constructed by the County and subsequently connected to the City's wastewater treatment system as part of the Woodville Sewer Phase 1 Project. In particular, the County constructed a master pump station within the proposed easement and the City will be responsible for the ownership, operation and maintenance of the pump station moving forward. This item further seeks Board authorization for the Chairman to execute the sanitary sewer utility easement and any associated documents to the City (Attachment #2).

The Woodville Sewer System Project advances the following FY 2022 – FY 2026 Strategic Initiative and Bold Goal:

- *Ensure the County's water quality and stormwater regulations, programs and projects are evaluated and implemented holistically to advance the County's adopted strategic priority: to protect the quality and supply of our water. (2022-16)*
- *Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone (BG2)*

This particular Strategic Initiative aligns with the Board's Environment Strategic Priorities:

- *(EN1) Protect the quality and supply of our water.*
- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*

Based on the shared desire to enhance water quality in our region through nitrogen reduction projects, Leon County and the Florida Department of Environmental Protection (FDEP) jointly adopted the Leon County Water Quality and Springs Protection Infrastructure Improvement Plan in fiscal year 2018. This multiyear agreement between the State and Leon County was the result of Leon County's strong commitment to reducing nitrogen levels in the primary springs protection zone and FDEP's willingness to provide a dollar-for-dollar match toward projects in Leon County.

On September 29, 2020, the Board approved the Interlocal Agreement for the Provision of Water and Sewer Service to Woodville Rural Community with the City of Tallahassee ("Interlocal Agreement") outlining the roles and responsibilities of each party to support the construction and transfer of the Woodville sewer system. The County was responsible for acquiring all necessary property rights required for the construction, operation, and maintenance of the sewer system. The County has acquired such property rights and construction of the sewer collection system, comprised of sewer lines and sewer lift stations.

On February 21, 2023, the Board approved the construction bid award for this project which included construction of a master pump station, installation of grinder pumps, installation of a new gravity sewer system and associated service lines with cleanouts, force mains, concrete manholes, and master force main connection to the existing City of Tallahassee sewage collection system. The sewer collection system and master pump station have been completed and the remaining sewer service connections are expected to be completed within 30 days. Upon Woodville Sewer System Phase 1 project completion, the system will be transferred to the City for continued ownership and operation, and will be able to serve 152 developed properties.

This transfer of the sewer system to the City includes sanitary sewer utility easements for all parts of the system located outside the public right of way. Accordingly, the lift station built on a County-owned parcel within the Woodville project area must also be conveyed to the City.

Analysis:

Pursuant to the Interlocal Agreement and Section 125.38, Florida Statutes, the City has requested that the County convey the sanitary sewer utility easement in order for the City to take ownership, operation, and maintenance of this portion of the system. In accordance with the Interlocal Agreement, the conveyance is to be at no cost to the City. This item recommends the Board adopt the Resolution authorizing the conveyance of the easement to the City. To complete this transaction, this item also recommends the execution of the sanitary sewer utility easement by the Chairman.

Options:

1. Adopt the Resolution authorizing the conveyance of a sanitary sewer utility easement over a portion of a County-owned parcel located within the Woodville Sewer System Project area to the City of Tallahassee (Attachment #1).
2. Authorize the Chairman to execute the sanitary sewer utility easement (Attachment #2), and any associated documents, subject to legal review by the County Attorney.
3. Do not adopt the Resolution authorizing conveyance of the sanitary sewer utility easement to the City of Tallahassee.
4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Resolution authorizing conveyance of a sanitary sewer utility easement, located within the Woodville Project area, to the City of Tallahassee.
2. Sanitary Sewer Utility Easement

LEON COUNTY RESOLUTION NO. 25-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA PURSUANT TO SECTION 125.38, FLORIDA STATUTES, AUTHORIZING CONVEYANCE OF A SANITARY SEWER UTILITY EASEMENT WITHIN THE WOODVILLE PROJECT AREA, TO THE CITY OF TALLAHASSEE TO ALLOW FOR THE CONTINUED OPERATION AND MAINTENANCE OF THE WOODVILLE SANITARY SEWER COLLECTION SYSTEM; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, Leon County, Florida (the "County") is the owner of real property bearing Parcel ID. No. 3308200250000 (the "County Parcel"); and

WHEREAS, in accordance with the October 2020 Interlocal Agreement for the Provision of Water and Sewer Service to Woodville Rural Community (the "Interlocal Agreement") entered into with the City of Tallahassee (the "City"), the County is required to design, permit, and construct a new central sewage collection system to serve the Woodville Sewer Project Area (the "Project Area"); and

WHEREAS, as part of the County's responsibilities pursuant to the Interlocal Agreement, the County constructed a pump station on the County Parcel; and

WHEREAS, pursuant to the Interlocal Agreement, the County is required to convey ownership of the sanitary sewer collection system to the City upon completion of the project, including the above-described pump station, after which the City will be responsible for the perpetual operation and maintenance of the system; and

WHEREAS, as part of the conveyance of the sanitary sewer collection system to the City, it is necessary for the County to convey a sanitary sewer utility easement interest in a portion of the County Property as described in Exhibit "A" attached hereto and incorporated herein (the "Easement Area") to the City to allow for the continued operation and maintenance of the Woodville sanitary sewer system; and

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

NOW, THEREOFRE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida (the "Board"), that:

Section 1. Conveyance of Sanitary Sewer Utility Easement

1. That the City is a municipality under the laws of the state of Florida within the meaning of Section 125.38, Florida Statutes.
2. That the City, by virtue of its Interlocal Agreement with the County to accept ownership and maintenance responsibility for the sanitary sewer collection system upon the completion of the project, has requested that the County convey to the City a sanitary sewer utility easement interest in, over, across, under, and through the Easement Area.
3. That the City's use of the Easement Area will be for public use within the meaning of Section 125.38, Florida Statutes, as a component of the operation and maintenance of the sanitary sewer system constructed as part of the project.
4. That the conveyance of the easement to the City is required for such public use by the City, and that the Easement Area is not needed for any County purpose.
5. That the consideration paid to the County for the conveyance of the sanitary sewer utility easement shall be Zero and 00/100 Dollars ($0.00).
6. That, in accordance with the terms and conditions set forth herein, the sanitary sewer utility easement interest in, over, and across, under, and through the Easement Area, depicted as Exhibit "A", may be conveyed to the City.

Section 2. Effective Date

This resolution shall become effective immediately upon its adoption.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida this 15th day of September, 2025.

LEON COUNTY, FLORIDA

By: _____
Brian Welch, Chairman
Board of County Commissioners

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

By:_____

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

By:_____

EXHIBIT "A"
Woodville Pump Station
Easement
Page 1 of 2

Commence at a one inch iron pipe (crimped) marking the southeast corner of Section 8, Township 2 South, Range 1 East, Leon County, Florida and along the southerly boundary of said Section 8 run North 89 degrees 56 minutes 40 seconds West 2029.14 feet to a point on the easterly boundary of the St. Marks Trail; thence leaving said southerly boundary of Section 8 run along said easterly boundary of the St. Marks Trail North 10 degrees 45 minutes 44 seconds West 4929.32 feet; thence leaving said easterly boundary of the St. Marks Trail run North 89 degrees 38 minutes 44 seconds East 301.13 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING run continue North 89 degrees 38 minutes 44 seconds East 94.72 feet to a point on the maintained right-of-way boundary of Old Woodville Road; thence along said maintained right-of-way boundary run South 19 degrees 46 minutes 05 seconds East 17.07 feet; thence South 13 degrees 33 minutes 21 seconds East 57.42 feet; thence leaving said maintained right-of way boundary run South 89 degrees 38 minutes 44 seconds West 113.51 feet; thence North 00 degrees 21 minutes 16 seconds West 72.00 feet to the POINT OF BEGINNING, containing 0.17 acres, more or less.

No abstract of title or title opinion provided. It is possible that there are recorded or unrecorded deeds, easements, agreements or other instruments which could affect the boundaries hereinabove described.

A Sketch of Description attached as Exhibit "A" Page 2 of 2 and by reference incorporated herein. This description is not complete without the attached sketch and the attached sketch is not complete without the description.

This description meets all applicable requirements of the Florida Standards of Practice as contained in Chapter 5J-17.052 Florida Administrative Code pursuant to Section 472.027 Florida Statutes.

Joseph D. Coleman 4/22/2025

Joseph D. Coleman Date
Professional Surveyor and Mapper
Florida License Number 5590
Leon County Department of Public Works
2280 Miccosukee Road
Tallahassee, FL 32308

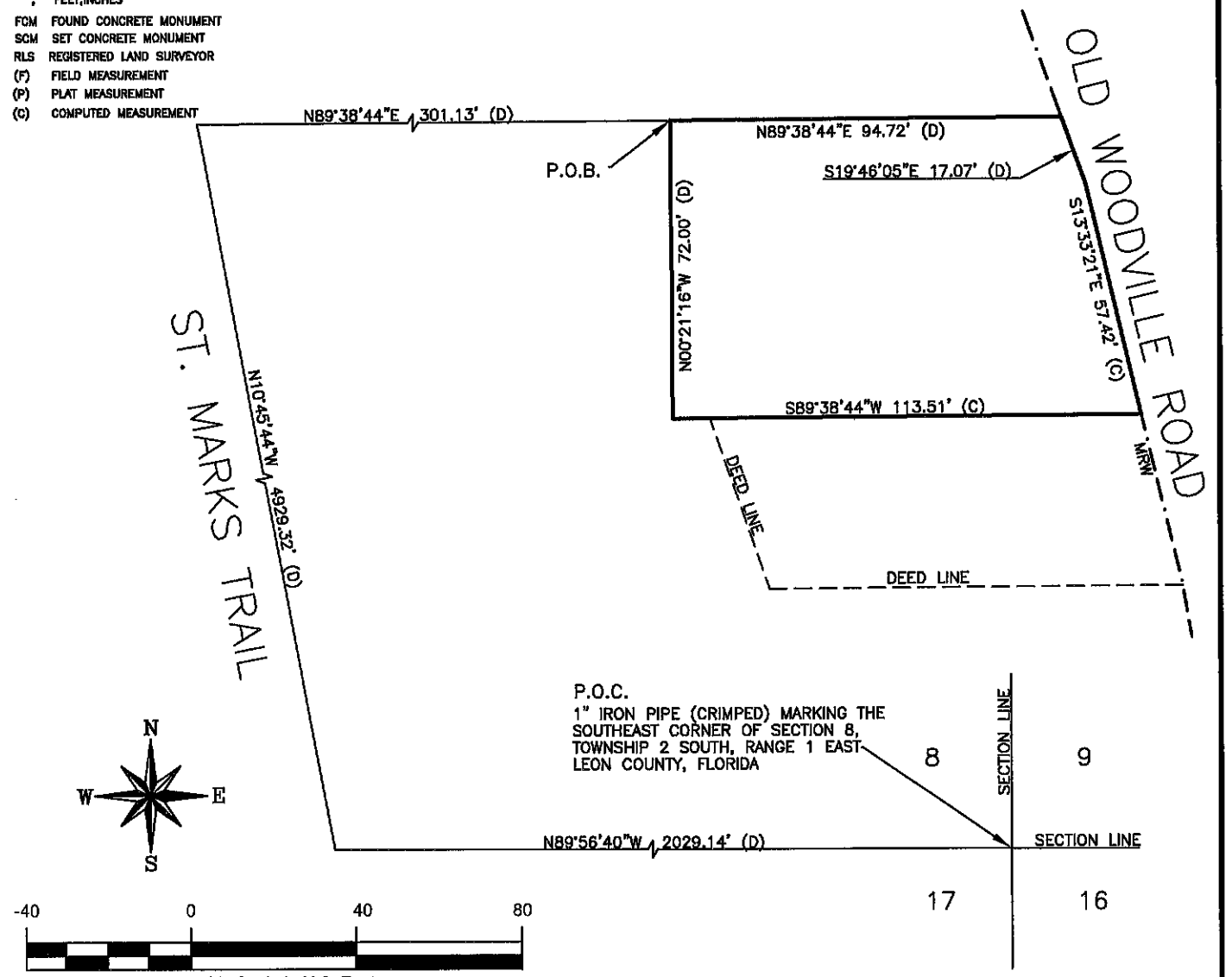
Not valid without the signature and original raised seal of the above signing surveyor

C:\Documents and Settings\User\My Documents\Deeds\Woodville Pump Station Easement.doc
April 22, 2025

EXHIBIT "A'
PAGE 2 OF 2

LEGEND

POC	POINT OF COMMENCEMENT
POB	POINT OF BEGINNING
N	NORTH
S	SOUTH
E	EAST
W	WEST
"°"	DEGREES,MINUTES,SECONDS
"'"	FEET,INCHES
FCM	FOUND CONCRETE MONUMENT
SCM	SET CONCRETE MONUMENT
RLS	REGISTERED LAND SURVEYOR
(F)	FIELD MEASUREMENT
(P)	PLAT MEASUREMENT
(C)	COMPUTED MEASUREMENT



SKETCH OF DESCRIPTION

NOT A SURVEY

THIS SKETCH IS NOT COMPLETE WITHOUT THE ATTACHED LEGAL DESCRIPTION AND THE ATTACHED LEGAL DESCRIPTION IS NOT COMPLETE WITHOUT THE SKETCH.

NO ABSTRACT OR TITLE OPINION FURNISHED. IT IS POSSIBLE THAT THERE ARE RECORDED OR UNRECORDED DEEDS, EASEMENTS, AGREEMENTS OR OTHER INSTRUMENTS WHICH COULD AFFECT THE BOUNDARIES HEREINABOVE DESCRIBED.

Prepared for LEON COUNTY BOARD OF COUNTY COMMISSIONERS

DATE OF FIELDWORK:	DATE of DRAFTING: 04/21/2025	DRAWN BY: DK	REVISION:
FIELDBOOK No.	FILE: WOODVILLE PUMP STATION.DWG	CHECKED BY: JC	REVISION:

PREPARED BY:
LEON COUNTY PUBLIC WORKS DEPARTMENT
DIVISION OF ENGINEERING SERVICES
SURVEY AND RIGHT-OF-WAY SECTION
2280 MICCOSUKEE ROAD
TALLAHASSEE, FL 32308
Phone (850) 606-1500
Fax (850) 606-1501

THIS INSTRUMENT PREPARED BY:
Robert Culverhouse, Real Estate Manager
City of Tallahassee/City Hall
Real Estate Management, Box A-15
300 S. Adams Street, 3rd Floor
Tallahassee, Florida 32301
Parcel ID: 3308200250000

Leave blank for official recording.

SANITARY SEWER UTILITY EASEMENT

THIS EASEMENT, made this _____ day of _____, 2025, by and between **LEON COUNTY**, **FLORIDA**, a charter county and political subdivision of the State of Florida, whose mailing address is 301 South Monroe Street, Suite 202, Tallahassee, Florida 32301, hereinafter called **"GRANTOR"**, and the **CITY OF TALLAHASSEE**, a Florida municipal corporation, whose mailing address is 300 South Adams Street, Tallahassee, Florida 32301-1731, hereinafter called **"GRANTEE"**.

W I T N E S S E T H

That the **GRANTOR**, for and in consideration of the sum of ten dollars ($10.00), and other good and valuable consideration paid by the **GRANTEE**, the receipt and sufficiency of which is hereby acknowledged, by these presents does grant, bargain, sell and convey to the **GRANTEE**, its successors and assigns, in perpetuity, an easement for sanitary sewer purposes, in, over, across, under and through the following described parcel, piece, or strip of land, situate, lying, and being in the County of Leon, State of Florida, hereinafter "Easement Property" to wit:

SEE EXHIBIT "A" ATTACHED HERETO
AND BY THIS REFERENCE MADE A PART HEREOF

including the right to carry in said easement the utility lines, of any type, either above ground or underground, including, but not limited to, equipment and appurtenances necessary for a sanitary sewer pump station and equipment and appurtenances of any other person, or utility company as authorized by the **GRANTEE**.

It is understood and agreed by and between the **GRANTOR** and the **GRANTEE** that the utility lines and equipment of the **GRANTEE**, installed or located, or to be installed or located in, over, across, under and through the Easement Property, shall at all times be and remain the absolute property of the **GRANTEE**, its successors and assigns, and subject to its complete dominion and control.

The right is hereby granted to the **GRANTEE**, its agents and employees, to enter upon the Easement Property from and across any adjoining lands of the **GRANTOR** for the purpose of excavating, inspecting, maintaining, installing, repairing and/or removing said utility lines and equipment therefrom. The **GRANTEE**, its agents and employees, will restore the ground to its existing condition as reasonably practicable as of the date prior to the work within the Easement Property. The **GRANTOR** will not construct any permanent improvements on the said Easement Property without the written permission from the **GRANTEE**.

The terms, conditions, restrictions and purposes imposed by this easement shall be binding not only upon the **GRANTOR**, but also on its agents, personal representatives, assigns and all other successors to its interest and shall continue as a servitude running in perpetuity with the Easement Property.

Sanitary Sewer Easement

Leave blank for official recording.

IN WITNESS WHEREOF, the **GRANTOR** hereunto sets its hand and seal the day and year first above written.

Signed, sealed and delivered in the presence of:

LEON COUNTY, FLORIDA

BY: _____
Brian Welch, Chairman
Board of County Commissioners

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

BY: _____

Approved as to Legal Sufficiency:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

BY: _____
Kyle L. Kemper
Senior Assistant County Attorney

EXHIBIT "A"
Woodville Pump Station
Easement
Page 1 of 2

Commence at a one inch iron pipe (crimped) marking the southeast corner of Section 8, Township 2 South, Range 1 East, Leon County, Florida and along the southerly boundary of said Section 8 run North 89 degrees 56 minutes 40 seconds West 2029.14 feet to a point on the easterly boundary of the St. Marks Trail; thence leaving said southerly boundary of Section 8 run along said easterly boundary of the St. Marks Trail North 10 degrees 45 minutes 44 seconds West 4929.32 feet; thence leaving said easterly boundary of the St. Marks Trail run North 89 degrees 38 minutes 44 seconds East 301.13 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING run continue North 89 degrees 38 minutes 44 seconds East 94.72 feet to a point on the maintained right-of-way boundary of Old Woodville Road; thence along said maintained right-of-way boundary run South 19 degrees 46 minutes 05 seconds East 17.07 feet; thence South 13 degrees 33 minutes 21 seconds East 57.42 feet; thence leaving said maintained right-of way boundary run South 89 degrees 38 minutes 44 seconds West 113.51 feet; thence North 00 degrees 21 minutes 16 seconds West 72.00 feet to the POINT OF BEGINNING, containing 0.17 acres, more or less.

No abstract of title or title opinion provided. It is possible that there are recorded or unrecorded deeds, easements, agreements or other instruments which could affect the boundaries hereinabove described.

A Sketch of Description attached as Exhibit "A" Page 2 of 2 and by reference incorporated herein. This description is not complete without the attached sketch and the attached sketch is not complete without the description.

This description meets all applicable requirements of the Florida Standards of Practice as contained in Chapter 5J-17.052 Florida Administrative Code pursuant to Section 472.027 Florida Statutes.

Joseph D. Coleman 4/22/2025

Joseph D. Coleman Date
Professional Surveyor and Mapper
Florida License Number 5590
Leon County Department of Public Works
2280 Miccosukee Road
Tallahassee, FL 32308

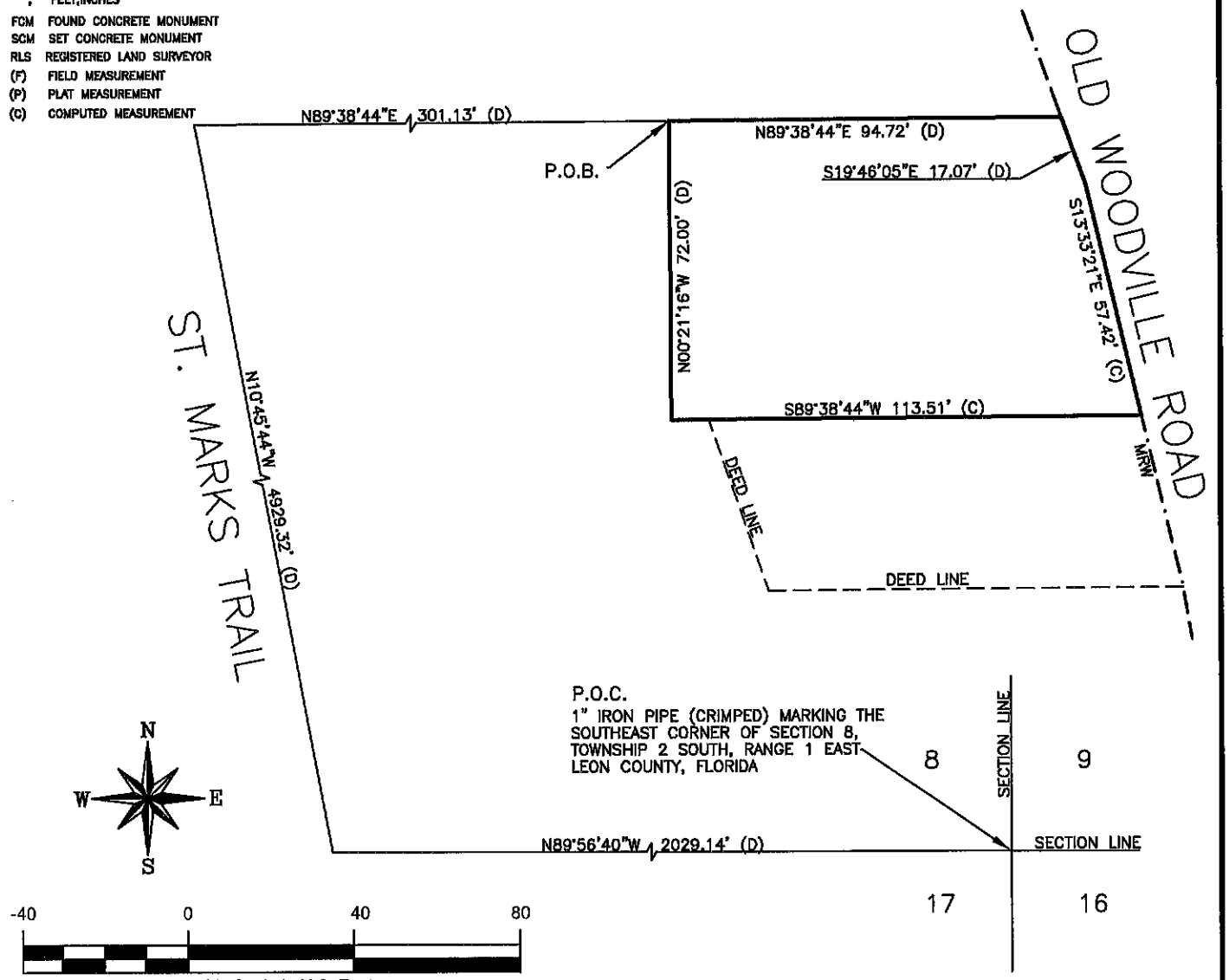
Not valid without the signature and original raised seal of the above signing surveyor

C:\Documents and Settings\User\My Documents\Deeds\Woodville Pump Station Easement.doc
April 22, 2025

EXHIBIT "A'
PAGE 2 OF 2

LEGEND

POC	POINT OF COMMENCEMENT
POB	POINT OF BEGINNING
N	NORTH
S	SOUTH
E	EAST
W	WEST
°,','	DEGREES,MINUTES,SECONDS
','	FEET,INCHES
FCM	FOUND CONCRETE MONUMENT
SCM	SET CONCRETE MONUMENT
RLS	REGISTERED LAND SURVEYOR
(F)	FIELD MEASUREMENT
(P)	PLAT MEASUREMENT
(C)	COMPUTED MEASUREMENT



SKETCH OF DESCRIPTION

NOT A SURVEY

THIS SKETCH IS NOT COMPLETE WITHOUT THE ATTACHED LEGAL DESCRIPTION AND THE ATTACHED LEGAL DESCRIPTION IS NOT COMPLETE WITHOUT THE SKETCH.

NO ABSTRACT OR TITLE OPINION FURNISHED. IT IS POSSIBLE THAT THERE ARE RECORDED OR UNRECORDED DEEDS, EASEMENTS, AGREEMENTS OR OTHER INSTRUMENTS WHICH COULD AFFECT THE BOUNDARIES HEREINABOVE DESCRIBED.

Prepared for LEON COUNTY BOARD OF COUNTY COMMISSIONERS

DATE OF FIELDWORK:	DATE of DRAFTING: 04/21/2025	DRAWN BY: DK	REVISION:
FIELDBOOK No.	FILE: WOODVILLE PUMP STATION.DWG	CHECKED BY: JC	REVISION:

PREPARED BY:
LEON COUNTY PUBLIC WORKS DEPARTMENT
DIVISION OF ENGINEERING SERVICES
SURVEY AND RIGHT-OF-WAY SECTION
2280 MICCOSUKEE ROAD
TALLAHASSEE, FL 32308
Phone (850) 606-1500
Fax (850) 606-1501

Leon County
Board of County Commissioners

Notes for Agenda Item #16

Leon County Board of County Commissioners

Agenda Item #16

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Proposed Contract for State and Federal Lobbyist Services

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

Statement of Issue:

As directed by the Board, this item seeks approval of a contract with The Southern Group of Florida, Inc. (Attachment #1) for state and federal lobbying services in the amount of $200,000 annually, for a term of three years with two optional one-year extensions, and to include Minority and Women Business Enterprises (MWBE) aspirational goals.

Fiscal Impact:

This item has a fiscal impact. The FY 2026 Tentative Budget maintains the funding level of $185,000 for the County's state and federal lobbyist contracts. However, as directed by the Board, the draft contract with The Southern Group for state and federal lobbying services is in the amount of $200,000 annually. A Budget Amendment is provided for Board approval to allocate an additional $15,000 from the General Fund contingency account from the current year's budget to be carried forward, providing a total FY 2026 budget of $200,000 (Attachment #2).

Staff Recommendation:

Option #1: Approve the contract with The Southern Group of Florida, Inc., to provide state and federal lobbying services (Attachment #1), and authorize the County Administrator to execute the Agreement, and any amendments thereto, subject to legal review by the County Attorney.

Option #2: Approve the Budget Amendment allocating $15,000 from General Fund contingency for the County's state and federal lobbyist contract (Attachment #2).

Report and Discussion

Background:

This item seeks Board approval of a contract with The Southern Group for state and federal lobbying services in the amount of $200,000 annually, for a term of three years with two optional one-year extensions, and includes MWBE aspirational goals.

Leon County utilizes contract lobbying services at the state and federal levels to further the County's legislative goals and in pursuit of appropriations for key local projects. The County's contract lobbying firms provide support by advocating for the County's legislative priorities at the state and federal level. The practice of retaining contract lobbyists is common among local governments to advance legislative priorities and to mitigate or defeat harmful legislation.

Squire Patton Boggs, LLC (Squire Patton Boggs), has served as the County's federal lobbyists since 2002, and Capitol Alliance Group, Inc. (Capital Alliance Group), has served as the County's state lobbyists since 2008. The County entered into a new contract with Squire Patton Boggs for federal lobbying services effective January 1, 2022, and continuing until December 31, 2024; which also provided for two optional one-year extensions. The first one-year extension began on January 1, 2025. The one-year extensions are automatic unless the County provides written notice of non-renewal at least 30 days prior to the expiration of the then current term. The County's federal lobbying contract with Squire Patton Boggs is $100,000 annually. Similarly, the County's current contract with Capitol Alliance Group for state lobbying services began on October 1, 2021, with a base term of three years and two optional one-year extensions. The one-year extensions are also automatic unless the County provides written notice of non-renewal at least 30 days prior to the expiration of the then current term. As of October 1, 2024, the County was in its first of two one-year extensions which is in effect through September 30, 2025. The County's state lobbying contract with the Capitol Alliance Group is for $85,000 annually.

During the 2025 State and Federal Legislative Priorities Workshop, the Board provided direction to issue a Request for Proposals (RFP) for additional state lobbying services, in the amount of $40,000, for the purpose of securing appropriations during the 2025 State Legislative Session. Following the RFP process, at its January 28, 2025 meeting, the Board directed staff to contract with The Southern Group for one legislative cycle in the amount of $40,000 for additional lobbying services through the remainder of FY 2025.

On July 8, 2025, the Board received the 2025 Legislative Session Final Report which, among other options, sought the Board's direction regarding the County's state and federal lobbying contracts. At that time, the Board directed staff to prepare a contract with The Southern Group to combine state and federal lobbying services in the amount of $200,000 annually, for a term of three years with two optional one-year extensions, and to include Minority and Women Business Enterprises (MWBE) aspirational goals. An overview of the draft contract is provided in the Analysis section of this item (Attachment #1).

As directed by the Board, once an agreement in principle was reached with The Southern Group, the County provided notice to the current state and federal contract lobbyists (Capitol Alliance Group and Squire Patton Boggs) in August 2025. Recognizing that the proposed contract for both

state and federal lobbying services is set to commence on October 1, 2025, the County identified the opportunity to terminate its federal lobbying services contract with Squire Patton Boggs effective September 30, 2025, rather than at the conclusion of the current one-year extension on December 31, 2025, to avoid any duplication of federal lobbying services through the remainder of the calendar year.

Analysis:

This item seeks Board approval of a contract with The Southern Group for state and federal lobbying services in the amount of $200,000 annually is provided as Attachment #1. The state and federal lobbying services to be provided by The Southern Group are specified in Exhibits A and B of the draft contract. Additional information on The Southern Group's state and federal teams assigned to represent Leon County is available as Attachment #3.

Upon Board approval, the contract would commence on October 1, 2025, for a term of three years with two optional one-year extensions. As provided in Table #1, $82,500 would be dedicated to federal lobbying services and $117,500 for state lobbying services (including $35,000 for MWBE).

Table #1: Proposed Price Sheet for State and Federal Lobbying Services

Service	Cost
Base Contract (Federal)	$82,500
Base Contract (State)	$82,500
MWBE Subcontractor Participation (State)	$35,000
Total	**$200,000**

MWBE aspirational goals for state lobbying services are aggregated for a combined MWBE goal of 11% for professional subcontracting services. Aspirational goals are not utilized for the federal lobbying contracts since most providers are based in Washington, D.C. and thereby ineligible for MWBE certification. As reflected above, The Southern Group has committed to dedicating $35,000 annually for MWBE participation through its state lobbying services. The MWBE participation represents 29.8% of the cost for state lobbying services and 17.5% of the total contract amount which is reflected in the draft contract.

The FY 2026 Tentative Budget maintains the funding level of $185,000 for the County's state and federal lobbyist contracts. However, as directed by the Board, the draft contract with The Southern Group for state and federal lobbying services is in the amount of $200,000 annually. A Budget Amendment is provided for Board approval to allocate an additional $15,000 from the General Fund contingency account from the current year's budget to be carried forward, providing a total FY 2026 budget of $200,000 (Attachment #2).

The 2026 Legislative Session will begin on Tuesday, January 13, 2026, and is scheduled to conclude on March 13, 2026. The Board Workshop on the 2026 State and Federal Legislative Priorities is scheduled for October 28, 2025, at 1:00 p.m., to establish the County's policy and appropriations priorities for the 2026 session. At that time, the Board will receive updates from The Southern Group on the upcoming state and federal legislative sessions.

Options:

1. Approve the contract with The Southern Group of Florida, Inc., to provide state and federal lobbying services (Attachment #1), and authorize the County Administrator to execute the Agreement, and any amendments thereto, subject to legal review by the County Attorney.
2. Approve the Budget Amendment allocating $15,000 from General Fund contingency for the County's state and federal lobbyist contract (Attachment #2).
3. Do not approve the contract with The Southern Group of Florida, Inc., to provide state and federal lobbying services.
4. Board direction.

Recommendation:

Options #1 and #2

Attachment:

1. Draft Contract
2. Budget Amendment Request
3. The Southern Group's state and federal teams assigned to represent Leon County

AGREEMENT

THIS AGREEMENT, by and between **LEON COUNTY, FLORIDA**, a charter county and a political subdivision of the State of Florida, herein "County", and **The Southern Group of Florida, Inc.**, herein "Contractor" and each a "Party" or together the "Parties", is entered into as of the date of last signature below ("Effective Date"). For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor agrees to provide its services to the County to perform the Work related to State and Federal Lobbyist Services set forth in the Scope of Work, attached hereto and incorporated herein as Exhibit A and Exhibit B. If any provision contained in this Agreement conflicts with any provision in Exhibit A or B, the provision contained in this Agreement shall govern and control.

2. WORK

Contractor understands that no amount of Work is guaranteed to it nor is the County under any obligation to utilize the services of the Contractor in those instances where the Work to be performed can be done by County personnel or under separate contract. Any Work to be performed shall be as provided in Exhibits A and B or otherwise upon the written request of the County Administrator or his designee, which request shall set forth the commencement date of such Work and the time within which such Work shall be completed.

The performance by the County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods.

3. TERM

The Agreement shall be for a period of three (3) years, commencing on October 1, 2025, and shall continue until September 30, 2028. After the initial three (3) year period, at the sole option of the County, this Agreement may be renewed for no more than two additional one (1) year periods. Such one (1) year renewals will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then current term.

4. TIME OF THE ESSENCE

Time is of the essence in performing the duties, obligations, and responsibilities required by this Agreement.

The term "Business Day," means any day occurring Monday through Friday, except when such day is deemed to be a Holiday. The term "Holiday" means any day observed as a holiday by the Leon County Board of County Commissioners pursuant to County Policy 03-16, as may be amended, which, as of the Effective Date of this Agreement, are the following days: New Year's Day, Martin Luther King Jr. Day, Florida Emancipation Day (May 20), Memorial Day, Independence Day, Labor Day, Election Day (first Tuesday after the first Monday in November in even-numbered years), Veteran's Day, Thanksgiving Day, Friday After Thanksgiving Day, and Christmas Day; provided, however, that when any of these observed holidays fall on a Saturday, the preceding Friday shall be the day observed as a holiday, and when any of these observed holidays falls on a Sunday, the following Monday shall be the day observed as a holiday. In addition, when New Year's Day and Christmas Day fall on a Thursday, the Friday following those days shall also be observed as a holiday, and when New Year's Day and Christmas Day fall on a Tuesday, the Monday preceding those days shall also be observed as a holiday.

5. CONTRACT SUM

The Contractor agrees that for the performance of the Work as outlined in Section 1 above, it shall be remunerated by the County for a total sum not to exceed $200,000 per contract year. Of the total contract sum, $117,500 shall be

remunerated by the County for state lobbying services (as set forth in Exhibit A) and $82,5000 for federal lobbying services (as set forth in Exhibit B), as outlined below. The contract sum shall be remunerated by the County in twelve (12) monthly installment payments in the amount of $9,791 for state lobbying services and $6,875 for federal lobbying services.

	Contract Sum
Base Contract (Federal)	$82,500
Base Contract (State)	$82,500
MWBE Subcontractor Participation (State)	$35,000
Total	**$200,000**

6. PAYMENTS

Payments will be made in accordance with Section 218.70, Florida Statutes, et. seq., the "Local Government Prompt Payment Act."

7. PROMPT PAYMENT INFORMATION REQUIREMENTS AND NOTICES

A. The County Project Manager is:

Name: Nicki Hatch
Street Address: 301 S. Monroe St., Suite 502
City, State, Zip Code: Tallahassee, Florida 32301
Telephone: 850-606-5336
E-mail: HatchN@leoncountyfl.gov

B. The Contractor's Project Managers are:

State Lobbying Services
Name: Brian Bautista
Street Address: 123 S. Adams Street
City, State, Zip Code: Tallahassee, Florida 32301
Telephone: 850-671-4401
E-mail: Bautista@thesoutherngroup.com

Federal Lobbying Services
Name: Chase Kroll
Street Address: 214 A Street
City, State, Zip Code: Washington, D.C. 20002
Telephone: 202-792- 010
E-mail: Kroll@tsgadvocates.com

C. Notices to the Contractor are to be submitted to:

State Lobbying Services
Name: Brian Bautista
Street Address: 123 S. Adams Street
City, State, Zip Code: Tallahassee, Florida 32301
Telephone: 850-671-4401
E-mail: Bautista@thesoutherngroup.com

Federal Lobbying Services
Name: Chase Kroll
Street Address: 214 A Street
City, State, Zip Code: Washington, D.C. 20002

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Telephone: 202-792- 010
E-mail: Kroll@tsgadvocates.com

D. Invoices are to be submitted to:
Name: Nicki Hatch
Street Address: 301 S. Monroe St., Suite 502
City, State, Zip Code: Tallahassee, Florida 32301
Telephone: 850-606-5336
E-mail: HatchN@leoncountyfl.gov

E. Proper form for an invoice is:

A numbered document with date of invoice; reference to the County purchase order number; itemized listing of all goods and Work being billed with unit prices and extended pricing; vendor's name, address, billing contact person information, and Federal tax identification number. The invoice must be properly addressed to the Division listed on the County purchase order and delivered to that address. Delivery to another County address will void the invoice, and it shall be of no force and effect.

F. Payment Dispute Resolution: Section 16.01 of the Leon County Purchasing Policy No. 96-1 details the policy and procedures for payment disputes under this Agreement.

8. TAXES

The County is tax-exempt and therefore is not obligated to pay sales, use, and excise taxes. A copy of the County's Certificate of Exemption is available upon request.

9. DISPUTES/REMEDIES

A. All disputes arising under or relating to this Agreement shall be resolved in accordance with this Section, except for disputes related to payments and payment disputes, which shall be addressed and resolved in accordance with Leon County Policy 96-1, as may be amended.

B. The Parties shall attempt to resolve all disputes that arise under this Agreement in good faith and in accordance with the following procedure:
1) The aggrieved Party shall give written notice to the other Party setting forth the nature of the dispute, date of occurrence (if known), and proposed equitable resolution.
2) Representatives of both Parties shall meet at the earliest opportunity to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of both representatives, they shall report their decision to the Parties in writing.
3) If those representatives are unable to reconcile the dispute, they shall report their impasse to the appropriate County Director and the Contractor's designee, who, at their earliest opportunity, shall meet and attempt to reconcile the dispute.
4) Should the Director and the Contractor's designee fail to resolve the dispute, they shall report their impasse to the County Administrator, or authorized representative, and the Contractor's designee, who, at their earliest opportunity, shall review and attempt to resolve the dispute.
5) If the County Administrator and the Contractor's designee are not able to amicably resolve the dispute within fifteen (15) Business Days after the impasse is reported to them, then either Party can pursue whatever forms of relief may be available to it under this Agreement, at law, or in equity.

10. STATUS

The Contractor at all times relevant to this Agreement shall be an independent contractor and in no event shall the Contractor nor any employees or subcontractors under it be considered to be employees of the County.

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11. INSURANCE

Contractor shall, at its sole expense, procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1) General Liability: $1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial general liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Project/location or the general aggregate limit shall be twice the required occurrence limit.

2) Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage. (non-owned, hired car).

3) Workers' Compensation and Employers Liability: insurance covering all employees meeting statutory limits in compliance with the applicable state and Federal laws and employer's liability with a limit of $500,000 per accident, $500,000 disease policy limit, $500,000 disease each employee. Waiver of subrogation in lieu of additional insured is required.

4) Professional Liability Insurance, including errors and omissions: for all Work performed under the terms of this agreement with minimum limits of One Million and 00/100 ($1,000,000.00) Dollars per occurrence; or claims made form with "tail coverage" extending four (4) years beyond the term of the Agreement. Proof of "tail coverage" must be submitted with the invoice for final payment.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

C. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1) General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).

a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.

b. The Contractor's insurance coverage shall be primary insurance as respects the County, it officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees, or volunteers.

d. The Contractor's insurance shall apply separately to each insured against whom claims are made or

suit is brought, except with respect to the limits of the insurer's liability.

2) All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: Should any of the above-described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.

F. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all the requirements stated herein.

12. LICENSES & REGISTRATIONS

The Contractor shall be responsible for obtaining and maintaining any applicable licenses, certifications, and/or registrations required pursuant to the laws of the County, the City of Tallahassee, or the State of Florida, or any other applicable state or Federal law. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain its license, certification, and/or registration necessary to operate, the Contractor shall be in default of this Agreement as of the date such license, certification, and/or registration is lost.

The Contractor shall be registered to do business with the Florida Department of State prior to execution of this Agreement unless Contractor provides written verification of its exempt status. (See applicable sections of Title XXXVI, Chapters 605 through 623, Florida Statutes.)

13. ASSIGNMENTS

This Agreement shall not be assigned or sublet in whole or in part without the written consent of the County nor shall the Contractor assign any monies due or to become due to it hereunder without the previous written consent of the County.

14. INDEMNIFICATION

Contractor shall indemnify, hold harmless, and defend County and all of County's current, past, and future officers, agents, and employees (collectively, "Indemnified Party") from and against any and all causes of action, demands, claims, losses, liabilities, and expenditures of any kind, including attorneys' fees, court costs, and expenses, including through the conclusion of any appellate proceedings, raised or asserted by any person or entity not a party to this Agreement, and caused or alleged to be caused, in whole or in part, by any breach of this Agreement by Contractor, or any intentional, reckless, or negligent act or omission of Contractor, its officers, employees, or agents, arising from, relating to, or in connection with this Agreement (collectively, a "Claim"). If any Claim is brought against an Indemnified Party, Contractor

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shall, upon written notice from County, defend each Indemnified Party with counsel satisfactory to County or, at County's option, pay for an attorney selected by the County to defend the Indemnified Party. The obligations of this section shall survive the expiration or earlier termination of this Agreement. The Contractor acknowledges that ten dollars ($10.00) of the Contract Sum paid to the Contractor, and the promises and covenants herein, constitute sufficient consideration for the Contractor's indemnification of the County, its officials, officers, and employees.

15. MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION

The Contractor shall meet or exceed the following MWBE participation levels the following MWBE participation level:

	Contract Sum
Base Contract (Federal)	$82,500
Base Contract (State)	$82,500
MWSBE Subcontractor Participation (State)	$35,000
Total	**$200,000**

The Contractor shall be responsible for demonstrating MWBE subcontractor participation and submitting copies of such documentation in conjunction with the monthly invoice. The reports shall detail each invoice submitted to the County and a breakdown of payments to all subcontractors therein by MWBE classification.

16. PUBLIC RECORDS

By entering into this Agreement, Contractor acknowledges and agrees that any records maintained, generated, received, or kept in connection with, or related to the performance of services provided under, this Agreement are public records subject to the public records disclosure requirements of Section 119.071, Florida Statutes. In accordance with Section 119.0701(2)(b)1-4, Florida Statutes, the Contractor specifically agrees to:

A. Keep and maintain public records required by County to perform the services under this Agreement.

B. Upon request from County, provide County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

C. Ensure that public records that are exempt or confidential and exempt from public record requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion or termination of this Agreement if Contractor does not transfer the records to the County; and

D. Upon completion or termination of the contract, transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records required by the County to perform the service. If the Contractor transfers all public records to the County upon completion or termination of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion or termination of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County, in a format that is compatible with the information technology systems of the County.

A request for public records regarding this Agreement must be made directly to the County, which will be responsible for responding to any such public records requests. Contractor will provide any requested records to County to enable the County to respond to the public records request.

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Any material submitted to the County that Contractor contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET" and the applicable statutory provision for the exemption must be stated. The redacted copy should be provided to the County and should only exclude those exact portions which are claimed confidential, proprietary, or trade secret. Contractor shall be responsible for defending its determination that the redacted portions are confidential, trade secret, or otherwise not subject to disclosure. Further, Contractor shall protect, defend, and indemnify the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to Contractor's determination that the redacted portions of its documents are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

If a third party submits a request to the County for records designated as Trade Secret Materials by the Contractor, the County shall refrain from disclosing the unredacted copy of the designated Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Contractor. By entering into this Agreement, Contractor agrees to indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

Contractor acknowledges that failure to provide the public records to the County within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes. Contractor further agrees not to release any records that are statutorily confidential or otherwise exempt from disclosure without first receiving prior written authorization from the County. Contractor shall indemnify, defend, and hold the County harmless for and against any and all claims, damage awards, and causes of action arising from Contractor's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by Contractor's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes County to seek declaratory, injunctive, or other appropriate relief against Contractor from a Circuit Court in Leon County on an expedited basis to enforce the requirements of this section.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

LEON COUNTY PURCHASING DIVISION
ATTN: MELANIE HOOLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD
TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: HOOLEYM@LEONCOUNTYFL.GOV

Contractor agrees to abide by all federal, state, and local laws and regulations. It is the responsibility of the Contractor to determine applicability and requirements of any such laws and to abide by them.

17. AUDITS, RECORDS, AND RECORDS RETENTION

Contractor agrees:

A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and

expenditures of funds provided by the County under this Agreement.

B. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.

C. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.

D. That persons duly authorized by the County and Federal auditors, pursuant to 45 CFR 75.364 shall have full access to and the right to examine this Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

E. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

18. MONITORING

The Agreement will require the Contractor to permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and Work of the Contractor which are relevant to this Agreement and interview any clients and employees of the Contractor to assure the County of satisfactory performance of the terms and conditions of this Agreement.

Following such evaluation, the County will deliver to the Contractor a written report of its findings and will include written recommendations with regard to the Contractor's performance of the terms and conditions of this Agreement. The Contractor will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The Contractor's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the Contractor being deemed in breach or default of this Agreement; (2) the withholding of payments to the Contractor by the County; and (3) the termination of this Agreement for cause.

19. TERMINATION

The County may terminate this Agreement without cause by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder or, in the County's opinion, the Work being performed is not satisfactory. In such case, the County may immediately terminate the Agreement effective upon notice of termination to the Contractor.

Contractor certifies that neither it nor any of its affiliates are scrutinized companies as identified in Section 287.135, Florida Statutes. In addition, Contractor agrees to observe the requirements of Section 287.135, Florida Statutes, for applicable sub-agreements entered into for the performance of work under this Agreement. Pursuant to Section 287.135, Florida Statutes, the County may immediately terminate this Agreement for cause if the Contractor, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Contractor, its affiliates, or its subcontractors are placed on any applicable scrutinized companies list or engaged in prohibited contracting activity during performance under this Agreement.

The Agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under Section 287.135(2)(a), Florida Statutes, been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

The Agreement may be terminated by the County if the Contractor is found to have submitted a false certification as

required under Section 287.135(5), Florida Statutes, or has been placed on a list created pursuant to Section 215.473, Florida Statutes, relating to scrutinized active business operations in Iran.

20. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of its knowledge and belief neither Contractor nor its affiliates has been convicted of a public entity crime.

21. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed or utilized in the performance of the requirements of this Agreement. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be grounds for termination of this Agreement by the County.

22. EMPLOYMENT ELIGIBILITY VERIFICATION

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

23. NON-WAIVER

Failure by the County to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice of or declare this Agreement terminated shall not constitute a general waiver or relinquishment of the same, or of any other terms, conditions or acts; but the same shall be and remain at all times in full force and effect.

24. DELAY

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County by reason of any delays. The Contractor shall not be entitled to an increase in the Contract Sum or payment or compensation of any kind from the County for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference or hindrance from any cause whatsoever, whether such delay, disruption, interference or hindrance be reasonable or unreasonable, foreseeable or unforeseeable, or avoidable or unavoidable; provided, however, that this provision shall not preclude recovery of damages by the Contractor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County or its agents. Otherwise, the Contractor shall be entitled only to extensions of this Agreement time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

25. REVISIONS

In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced in, or required thereby, it is necessary for the Contractor to deviate from the requirements of this Agreement, Contractor shall obtain the prior written consent of the County.

26. FORCE MAJEURE

If either of the Parties is prevented from or delayed from performing any obligations under this Agreement (except payment or financial obligations) by circumstances beyond its control, including but not limited to fires, hurricanes, severe weather, floods, pandemics, quarantines, war, civil disturbances, acts of terrorism, acts of God, or significant

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threats of such circumstances, or any future laws, rules, regulations, orders, or acts of any local, state, or Federal government (collectively "Force Majeure"), then the affected party shall be excused from performance hereunder during the period of inability to perform. The party claiming Force Majeure shall promptly notify the other party in writing when upon learning of the existence of a Force Majeure condition, and when the Force Majeure condition has terminated. Notwithstanding anything in this Agreement to the contrary, the term "Force Majeure" does not include or excuse performance under this Agreement for events related to increased costs associated with fuel, labor, labor disputes, insurance, or other expenses of performing the obligations hereunder.

27. RESERVATION OF SOVEREIGN IMMUNITY

Nothing herein is intended to serve as a waiver of sovereign immunity by the County nor shall anything included herein be construed as consent by the County to be sued by third parties in any matter arising out of this Agreement. The County is included within the definition of "state agencies or subdivisions" in Section 768.28, Florida Statutes, and shall be responsible for the negligent or wrongful acts or omissions of its employees pursuant to Section 768.28, Florida Statutes.

28. THIRD PARTY BENEFICIARIES

Neither the County nor the Contractor intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement, and no third party shall be entitled to assert a right or claim against either of the Parties based upon this Agreement.

29. LAW, JURISDICTION, VENUE, WAIVER OF JURY TRIAL

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for all actions arising from, related to, or in connection with this Agreement shall be in the state courts of the Second Judicial Circuit in and for Leon County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in Federal court, the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Northern District of Florida. By entering into this Agreement, the County and Contractor hereby expressly waive any rights either Party may have to a trial by jury of any civil litigation related to this Agreement.

30. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

31. SEVERABILITY

It is intended that each section of this Agreement shall be viewed as separate and divisible, and in the event that any section, or part thereof, shall be held to be invalid, the remaining sections and parts shall continue to be in full force and effect.

32. AMENDMENTS

No modification, amendment, or alteration in the terms or conditions contained in this Agreement shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by duly authorized representatives of the County and Contractor.

33. CONFLICTING TERMS AND CONDITIONS

In the instance that any other agreement exists concerning the matters herein, then the terms and conditions in this Agreement shall prevail over all other terms and conditions.

34. INTERPRETATION

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This Agreement shall be interpreted without the aid of any canon, custom, or rule requiring construction against the drafter.

35. COUNTERPARTS AND MULTIPLE ORIGINALS

This Agreement may be executed in multiple originals and in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

36. AUTHORITY TO SIGN

Each signatory to this Agreement who signs on behalf of a party expressly represents and warrants that he or she has the authority to sign on behalf of that party.

37. ENTIRE AGREEMENT

This Agreement, including the terms and conditions shown above contains the complete and final agreement between the County and Contractor and no other agreement in any way modifying any of said terms and conditions will be binding upon the County unless made in conformance with this Agreement. Contractor may not unilaterally modify the terms of the Agreement (e.g., attachment or inclusion of standard preprinted forms, product literature, or terms accompanying or affixed to a product or purchase order, whether written or electronic) or by incorporating such terms onto Contractor's invoice or other documents forwarded by Contractor for payment. The County's acceptance of product or processing of documentation on forms furnished by Contractor for approval or payment shall not constitute acceptance of any proposed modification to terms and conditions and any additional or conflicting terms proposed by Contractor. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the Parties after the date hereof.

ORDER OF PRECEDENCE

1. Agreement
2. Exhibit A
3. Exhibit B

ATTACHMENTS

Exhibit A – Scope of Work (State Lobbying Services)
Exhibit B – Scope of Work (Federal Lobbying Services)

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.]

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AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND THE SOUTHERN GROUP OF FLORIDA, INC.
BC-

WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

LEON COUNTY, FLORIDA

By: _____

Vincent S. Long
County Administrator

Date: _____

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

BY: _____

DATE: _____

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

_____

Date: _____

The Southern Group of Florida, Inc.

By: _____

Printed
Name _____

Title: _____

Date: _____

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Exhibit A: Scope of Work – State Lobbying Services

The Contractor will assist in developing and implementing the County's state legislative program. The Contractor will work closely with the County's legislative liaison in identifying legislative opportunities and assist in the development of the County's annual list of policy priorities and local project requests to seek state appropriation and/or legislative and administrative remedies to strengthen County programs and services. The Contractor will provide, at a minimum, the following services (collectively, the "Services"):

1. Coordinate with the County's legislative liaison to assist in the development and advocacy of the County's policy priorities and local project funding requests for line-item appropriation funding. Identify opportunities to advocate for specific priorities and project funding requests through the state legislative process and assist in developing written material on each request.

2. Regularly provide the County's legislative liaison with any new information and actively seek opportunities to enhance the County's state legislative program and provide options as to legislative strategy in seeking local project funding when necessary.

3. Provide strategic guidance on the County's state legislative program as needed and as requested.

4. Monitor and analyze current state legislation and the budget process and report to the County, both orally and in writing, any legislative matters that may directly or indirectly impact the County and its local project funding requests. Attend meetings as necessary.

5. By Friday, 5 PM at the end of each week during the State Legislative Session, provide the County's legislative liaison with a report of the Contractor's activities for that week related to the County's legislative priorities, local project funding requests, and proposed legislation that could impact Leon County

6. Advocate with the Leon County Legislative Delegation, the Legislative Appropriations Committees, and other key members of the Legislature and state agencies in support of the County's legislative priorities and local project funding requests.

7. Testify before legislative committees as appropriate.

8. At the conclusion of each session, prepare a final report to include the final status of the County's legislative priorities and local project funding requests, including a summary of the impact of major legislative changes to Leon County.

9. Advocate with the Governor's Office in support of the County's local project funding requests for inclusion in the final state budget following the conclusion of the State Legislative Session.

10. Monitor various state agency actions for potential impact on the County's legislative priorities and local project funding requests and, if action is needed, advise the County.

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Exhibit B: Scope of Work – Federal Lobbying Services

The Contractor will assist in developing and implementing the County's federal legislative program. The Contractor will work closely with the County's legislative liaison in identifying legislative opportunities and assist in the development of the County's annual list of policy priorities and local project requests to seek federal appropriation and/or legislative and administrative remedies to strengthen County programs and services. The Contractor will provide, at a minimum, the following services (collectively, the "Services"):

1. Advocate with Congress, congressional committees, and federal agencies in support of the County's legislative priorities and local project funding requests and attend meetings as necessary.

2. Work with the County's legislative liaison to assess the County's local project funding requests as established by the Board of County Commissioners and identify viable federal funding sources to support these priorities.

3. Monitor current federal legislation and the federal budget process and report to the County, both orally and in writing, any legislative events that may directly or indirectly impact the County.

4. Provide advice and interpretation on legislative and regulatory matters as they apply to County programs, projects, or operations. Such information may involve federal laws as well as state and local statutes and ordinances insofar as they may be affected by federal actions.

5. Provide strategic guidance on the County's federal legislative program as needed and as requested.

6. Provide the County's legislative liaison with monthly written reports on legislative, administrative, and budgetary priorities as established by the Board of County Commissioners and other legislative or administrative actions that may impact the County.

7. Coordinate meetings for elected officials and/or staff with appropriate federal agencies, legislative staff, and elected officials to communicate the County's interests, concerns, needs, etc. as needed.

8. Testify before legislative committees and/or regulatory bodies on behalf of the County as needed.

9. At the Contractor's expense, attend a meeting of the Leon County Board of County Commissioners at least once a year to update the Board of County Commissioners on federal issues that are or may affect the County.

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FISCAL YEAR 2024/2025
BUDGET AMENDMENT REQUEST

No: BAB25026
Date: 9/2/2025

Agenda Item No:
Agenda Item Date: 9/15/2025

County Administrator
Vincent S. Long

Assistant County Administrator
Ken Morris

Request Detail

Revenues

Account Information							
Fund	*Org*	*Acct*	*Prog*	*Title*	Current Budget	Change	Adjusted Budget

Expenditures

Account Information							
Fund	*Org*	*Acct*	*Prog*	*Title*	Current Budget	Change	Adjusted Budget
001	990	59900	599	General Fund Contingency	141,500	(15,000)	126,500
001	115	53400	513	Other Contractual Services	225,000	15,000	240,000

Subtotal: -

Purpose of Request

This budget amendment appropriates $15,000 from General Fund Contingency to support a contract with The Southern Group for state and federal lobbying services in the amount of $200,000 annually. These funds will be carried-forward to FY 2026 to supplement the current $185,000 funding level.

Division/Department
2502/25

Brandy Furbee, Budget Manager

Roshaunda Bradley, Budget Director

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

BUDGET "OPERATING" CONTINGENCY RESERVES
CONTINGENCY FUND UPDATE (FY 2024/25)

			GENERAL FUND 001-990-59900-599	Beginning Balance: **$200,000.00**
No.	APPROVAL DATE	AGENDA DATE	AMENDMENT TITLE	BALANCE
1	8-Oct-24	8-Oct-24	40th Bond Anniversary	$3,500
2	19-Nov-24	19-Nov-24	Request for Proposals for Additional State Lobbying Services	$40,000
3	18-Mar-25	18-Mar-25	Henry Hill Foundation's Emancipation Day Celebration	$15,000
4	***15-Sep-25***	***15-Sep-25***	***State and Federal Lobbying Contract***	***$15,000***

Bold, Italic items are pending Board Approval

USAGE TO DATE (TOTAL AMENDMENTS)	**$73,500.00**
ENDING BALANCE	**126,500.00**
END BALANCE AS % OF BEGIN BALANCE	**63%**
USAGE BALANCE AS % OF BEGIN BALANCE	**37%**



Nicole Kelly

kelly @thesoutherngroup.com

(850) 671-4401

Influence creates opportunity.

Let us show you how.

Nicole Kelly is a dynamic force in Florida lobbying, seamlessly blending policy expertise, strategic insight, and fundraising acumen to deliver results for her clients. Since joining The Southern Group's Tallahassee office in 2021, she has been instrumental in guiding top-tier clients through the complexities of the appropriations process and high-stakes policy negotiations. With over a decade of experience in government affairs, Nicole has built a reputation as a relentless advocate and trusted strategist, ensuring her clients are at the center of Florida's most critical legislative discussions.

Nicole's expertise spans a wide range of policy areas, including property insurance, healthcare, and appropriations, making her a highly sought-after consultant across multiple industries. Beyond policy, she is also a key player in political fundraising, building strong relationships with legislative leaders and key decision-makers.

Throughout her career, Nicole has cultivated and fortified relationships with some of Florida's most influential policymakers, allowing her to navigate complex political landscapes with precision. Her ability to turn challenges into opportunities, anticipate political shifts, and execute winning strategies has solidified her standing as one of the most effective lobbyists in the state.

A Tallahassee native, Nicole earned her BA in political science and sociology from Florida State University in 2011, reinforcing her deep-rooted passion for public policy and government affairs. She continues to make a lasting impact while residing in her hometown with her husband and two children. With her sharp political instincts, unparalleled work ethic, and expertise in both policy and fundraising, Nicole Kelly is a formidable force in Florida politics.



Brian Bautista

bautista@thesoutherngroup.com

(850) 671-4401

Influence creates opportunity.

Let us show you how.

Brian Bautista joined The Southern Group's Tallahassee office in 2014. Brian has expertise in a range of areas, including business and policy development, campaigns, cannabis and hemp, local government, mobility, oil and gas, technology, and travel and tourism.

Before joining Southern, Brian worked on a variety of political campaigns, from local offices to statewide races. As an attorney specializing in emerging industries, Brian combines years of political acumen with legal experience helping start-ups and disruptors to navigate the perils of taking on entrenched industries.

Brian has represented clients on a number of high-profile issues in the state's emerging industries sectors, notably including multiple successful representations culminating in Florida's highly sought-after Medical Marijuana Treatment Center licenses.

Brian was recognized by Florida Politics as one of Florida's "30 Under 30" and named a #NextGeneration Rising Star by Influence Magazine.

Originally from Cape Coral, Florida, Brian is a two-time graduate of Florida State University, earning a BA in political science before continuing on to earn his JD. Brian and his wife Savanna reside in Tallahassee.



Chris Dudley

dudley@thesoutherngroup.com

(850) 671-4401

Influence creates opportunity.

Let us show you how.

Chris Dudley joined The Southern Group's Tallahassee office in 2000 after serving for seven years at the highest levels of Florida government. Since that time, Chris has developed extensive expertise in numerous policy areas, including appropriations, campaigns, education, economic and business development, energy, gaming, pharmacy, land use and development, sports and entertainment, technology, transportation, and utilities.

Chris started his career in government working as a legislative aide in the Florida House of Representatives. In 1995, Chris began work in the Florida Department of Education as a special assistant, deputy legislative director, and deputy chief of staff to Education Commissioner Frank Brogan. In 1998, Chris joined the Bush-Brogan campaign for governor and ultimately rose to become deputy chief of staff to Governor Jeb Bush.

In his professional role, Chris has been widely recognized for his skills and expertise. Chris was a founding member of the Florida Association of Professional Lobbyists and in 2016 was named Lobbyist of the Year by Influence Magazine.

In 2019, Chris was recognized as a Pioneer Advocate for the Florida trucking industry. He has also been recognized as one of the two longest-serving state lobbyists for CVS Health.

A devoted community activist, Chris has held a range of positions at the state and local level. Chris is the current chairman of the Tallahassee Downtown Improvement Authority, a past chairman of the Florida Network of Youth and Family Services, a member of the Maclay School Board of Trustees, an advisory board member for Hanock Whitney Bank, a board member of the Greater Tallahassee Chamber of Commerce, and an advisory board member for the United States Tennis Association Player Development Council.
A native of Fort Myers, Florida, Chris graduated from the University of South Florida with a BA in political science. Chris and his family live in Tallahassee.



LEON
FLORIDA'S CAPITAL COUNTY

TSG ADVOCATES

September 4, 2025

WHO WE ARE

65+
LOBBYISTS

500+
YEARS OF EXPERIENCE

12
MARKETS

After 25 years of groundbreaking advocacy across Florida and the Southeast, The Southern Group has taken its expertise to Washington, D.C., with the creation of TSG Advocates.

This strategic expansion brings the firm's proven track record and vast network into the heart of federal policymaking. With offices throughout Florida — Tallahassee, Jacksonville, Orlando, Tampa Bay, Miami, Broward — and throughout the Southeast — Columbia, SC, Atlanta, GA, Montgomery, AL, and Raleigh, NC — The Southern Group has built an unmatched foundation of influence that now extends to Capitol Hill.

TSG Advocates guides clients through the intricacies of federal decision-making with precision and impact. By connecting the power of The Southern Group's national network with deep Washington insight, TSG Advocates delivers results-driven strategies that shape policy at the federal level.



TSG ADVOCATES

WHAT WE DO

At TSG Advocates, we are more than just federal lobbyists — we are strategic thought partners with a unique edge. With strong ties to Florida, a state increasingly influential in national politics, we leverage our deep connections to bridge the gap between business and local interests and Capitol Hill.

Our team seamlessly integrates this extensive knowledge and network into our federal advocacy work. We connect clients with key decision-makers, shape strategic policy agendas, and navigate the complex dynamics of Capitol Hill with precision. Whether guiding clients through shifting foreign affairs, financial services and healthcare, or advocating for their funding priorities at the highest levels, we deliver results-driven strategies that reflect The Southern Group's proven formula.



ACCESS

We offer **unparalleled access to influential government, business, and community leaders,** leveraging years of relationship-building with key officials at all levels of government. This access ensures that our clients' voices are heard at the highest levels, opening doors that would otherwise remain closed.



ADVOCACY

We act as dedicated advocates, **representing clients before federal, state, and local governments** to ensure their policy objectives are integrated into official government actions. Whether advancing legislation, opposing harmful policies, or securing appropriations, we use our expertise and connections to achieve tangible results.



ADVICE

Our team provides **expert guidance and actionable insights** into government processes at all levels. We analyze proposed policies, regulations, and initiatives to help clients understand potential impacts, identify opportunities, and develop effective strategies to achieve their objectives.

SERVICES

PROVEN STRATEGIES.

UNMATCHED EXPERTISE.

LEGISLATIVE ADVOCACY
Influencing the development, passage, or defeat of bills and resolutions in Congress as well as drafting legislation or amendments to address client needs.

EXECUTIVE BRANCH ADVOCACY
Engaging with the White House administration and executive agencies to shape policies and regulations. Facilitating meetings and building relationships with agency leaders and decision-makers.

BUDGET & APPROPRIATIONS ADVOCACY
Securing funding in the federal budget for specific projects, programs, or initiatives as well as protecting clients' interests during budget cuts or reallocations.

REGULATORY ADVOCACY
Navigating rule-making processes and influencing federal agency regulations. Assisting clients with compliance and understanding regulatory impacts.

PROCUREMENT ASSISTANCE
Supporting clients in navigating federal procurement processes and securing government contracts.

STAKEHOLDER ENGAGEMENT & COALITION BUILDING
Building alliances with key stakeholders, including trade associations, nonprofits, and other advocacy groups. Organizing and managing coalitions to advance shared legislative or policy goals.

CRISIS MANAGEMENT & ISSUE ADVOCACY
Providing strategic guidance during high-stakes or contentious policy debates. Managing public relations and communication strategies to influence policy outcomes.

MONITORING, REPORTING & ANALYSIS
Tracking federal legislative and regulatory developments to keep clients informed. Providing timely analysis of potential impacts on client operations or interests.

PUBLIC-PRIVATE PARTNERSHIP FACILITATION
Assisting in creating and promoting partnerships between clients and state governments.

GRASSROOTS ADVOCACY CAMPAIGNS
Mobilizing public support for policy initiatives through community engagement and outreach strategies.

STRATEGIC PLANNING & ADVISORY SERVICES
Developing long-term advocacy strategies to align with clients' goals. Providing insights into the political and legislative landscape.

Posted on September 8, 2025



AREAS OF INFLUENCE

- AEROSPACE & DEFENSE
- APPROPRIATIONS & THE BUDGET
- EDUCATION
- EMERGING TECHNOLOGIES
- FEDERAL CONTRACTS, GRANTS & LOANS
- FINANCIAL SERVICES
- FOREIGN AFFAIRS
- HEALTHCARE
- JUDICIARY & PUBLIC SAFETY
- TAX, TRADE & TARIFFS
- TRANSPORTATION & INFRASTRUCTURE

TSG ADVOCATES

PRESS

The Economist

FEBRUARY 2025

Florida comes to Washington, DC

READ MORE AT THE ECONOMIST

POLITICO

FEBRUARY 2025

In Trump's DC, K Street clamors for Florida-linked lobbyists

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FLORIDA POLITICS

JANUARY 2025

The Southern Group launches federal presence with TSG Advocates in Washington, D.C.

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WASHINGTON BUSINESS JOURNAL

JANURARY 2025

Florida lobbying firm establishing D.C. office to help push Trump business agenda

READ MORE AT WASHINGTON BUSINESS JOURNAL

TSG ADVOCATES



Chase Kroll

kroll@tsgadvocates.com

(202) 792-5010

FOUNDING PARTNER OF TSG ADVOCATES

40 UNDER 40 AWARD, AMERICAN ASSOCIATION OF POLITICAL CONSULTANTS, 2018

Chase brings a multidisciplinary approach to advocacy on behalf of U.S. and international clients. Having run major political campaigns, legislative operations, and integrated lobbying efforts in Washington, D.C., he delivers advocacy, access, and influence informed by real-world experience in both politics and policy.

Chase is a founding partner of TSG Advocates, The Southern Group's federal lobbying practice in Washington, D.C. Before joining TSG Advocates, Chase worked at Hogan Lovells, where he represented foreign governments and Fortune 500 companies, providing strategic communications, and government relations services. Earlier in his career, he ran his own lobbying and consulting firm and was Vice President at Go BIG Media, an award-winning digital media, communications, and political consulting firm. He has led successful advocacy and PR campaigns for top-tier defense contractors, national trade associations, and nonprofits, advising clients on lobbying, media relations, and communications strategies.

Chase also secured significant federal wins for defense contractors and municipal clients as a lobbyist at David Turch & Associates. On Capitol Hill, he served as a legislative advisor to a high-profile member of Congress and held leadership positions on several federal campaigns, including managing what was then the most expensive winning House race in history. In 2018, Chase was selected for the 40 under 40 award by the American Association of Political Consultants.

Chase earned a bachelors in political science from Saint John's University and a masters in global security studies from Johns Hopkins University. He is originally from Minnesota and now resides in Washington, D.C. with his wife, Jennifer, and their three children.

TSG ADVOCATES



Daniel Diaz-Balart

diaz-balart@tsgadvocates.com

(202) 792-5010

FOUNDING PARTNER OF TSG ADVOCATES

BOARD OF DIRECTORS OF THE CONGRESSIONAL HISPANIC LEADERSHIP INSTITUTE ("CHLI"), WASHINGTON, DC

Daniel Diaz-Balart is an experienced trial lawyer, government relations expert and consultant. A fourth-generation lawyer, Daniel began his professional career as a prosecutor in Miami-Dade County. Thereafter he joined one of South Florida's most prestigious civil litigation law firms. In 2017, he founded Diaz-Balart Law, with a focus on government relations, strategic consulting, and complex civil litigation. Daniel grew his practice to include a broad portfolio of domestic and international clients, utilizing his unique skills and training to help them achieve strategic goals at the national and local levels. He has successfully advocated for large and small businesses, foreign governments, and non-profit organizations.

It has been one of Daniel's greatest honors to be able to represent distinguished domestic and international clients together with his father, former Congressman Lincoln Diaz-Balart, who represented South Florida in the U.S. House of Representatives from 1993-2011.

As a founding partner of TSG Advocates, Daniel brings a unique background and skillset that sets him apart and allows him to consistently achieve excellent results for his clients.

Daniel sits on the Board of Directors of the Congressional Hispanic Leadership Institute ("CHLI") in Washington, DC, the premier organization founded by Members of Congress to advance the Hispanic Community's economic progress and diversity of thought.

Daniel is married to Estefania and together they have two sons, Lincoln and Edwin.



hofmann@thesoutherngroup.com

(202) 792-5010

FOUNDING PARTNER OF TSG ADVOCATES

FOUNDED THE ARCHMANN GROUP IN 2017

UNITED STATES MARINE CORPS VETERAN

Kevin Hofmann

Kevin Hofmann joined The Southern Group's Jacksonville office after an impressive career in political fundraising and campaign strategy. He brings a wealth of governmental and political knowledge and connections.

Kevin's experience with political fundraising started at the federal level, working as a fundraising consultant for the Romney for President campaign. As his career grew, he developed a niche for federal and state races, serving on a long list of major campaigns, including congressional races for Mike Walz, John Rutherford, Mario Diaz-Balart, and Byron Donalds, Senate races for Rick Scott and Marco Rubio, and gubernatorial races for Ron DeSantis and Rick Scott.

"Since 2018, Kevin has been an integral part of my team and used his network to help Floridians across the state. Kevin is principled, hardworking, and passionate about delivering results," said Congressman Waltz, a retired Green Beret serving Florida's 6th Congressional District.

Kevin founded The Archmann Group in 2017 as a full-service political fundraising firm. The Archmann Group provides clients with donor research, introductions, and relationship building, and event planning and management. The Archmann Group has led various fundraising campaigns, from local sheriff's races to federal races.

Before starting his firm, Kevin served as the Finance Director of the Republican Party of Florida under Governor Rick Scott. In that role, Kevin developed and implemented a fundraising plan that generated millions for the Republican Party of Florida.

"I had the opportunity to work with Kevin when he was on my campaign team. He is a hardworking and dynamic individual," said Scott, now a U.S. Senator.

Kevin is a veteran of the United States Marine Corps. He is active in various Pro-Veteran groups, including Frontline Patriots, and is passionate about building community engagement for veterans.

Kevin resides with his wife and five children in Ponte Vedra, FL.



Crystal Wagar

wagar@thesoutherngroup.com

PAST MAYOR OF MIAMI SHORES

NAMED ONE OF THE 50 MOST POWERFUL AND INFLUENTIAL BLACK BUSINESS LEADERS IN SOUTH FLORIDA

Crystal Wagar brings a wide range of experience from both the public and private sectors to her work with The Southern Group and TSG Advocates.

Crystal leads, supports and bolsters TSG Advocates efforts to impact policy and build relationships with government and strategic partnerships at the federal level.

In her 20 plus year career, Crystal has garnered extensive knowledge of municipal procurement processes, which has translated into winning strategies for a wide diverse client base. Her successes include leading the effort to bring Uber into the South Florida market, winning the Metrorail car bid with Ansaldo Breda – one of the largest procurements in Miami-Dade County's history, and was one of the key consultants who drove the strategy for the Brightline Miami station build out.

In April 2019, Crystal was elected as Mayor of Miami Shores and completed her term as Councilmember. She made history as the first African American woman elected in the Village's 89-year existence. Crystal is a former executive board member of the Florida League of Cities. Since sitting on the executive boards, Crystal has built extensive relationships throughout Florida, as well as nationally particularly with the southeast delegation. As a member of the African American Mayors Association (AAMA), Crystal's contacts reach well beyond Florida. She has relationships from Minnesota to Houston to Georgia to LA, New York, Alabama and beyond.

Crystal has worked just as diligently at giving back to her community as she continuously maintains a strong philanthropic foundation. She is currently on the Board of Miami Children's Museum and is an appointed member of the Miami Dade County Film and Entertainment board.

In the past, Crystal served as the chairperson of the Board of Directors for the Good Government Initiative and was a member of the South Florida National Parks Trust Board. She is also an alumnus of the United States German Marshall Fellowship. She is also a proud member of the International Women's Forum (IWF), Alpha Kappa Alpha Incorporated and the Links Incorporated.

Crystal was named one of South Florida's 50 most powerful and influential black business leaders in 2012 and 2019. She received the Thurgood Marshall Distinguished Young Leader Award, the South Florida Women Extraordinaire Award and was named a Miracle Maker by Big Brothers Big Sisters of Greater Miami. Most recently Crystal was featured in Miami Women, a book about the most influential women in Miami, published 2022.

TSG ADVOCATES



Brian Darling

darling@thesoutherngroup.com

(202) 792-5010

TWO DECADES OF LOBBYING SERVICE

MEDIA AFICIONADO

Brian Darling joins TSG Advocates after a dynamic tenure as President of Liberty Government Affairs. Throughout his career, Brian has served in a variety of capacities for five United States Senators, in think tanks, and in the lobbying world for over two decades.

Brian worked for a public relations firm for two years after leaving his job with Sr. Communications Director and Counsel for Senator Rand Paul of Kentucky. Prior to his time with Paul, he spent 7 years at The Heritage Foundation.

Brian is a frequent guest on television and talk radio and has conducted hundreds of interviews in outlets such as Fox News, Fox Business, CNN, MSNBC, CNBC and the Washington Post. He has also written columns for Breitbart, Townhall, and The Observer, among other large platforms widely read by libertarians and conservatives.

Darling is somebody who has thrived under the pressure of working for a high-profile Republican in the months up to his run for president and has put together deep-dive white paper studies for the nation's largest conservative think tank. He is unique in that he has lived in both the legislative and public relations worlds and thrived in both.



rothschild@thesoutherngroup.com
(202) 792-5010

PAST CHIEF OF STAFF FOR REP. BLAKE FARENTHOLD

EXPERT NAVIGATOR OF CONGRESS

Beau Rothschild

Beau Rothschild joins TSG Advocates after serving as Government Affairs Principal at Porter Wright Morris & Arthur LLP. Beau has more than two decades of experience in federal and state lobbying, political campaigns, and communications, with a long record of successful legislative wins.

Beau has worked for some of the top lobbying firms in Washington D.C. His time on Capitol Hill includes serving as the Members Outreach Director for the Committee on House Administration, serving the day-to-day needs of the House Republican leadership, various committees, and the House Republican Conference. He facilitated the transitions of newly elected members of Congress from campaigner to legislator by guiding them through the intricacies of running their in-district and Washington offices. In this capacity, Beau developed a keen knowledge of the rules of the House, and collaborated with entities such as the U.S. Patent and Trademark Office, The Smithsonian Institution, and The Library of Congress.

Beau served as Chief of Staff for Rep. Blake Farenthold (TX-27), working with the Committees on the Judiciary, Transportation, Oversight and Government Reform. He primarily focused on criminal justice reform, the Water and Resources Reform and Development Act, copyright reform, Map 21 (surface transportation legislation), federal employees' health benefits, and patent reform. Additionally, he helped establish the first Liquefied Natural Gas Export Caucus and the Texas Ports Caucus.

Beau's public service included a number of positions in the Texas legislature, including as the Chief Clerk of the Texas House Energy Resources Committee. He also worked as a lobbyist in Austin, representing some of the largest Fortune 100 companies in America.

Beau holds a Bachelor of Science degree in political science from Texas Tech University.



Kaitlyn Roberts

roberts@tsgadvocates.com
(202) 792-5010

SERVED IN FIRST TRUMP ADMINISTRATION

EXPERT IN GLOBAL RELATIONS AND ENTERPRISE ENGAGEMENT

Kaitlyn Roberts brings a sharp political instinct and a decade of experience in federal policy and strategic communications to TSG Advocates. Having served in the first Trump administration, she offers clients a deep understanding of government operations and a proven ability to navigate complex policy environments at the national level.

Kaitlyn began her career in public service with roles in the offices of Texas Lt. Governor Dan Patrick and U.S. Senator Ted Cruz, followed by a White House internship in 2018. She later joined the staff of Congressman Kevin Brady, then-Chairman of the House Ways and Means Committee, where she supported legislative initiatives and stakeholder engagement.

From 2019 to 2023, Kaitlyn served in a nonpartisan role at the White House under two administrations, contributing to cross-agency efforts focused on intergovernmental coordination and federal policy implementation.

She holds a Master's in International Relations from Harvard University, where she concentrated on global diplomacy and public policy, building on her undergraduate studies in Corporate Communications at the University of Texas at Austin.

Most recently, Kaitlyn advised Aramco's Washington office, leading on regulatory strategy, geopolitical analysis, and enterprise-level engagement across key U.S. and international stakeholders.

She now leverages her broad experience and deep institutional insight to deliver results-driven advocacy for clients navigating the intersection of policy, business, and public impact.

Kaitlyn is located in Washington, D.C.



Nick Raineri

raineri@tsgadvocates.com
(202) 792-5010

OVER A DECADE OF NATIONAL SECURITY EXPERIENCE

PRIOR SENIOR ADVISOR IN THE OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

Nick Raineri joins TSG Advocates with a decade of experience at the nexus of national security, legislative affairs, and strategic policymaking. He has served in senior roles across the Intelligence Community, the Department of Defense, and Capitol Hill, bringing a results-oriented approach to complex political and policy environments.

Most recently, Nick was a Senior Advisor in the Office of the Director of National Intelligence, where he led legislative operations and interagency coordination with entities such as the CIA, NSA, and DIA. He also supported confirmation efforts in the U.S. Senate and helped drive public-private innovation partnerships to strengthen national defense capabilities.

His prior role at the Department of Defense included helping launch the Office of Strategic Capital, where he crafted legislative language and secured critical funding for an initiative focused on long-term national competitiveness. On the Hill, Nick served as Chief of Staff to Congressman Dan Meuser and Senior Advisor to Congressman Byron Donalds, where he directed strategic voting operations for House leadership races and built broad internal coalitions.

Nick also served as Executive Director of the Main Street Caucus, advising on cross-sector policy ranging from foreign investment to supply chains. A fluent Spanish speaker with ties across Latin America, he brings a global lens to domestic challenges. He is a graduate of DePaul University with credentials in corporate finance and markets, and is based in Washington, D.C.

TSG
ADVOCATES

EVERY INDUSTRY. EVERY INTEREST.
POWERFUL ADVOCACY BEGINS HERE.

TheSouthernGroup.com

POWERED BY THE SOUTHERN GROUP

Leon County
Board of County Commissioners

Notes for Agenda Item #17

Leon County Board of County Commissioners

Agenda Item #17

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of Three-Year Renewal Agreement for Banner Support and Maintenance

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Michelle Taylor, Chief Information Officer Roshaunda Bradley, Budget Director
Lead Staff / Project Team:	Janna Richardson, Director of Applications and Development Kerstin Walling, IT Coordinator – Administrative Systems

Statement of Issue:

This item seeks Board approval of an amendment to the agreement with Avenu Government Systems, LLC, for a three-year renewal of the County's maintenance and support for the Banner financial system in the amount of $441,243.

Fiscal Impact:

This item has a fiscal impact. Funding is included in the Office of Information Technology's annual operating budget to continue supporting these maintenance costs.

Staff Recommendation:

Option #1: Approve the amendment to the Technical Currency Agreement with Avenu Government Systems, LLC, for a three-year renewal for the Banner financial system maintenance and support in the amount of $441,243 (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 amendment to the Technical Currency Agreement with Avenu Government Systems, LLC for a three-year renewal of Banner financial system support and maintenance and authorization for the County Administrator to execute the agreement in the amount of $441,243 (Attachment #1). Banner is the accounting software utilized by the County.

Banner is an enterprise resource planning (ERP) system that provides critical infrastructure to the County's ongoing day-to-day operations and is used for finance, human resource management, payroll, and budgeting, supporting Leon County Government, Clerk of Courts, Sheriff, and Supervisor of Elections.

Pursuant to the Purchasing Policy No. 96-1, Section 3.c.5, "Continuing service and/or maintenance contracts that are initially awarded as a part of product acquisition/installation to a vendor who is the manufacturer, developer, or who is the authorized service agent thereof and for which funds are annually appropriated in the budget are exempt from further competitive requirements of this policy. Examples are software/hardware maintenance, building systems maintenance, security systems, etc." Avenu Government Systems, LLC, is the manufacturer and developer of the Banner financial system and was the vendor initially awarded as part of the acquisition. Funds are appropriated annually for continuing maintenance as part of the County budget. Therefore, this service and maintenance contract meets the requirements of Policy No. 96-1, Section 3.c.5, and is exempt from competitive purchasing requirements.

SCT Government Systems has gone through several name changes over the years including SCT Government Systems, Inc.; ACS Government Systems, Inc.; ACS State and Local Solutions; Xerox Government Systems, LLC; Conduent Government Systems, LLC; and Avenu Government Systems, LLC ("Avenu"). The Technical Currency Agreement with subsequent amendments and associated historical documents are included in Attachment #2. Leon County acquired the Banner financial software system in 1994 and has amended the contract 10 times through October 2024.

During the budget development process, the Board approved funding to hire a professional consultant for a comprehensive study in FY 2026 to explore replacing the Banner Financial Software. The County's software is outdated and lacks the modern features that could streamline the County's fiscal responsibilities. A working group of staff from County departments and Constitutional Offices will be identified to work with the consultant and identify solutions that serve the collective needs of a modern local government. The financial impact of the 2026 Study recommendations will be considered in future budget cycles. It is anticipated that full implementation of the new financial software system will take several years.

Analysis:

The current maintenance agreement ends this fiscal year on September 30, 2025. To ensure the on-going support for the County's financial system, this item recommends an amendment to the current agreement with Avenu to secure pricing for three years. Services provided by the contract include security patches and updates to the software, database administration (DBA) services, and application support for all modules including Banner Self-Service, Payroll, Finance, and HR modules, as needed by our internal technical staff.

While this service and maintenance contract is exempt from competitive purchasing requirements, staff assessed whether there are cost saving alternatives through other vendors. Given the age of the software, only one other vendor was identified with the capability to provide Banner support. The County received a quote from the alternative vendor which was approximately 36% higher than the current vendor over the next three years. Following negotiations with Avenu Government Systems, LLC, the costs for each fiscal year of the three-year Agreement are as follows:

FY 2026: $133,306

FY 2027: $146,637

FY 2028: $161,300

Total: $441,243

This item recommends approval of a three-year renewal of the County's maintenance and support for the Banner financial system in the amount of $441,243.

Options:

1. Approve the amendment to the Technical Currency Agreement with Avenu Government Systems, LLC, for a three-year renewal for the Banner financial system maintenance and support in the amount of $441,243 (Attachment #1), and authorize the County Administrator to execute the agreement, subject to legal review by the County Attorney.
2. Do not approve the amendment to the Technical Currency Agreement with Avenu Government Systems, LLC, for a three-year renewal for the Banner financial system maintenance and support in the amount of $441,243.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Amendment #11 to the Technical Currency Agreement with Avenu Government Systems, LLC
2. Technical Currency Agreement with Amendments and Associated Historical Documents

AVENU

Amendment No. 11
To the Technical Currency Agreement Between
Avenu Government Systems, LLC and Leon County, Florida

This Eleventh Amendment ("Amendment No. 11") is entered into as of October 1, 2025 ("Amendment Effective Date") by and between **Avenu Government Systems, LLC** ("Avenu") and **Leon County, Florida** ("County" or "Licensee"). Avenu and Licensee may be referred to herein individually as a "Party" and collectively as the "Parties."

WHEREAS, the Parties entered into a Technical Currency Agreement, effective February 23, 1994, as subsequently amended (the "TCP Agreement"); and

WHEREAS, the Parties seek to amend the TCP Agreement with this Amendment No. 11 to provide payment amounts for services for a three (3) year period from October 1, 2025 through September 30, 2028.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree to amend the TCP Agreement as detailed below. The Parties understand and agree that except as explicitly modified herein, all definitions, terms, conditions, and specifications of the TCP Agreement remain unchanged and in full force and effect.

1. Avenu agrees to provide Improvements with respect to the Component Systems identified in Exhibit 1, attached to this Amendment No. 11 (the "TCP Exhibit") on the same terms and conditions as set forth in the TCP Agreement for the period and for the fee specified in the TCP Exhibit.

2. The term of the TCP Agreement is deemed to be extended as provided for in the TCP Exhibit for purposes of this Amendment No. 11.

3. Any amounts indicated in the TCP Exhibit are in addition to all other amounts payable under the TCP Agreement.

4. In accordance with Section 787.06(13), Florida Statutes, Avenu shall execute an Affidavit in compliance with Anti-Human Trafficking Laws, attached hereto as Exhibit 2.

5. In compliance with Section 287.138, Florida Statutes, Avenu shall execute the Foreign Countries of Concern Attestation, attached hereto as Exhibit 3.

The TCP Agreement, as amended by this Amendment No. 11, constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior verbal or written agreements between the Parties with respect thereto.

[SIGNATURE PAGE TO FOLLOW]

AVENU

IN WITNESS WHEREOF, the undersigned authorized representatives of Licensee and Avenu have executed this Amendment No. 11 as of the Amendment Effective Date set forth above.

Leon County, Florida

By: _____

Name: _____

Title: _____

Date: _____

Avenu Government Systems, LLC

By: Paul Colangelo

Name: Paul Colangelo

Title: CEO

Date: July 31, 2025

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

By:_____

Date:_____

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

By:_____

Date:_____

AVENU

EXHIBIT 1

Licensee: Leon County, Florida

PARTIAL YEAR PAYMENT/DUE DATE: N/A
(Indicate "N/A" if not applicable)

FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: October 1, 2025

Licensee pays for support in advance.

Baseline Component System	Contract Year Begins/Ends	Payment Amount
Banner Finance	October 1, 2025 – September 30, 2026	$69,218.48
Banner Human Resources	October 1, 2025 – September 30, 2026	$49,835.93
Banner Employee Self-Service	October 1, 2025 – September 30, 2026	$8,736.34
Banner Finance Self-Service	October 1, 2025 – September 30, 2026	$4,301.87
Banner Document Management	October 1, 2025 – September 30, 2026	$1,213.39
Total For Contract Year October 1, 2025 – September 30, 2026		**$133, 306.01**
Banner Finance	October 1, 2026 – September 30, 2027	$76,140.33
Banner Human Resources	October 1, 2026 – September 30, 2027	$54,819.52
Banner Employee Self-Service	October 1, 2026 – September 30, 2027	$9,609.98
Banner Finance Self-Service	October 1, 2026 – September 30, 2027	$4,732.06
Banner Document Management	October 1, 2026 – September 30, 2027	$1,334.73
Total For Contract Year October 1, 2026 – September 30, 2027		**$146,636.62**
Banner Finance	October 1, 2027 – September 30, 2028	$83,754.36
Banner Human Resources	October 1, 2027 – September 30, 2028	$60,301.47
Banner Employee Self-Service	October 1, 2027 – September 30, 2028	$10,570.98
Banner Finance Self-Service	October 1, 2027 – September 30, 2028	$5,205.26
Banner Document Management	October 1, 2027 – September 30, 2028	$1,468.20
Total For Contract Year October 1, 2027 – September 30, 2028		**$161,300.27**

Upon the expiration of the full term of this Amendment No. 11, effectively **September 30, 2028**, the Fees for Improvement will be escalated by no more than 10% of the amount payable for Improvements for the immediately preceding contract year.

AVENU

EXHIBIT 2

AFFIDAVIT IN COMPLIANCE WITH ANTI HUMAN TRAFFICKING LAWS

In accordance with Section 787.06(13), Florida Statutes, the undersigned, on behalf of the entity listed below ("Entity"), being duly sworn, hereby attests under penalty of perjury that:

1. I am over eighteen years of age. The following information is given from my own personal knowledge.
2. I am an officer or representative of the Entity.
3. The Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement in this declaration may subject me to criminal penalties.
5. I am authorized to provide this affidavit on behalf of the Entity.

FURTHER AFFIANT SAYETH NOT.

Paul Colangelo
SIGNATURE OF AFFIANT

Affiant's Name: Paul Colangelo

Title: CEO

Entity: Avenu Government Systems, LLC

~~STATE OF~~ Commonwealth of Virginia

COUNTY OF Fairfax

Sworn to (or affirmed) and subscribed before me by means of [X] physical presence or [____] online notarization, this 31st day of July, 2025, by (Affiant's Name).

Lisa Marie Lilly
(Signature of Notary Public)

LISA MARIE LILLY
NOTARY PUBLIC
REGISTRATION # 8117719
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES AUGUST 31, 2028

(Print, Type, or Stamp Commissioned Name of Notary and Affix Notary Seal)

[X] Who is personally known to me, or

[___] Who produced identification; Type of identification produced:_____

AVENU

EXHIBIT 3

FOREIGN COUNTRY OF CONCERN ATTESTATION

This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's personal identifying information. Capitalized terms used herein have the definitions ascribed in Section 287.138, F.S.

Avenu Government Systems, LLC is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its principal place of business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true. Printed Name: Paul Colangelo

Title: CEO

Signature: Paul Colangelo Date: July 31, 2025

Docusign Envelope ID: 72663BA8-5D9E-47CA-9F65-AE6CCC0EDBC7

TENTH (10th) AMENDMENT TO THE TECHNICAL CURRENCY AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND AVENU GOVERNMENT SYSTEMS, LLC (County Contract No. 1591-l)

This Tenth (10th) Amendment ("Amendment") to the Technical Currency Agreement dated February 23, 1994 (the "TCP Agreement") is by and between Leon County, Florida ("County" or "Licensee") and Avenu Government Systems, LLC ("Avenu") (both a "Party" or together the "Parties,") and is effective on October 1, 2024 ("Amendment Effective Date").

RECITALS

WHEREAS The Parties executed the TCP Agreement dated February 23, 1994, as amended from time to time; and

WHEREAS the Parties have amended the TCP Agreement over time, culminating in Amendment No. 9; and

WHEREAS the Parties seek to amend the TCP Agreement with this Amendment No. 10 to provide payment amounts for services for a one (1) year period through September 30, 2025.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. Defined Terms. Unless specifically defined herein, all terms defined in the TCP Agreement shall have the same meaning when used in this Amendment.

2. Amendment to and Modification of TCP Agreement.

   a. Avenu agrees to provide Improvements with respect to the Component Systems identified in Exhibit 1, attached to this Amendment (the "TCP Exhibit") on the same terms and conditions as the TCP Agreement for the period and for the fee specified in the TCP Exhibit.

   b. The term of the TCP Agreement is deemed to be extended as provided for in the TCP Exhibit for purposes of this Amendment.

   c. Any amounts indicated on the TCP Exhibit are in addition to all other amounts payable under the TCP Agreement.

3. Integration Provision. The TCP Agreement, as amended by this Amendment, constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior verbal or written agreements between the Parties with respect thereto. The TCP Agreement may only be amended by written document, properly authorized, executed and delivered by both Parties hereto. The TCP Agreement shall be interpreted as a whole unit and section headings are for convenience only. Except as expressly modified by this Amendment, the TCP Agreement shall remain in full force and effect. As of the Amendment Effective Date, the TCP Agreement, as further amended by this Amendment constitutes the entire understanding of the Parties as regards the subject matter hereof and cannot be modified except by written agreement of the Parties.

IN WITNESS WHEREOF, the Parties have set their respective hands and seals below.

Docusign Envelope ID: 72663BA8-5D9E-47CA-9F65-AE6CCC0EDBC7

AVENU GOVERNMENT SYSTEMS, LLC

By: Paul Colangelo

Name: Paul Colangelo

Title: CEO

Date: 9/19/2024

LEON COUNTY, FLORIDA

By: DocuSigned by: Vincent S. Long A8432971C746415...

Vincent S. Long, County Administrator

Date: 9/26/2024

DS

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

By: DocuSigned by: Gwendolyn Marshall Knight 178D7E95C3774F4...

Date: 9/26/2024

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

By: DocuSigned by: Daniel R. Krumbholz FC011C9333E24DD...

Date: 9/26/2024

Posted on September 8, 2025

Docusign Envelope ID: 72663BA8-5D9E-47CA-9F65-AE6CCC0EDBC7

EXHIBIT 1
(to Amendment No. 10)

Licensee: Leon County, Florida

PARTIAL YEAR PAYMENT/DUE DATE: N/A
(Indicate "N/A" if not applicable)

FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: October 1, 2024

Licensee pays for support in advance.

Baseline Component System	Contract Year Begins/Ends	Payment Amount
Banner Finance	October 1, 2024 – September 30, 2025	$62,925.89
Banner Human Resources	October 1, 2024 – September 30, 2025	$45,305.39
Banner Employee Self-Service	October 1, 2024 – September 30, 2025	$7,942.13
Banner Finance Self Service	October 1, 2024 – September 30, 2025	$3,910.79
Banner Document Management	October 1, 2024 – September 30, 2025	$1,103.08
Total		**$121,187.28**

Upon the expiration of the full term of this **Amendment No. 10 to Technical Currency Agreement, effectively **September 30, 2025**, the Fees for Improvement will be escalated by no more that 10% of the amount payable for Improvements for the immediately preceding contract year, unless Licensee signs renewal agreement for a three (3) year term.

AVENU

AMENDMENT TO TECHNICAL CURRENCY AGREEMENT

Avenu Government Systems, LLC
5860 Trinity Parkway, Suite 120
Centreville, VA 20120
("Avenu")

and

Leon County B.O.C.C.
301 South Monroe Street
P3 Level
Tallahassee, FL 32301
("Licensee")

Original Technical Currency Agreement dated February 23, 1994 (the "TCP Agreement").

This Amendment No. 9 (the "TCP Amendment").

Effective Date of this TCP Amendment: October 1, 2021 (the "Amendment Date").

Recitals

WHEREAS Licensee and Avenu (collectively "the Parties") desire to amend the TCP Agreement with this Amendment No. 9, with an Effective Date of October 1, 2021, to clarify current products and services used by Licensee, and to modify certain terms and provisions of the Agreement;

WHEREAS Licensee and Avenu entered into a Technical Currency Agreement dated February 23, 1994, as amended from time to time;

WHEREAS the Parties have amended the TCP Agreement over time, culminating in Amendment No. 8;

NOW THEREFORE, the Parties desire to amend the TCP Agreement as follows:

1. Defined Terms. Unless specifically defined herein, all terms defined in the TCP Agreement shall have the same meaning when used in this TCP Amendment.

AVENU

2. Amendment to and Modification of TCP Agreement. Avenu agrees to provide Improvements with respect to the Component Systems identified in Exhibit 1, attached to this TCP Amendment (the "TCP Exhibit") on the same terms and conditions as the TCP Agreement for the period and for the fee specified in the TCP Exhibit. The term of the TCP Agreement is deemed to be extended as provided for in the TCP Exhibit for purposes of this TCP Amendment. Any amounts indicated on the TCP Exhibit are in addition to all other amounts payable under the TCP Agreement.

3. Integration Provision. Except as expressly modified by this Amendment, the Agreement shall remain in full force and effect. As of the Amendment Date, the Agreement, as further amended by this Amendment constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties.

IN WITNESS WHEREOF, the parties have set their respective hands and seals below.

AVENU GOVERNMENT SYSTEMS, LLC

By: Mike Melka

Mike Melka
(Printed Name and Title of Signatory)

Title: CFO

Date: 7/20/2021

LEON COUNTY, FLORIDA

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

Date: July 16, 2021

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

By: Gwendolyn Marshall

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

By: Chasity H. O'Steen Digitally signed by Chasity H. O'Steen Date: 2021.07.15 17:20:57 -04'00'

AVENU

EXHIBIT 1
(to TCP Amendment No. 9)

Licensee: Leon County B.O.C.C, FL

PARTIAL YEAR PAYMENT/DUE DATE: N/A
(Indicate "N/A" if not applicable)

FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: October 2021

5% increase for the first year, then 0% increase for two years, for a three-year commitment. Client pays for support in advance.

Baseline Component System	Contract Year Begins/Ends	List Price Payment Amount	Discounted Payment Amount
Banner Finance	October 1, 2021 – September 30, 2022	$65,922.36	$57,205.35
Banner Human Resources	October 1, 2021 – September 30, 2022	$47,462.79	$41,186.72
Banner Employee Self-Service	October 1, 2021 – September 30, 2022	$8,320.32	$7,220.12
Banner Finance Self Service	October 1, 2021 – September 30, 2022	$3,724.67	$3,555.36
Banner Document Management	October 1, 2021 – September 30, 2022	$1,050.56	$1,002.80
Total		**$126,480.70**	**$110,170.35**

Baseline Component System	Contract Year Begins/Ends	List Price Payment Amount	Discounted Payment Amount
Banner Finance	October 1, 2022 – September 30, 2023	$72,514.60	$57,205.35
Banner Human Resources	October 1, 2022 – September 30, 2023	$52,209.07	$41,186.72
Banner Employee Self-Service	October 1, 2022 – September 30, 2023	$9,152.36	$7,220.12
Banner Finance Self Service	October 1, 2022 – September 30, 2023	$4,097.13	$3,555.26
Banner Document Management	October 1, 2022 – September 30, 2023	$1,155.61	$1,002.80
Total		**$139,128.77**	**$110,170.35**

AVENU

Baseline Component System	Contract Year Begins/Ends	List Price Payment Amount	Discounted Payment Amount
Banner Finance	October 1, 2023 – September 30, 2024	$79,766.06	$57,205.35
Banner Human Resources	October 1, 2023 – September 30, 2024	$57,429.98	$41,186.72
Banner Employee Self-Service	October 1, 2023 – September 30, 2024	$10,067.59	$7,220.12
Banner Finance Self Service	October 1, 2023 – September 30, 2024	$4,506.85	$3,555.26
Banner Document Management	October 1, 2023 – September 30, 2024	$1,271.17	$1,002.80
Total		**$153,041.65**	**$110,170.35**

Upon the expiration of the full of term of this **Technical Currency Agreement, effectively **September 30, 2024**, the improvement fees will be escalated by no more that 10% of the amount payable for improvements for the immediately preceding contract year unless Licensee signs renewal agreement for a three-year term.

Should the Licensee cancel this TCP Amendment, for any reason, prior to the end of the three-year term (September 30, 2024), Licensee agrees to pay Avenu a penalty equal to the difference between the List Price Payment Amount and the Discounted Payment Amount, through the date of the cancellation.

AVENU

AMENDMENT TO TECHNICAL CURRENCY AGREEMENT

Avenu Government Systems, LLC
(formerly Conduent Government Systems, LLC)
5860 Trinity Pkwy Ste 120
Centreville, VA 20120
("Avenu")

and

Leon County B.O.C.C.
301 South Monroe Street
P3 Level
Tallahassee, FL 32301
("Licensee")

Original Technical Currency Agreement dated February 23, 1994 (the "TCP Agreement").

This Amendment No. 8 (the "TCP Amendment").

Effective Date of this TCP Amendment: August 5, 2020 (the "Amendment Date").

LICENSEE AND AVENU, intending to be legally bound, agrees as follows:

1. Defined Terms. Unless specifically defined herein, all terms defined in the TCP Agreement shall have the same meaning when used in this TCP Amendment.

2. Amendment to and Modification of TCP Agreement. Avenu agrees to provide Improvements with respect to the Component Systems identified in Exhibit 1, attached to this TCP Amendment (the "TCP Exhibit") on the same terms and conditions as the TCP Agreement for the period and for the fee specified in the TCP Exhibit. The term of the TCP Agreement is deemed to be extended as provided for in the TCP Exhibit for purposes of this TCP Amendment. Any amounts indicated on the TCP Exhibit are in addition to all other amounts payable under the TCP Agreement.

3. Integration Provision. Except as expressly modified by this Amendment, the Agreement shall remain in full force and effect. As of the Amendment Date, the Agreement, as further amended by this Amendment constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties.

IN WITNESS WHEREOF, the parties have set their respective hands and seals below.

AVENU GOVERNMENT SYSTEMS, LLC

By: Mike Melka

Mike Melka
(Printed Name and Title of Signatory)

Title: CFO

Date: 10/8/2020

LEON COUNTY, FL

By: Shelly Kelley

Shelly Kelley
(Printed Name and Title of Signatory)

Title: Purchasing Director

Date: 10/1/2020

EXHIBIT 1
(to TCP Amendment No. 8)

Licensee: Leon County B.O.C.C, FL

PARTIAL YEAR PAYMENT/DUE DATE: N/A
(Indicate "N/A" if not applicable)

FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: September 2021 (Annual in Arrears)

NOTE: The following support is being renewed for a one-year term only. This is to align the Contract Year Begin/End Term with the remaining products in PSE Amendment #7, which expire September 30, 2021. Starting October 1, 2021, all products identified in Amendment #7 will be renewed with the same Contract Year Begin/End Term.

Baseline Component System	Contract Year Begins/Ends	List Price Payment Amount	Discounted Payment Amount	Billing / Invoicing
Banner Finance	October 1, 2020 – September 30, 2021	$69,061.50	$54,481.29	Annual in Arrears
Banner Human Resources	October 1, 2020 – September 30, 2021	$49,722.91	$39,225.45	
Banner Employee Self-Service	October 1, 2020 – September 30, 2021	$8,716.51	$6,876.30	
Total		**$127,500.92**	**$100,583.04**	

Upon the expiration of the full of term of this **Technical Currency Agreement, effectively **September 30, 2021**, the improvement fees will be escalated by no more that 5% of the amount payable for improvements for the immediately preceding contract year unless client signs renewal agreement for a three year term.

Should the Licensee cancel this TCP Amendment, for any reason, prior to the end of the one-year term (September 30, 2021), Licensee agrees to pay Avenu a penalty equal to the difference between the List Price Payment Amount and the Discounted Payment Amount, through the date of the cancellation.

CONDUENT

Amendment to

PRODUCT SUPPORT & ENHANCEMENT AGREEMENT

CONDUENT GOVERNMENT SYSTEMS, LLC.
130 Division Street
Waite Park, MN 56387
("Conduent")

and

Leon County B.O.C.C
301 South Monroe Street
P3 Level
Tallahassee, FL 32301
("Licensee")

Original Technical Currency Agreement dated February 23, 1994 (the "TCP Agreement").

This Amendment No. 7 (the "TCP Amendment").

Effective Date of this TCP Amendment: October 1, 2017 (the "Amendment Date").

LICENSEE AND CONDUENT, intending to be legally bound, agrees as follows:

1. Defined Terms. Unless specifically defined herein, all terms defined in the TCP Agreement shall have the same meaning when used in this TCP Amendment.

2. Amendment to and Modification of TCP Agreement. Conduent agrees to provide Improvements with respect to the additional Component Systems identified in Exhibit 1, attached to this TCP Amendment (the "TCP Exhibit") on the same terms and conditions as the TCP Agreement for the period and for the fee specified in the TCP Exhibit. The term of the TCP Agreement is deemed to be extended as provided for in the TCP Exhibit for purposes of this TCP Amendment. Any amounts indicated on the TCP Exhibit are in addition to all other amounts payable under the TCP Agreement.

3. Integration Provision. Except as expressly modified by this Amendment, the Agreement shall remain in full force and effect. As of the Amendment Date, the Agreement, as further amended by this Amendment constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties.

IN WITNESS WHEREOF, the parties have set their respective hands and seals below.

Leon County, FL	Conduent Government Systems, LLC
By: Sheeley Kelley	By:
Name: Shelly Kelley	Name: Louis Schiavone Jr.
Title: Purchasing Director	Title: Vice-President
Date: 7/18/17	Date: 8/16/2017

EXHIBIT 1

Licensee: Leon County B.O.C.C. FL

PARTIAL YEAR PAYMENT/DUE DATE: N/A
Indicate "N/A if not applicable)

FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: September, 2018

5% increase for the first year and two years with no increase, for a three year commitment

Baseline Component System	Contract Year Begins/Ends	List Price Payment Amount	Discounted Payment Amount
Banner Finance	October 1, 2017 – September 30, 2018	$57,075.63	$54,481.29
Banner Human Resources	October 1, 2017 – September 30, 2018	$41,093.32	$39,225.45
Banner Employee Self-Service	October 1, 2017 – September 30, 2018	$7,203.73	$6,876.30
Banner Finance Self-Service	October 1, 2018 – September 30, 2019	$3,547.29	$3,386.06
Banner Document Management	October 1, 2018 – September 30, 2019	$1,000.52	$955.05
Total		$109,920.49	$104,924.15
Banner Finance	October 1, 2018 – September 30, 2019	$62,783.19	$54,481.29
Banner Human Resources	October 1, 2018 – September 30, 2019	$45,202.65	$39,225.45
Banner Employee Self-Service	October 1, 2018 – September 30, 2019	$7,924.10	$6,876.30
Banner Finance Self-Service	October 1, 2019 – September 30, 2020	$3,902.01	$3,386.06
Banner Document Management	October 1, 2019 – September 30, 2020	$1,100.57	$955.05
Total		$120,912.52	$104,924.15
Banner Finance	October 1, 2019 – September 30, 2020	$69,061.50	$54,481.29
Banner Human Resources	October 1, 2019 – September 30, 2020	$49,722.91	$39,225.45
Banner Employee Self-Service	October 1, 2019 – September 30, 2020	$8,716.51	$6,876.30
Banner Finance Self-Service	October 1, 2020 – September 30, 2021	$4,292.21	$3,386.06
Banner Document Management	October 1, 2020 – September 30, 2021	$1,210.62	$955.05
Total		$133,003.75	$104,924.15

Upon the expiration of the full of term of this **Product Support and Enhancement Agreement, effectively September, 2020 the improvement fees will be escalated by no more that 10% of the amount payable for improvements for the immediately preceding contract year unless client signs renewal agreement for another three year term.

Should the Licensee cancel this TCP Amendment, for any reason, prior to the end of the three-year term (September 30, 2020), Licensee agrees to pay Conduent a penalty equal to the difference between the List Price Payment Amount and the Discounted Payment Amount, for each year prior and through the date of the cancellation.

LEON COUNTY
CONTRACT ROUTING FORM

___ Original
X Renewal
___ Amendment(# 7)

County Contract No. 1591-9

Division Contact: Pat Curtis Phone # 606-5514

Department/Division: OIT / MIS

Contractor: Conduent Government Systems, LLC

Address 130 Division St.

City, State, Zip Waite Park, MN 56387 Phone ____

Contract Period: From 10-1-2017 To 9-30-21

Renewal Periods: Number 3 Term Annually at #104,924.15

Contract Total $ Amount: $314,772.45 or check if ___Unit Price Agreement

Contract Type:
___ Conservation Easement
___ Construction
___ Continuing Supply
___ Deed
___ Interlocal Agreement
___ Grant
___ Lease
X Other Services
___ Performance Agreement
___ Professional Services
___ Purchase
___ Other (Explain below)

Procurement Method:
___ Bid*
___ RFP*
___ Sole Source
___ Gov't Entity
___ Other (Explain Below)

Insurance Certificates:
___ General Liability
___ Professional Liability
___ Workers' Compensation
___ Errors & Omissions
___ Automobile Coverage

Forms Required:
___ Public Entity Crimes Statement
___ Performance Bond
___ Materials & Payment Bond
___ Warranty Bond
___ Certification Regarding Debarment

*Bid/RFP #____

Awarded by:
__ Purchasing Director
__ County Administrator
__ Board of County Commissioners
Agenda Date____ Item #____

Comments: Banner Finance System Maintenance continuing from initial purchase per Section 2(c)(13) of the Purchasing Policy.

Routing:

Required	Initials	Date	
____	PC	12-15-17	Originating Division OIT/MIS
____	____	____	Group Director
____	SK	1-8-17	Purchasing
____	____	____	County Attorney's Office
____	____	____	Deputy or Assistant County Administrator
____	____	____	County Administrator
____	____	____	Chairman, BCC
____	____	____	Clerk's Office (Finance)

Return completed documents to: Pat Curtis

Be sure to return and file a fully executed agreement with the Finance Division

PUR103 Rev. 05/10

LC Contract #1591

CONDUENT

Amendment to

PRODUCT SUPPORT & ENHANCEMENT AGREEMENT

CONDUENT GOVERNMENT SYSTEMS, LLC.
130 Division Street
Waite Park, MN 56387
("Conduent")

and

Leon County B.O.C.C
301 South Monroe Street
P3 Level
Tallahassee, FL 32301
("Licensee")

Original Technical Currency Agreement dated February 23, 1994 (the "TCP Agreement").

This Amendment No. 7 (the "TCP Amendment").

Effective Date of this TCP Amendment: October 1, 2017 (the "Amendment Date").

LICENSEE AND CONDUENT, intending to be legally bound, agrees as follows:

1. Defined Terms. Unless specifically defined herein, all terms defined in the TCP Agreement shall have the same meaning when used in this TCP Amendment.

2. Amendment to and Modification of TCP Agreement. Conduent agrees to provide Improvements with respect to the additional Component Systems identified in Exhibit 1, attached to this TCP Amendment (the "TCP Exhibit") on the same terms and conditions as the TCP Agreement for the period and for the fee specified in the TCP Exhibit. The term of the TCP Agreement is deemed to be extended as provided for in the TCP Exhibit for purposes of this TCP Amendment. Any amounts indicated on the TCP Exhibit are in addition to all other amounts payable under the TCP Agreement.

3. Integration Provision. Except as expressly modified by this Amendment, the Agreement shall remain in full force and effect. As of the Amendment Date, the Agreement, as further amended by this Amendment constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties.

IN WITNESS WHEREOF, the parties have set their respective hands and seals below.

Leon County, FL	Conduent Government Systems, LLC
By: Shelly Kelley	By:
Name: Shelly Kelley	Name: Louis Schiavone Jr.
Title: Purchasing Director	Title: Vice-President
Date: 7/18/17	Date: 8/16/2017

EXHIBIT 1

Licensee: Leon County B.O.C.C. FL

PARTIAL YEAR PAYMENT/DUE DATE: N/A
Indicate "N/A if not applicable)

FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: September, 2018

5% increase for the first year and two years with no increase, for a three year commitment

Baseline Component System	Contract Year Begins/Ends	List Price Payment Amount	Discounted Payment Amount
Banner Finance	October 1, 2017 – September 30, 2018	$57,075.63	$54,481.29
Banner Human Resources	October 1, 2017 – September 30, 2018	$41,093.32	$39,225.45
Banner Employee Self-Service	October 1, 2017 – September 30, 2018	$7,203.73	$6,876.30
Banner Finance Self-Service	October 1, 2018 – September 30, 2019	$3,547.29	$3,386.06
Banner Document Management	October 1, 2018 – September 30, 2019	$1,000.52	$955.05
Total		$109,920.49	$104,924.15
Banner Finance	October 1, 2018 – September 30, 2019	$62,783.19	$54,481.29
Banner Human Resources	October 1, 2018 – September 30, 2019	$45,202.65	$39,225.45
Banner Employee Self-Service	October 1, 2018 – September 30, 2019	$7,924.10	$6,876.30
Banner Finance Self-Service	October 1, 2019 – September 30, 2020	$3,902.01	$3,386.06
Banner Document Management	October 1, 2019 – September 30, 2020	$1,100.57	$955.05
Total		$120,912.52	$104,924.15
Banner Finance	October 1, 2019 – September 30, 2020	$69,061.50	$54,481.29
Banner Human Resources	October 1, 2019 – September 30, 2020	$49,722.91	$39,225.45
Banner Employee Self-Service	October 1, 2019 – September 30, 2020	$8,716.51	$6,876.30
Banner Finance Self-Service	October 1, 2020 – September 30, 2021	$4,292.21	$3,386.06
Banner Document Management	October 1, 2020 – September 30, 2021	$1,210.62	$955.05
Total		$133,003.75	$104,924.15

Upon the expiration of the full of term of this **Product Support and Enhancement Agreement, effectively September, 2020 the improvement fees will be escalated by no more that 10% of the amount payable for improvements for the immediately preceding contract year unless client signs renewal agreement for another three year term.

Should the Licensee cancel this TCP Amendment, for any reason, prior to the end of the three-year term (September 30, 2020), Licensee agrees to pay Conduent a penalty equal to the difference between the List Price Payment Amount and the Discounted Payment Amount, for each year prior and through the date of the cancellation.

LEON COUNTY
CONTRACT ROUTING FORM

___ Original
___ Renewal
✓ Amendment(# 6)

County Contract No. 1519 D

Division Contact: Pat Curtis Phone #

Department/Division: MIS

Contractor: ACS Government Systems, Inc.

Address 1733 Harrodsburg Rd.

City, State, Zip Lexington, KY 40504 Phone

Contract Period: From 10-1-2014 To 9-30-2017

Renewal Periods: Number 3 Term Yearly at $99,927.74

Contract Total $ Amount: $299,783.22 or check if ___Unit Price Agreement

Contract Type:
___ Conservation Easement
___ Construction
___ Continuing Supply
___ Deed
___ Interlocal Agreement
___ Grant
___ Lease
X Other Services
___ Performance Agreement
___ Professional Services
___ Purchase
___ Other (Explain below)

Procurement Method:
___ Bid*
X RFP*
___ Sole Source
___ Gov't Entity
___ Other (Explain Below)

Insurance Certificates:
___ General Liability
___ Professional Liability
___ Workers' Compensation
___ Errors & Omissions
___ Automobile Coverage

Forms Required:
___ Public Entity Crimes Statement
___ Performance Bond
___ Materials & Payment Bond
___ Warranty Bond
___ Certification Regarding Debarment

*Bid/RFP #

Awarded by:
__ Purchasing Director
__ County Administrator
X Board of County Commissioners
Agenda Date 1994 Item #

Comments: Banner Finance System Maintenance continuing from initial purchase per section 2(c)(3) of the Purchasing Policy.

Routing:

Required	Initials	Date	
	PC	9/28/14	Originating Division MIS
			Group Director
	SK	9/28/14	Purchasing
			County Attorney's Office
			Deputy or Assistant County Administrator
			County Administrator
			Chairman, BCC
			Clerk's Office (Finance)

Return completed documents to: Pat Curtis

Be sure to return and file a fully executed agreement with the Finance Division

PUR103 Rev 05/10

xerox

AMENDMENT TO
TECHNICAL CURRENCY AGREEMENT

XEROX GOVERNMENT SYSTEMS, LLC.
130 Division Street
Waite Park, MN 56387
("Xerox")

and

Leon County B.O.C.C.
301 South Monroe Street
P3 Level
Tallahassee, FL 32301
("Licensee")

Original Technical Currency Agreement dated February 23, 1994 (the "TCP Agreement").

This Amendment No. 6 (the "TCP Amendment").

Effective Date of this TCP Amendment: October 1, 2014 (the "Amendment Date").

LICENSEE AND XEROX, intending to be legally bound, agree as follows:

1. Defined Terms. Unless specifically defined herein, all terms defined in the TCP Agreement shall have the same meaning when used in this TCP Amendment.

2. Amendment to and Modification of TCP Agreement. Xerox agrees to provide Improvements with respect to the additional Component Systems identified in Exhibit 1, attached to this TCP Amendment (the "TCP Exhibit") on the same terms and conditions as the TCP Agreement for the period and for the fee specified in the TCP Exhibit. The term of the TCP Agreement is deemed to be extended as provided for in the TCP Exhibit for purposes of this TCP Amendment. Any amounts indicated on the TCP Exhibit are in addition to all other amounts payable under the TCP Agreement.

3. Integration Provision. Except as expressly modified by this Amendment, the Agreement shall remain in full force and effect. As of the Amendment Date, the Agreement, as further amended by this Amendment constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties.

IN WITNESS WHEREOF, the parties have set their respective hands and seals below.

Leon County, FL	Xerox Government Systems, LLC
By: Shelly Kelley	By: _____
Name: Shelly Kelley	Name: John L. Hlavac
Title: Purchasing Director	Title: Director
Date: 9/28/14	Date: _____

EXHIBIT 1

Licensee: Leon County B.O.C.C.

PARTIAL YEAR PAYMENT/DUE DATE: N/A
(Indicate "N/A if not applicable)

FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: September, 2015

5% increase, then 0% increase for two years, for a three year commitment

Baseline Component System	Contract Year Begins/Ends	Expiration Date	First Annual Payment Amount
Banner Finance	October 1, 2014 – Sept 30, 2015		$51,886.94
Banner Human Resources	October 1, 2014 – Sept 30, 2015		$37,357.57
Employee Self Service	October 1, 2014 – Sept 30, 2015		$6,548.85
Finance Self Service	October 1 2015 – Sept 30, 2016	(Paid in Advance)	$3,224.81
Banner Document Management System	October 1, 2015 – Sept 30, 2016	(Paid in Advance)	$909.57
Total			**$99,927.74**
Banner Finance	October 1, 2015 – Sept 30, 2016		$51,886.94
Banner Human Resources	October 1, 2015 – Sept 30, 2016		$37,357.57
Employee Self Service	October 1, 2015 – Sept 30, 2016		$6,548.85
Finance Self Service	October 1 2016 – Sept 30, 2017	(Paid in Advance)	$3,224.81
Banner Document Management System	October 1, 2016 – Sept 30, 2017	(Paid in Advance)	$909.57
Total			**$99,927.74**
Banner Finance	October 1, 2016 – Sept 30, 2017		$51,886.94
Banner Human Resources	October 1, 2016 – Sept 30, 2017		$37,357.57
Employee Self Service	October 1, 2016 – Sept 30, 2017		$6,548.85
Finance Self Service	October 1 2017 – Sept 30, 2018	(Paid in Advance)	$3,224.81
Banner Document Management System	October 1, 2017 – Sept 30, 2018	(Paid in Advance)	$909.57
Total			**$99,927.74**

Additional Terms:

Upon the expiration of the full term of this **Amendment to Technical Currency Agreement,** effectively **September 30, 2017,** the improvement fees will be escalated by no more than 10% of the amount payable for improvements for the immediately preceding contract year, unless Licensee notifies Xerox in writing they would like to renew the support on the listed products for an additional 3 year term.

LEON COUNTY
CONTRACT ROUTING FORM

X Original
___ Renewal
___ Amendment(#)

County Contract No. 1591E

Division Contact: PAT CURTIS Phone # 606-5514

Department/Division: MIS

Contractor: ACS GOVERNMENT SYSTEMS, INC.

Address 1733 Harrodsburg Rd.

City, State, Zip Lexington, KY 40504-3617 Phone 859-277-8800

Contract Period: From 10/1/2010 To 9/30/2011

Renewal Periods: Number____ Term ONE YEAR

Contract Total $ Amount: $30,000 or check if ___Unit Price Agreement

Contract Type:
___ Conservation Easement
___ Construction
___ Continuing Supply
___ Deed
___ Interlocal Agreement
___ Grant
___ Lease
___ Other Services
___ Performance Agreement
X Professional Services
___ Purchase
___ Other (Explain below)

Procurement Method:
___ Bid*
___ RFP*
X Sole Source
___ Gov't Entity
___ Other (Explain Below)

Insurance Certificates:
___ General Liability
___ Professional Liability
___ Workers' Compensation
___ Errors & Omissions
___ Automobile Coverage

Forms Required:
___ Public Entity Crimes Statement
___ Performance Bond
___ Materials & Payment Bond
___ Warranty Bond
___ Certification Regarding Debarment

*Bid/RFP # N/A

Awarded by:
X Purchasing Director
___ County Administrator
___ Board of County Commissioners
Agenda Date_____ Item #_____

Comments: MAINTENANCE SERVICES FOR BANNER SOFTWARE SYSTEM

Routing:

Required	Initials	Date	
____	YC	10-18-10	Originating Division MIS
____	____	____	Group Director
X	____	9-24-10	Purchasing
____	____	____	County Attorney's Office
____	____	____	Deputy or Assistant County Administrator
____	____	____	County Administrator
____	____	____	Chairman, BCC
V	Cpt	10/20/10	Clerk's Office (Finance)

RECEIVED
10 OCT 19 PM 4:16
CLERK OF COURT
LEON COUNTY, FLORIDA
PURCHASING DIVISION

Return completed documents to: _____

Be sure to return and file a fully executed agreement with the Finance Division

PUR103 Rev. 05/10

Posted on September 8, 2025

A C S

SERVICE AGREEMENT

THIS AGREEMENT for information technology services (hereafter the "Agreement") is entered into this 1st day of October 2010 (hereafter the "Effective Date") by and between Leon County, FL, a governmental entity (hereafter referred to as the "Client") with offices located at 301 South Monroe Street, Tallahassee, FL 32301 , and ACS GOVERNMENT SYSTEMS, INC., a Delaware corporation, with its principal place of business located at 1733 Harrodsburg Road, Lexington, KY 40504-3617 (hereafter "ACS" or "Contractor"), referred to individually as Party and collectively as Parties.

In consideration of the mutual promises and covenants contained herein the Parties hereto agree as follows:

1.0 Scope of Services

In consideration for the payments described in Section 2.0 hereof, Contractor will provide Client with the services described in the Statement of Work annexed hereto as Exhibit "A."

2.0 Compensation and Payment Provisions

Client shall make payments to Contractor for the services provided in the amount and at such times as are set forth in the payment schedule attached hereto as Exhibit "B" – Payment Provisions. Client shall pay invoices within thirty (30) days of their issuance.

3.0 Term

The services specified in Exhibit "A" will be provided beginning on October 1, 2010, assuming that both Parties have signed this Agreement prior to that date, and will end TWELVE months from such date (the "Expiration Date"). If the Client does not utilize the entire amount of services during the service period, then notwithstanding such fact, the services described within this Agreement will nonetheless be deemed to have been completed and Client will be responsible for payment of the full amount of fees for the service period. Unused service hours may not be carried forward beyond the Expiration Date set forth herein.

4.0 Termination

4.1 Default by ACS: If ACS defaults in the performance of any of its material default obligations under this Agreement for a period of forty-five (45) days after the sending of notice to the address on this Agreement that it is in default, Client may, at its option, terminate the Agreement by delivering written notice to ACS at the address in this document, and paying ACS all sums due under this Agreement to the initial date of the default. Upon termination or cancellation of this Agreement, all software, and other ACS-owned material will promptly be returned to ACS.

4.2 Default by Client: If Client defaults in the performance of any of its material default obligations under this Agreement for a period of forty-five (45) days after receiving notice of default from ACS, ACS may, at its option, terminate the Agreement

at the end of that period. ACS may terminate this Agreement by delivering written notice of termination to Client. Upon termination of this Agreement, all equipment, software, and other ACS-owned material will promptly be returned to ACS.

4.3 Payment by Client: In the event of termination pursuant to this section, Client shall equitably compensate ACS for all services performed in accordance with the Agreement up to the effective termination date.

5.0 Warranty

ACS warrants the services provided hereunder will be performed in a professional and workmanlike manner. EXCEPT AS SPECIFICALLY PROVIDED HEREIN, THERE ARE NO WARRANTIES EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

6.0 Assignment

The rights and obligations of each Party under this Agreement will not be assignable without the prior written consent of the other Party to this Agreement, and any attempt to assign them without such consent will be void. Notwithstanding the foregoing, ACS may assign this Agreement to its successors by merger or consolidation or to any person or entity that acquires all or substantially all of its capital stock or assets.

7.0 Applicable Law

This Agreement shall be governed by and construed in accordance with the applicable laws of the State of Kentucky, and venue for any legal action shall be in the State of Kentucky.

8.0 Modification

This Agreement may only be modified by a written documentation signed by both Parties.

9.0 Limitation of Liability

EXCEPT FOR SERVICE FEES AND AMOUNTS EXPRESSLY DUE AND PAYABLE TO CONTRACTOR HEREUNDER, IN NO EVENT SHALL EITHER PARTY TO THIS AGREEMENT BE LIABLE TO THE OTHER PARTY HEREUNDER FOR ANY CLAIMS, PENALTIES OR DAMAGES, WHETHER IN CONTRACT, TORT, OR BY WAY OF INDEMNIFICATION, IN AN AMOUNT EXCEEDING TWENTY FIVE PERCENT (25%) OF THE FEES AND CHARGES PAID TO CONTRACTOR DURING THE PRECEEDING TWELVE MONTH PERIOD. UNDER NO CIRCUMSTANCES WILL EITHER PARTY TO THIS AGREEMENT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, PUNITIVE OR SPECIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, HOWEVER CAUSED AND BASED ON ANY THEORY OF LIABILITY. THIS LIMITATION SHALL APPLY EVEN IF SUCH A PARTY HAS BEEN NOTIFIED OF THE POSSIBILITY OF SUCH DAMAGES.

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10.0 Notices

All notices, requests for payment, or other communications arising hereunder shall be sent to the following:

Notices to Client:

Leon County
Attn: Pat Curtis
301 South Monroe Street
Tallahassee, FL 32301

Notices to ACS:

ACS Government Systems, Inc.
1733 Harrodsburg Road
Lexington, KY 40504-3617
Attn.: W. Brett Cheuvront

11.0 Integration

This Agreement, the attached exhibits, and any Software License Agreement executed by and between the Parties with respect to the subject matter described herein, constitute the entire agreement between the Parties. No agreements, representations, or warranties other than those specifically included in this Agreement and the attached exhibits shall be binding on either of the Parties. In case of a conflict between the terms of this Agreement and any attached exhibit, the terms of this Agreement shall prevail.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first above written.

Leon County, FL

By: _____

Name: Keith M. Roberts
Purchasing Director

Date: September 24, 2010

ACS Government Systems, INC

By: _____

MICHAEL T. BAUER
Vice President
ACS Government Systems, Inc.

Name: _____

Date: 9/30/10

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EXHIBIT A
STATEMENT OF WORK

As more specifically set forth herein, ACS will provide Remote Database Administration Services for the Client. The services and/or support will be provided for the ACS system(s), as specified below under Remote DBA Deliverables.

ACS will, on a shared resource basis, provide up to 200 service hours, over the twelve-month period. Use of service hours in excess of 16.66 hours per month may result in all service hours being expended prior to the end date of September 30, 2011.

ACS will use the hours enumerated in this Scope of Work to provide any or all of the following services to the Client. An ACS Project Manager will be responsible for coordinating the resources and schedules for the mutually agreed upon services.

Remote DBA Deliverables

ACS will speak with representatives of the Client to review and document the existing computing environment and discuss the goals and direction of Client. ACS will periodically connect into the Client computer system to review and monitor the Oracle environment and operating characteristics of the ACS System(s), and propose needed changes, upgrades, and tuning adjustments as necessary. ACS staff will coordinate with data processing and administrative staff to assist in or implement the needed changes. The Client Information Systems Manager and ACS consultant will mutually agree upon the monthly hours expended to monitor and support the system.

ACS agrees to perform the following support activities, as requested and agreed to by Client:

- ACS will assist in developing the policies regarding the administration of the ACS System(s) and work towards devising a mutually agreeable plan for performing database maintenance that will minimize impact to the Client's production computer environment.
- Perform periodic ACS System and Oracle upgrades delivered by ACS for the following ACS systems: Banner H/R, Finance, Oracle, General. Upgrades must be scheduled in coordination with Information Systems staff and are typically performed in a test environment, then placed into the production environment after end users approve changes.
- Install minor software corrections and fixes for the previously named ACS systems when received from ACS.
- After hours work should be scheduled at least two weeks in advance. ACS realizes that certain emergency situations may arise that will dictate off hours work be performed immediately, but work efforts such as upgrades or maintenance that need to be performed should be scheduled in advance. Services provided after hours will be charged at a double-time rate, i.e., each hour of service will be charged at a rate equivalent to two service hours.
- Periodically, dial-in to monitor database activities, tune the database and work with the system and network manager(s) to improve overall performance.
- Develop and implement security and backup/recovery plans.
- Create new accounts and grant and revoke database privileges.

- Identify and resolve data and application-oriented problems. Help system and network managers identify problems in their areas.
- Propose changes, upgrades or tuning adjustments as necessary. Coordinate with the Information Systems staff to assist in or implement recommended changes, including on–site visits as necessary.
- If requested, ACS will send personnel on-site to perform any of the previously mentioned tasks. The client will be charged for all travel and living expenses related to such on-site assistance. Additionally, preparation, actual travel time, and follow-up time required for such on-site assistance will be charged against the available hours covered by this Scope of Services.

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EXHIBIT B
PAYMENT PROVISIONS

Fees

ACS will invoice Client on a fixed fee basis as follows: $2,500.00 per month for a total contract amount of $30,000.00.

Key Assumptions Concerning the Fees

- The fees assume RDBA support on a shared basis.
- ACS will provide up to 16.66 hours of Remote Database Administration support services during the TWELVE month period.
- Services rendered above and beyond the 200 hours during the twelve-month service period covered by this Scope of Work will be charged $150.00 per hour.
- The Client will be billed TWELVE monthly installments of $2,500.00.
- Invoices are payable by Client within 30 days of the invoice date.
- Reimbursable expenses are not included in the fees outlined herein, and will be additional and shall be invoiced monthly, as such expenses are rendered.
- Time is charged for all activities related to the provision of Remote Database Administration services for the Client, including preparation time, actual travel time, identification of follow-up tasks via a formal trip report, telephone consultation, and management follow-up. In addition, the Client will reimburse ACS for travel and living expenses incurred by ACS personnel in the performance of the services covered by this Agreement.

Key Assumptions

Client hereby agrees to permit ACS' authorized personnel (and third party consultants) access, on a "need to know" basis, to the systems for which ACS has operational responsibility under this Agreement, and information, data, data communication services, and communication lines, at such times and for such purposes as reasonably necessary or appropriate to permit ACS to perform its obligations hereunder.

Leon County Board of County Commissioners
Contract Closeout Checklist

CONTRACTOR NAME: ACS State + Local Solutions, Inc

CONTRACT NUMBER: 1591C CONTRACT PERIOD: 4-16-09 to 4-15-10

☒ Yes ☐ No ☐ NA	THE FINAL PRODUCT/SERVICE HAS BEEN DELIVERED (including reports, warranty information, owner's and operations manuals, as-builts, etc.).
☒ Yes ☐ No ☐ NA	THE PROVIDER HAS RECEIVED FINAL PAYMENT.
☒ Yes ☐ No ☐ NA	ALL TERMS AND CONDITIONS OF THE CONTRACT HAVE BEEN MET.
☐ Yes ☐ No ☒ NA	NECESSARY ACTION HAS BEEN TAKEN REGARDING EQUIPMENT PURCHASED UNDER THIS CONTRACT, IF APPLICABLE (warranty information, owner's and operations manuals, reported for fixed assets and fleet inventory, etc.).
☒ Yes ☐ No ☒ NA	THE PROVIDER MET MWBE TARGETS AND COMPLETED REPORTING IN B2GNOW, IF APPLICABLE (confirmed by MWSBE Office).
☒ Yes ☐ No ☐ NA	THE PROVIDER SUBMITTED FINAL REPORTS AS REQUIRED BY THE CONTRACT DOCUMENTS.
☒ Yes ☐ No ☒ NA	THE PERFORMANCE EVALUATION IS COMPLETE AND ATTACHED.
☒ Yes ☐ No ☐ NA	THE CONTRACT MANAGER'S FILE IS COMPLETE FOR POSSIBLE FUTURE AUDITS (payment records, proof of deliverables, copies of all change orders, final unit price item quantities list and total cost sheet, performance evaluation, etc.).

FINAL CONTRACT TOTAL: $ 31,255

Completed By: Pat Curtis, MIS Director Date: 10/18/10
(Name/Title)

*KEEP A COPY OF THIS CHECKLIST FOR THE CONTRACT FILE AND SEND THE ORIGINAL TO PURCHASING

Leon County Board of County Commissioners
Contract Closeout Checklist

CONTRACTOR NAME: Oracle

CONTRACT NUMBER: 3401 / 3402 CONTRACT PERIOD: 10/1/09 - 9/30/10

☒ Yes ☐ No ☐ NA THE FINAL PRODUCT/SERVICE HAS BEEN DELIVERED (including reports, warranty information, owner's and operations manuals, as-builts, etc.).

☒ Yes ☐ No ☐ NA THE PROVIDER HAS RECEIVED FINAL PAYMENT.

☒ Yes ☐ No ☐ NA ALL TERMS AND CONDITIONS OF THE CONTRACT HAVE BEEN MET.

☐ Yes ☐ No ☒ NA NECESSARY ACTION HAS BEEN TAKEN REGARDING EQUIPMENT PURCHASED UNDER THIS CONTRACT, IF APPLICABLE (warranty information, owner's and operations manuals, reported for fixed assets and fleet inventory, etc.).

☐ Yes ☐ No ☒ NA THE PROVIDER MET MWBE TARGETS AND COMPLETED REPORTING IN B2GNOW, IF APPLICABLE (confirmed by MWSBE Office).

☒ Yes ☐ No ☐ NA THE PROVIDER SUBMITTED FINAL REPORTS AS REQUIRED BY THE CONTRACT DOCUMENTS.

☐ Yes ☐ No ☒ NA THE PERFORMANCE EVALUATION IS COMPLETE AND ATTACHED.

☒ Yes ☐ No ☐ NA THE PROJECT MANAGER'S FILE IS COMPLETE FOR POSSIBLE FUTURE AUDITS (payment records, invoices, proof of deliverables, copies of all change orders, final unit price item quantities list and total cost sheet, performance evaluation, etc.).

FINAL CONTRACT TOTAL: 3401 $42,180.90 3402 $40,113.33

Completed By: Pat Curtis MIS Director ~~Project~~ Date: 10/18/10
(Name/Title)

*KEEP A COPY OF THIS CHECKLIST FOR THE CONTRACT FILE AND SEND THE ORIGINAL TO PURCHASING

Leon County Board of County Commissioners
Contract Closeout Checklist

CONTRACTOR NAME: IBM Corporation

CONTRACT NUMBER: 3403 CONTRACT PERIOD: 10/1/09 - 9/30/10

☒ Yes ☐ No ☐ NA THE FINAL PRODUCT/SERVICE HAS BEEN DELIVERED (including reports, warranty information, owner's and operations manuals, as-builts, etc.).

☒ Yes ☐ No ☐ NA THE PROVIDER HAS RECEIVED FINAL PAYMENT.

☒ Yes ☐ No ☐ NA ALL TERMS AND CONDITIONS OF THE CONTRACT HAVE BEEN MET.

☐ Yes ☐ No ☒ NA NECESSARY ACTION HAS BEEN TAKEN REGARDING EQUIPMENT PURCHASED UNDER THIS CONTRACT, IF APPLICABLE (warranty information, owner's and operations manuals, reported for fixed assets and fleet inventory, etc.).

☐ Yes ☐ No ☒ NA THE PROVIDER MET MWBE TARGETS AND COMPLETED REPORTING IN B2GNOW, IF APPLICABLE (confirmed by MWSBE Office).

☒ Yes ☐ No ☐ NA THE PROVIDER SUBMITTED FINAL REPORTS AS REQUIRED BY THE CONTRACT DOCUMENTS.

☐ Yes ☐ No ☒ NA THE PERFORMANCE EVALUATION IS COMPLETE AND ATTACHED.

☒ Yes ☐ No ☐ NA THE PROJECT MANAGER'S FILE IS COMPLETE FOR POSSIBLE FUTURE AUDITS (payment records, invoices, proof of deliverables, copies of all change orders, final unit price item quantities list and total cost sheet, performance evaluation, etc.).

FINAL CONTRACT TOTAL: $ 8,748.59

Completed By: Pat Curtis, MIS DIRECTOR Date: 10/18/10
(Name/Title)

*KEEP A COPY OF THIS CHECKLIST FOR THE CONTRACT FILE AND SEND THE ORIGINAL TO PURCHASING

Leon County Board of County Commissioners
Contract Closeout Checklist

CONTRACTOR NAME: ARROW ECS

CONTRACT NUMBER: 3385 CONTRACT PERIOD: 10/1/2009 - 9/30/2010

☒ Yes ☐ No ☐ NA THE FINAL PRODUCT/SERVICE HAS BEEN DELIVERED (including reports, warranty information, owner's and operations manuals, as-builts, etc.).

☒ Yes ☐ No ☐ NA THE PROVIDER HAS RECEIVED FINAL PAYMENT.

☒ Yes ☐ No ☐ NA ALL TERMS AND CONDITIONS OF THE CONTRACT HAVE BEEN MET.

☐ Yes ☐ No ☒ NA NECESSARY ACTION HAS BEEN TAKEN REGARDING EQUIPMENT PURCHASED UNDER THIS CONTRACT, IF APPLICABLE (warranty information, owner's and operations manuals, reported for fixed assets and fleet inventory, etc.).

☐ Yes ☐ No ☒ NA THE PROVIDER MET MWBE TARGETS AND COMPLETED REPORTING IN B2GNOW, IF APPLICABLE (confirmed by MWSBE Office).

☒ Yes ☐ No ☐ NA THE PROVIDER SUBMITTED FINAL REPORTS AS REQUIRED BY THE CONTRACT DOCUMENTS.

☒ Yes ☐ No ☒ NA THE PERFORMANCE EVALUATION IS COMPLETE AND ATTACHED.

☒ Yes ☐ No ☐ NA THE PROJECT MANAGER'S FILE IS COMPLETE FOR POSSIBLE FUTURE AUDITS (payment records, invoices, proof of deliverables, copies of all change orders, final unit price item quantities list and total cost sheet, performance evaluation, etc.).

FINAL CONTRACT TOTAL: $109,581.72

Completed By: Pat Curtis, MIS DIRECTOR Date: 10/18/10
(Name/Title)

*KEEP A COPY OF THIS CHECKLIST FOR THE CONTRACT FILE AND SEND THE ORIGINAL TO PURCHASING

Leon County Board of County Commissioners
Contract Closeout Checklist

CONTRACTOR NAME: Dyntek

CONTRACT NUMBER: 3302 CONTRACT PERIOD: 12/2008 - 12/2009

☒ Yes ☐ No ☐ NA THE FINAL PRODUCT/SERVICE HAS BEEN DELIVERED (including reports, warranty information, owner's and operations manuals, as-builts, etc.).

☒ Yes ☐ No ☐ NA THE PROVIDER HAS RECEIVED FINAL PAYMENT.

☒ Yes ☐ No ☐ NA ALL TERMS AND CONDITIONS OF THE CONTRACT HAVE BEEN MET.

☐ Yes ☐ No ☒ NA NECESSARY ACTION HAS BEEN TAKEN REGARDING EQUIPMENT PURCHASED UNDER THIS CONTRACT, IF APPLICABLE (warranty information, owner's and operations manuals, reported for fixed assets and fleet inventory, etc.).

☐ Yes ☐ No ☒ NA THE PROVIDER MET MWBE TARGETS AND COMPLETED REPORTING IN B2GNOW, IF APPLICABLE (confirmed by MWSBE Office).

☒ Yes ☐ No ☐ NA THE PROVIDER SUBMITTED FINAL REPORTS AS REQUIRED BY THE CONTRACT DOCUMENTS.

☐ Yes ☐ No ☒ NA THE PERFORMANCE EVALUATION IS COMPLETE AND ATTACHED.

☒ Yes ☐ No ☐ NA THE PROJECT MANAGER'S FILE IS COMPLETE FOR POSSIBLE FUTURE AUDITS (payment records, invoices, proof of deliverables, copies of all change orders, final unit price item quantities list and total cost sheet, performance evaluation, etc.).

FINAL CONTRACT TOTAL: $107,490.00

Completed By: Pat Curtis, MIS Director Date: 10/18/10
(Name/Title)

*KEEP A COPY OF THIS CHECKLIST FOR THE CONTRACT FILE AND SEND THE ORIGINAL TO PURCHASING

Logged In 10-0782

Logged Out CG

LEON COUNTY
CONTRACT ROUTING FORM

___ Original
~~___~~ Renewal
✓ Amendment(#5)

County Contract No. 1591D

Division Contact: PAT CURTIS Phone # 606-5514

Department/Division: MIS

Contractor: ACS Government Systems, Inc.

Address 1733 Harrodsburg Road

City, State, Zip Lexington, KY 40504 Phone

RECEIVED
10 SEP -2 PM 4:01
LEON COUNTY
ATTORNEY'S OFFICE

Contract Period: From October 1, 2010 To Sept. 30, 2014

RECEIVED
SEP 07 2010
PURCHASING

Renewal Periods: Number ____ Term

Contract Total $ Amount: 334,807.64 or check if ___ Unit Price Agreement

Contract Type:	Procurement Method:	Forms Required:
___ Conservation Easement	___ Bid*	___ Public Entity Crimes Statement
___ Construction	✓ RFP*	___ Performance Bond
___ Continuing Supply	___ Sole Source	___ Materials & Payment Bond
___ Deed	___ Gov't Entity	___ Warranty Bond
___ Interlocal Agreement	___ Other (Explain Below)	___ Certification Regarding Debarment
___ Grant		
___ Lease	Insurance Certificates:	*Bid/RFP #
✓ Other Services	___ General Liability	
___ Performance Agreement	___ Professional Liability	Awarded by:
___ Professional Services	___ Workers' Compensation	___ Purchasing Director
___ Purchase	___ Errors & Omissions	___ County Administrator
___ Other (Explain below)	___ Automobile Coverage	✓ Board of County Commissioners
		Agenda Date 1/14 Item #

Comments: Banner Finance System Maintenance continuing from initial purchase per section 2(C)(15) of the Purchasing Policy

Routing:

Required	Initials	Date	
			Originating Division
			Group Director
✓	[illegible]	9-1-10	Purchasing
✓	[illegible]	9/3/10	County Attorney's Office
			Deputy or Assistant County Administrator
			County Administrator
✓	BR	9/3/10	Chairman, BCC
✓	[illegible]	9/9/10	Clerk's Office (Finance)

RECEIVED
10 SEP -9 PM 3:39
FINANCE DIVISION
CLERK OF CIRCUIT COURT

Return completed documents to: KEITH ROBERTS

Be sure to return and file a fully executed agreement with the Finance Division

PUR103 Rev. 05/10

A C S®

AMENDMENT TO
TECHNICAL CURRENCY AGREEMENT

ACS GOVERNMENT SYSTEMS, INC.
1733 Harrodsburg Road
Lexington, KY 40504-3617
FAX Number (859) 277-2300
("ACS")

and

Leon County B.O.C.C.
301 South Monroe Street
P3 Level
Tallahassee, FL 32301
("Licensee")

Original Technical Currency Agreement dated February 23, 1994 (the "TCP Agreement").

This Amendment No. 5 (the "TCP Amendment").

Effective Date of this TCP Amendment: October 2010 (the "Amendment Date").

LICENSEE AND ACS, intending to be legally bound, agree as follows:

1. Defined Terms. Unless specifically defined herein, all terms defined in the TCP Agreement shall have the same meaning when used in this TCP Amendment.

2. Amendment to and Modification of TCP Agreement. ACS agrees to provide Improvements with respect to the additional Component Systems identified in Exhibit 1, attached to this TCP Amendment (the "TCP Exhibit") on the same terms and conditions as the TCP Agreement for the period and for the fee specified in the TCP Exhibit. The term of the TCP Agreement is deemed to be extended as provided for in the TCP Exhibit for purposes of this TCP Amendment. Any amounts indicated on the TCP Exhibit are in addition to all other amounts payable under the TCP Agreement.

3. Integration Provision. Except as expressly modified by this Amendment, the Agreement shall remain in full force and effect. As of the Amendment Date, the Agreement, as further amended by this Amendment constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties.

4.

IN WITNESS WHEREOF, the parties have set their respective hands and seals below.

ACS	LICENSEE
By: Phil Hatton	By: Bob Rackleff
Phil Hatton Director of Justice Practice	Bob Rackleff, Chair
(Printed Name and Title of Signatory)	(Printed Name and Title of Signatory)
Date: 9/20/10	Date: 9/3/10

ATTEST:
Bob Inzer, Clerk of the Court
Leon County, Florida

BY: John Stoltz, Deputy Clerk

Approved as to Form:
Leon County Attorney's Office

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

EXHIBIT 1

Licensee: Leon County B.O.C.C.

PARTIAL YEAR PAYMENT/DUE DATE: N/A
(Indicate "N/A if not applicable)

FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: October 2011

10% DISCOUNT THEN NO ANNUAL ESCALATION FOR THREE YEARS: for a three year commitment

Baseline Component System	Contract Year Begins/Ends	Expiration Date	First Annual Payment Amount
Banner Finance	October 1,2010 – Sept 30, 2011		$49,416.14
Banner Human Resources	October 1,2010 – Sept 30, 2011		$35,578.64
Oracle	October 1,2010 – Sept 30, 2011		$39,237.44
Oracle	October 1,2010 – Sept 30, 2011		$10,062.36
Employee Self Service	October 1,2010 – Sept 30, 2011		$6,237.00
Finance Self Service	October 1 2011 – Sept 30, 2012	(Paid in Advance)	$3,071.25
Banner Document Management System	October 1 2011 – Sept 30, 2012	(Paid in Advance)	$866.25
Total			**$144,469.08**
Banner Finance	October 1, 2011– Sept 30, 2012		$49,416.14
Banner Human Resources	October 1, 2011– Sept 30, 2012		$35,578.64
Employee Self Service	October 1, 2011– Sept 30, 2012		$6,237.00
Finance Self Service	October 1 2012 – Sept 30, 2013	(Paid in Advance)	$3,071.25
Banner Document Management System	October 1, 2012– Sept 30, 2013	(Paid in Advance)	$866.25
Total			**$95,169.28**
Banner Finance	October 1, 2012 – Sept 30, 2013		$49,416.14
Banner Human Resources	October 1, 2012 – Sept 30, 2013		$35,578.64
Employee Self Service	October 1, 2012 – Sept 30, 2013		$6,237.00
Finance Self Service	October 1 2013 – Sept 30, 2014	(Paid in Advance)	$3,071.25
Banner Document Management System	October 1, 2013 – Sept 30, 2014	(Paid in Advance)	$866.25
Total			**$95,169.28**
Banner Finance	October 1, 2013 – Sept 30, 2014		$49,416.14
Banner Human Resources	October 1, 2013 – Sept 30, 2014		$35,578.64
Employee Self Service	October 1, 2013 – Sept 30, 2014		$6,237.00
Finance Self Service	October 1 2014 – Sept 30, 2015	(Paid in Advance)	$3,071.25
Banner Document Management System	October 1, 2014 – Sept 30, 2015	(Paid in Advance)	$866.25
Total			**$95,169.28**

The Initial Payment Amount represents the amount due on the First Annual Contract Year Payment Date for Improvements for the first full Contract Year. Fees for Improvements for each subsequent Contract Year are payable on the anniversary of the First Annual Contract Year Payment Date. Improvement fees for each Contract Year after the first full Contract Year will be specified by ACS in an annual invoice and will not exceed 0% of the amount payable for Improvements for the immediately preceding Contract Year.

Upon the expiration of the full term of this **Amendment to Technical Currency Agreement,** effectively **September 30, 2014,** the improvement fees will be escalated by no more that 110% of the amount payable for improvements for the immediately preceding contract year, unless Licensee notifies ACS in writing they would like to renew the support on the listed products for additional 3 year term.

ACS	LICENSEE
By: _____	By: Bob Rackleff
_____	Bob Rackleff, Chair
(Printed Name and Title of Signatory)	(Printed Name and Title of Signatory)
Date: _____	Date: _____

APPROVED AS TO FORM
LEON COUNTY ATTORNEY'S OFFICE
Leon County, Florida

ATTEST:
Bob Inzer, Clerk of the Court
Leon County, Florida

BY: John Stott, Deputy Clerk

SERVICE AGREEMENT

THIS AGREEMENT for information technology products and services (hereafter the "Agreement") is entered into this 16th day of April, 2009 (hereafter the "Effective Date") by and between Leon County, FL, located at 301 South Monroe Street – Courthouse P-3, Tallahassee, FL 32301 (hereafter referred to as the "Client"), and ACS State & Local Solutions, Inc., a New York corporation, with its principal place of business located at 1800 M Street, N.W., Washington, D.C. 20036 (hereafter "ACS" or "Contractor"), referred to individually as Party and collectively as Parties.

WHEREAS, the Client and ACS wish to enter into this Agreement in order for ACS to provide to Client our ACS Content Management System Enhancement Components in accordance with the terms of this Agreement.

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises and covenants herein the Parties hereto agree as follows:

1.0 Products and Services

1.1 Work Requirements: In consideration for the payments described in Section 2.0 hereof, ACS will provide Client with the products and services described in the statement of work and schedule annexed hereto as Exhibit "A".

1.2 Hardware and Third-Party Software: Exhibit "A" fully sets out the hardware and third-party software components associated with this Agreement. Rights to commercial-off-the-shelf software products provided by third-party software vendors may be subject to licensing provisions of those third-party software vendors, which licenses the Client hereby accepts; provided there is not additional cost to Client.

2.0 Compensation and Payment Provisions

The Client shall make payments to ACS for the products and services in the amount and at such times as are set forth in the payment schedule attached hereto as Exhibit "B". Client shall pay invoices within thirty (30) days of their issuance. After such thirty (30) day period, late charges of 1 ½% per month of the amount of such invoice remaining unpaid shall also become payable to ACS. Failure of the Client to make any payment within forty (45) days of receipt of invoice shall be deemed to be a material breach of this Agreement and shall be sufficient cause for termination of this Agreement.

3.0 Term

The initial term of this Agreement will begin on the May 01, 2009, and will end on April 30, 2010. The Agreement may be extended for an additional one (1) year, if requested by the Client and agreed to in writing by both parties, subject to terms and conditions that are agreeable to both Client and ACS.

4.0 Warranty

4.1 Limited Warranty on Hardware and Commercial off-the-Shelf Software
To the maximum extent allowable by third-party hardware and commercial off-the-shelf vendors, ACS shall pass-through to the Client all manufacturers' warranties provided by third-party hardware and commercial off-the-shelf software vendors for materials furnished under this Agreement. ACS shall provide all standard manufacturers' warranties, guarantees, and/or exchange policies for defective items, which are offered through the manufacturers themselves. ACS makes no other warranties whatsoever, express or implied, with regard to the hardware and commercial off-the-shelf software, in whole or in part. ACS explicitly disclaims all warranties of merchantability and fitness for a particular purpose.

4.2 Data Backup: Client will be responsible for backing up all software and data on a regular basis, and prior to ACS providing warranty or maintenance services under this Agreement. Under no circumstances will ACS be responsible for the loss of data or software.

5.0 Indemnification

5.1 Indemnification by ACS

ACS will indemnify, defend and hold harmless the Client, its officers, directors, employees, agents, successors and assigns, from and against all direct losses arising from, in connection with or relating to, third party allegations of any of the following:

(a) ACS' failure to perform any obligations required to be performed by it under any subcontracts or other third-party agreements which ACS has entered into for purposes of delivering the Services;

(b) ACS' breach of its obligations with respect to the Client's Confidential Information;

(c) Any willful or fraudulent misconduct of ACS, its employees, subcontractors or agents.

5.2 Mutual Indemnification for Injury to Persons or Property

ACS will indemnify, defend and hold harmless Client, and its officers, directors, employees, agents, successors and assigns, from and against all direct losses from the bodily injury or death of any person, or from the damage to, or destruction of any real or tangible personal property, to the extent that such loss is caused by the negligent conduct or omission of ACS, its officers, agents, employees or contractors. The Parties agree that ACS shall not be liable to the Client under this indemnification for any action or failure to act which constitutes negligence or willful misconduct on the part of the Client, or any third party not under the control or direction of ACS.

6.0 Limitation of Liability

6.1 Limitation on Types and Amounts of Damages

EXCEPT FOR SERVICE FEES AND AMOUNTS EXPRESSLY DUE AND PAYABLE TO ACS HEREUNDER, IN NO EVENT SHALL EITHER PARTY TO THIS AGREEMENT BE LIABLE TO THE OTHER PARTY HEREUNDER FOR ANY CLAIMS, PENALTIES OR DAMAGES, WHETHER IN CONTRACT, TORT, OR BY WAY OF INDEMNIFICATION, IN AN AMOUNT EXCEEDING THE FULL PRICE OF THE ORDERED SERVICES UNDER THIS AGREEMENT. UNDER NO CIRCUMSTANCES WILL EITHER PARTY TO THIS AGREEMENT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, PUNITIVE OR SPECIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, HOWEVER CAUSED AND BASED ON ANY THEORY OF LIABILITY. THIS LIMITATION SHALL APPLY EVEN IF SUCH A PARTY HAS BEEN NOTIFIED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT MAY ANY ACTION BE BROUGHT AGAINST EITHER PARTY ARISING OUT OF THIS AGREEMENT MORE THAN ONE YEAR AFTER THE CLAIM OR CAUSE OF ACTION ARISES, DETERMINED WITHOUT REGARD TO WHEN THE AGGRIEVED PARTY SHALL HAVE LEARNED OF THE INJURY OR LOSS.

6.2 Basis of the Bargain

THE CLIENT ACKNOWLEDGES THAT ACS HAS SET ITS PRICING AND ENTERED INTO THIS AGREEMENT IN RELIANCE UPON THE LIMITATIONS OF LIABILITY AND THE DISCLAIMERS OF WARRANTY AND DAMAGES SET FORTH IN THIS AGREEMENT, AND THAT THE SAME FORM AN ESSENTIAL BASIS OF THE BARGAIN BETWEEN THE PARTIES.

7.0 Force Majeure

Neither Party shall be responsible for delays or failures in performance as a result of an Act of God, war, civil disturbance; labor dispute, or other cause beyond the reasonable control of such Party.

8.0 Ownership of Data and Software

Client will retain all title, rights, and ownership of all data, including associated indexes, media, and other data created and/or acquired by use of the third party software and hardware acquired from ACS ("ACS Document Scanning Solution"). Client may duplicate the data entered into the ACS Document Scanning Solution on magnetic media. Client will retain ownership of all data created by the use of the ACS Document Scanning Solution as stored on magnetic tape, magnetic disk, CD-ROM disk (or other "like" electronic media that may be used). Client may only use third party software pursuant to the third party software vendor's license agreement. ACS does not have any

obligation to convert or transfer any data to any other format, to allow use of third party software other than as set forth in the Statement of Work (Exhibit "A"), or as required pursuant to the third party software vendor's license agreement.

All pre-existing intellectual property, including but not limited to software, associated documentation, software upgrades, modifications and customizations, provided to Client will at all times remain the property of ACS and/or its vendors. In the event ACS or ACS' vendor(s) provides Client with any pre-existing intellectual property (whether owned by ACS or by a third party), Client (if ACS and/or ACS' vendor have agreed to share such pre-existing intellectual property) will receive a limited license to use such intellectual property. Specific licensing terms will be negotiated on a case-by-case basis.

9.0 Confidential Information

The Parties acknowledge that in the course of performing their responsibilities under this Agreement, they may be exposed to or acquire information which is proprietary and confidential to the other Party or its affiliated companies or their agents. Any and all information of one Party in any form obtained by the other Party or its employees, agents or representatives in the course of performing this Agreement shall be deemed to be proprietary and confidential information of such Party. The Parties agree to hold such information in strict confidence and not to copy, reproduce, sell, assign, license, market, transfer, give or otherwise disclose such information to third-parties or to use such information for any purposes whatsoever, without the express written permission of the other Party, other than for the provision of services hereunder, and to advise each of their employees, agents and representatives of their obligations to keep such information confidential. All such confidential and proprietary information described herein and any deliverable provided hereunder, in whatever form, are hereafter collectively referred to as "Confidential Information." The Parties shall use their reasonable efforts to assist each other in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limitation of the foregoing, the Parties shall use reasonable efforts to advise each other immediately in the event that either learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement, and will reasonably cooperate in seeking injunctive relief against any such person.

Notwithstanding the obligations set forth in the previous paragraph, the confidentiality obligations of the Parties shall not extend to information that:

(a) is, at the time of its disclosure, or thereafter becomes part of the public domain through a source other than the receiving Party;

(b) was known to the receiving Party as of the time of its disclosure;

(c) is independently developed by the receiving Party;

(d) is subsequently learned from a third party not under a confidentiality obligation to the providing Party; or

(e) is required to be disclosed pursuant to court order or other governmental authority, whereupon the receiving Party shall provide notice to the disclosing Party so as to allow the disclosing Party to take appropriate steps to protect its interests.

10.0 Termination

10.1 Default by ACS: If ACS defaults in the performance of any of its obligations under this Agreement for a period of forty-five (45) days after the sending of notice to the address on this Agreement that it is in default, Client may, at its option, terminate the Agreement by delivering written notice to ACS at the address in this document, and paying ACS all sums due under this Agreement to the initial date of the default. Upon termination or cancellation of this Agreement, all equipment, software, and other ACS-owned material will promptly be returned to ACS. In the event of termination for default by ACS, Client will equitably compensate ACS for services performed.

10.2 Default by Client: If Client defaults in the performance of any of its obligations under this Agreement for a period of forty-five (45) days after receiving notice of default from ACS, ACS may, at its option, terminate the Agreement at the end of that period. ACS may terminate this Agreement by delivering written notice of termination to Client. Upon termination of this Agreement, all equipment, software, and other ACS-owned material will promptly be returned to ACS. In the event of termination for default by Client, Client will pay ACS the then current remaining balance of the lease.

11.0 Miscellaneous

11.1 Governing Law and Venue: All questions concerning the validity, interpretation and performance of this Agreement will be governed by and decided in accordance with the laws of the State of New York. The Parties hereby submit and consent to the exclusive jurisdiction of any state or federal court located within the State of New York and irrevocably agree that all actions or proceedings relating to this Agreement will be litigated in such courts, and each of the Parties waives any objection which it may have based on improper venue or *forum non conveniens* to the conduct of any such action or proceeding in such court.

11.2 Equitable Remedies: The Parties agree that in the event of any breach or threatened breach of any provision of this Agreement concerning (i) Confidential Information, (ii) intellectual property rights or (iii) other matters for which equitable rights may be granted, money damages would be an inadequate remedy. Accordingly, such provisions may be enforced by the preliminary or permanent, mandatory or prohibitory injunction or other order of a court of competent jurisdiction.

11.3 Integration: This Agreement and the attached exhibits and the related License Agreement constitute the entire agreement between the Parties with respect to the subject matter described herein. No agreements, representations, or warranties

other than those specifically included in this Agreement and the attached exhibits shall be binding on either of the Parties. In case of a conflict between the terms of this Agreement and any attached exhibit, the terms of this Agreement shall prevail.

11.4 **Notices:** Any notices or reports required by this Agreement to be given by one Party to the other Party shall be made in writing. The writing shall be delivered personally or mailed by United States Mail, postage prepaid, certified mail, return receipt requested. Notices shall be addressed to that Party at the address shown below or at such other address as that Party may designate in writing. Notice is deemed to have been given immediately if delivered in person, or on the third day following mailing.

Notice to ACS:
ACS State & Local Solutions, Inc.
Attn.: GRM Contracts
1800 M Street, NW
Washington, DC 20036

Notice to Client:
Leon County
Attn.: Hermon Davis
301 South Monroe Street – Courthouse
P-3
Tallahassee, FL 32301

11.5 **Attorney's Fees:** If any legal action is necessary to enforce the terms of this Agreement, the prevailing Party shall be entitled to reasonable attorney's fees in addition to any other relief to which that Party may be entitled.

11.6 **Assignment:** This Agreement shall be binding on the Parties hereto and their respective successors and assigns. At ACS' sole discretion, ACS may assign the performance of this Agreement to an ACS corporate affiliate. Upon written approval by ACS, which shall not be unreasonably withheld, Client may (i) move the services to a new location or (ii) transfer this agreement to a third party. Except as set forth above, neither Party may, or shall have the power to, assign this Agreement without the prior written consent of the other. Such consent shall not be unreasonably withheld.

11.7 **Modification:** This Agreement can be modified by written documentation signed by both Parties.

11.8 **Waiver:** A waiver of any part of this Agreement shall not be a waiver of the entire Agreement.

11.9 **ACS Responsibility for Taxes:** For so long as the Client is exempt from property, sales and use taxes, such taxes shall not be included in invoices submitted to the Client pursuant to this Agreement. ACS may be considered a limited agent of the Client for the sole purpose of it too being able to purchase such goods or services tax-free. Should ACS be required to pay taxes by

determination of a proper taxing authority having jurisdiction over this matter, ACS will be reimbursed by the Client for such payment on a direct-cost basis.

11.10 **Delivery:** ACS shall arrange for delivery of all hardware and software to the appropriate Client installation site(s) in accordance with the Statement of Work (Exhibit "A"). Shipment of the hardware and software shall be F.O.B. the Client's receiving point at the installation site(s). ACS shall pay all reasonable transportation and insurance charges for the hardware and software up to the Client's receiving point at the installation site(s).

11.11 **Risk of Loss & Title:** ACS shall bear the risk of loss or damage to the hardware and software while in transit to the Client's premises and the installation site(s). The Client shall bear all risk of loss or damage to the hardware and software after delivery to the installation site(s), unless such loss or damage is due to the negligence or willful acts of ACS, its employees, agents, representatives or subcontractors. ACS shall transfer title to the hardware and software to the Client upon the Client's full payment for said hardware and software in accordance with Exhibit B.

11.12 **Independent Contractor Status:** ACS is, and shall remain at all times, an independent contractor with respect to activities and conduct while engaged in the performance of the services for Client under this Agreement. At no time during the performance of this Agreement, or within one year from any termination or the contract expiration, shall the Client solicit and hire any of ACS' employees. Nothing herein shall operate to preclude a party from advertising employment opportunities to the general public and entertain candidates there from.

11.13 **Attachments:** Attached to and made part of the Agreement are the following:

EXHIBIT "A" Statement of Work
EXHIBIT "B" Compensation and Payment Provisions

11.14 **Further Documentation:** The Parties agree to promptly execute such other and further documents and agreements (including third party license agreement(s)) as may be reasonably necessary or advisable to effectuate the terms of this Agreement.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

11.15 Survival: The terms of Sections 6 (Limitation of Liability), 8 (Ownership of Data and Software), and 9 (Confidential Information) hereof shall survive the expiration or termination of this Agreement for a period of seven (7) years.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first above written.

ACS STATE & LOCAL SOLUTIONS, INC.	LEON COUNTY, FLORIDA
By: VP ECTO	By: Purchasing Director
Name: John P Harvell	Name: Keith M. Roberts
Date: 4/17/09	Date: April 16, 2009

EXHIBIT "A"

STATEMENT OF WORK

1.0 Solution Components

1.2 Deliverables

Documentum: Documentum ApplicationXtender software (ten (10) user license) and Documentum Reports Management Server software (one (1) user license) and Documentum Public Access License (PAL) software (one hundred (100) user license) and Documentum AppXtender Image Capture (AIC) software (one (1) user license) and Documentum ApplicationXtender OCR Server software (one (1) user license) and Documentum ApplicationXtender ProIndex Server software (one (1) user license) and Documentum ApplicationXtender ProIndex Client software (ten (10) user license) and Documentum Reports Management PDF Software (one (1) user license). First year software maintenance for all components. Three (3) days of ACS Professional Services.

1.3 Acceptance

1.3.1 *Hardware & Commercial Software*: All materials provided hereunder shall be inspected by Client within five (5) calendar days of delivery at Client's installation site(s). Inspection may include: (1) verification that quantities received match the quantities ordered; and (2) verification that the hardware and commercial software meets the minimum specifications set forth in the contract. Acceptance of hardware and commercial software will be assumed if Client fails to notify ACS of any discrepancy or defect within five calendar days of delivery, or beneficial use, which ever comes earlier.

1.4 Training

ACS will implement our proposed Document Scanning Solution at Leon County's main office and provide both end-user and systems administration training after the implementation. ACS will be responsible for the one-time initial education and training on the ACS Content Management System Enhancement Components to consist of no more than three, two hour sessions. Initial education and training shall include on-site education and training of no more than 10 employees who will work with the ACS Content Management System. This training may involve class room training. ACS will provide up to three (3) report definitions for the Reports Management Software. Additional reports will be identified in a separate Statement of Work.

ACS will provide "Train-the-Trainer" training and installation. ACS will install the ACS Content Management System Enhancement Components at the main customer's Leon County office.

The education and training will be adapted to the needs of Leon County to ensure each applicable employee is fully prepared to use the ACS Content Management System.

1.5 Ongoing Maintenance Services

ACS will provide all on-going software support at no-charge, provided Leon County is current with software maintenance. ACS support consists of phone support. Leon County will also receive product updates (within a version) at no-charge, provided the software maintenance is current.

2.0 Products

2.1 Application System Software

Leon County is responsible for all PC's, back-ups and related components used for software. Leon County will make the network available to ACS to provide installation of all software and hardware components. Leon County will install the required Image Server (IS) scan station PC, Tape Back-up and provide connectivity to the Leon County's LAN prior to ACS arrival for the installation and training.

This includes adequate work area for installation and training and will provide a systems administrator to work with ACS during the implementation who will be responsible for working with the end-users for training and on-going support. Leon County will provide a secure and safe environment including (environmentally controlled) for the ACS Content Management System Components.

If the ACS Content Management System Components or any component of the ACS Content Management System Components is damaged, not due to any act or omission of ACS, Leon County will be responsible for the costs related to repairing or replacing the ACS Content Management System to its fully functional state.

2.2 Commercial Software

Documentum ApplicationXtender Software, 10-users,
Documentum Reports Management Server Software, 1-each,
Documentum Public Access License Software (PAL), 100-users,
Documentum AppXtender Image Capture (AIC) Software, 1-user,
Documentum ApplicationXtender OCR Server Software, 1-each,
Documentum ApplicationXtender ProIndex Server Software, 1-user,
Documentum ApplicationXtender ProIndex Client Software, 10-users,
Documentum Reports Management PDF Software, 1-each,

2.3 Rights to Software Updates

Leon County will receive software updates at no charge (within a version) from Documentum as long as Leon County remains current with software maintenance.

3.0 Implementation Schedule

The services described herein shall be performed, and ACS shall deliver the software set forth in this Agreement, in accordance with the following implementation schedule; provided however, that any dates or times at which ACS is required to make specified performance under this Agreement shall be automatically postponed, along with any liabilities associated therewith, to the extent that ACS is prevented from meeting such dates or times by the Client or by causes beyond ACS' reasonable control; in which event any adverse impact on the implementation schedules beyond the delay itself, shall become the subject of an appropriate change order.

The average implementation is two (2) to four (4) weeks after receipt of order for our solution. ACS will deliver our Content Management Solution Enhancement Components within a timeframe agreed to by both parties.

4.0 Operation Contact Information – ACS & Client

ACS:	ACS State & Local Solutions, Inc. Attn.: Bill Coats 12815 Wetmore Road San Antonio, TX 78247 Ph: 800-880-5527 Email: Bill.Coats@acs-inc.com
Client:	Leon County Attn.: Hermon Davis 301 South Monroe Street – Courthouse P-3 Tallahassee, FL 32301 Ph: (850) 606-5540 Email: davish@leoncountyfl.gov

EXHIBIT "B"

COMPENSATION AND PAYMENT PROVISIONS

ACS Content Management Solution

Description	Price
ACS Content Management Solution – Purchase	$31,255

The ACS Content Management Solution and price quoted includes the following:

- Documentum ApplicationXtender software, 10-users
- Documentum ApplicationXtender software maintenance, 10-users
- Documentum Reports Management Server software, 1-each
- Documentum Reports Management Server maintenance, 1-each
- Documentum Public Access License (PAL) software, 100-each
- Documentum Public Access License (PAL) maintenance, 100-each
- Documentum AppXtender Image Capture (AIC) software, 1-each
- Documentum AppXtender Image Capture (AIC) maintenance, 1-each
- Documentum ApplicationXtender OCR Server software, 1-each
- Documentum ApplicationXtender OCR Server maintenance, 1-each
- Documentum ApplicationXtender ProIndex Server software, 1-each
- Documentum ApplicationXtender ProIndex Server maintenance, 1-each
- Documentum ApplicationXtender ProIndex Client software, 10-each
- Documentum ApplicationXtender ProIndex Client maintenance, 10-each
- Documentum Reports Management PDF Option software, 1-each
- Documentum Reports Management PDF Option maintenance, 1-each
- ACS Professional Services, up to 3 days
- Shipping & Handling

Note: ACS has informed Client that the three (3) days for professional services listed above shall be adequate to install the system enhancement components and include up to three (3) report definitions for Reports Management software. If Leon County requires ACS to perform additional days of Professional Services, the prevailing rate of $1,250.00 per day plus actual expenses will apply. If Leon County requires ACS to provide additional report definitions, the prevailing rate of $500.00 per report will apply. ACS will submit a sales order for any additional components/licenses and 2nd & subsequent years maintenance when applicable. For the above components listed, the current known rate for the 2nd and subsequent year's maintenance is estimated at $13,481.00 per year. ACS does not set these rates and they are subject to change.

All listed amounts above do not include expenses which will be invoiced at actual and any applicable sales tax. Client is responsible for all on-going maintenance after the first year software and hardware maintenance period expiration.

Customer agrees to pay the fees and other charges ("Fees") described in the chart above within thirty (30) days of receipt of invoice. Fees not paid when due shall bear interest at a rate of one and one half percent (1.5%) per month. Failure of the Client to make any payment within forty (45) days of receipt of invoice shall be deemed to be a material breach of this Agreement and shall be sufficient cause for termination of the Agreement and extinguishment of the License Agreement.

Fees stated are exclusive of any taxes. To the extent taxes are applicable to this Agreement, the Services or any payments required to be made hereunder, Client agrees to pay all local, state and federal taxes including, without limitation, sales, use, personal property, excise and other taxes which are levied against Client or ACS, except for taxes based on ACS' net income. Client agrees to reimburse ACS for any and all such taxes which ACS is required to pay to applicable taxing authorities. Client's request for acceleration of services or any delay in ACS' performance of services caused by Client may result in additional charges. Subject to Client's prior consent, Client will reimburse ACS for travel expenses. ACS may increase the prices of the base fees and related services once every twelve month period during the Term of this Agreement.

LEON COUNTY
CONTRACT ROUTING SLIP

___ Original
___ Renewal
_X_ Amendment

County Contract No. 1591B

Division Contact: Pat Curtis Phone 606-5514

Department/Division: Management Services / MIS

Contractor: ACS Government Systems, Inc.

Address 1733 Harrodsburg Rd.

City, State, Zip Lexington, KY 40504-3617

Contract Period: From October 2007 To September 2010

Renewal Periods: Number 0 Term

Contract Total $ Amount: _____ or check if ___Unit Price Agreement

Contract Type:
___ Conservation Easement
___ Construction
___ Continuing Supply
___ Deed
___ Interlocal Agreement
___ Grant
___ Lease
___ Other Services
___ Performance Agreement
___ Professional Services
___ Purchase
_X_ Other (Explain below)

Procurement Method:
___ Bid*
___ RFP*
___ Sole Source
___ Gov't Entity
_X_ Other (Explain Below)

Insurance Certificates:
___ General Liability
___ Professional Liability
___ Workers' Compensation
___ Errors & Omissions
___ Automobile Coverage

Forms Required:
___ Public Entity Crimes Statement
___ Performance Bond
___ Materials & Payment Bond
___ Warranty Bond
___ Certification Regarding Debarment

Bid/RFP # _____

Agenda Date _____

Agenda Item # _____

Comments: Software Maintenance Contract – Price guarantee for 3 years
Purchasing Director authorization allows for ongoing software maintenance contracts

Routing:

Required	Initials	Date	
_____	YC	10-29-07	Originating Division MIS
_____	_____	_____	Purchasing
_____	_____	_____	Minority/Women Business Enterprise
_____	_____	_____	Risk Management
_____	_____	_____	Grants Coordinator
_____	_____	_____	County Attomey's Office
_____	_____	_____	County Administrator's Office
_____	_____	_____	Chairman, BCC
_____	_____	_____	Clerk's Office (Finance)

RECEIVED
07 OCT 29 PM 3:47
FINANCE DIVISION
BOB INZER
CLERK CIRCUIT COURT

Return completed documents to: _____

Be sure to return and file a fully executed agreement with the Finance Department

Rev. 2/07

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AMENDMENT TO
TECHNICAL CURRENCY AGREEMENT

ACS GOVERNMENT SYSTEMS, INC.
1733 Harrodsburg Road
Lexington, KY 40504-3617
FAX Number (859) 277-2300
("ACS")

and

Leon County B.O.C.C.
301 South Monroe Street
P3 Level
Tallahassee, FL 32301
("Licensee")

Original Technical Currency Agreement dated February 23, 1994 (the "TCP Agreement").

This Amendment No. 4 (the "TCP Amendment").

Effective Date of this TCP Amendment: October 2007 (the "Amendment Date").

LICENSEE AND ACS, intending to be legally bound, agree as follows:

1. Defined Terms. Unless specifically defined herein, all terms defined in the TCP Agreement shall have the same meaning when used in this TCP Amendment.

2. Amendment to and Modification of TCP Agreement. ACS agrees to provide Improvements with respect to the additional Component Systems identified in Exhibit 1, attached to this TCP Amendment (the "TCP Exhibit") on the same terms and conditions as the TCP Agreement for the period and for the fee specified in the TCP Exhibit. The term of the TCP Agreement is deemed to be extended as provided for in the TCP Exhibit for purposes of this TCP Amendment. Any amounts indicated on the TCP Exhibit are in addition to all other amounts payable under the TCP Agreement.

3. Integration Provision. Except as expressly modified by this Amendment, the Agreement shall remain in full force and effect. As of the Amendment Date, the Agreement, as further amended by this Amendment constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties.

4.

IN WITNESS WHEREOF, the parties have set their respective hands and seals below.

ACS

By: _____

Spencer Parrott
Vice President, Justice Practice
(Printed Name and Title of Signatory)

Date: 10-05-07

LICENSEE

By: _____

Keith M. Roberts, Purchasing Director
(Printed Name and Title of Signatory)

Date: October 3, 2007

EXHIBIT 1

Licensee: Leon County B.O.C.C.

PARTIAL YEAR PAYMENT/DUE DATE: N/A
(Indicate "N/A if not applicable)

FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: October 2008

10% DISCOUNT THEN NO ANNUAL ESCALATION FOR THREE YEARS: for a three year commitment

Baseline Component System	Contract Year Begins/Ends	Expiration Date	First Annual Payment Amount
Banner Finance	October 1, 2007 – Sept 30, 2008		included
Banner Human Resources	October 1, 2007 – Sept 30, 2008		included
Oracle	October 1, 2007 – Sept 30, 2008		included
Oracle	October 1, 2007 – Sept 30, 2008		included
Employee Self Service	October 1, 2007 – Sept 30, 2008		included
Total			**$133.839.60**
Banner Finance	October 1, 2008 – Sept 30, 2009		included
Banner Human Resources	October 1, 2008 – Sept 30, 2009		included
Oracle	October 1, 2008 – Sept 30, 2009		included
Oracle	October 1, 2008– Sept 30, 2009		included
Employee Self Service	October 1, 2008– Sept 30, 2009		included
Total			**$133.839.60**
Banner Finance	October 1, 2009 – Sept 30, 2010		included
Banner Human Resources	October 1, 2009 – Sept 30, 2010		included
Oracle	October 1, 2009 – Sept 30, 2010		included
Oracle	October 1, 2009 – Sept 30, 2010		included
Employee Self Service	October 1, 2009 – Sept 30, 2010		included
Total			**$133.839.60**

The Initial Payment Amount represents the amount due on the First Annual Contract Year Payment Date for Improvements for the first full Contract Year. Fees for Improvements for each subsequent Contract Year are payable on the anniversary of the First Annual Contract Year Payment Date. Improvement fees for each Contract Year after the first full Contract Year will be specified by ACS in an annual invoice and will not exceed 0% of the amount payable for Improvements for the immediately preceding Contract Year.

Upon the expiration of the full term of this **Amendment to Technical Currency Agreement,** effectively **September 30, 2010,** the improvement fees will be escalated by no more that 110% of the amount payable for improvements for the immediately preceding contract year, unless Licensee notifies ACS in writing they would like to renew the support on the listed products for additional 3 year term.

ACS

By: Parrott

Spencer Parrott
Vice President Justice Practice
(Printed Name and Title of Signatory)

Date: 10-05-07

LICENSEE

By: Keith M. Roberts

Keith M. Roberts, Purchasing Director
(Printed Name and Title of Signatory)

Date: October 4, 2007

ACS 1445 (2)

County Contract No. 159IA

LEON COUNTY
CONTRACT ROUTING SLIP

(a) ___ Original
___ Renewal
X Amendment

Division Contact: Pat Curtis Phone # 606-5514

Department/Division: MIS - Management Services

Contractor: ACS (formerly SCT)

Address 1733 Harrodsburg Rd.

City, State, Zip Lexington, KY 40504-3617

Contract Period: From ~~12-30-2005~~ 5-2006 To Whenever use of Banner is terminated.

Renewal Periods: Number ____ Term ____

Contract Total $ Amount: #30,000

Contract Type:	Procurement Method:	Forms Required:
___ Conservation Easement	___ Bid*	___ Public Entity Crimes Statement
___ Construction	___ RFP*	___ Performance Bond
___ Continuing Supply	___ Sole Source	___ Materials & Payment Bond
___ Deed	___ Gov't Entity	___ Warranty Bond
___ Interlocal Agreement	X Other (Explain Below)	___ Certification Regarding Debarment
___ Grant		
___ Lease	Insurance Certificates:	
___ Other Services	___ General Liability	*Bid/RFP # ____
___ Performance Agreement	___ Professional Liability	
___ Professional Services	___ Workers' Compensation	Agenda Date ____
___ Purchase	___ Errors & Omissions	
X Other (Explain below)	___ Automobile Coverage	

Comments: Software licenses
Amendment to existing Banner Software Contract

Routing:

Required	Initials	Date	
___	PC	12-22-05	Originating Division MIS
✓	___	___	Purchasing
___	___	___	Minority/Women Business Enterprise
___	___	___	Risk Management
___	___	___	Grants Coordinator
✓	DR	2/14/06	County Attorney's Office
___	___	___	County Administrator's Office
___	___	___	Chairman, BCC
✓	cpt	2/20/06	Clerk's Office (Finance)

RECEIVED BY
LEON COUNTY ATTORNEY'S OFFICE
Leon County, Florida
Date: 4/13/06
Time: 3:53

☐ Rec'd by Mail ☐ Received by Hand-Delivery

Return completed documents to: PAT CURTIS, MIS

Rev. 5/05

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**AMENDMENT TO
SOFTWARE LICENSE &
SERVICES AGREEMENT**

ACS GOVERNMENT SYSTEMS, INC.
1733 Harrodsburg Road
Lexington, KY 40504-3617
FAX Number (859) 277-2300
("ACS")

and

LEON COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS
301 S. Monroe Street
P3 Level
Tallahassee, Florida 32301
FAX Number (850) 922-0099
("Licensee")

Original Software License & Services Agreement dated February 23, 1994 (the "Agreement").

This Amendment No. 2 (the "Amendment").

Effective Date of this Amendment: May 1, 2006 (the "Amendment Date").

LICENSEE AND ACS, intending to be legally bound, agree as follows:

1. Defined Terms. Unless specifically defined herein, all terms defined in the Agreement shall have the same meaning when used in this Amendment. Each Component System listed in Exhibit 1 attached to this Amendment is also deemed a Major System of the Licensed Software for purposes of the Agreement.

(a) The term "Licensed Software" means, collectively and individually, all software licensed to Licensee by ACS under the Agreement, together with the Component System(s) identified on the attached, and any subsequent, Exhibit 1.

2. Amendment to and Modification of Agreement. In addition to the software systems licensed to Licensee by ACS under the Agreement, ACS grants Licensee the right to use the additional Licensed Software identified on Exhibit 1 attached to this Amendment on the same terms and conditions set forth in the Agreement as modified by Exhibit 1, including without limitation, any software supplements attached to such Exhibit 1 (the "Software Supplements"). To the extent the terms of Exhibit 1 and the Software Supplements contradict the terms of the Agreement, the terms of Exhibit 1 shall govern.

3. Integration Provision. Except as expressly modified by this Amendment, the Agreement shall remain in full force and effect. As of the Amendment Date, the Agreement, as further amended by this Amendment constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties.

4. Right to Grant License and Ownership. ACS has the right to grant Licensee this license and to use the licensed Software as detailed under the TERMS and CONDITIONS listed in the attached Exhibit 1.

IN WITNESS WHEREOF, the parties have set their respective hands and seals below.

ACS

By: _____
PAUL J. RUDDY
VICE PRESIDENT, OPERATIONS
(Printed Name and Title of Signatory)
ACS
Date: 4/2/01

LICENSEE

LEON COUNTY, FLORIDA

By: _____
Bill Proctor, Chairman
Board of County Commissioners,

ATTEST:
Bob Inzer, Clerk of the Court
Leon County, Florida

By: John Stott, Deputy Clerk

Approved as to Form:
Leon County Attorney's Office

By: _____, Daniel J. Rigo, for
Herbert W.A. Thiele, Esq.
County Attorney

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EXHIBIT 1
(Page 1 of 3)

Licensee: Leon County, Florida

Delivery Address: 301 South Monroe Street, Tallahassee Florida 32301

EQUIPMENT: Host(s) or client server configuration(s) and/or combinations of host(s) and client server configuration(s) within the United States of America for which ACS supports the Licensed Software. Licensee acknowledges that certain Component Systems of the Licensed Software may require specific host or client configurations. Licensee, as soon as reasonably practicable, shall provide a detailed written description of the Equipment so that ACS can confirm that it is configuration on which ACS supports use of the Licensed Software. ACS will then advise Licensee whether ACS supports or does not support use of the Licensed Software on the proposed configuration. If ACS does not support use of the Licensed Software on the proposed configuration, Licensee must propose a new configuration until ACS does confirm that it supports use of the Licensed Software on the proposed configuration.

TERMS and CONDITIONS OF EXHIBIT 1: Exhibit 1 provides a perpetual, non-exclusive, non-transferable right to copy and use the Software System(s) only on a computer system then supported by SCT and authorized in Exhibit 1 and only for Licensee's internal use. License may also use the Software System(s) temporarily on a different computer system, either at Licensee's principal address or at another Licensee-controlled site, upon prompt written notice to ACS, for disaster recovery testing or actual disaster recovery of Licensee's computer operations.

License will not reverse assemble, reverse compile, reverse engineer, or otherwise disassemble or decompile the Object Code for the Software System(s) in whole or in part.

Licensee (I) may not assign, license, further sublicense or otherwise transfer, voluntarily, by operation of law its right to use the Software System(s) , absent written approval by SCT;(ii) may not make the Software System(s) available in any timesharing, networking, service bureau, or other rental arrangements whatsoever; (iii) may not permit, both before or after termination of the License Agreement for any reason, any person or entity, other than Licensee Employees, directly or indirectly to use, have access to or use of all or any part of the Software System(s); and (iv) may not permit all or part of the Software System(s) to be exported outside of the continental United States of America, in any manner or by any means.

Licensee will not modify or remove, in any manner, the Intellectual Property rights notice(s) provided by SCT in connection with the Software System(s).

Licensee acknowledges and agrees that SCT will have no liability whatsoever to Licensee in connection with the Software System(s), and that SCT will not be liable to Licensee for any direct, indirect, incidental, special, consequential or other damage whatsoever arising from the Licensee's use of the Software System(s) or any related materials.

SCT makes no warranties whatsoever, whether expressed or implied, to Licensee. All warranties (if any) are provided by ACS.

SCT is a third party beneficiary under License Agreement and Exhibit 1 for the sole purpose of the enforcement of Intellectual Property Rights in, and protection of its interests in, the Software.

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EXHIBIT 1
(Page 2 of 3)

Licensee: Leon County, Florida

Delivery Address: 301 South Monroe Street, Tallahassee Florida 32301

NOTICE: To use any of the Licensed Software, Licensee must also obtain, install on the Equipment and maintain ACS-supported versions of certain Oracle Corporation software products and certain software/hardware peripherals. By this notice, ACS is advising Licensee that Licensee should consult with its ACS Professional Services representative to obtain a written listing of such necessary Oracle Corporation software products and software/hardware peripherals.

LICENSED SOFTWARE:

Component System	Source Code Licensed? (yes/no)	Software Suppl't	Fee
Component System:			
Banner Self Service for Employees	Yes	None	$30,000.00
TOTAL LICENSE FEE:			**$30,000.00**

IMPLEMENTATION SERVICES:

Description	Service Period (Hours)	Fee
IMPLEMENTATION/SUPPORT/ TRAINING:		
Functional Services		
Web Tailor, & Web Programming	44 Hours	$8,000
Employee Self Service Training	20 Hours	$4,000
Employee Self Service Consulting	20 Hours	$4,000
Web Time Entry System Review	40 Hours	$8,000
Web Time Entry Training System Review	40 Hours	$8,000
Web Time Entry Consulting	40 Hours	$8,000
TOTAL		**$40,000.00**

- The above prices reflect implementation support and training costs. Implementation support includes prep and follow up and travel time. Travel and living expenses are additional and are billed as incurred.

PAYMENT:
For each Component System indicated above, Licensee will pay ACS the entire applicable license fee by thirty (30) days after its Delivery Date. ACS will invoice Licensee for all other services and applicable charges on a monthly basis, as ACS renders the services or Licensee incurs the charges, as applicable.

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EXHIBIT 1
(Page 3 of 3)

Licensee: Leon County, Florida

Delivery Address: 301 South Monroe Street, Tallahassee Florida 32301

DELIVERY:
Unless otherwise indicated below, each of the Component Systems identified above shall be delivered within thirty (30) days following the Amendment Date.

Number of Software Supplements Attached: None

ACS

BY: _____
PAUL J. RUDDY
VICE PRESIDENT, OPERATIONS
(Printed Name and Title of Signatory)
ACS
DATE: 4/28/06

LICENSEE
LEON COUNTY, FLORIDA

BY: _____
Bill Proctor, Chairman
Board of County Commissioners

ATTEST:
Bob Inzer, Clerk of the Court
Leon County, Florida
BY: John Stott, Deputy Clerk

Approved as to Form:
Leon County Attorney's Office
BY: _____, Daniel J. Rigo, for
Herbert W.A. Thiele, Esq.
County Attorney

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AMENDMENT TO
TECHNICAL CURRENCY AGREEMENT

ACS GOVERNMENT SYSTEMS, INC.
1733 Harrodsburg Road
Lexington, KY 40504-3617
FAX Number (859) 277-7600
("ACS")

and

LEON COUNTY B.O.C.C.
301 S. Monroe Street
P3 Level
Tallahassee FL 32301
("Licensee")

Original Technical Currency Agreement dated February 23, 1994 (the "TCP Agreement").

This Amendment No. 3 (the "TCP Amendment").

Effective Date of this TCP Amendment: May 1, 2006 (the "Amendment Date").

LICENSEE AND ACS, intending to be legally bound, agree as follows:

1. Defined Terms. Unless specifically defined herein, all terms defined in the TCP Agreement shall have the same meaning when used in this TCP Amendment.

2. Amendment to and Modification of TCP Agreement. ACS agrees to provide Improvements with respect to the additional Component Systems identified in Exhibit 1, attached to this TCP Amendment (the "TCP Exhibit") on the same terms and conditions as the TCP Agreement for the period and for the fee specified in the TCP Exhibit. The term of the TCP Agreement is deemed to be extended as provided for in the TCP Exhibit for purposes of this TCP Amendment. Any amounts indicated on the TCP Exhibit are in addition to all other amounts payable under the TCP Agreement.

3. Integration Provision. Except as expressly modified by this Amendment, the Agreement shall remain in full force and effect. As of the Amendment Date, the Agreement, as further amended by this Amendment constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties.

4. Right to Grant License and Ownership. ACS has the right to grant Licensee this license and to use the licensed Software as detailed under the TERMS and CONDITIONS listed in the attached Exhibit 1.

IN WITNESS WHEREOF, the parties have set their respective hands and seals below.

ACS

By: _____
PAUL J. RUDDY
VICE PRESIDENT, OPERATIONS
(Printed Name and Title of Signatory)
Date: 4/28/06 ACS

LICENSEE

LEON COUNTY, FLORIDA

By: _____
Bill Proctor, Chairman
Board of County Commissioners,

ATTEST:
Bob Inzer, Clerk of the Court
Leon County, Florida

By: John Stott, Deputy Clerk

Approved as to Form:
Leon County Attorney's Office

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

A C S®

EXHIBIT 1

Licensee: Leon County, Board of County Commissioners

PARTIAL YEAR PAYMENT/DUE DATE: N/A
FIRST ANNUAL CONTRACT YEAR PAYMENT DATE: September 30, 2006

ANNUAL ESCALATION NOT TO EXCEED: 10% OF PRIOR FULL-YEAR ANNUAL PAYMENT

Baseline Component System	Contract Year Begins/Ends	Expiration Date	First Annual Payment Amount
Self Service for Employees	May 2006 – September 30, 2006	September 30, 2006	$2,500.00
Self Service for Employees	October 1, 2006 – Sept 30, 2007	September 30, 2007	$6,600.00
Self Service for Employees	October 1, 2007 – Sept 30, 2008	September 30, 2008	$7,260.00
Self Service for Employees	October 1, 2008 – Sept 30, 2009	September 30, 2009	$7,986..00
TOTAL			**$26,846.00**

The Initial Payment Amount represents the amount due on the First Annual Contract Year Payment Date for Improvements for the first full Contract Year. Fees for Improvements for each subsequent Contract Year are payable on the anniversary of the First Annual Contract Year Payment Date. Improvement fees for each Contract Year after the first full Contract Year will be specified by ACS in an annual invoice and will not exceed 110% of the amount payable for Improvements for the immediately preceding Contract Year.

ACS

BY: _____
PAUL J. RUDDY
VICE PRESIDENT, OPERATIONS
(Printed Name and Title of Signatory)
DATE: 4/27/06

LICENSEE
LEON COUNTY, FLORIDA

BY: _____
Bill Proctor, Chairman
Board of County Commissioners

ATTEST:
Bob Inzer, 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

SCT Problem File

SCT Government Systems

FAX TRANSMITTAL COVER SHEET

DATE: 3/23 NO. OF PAGES INCLUDING COVER: 5

TO: Bill Bogan

COMPANY: Leon County

ADDRESS:

FAX NO: 904/488-8257

FROM: Lee Curtis

MESSAGE: Per our discussion this morning, enclosed is the revised list of "Banner Issues".

SCT Government Systems, Inc., 1733 Harrodsburg Rd., Lexington, KY 40504-3617
Fax (606) 277-2300
Switchboard (606) 277-1500

BANNER ISSUES

This is a revision of the document faxed to us on March 3, 1995 from Bill Bogan, Finance Director/Leon County. We have categorized each issue to allow for an easier and more efficient discussion.

Training Issues:

1. Training was of poor quality, Instructors could not answer questions and could not tell students how to perform functions.

26. Training has been a disaster; delivery of training poor and manuals were bad.

27. Training was sometimes conducted without manuals. Information needed was supposed to be in the manuals but was not available. The manuals were very obtuse and lacked information necessary for the users.

34. Training was poor, unprofessional and inadequate. Example: In BQ training, students left the training session unable to generate a simple columnar report with totals at the bottom. (Instructor could not do it either). John Stott will address this topic in detail with Lee Curtis. Manuals are inadequate. We must rewrite them before they are of any use to our staff. What will SCT do about this?

Technical Issues:

2. Constant modifications, patches, and fixes have been provided without ever delivering a functional system. We don't know at what point we will have a functional system. We are unable to take ownership until we know this information.

4. Increasingly "upgrades" don't line up and we can't follow instructions because they don't work. We have been told "you are reading the instructions too closely."

5. We have spent 2.5 weeks trying to install. We are constantly calling the help desk as the install blows off. We then tell them how we fixed the problem and ask if that is OK, is it going to affect something else? We get the idea they don't know what is going on here.

Technical Issues: (cont'd.)

7. The Help Desk told us that since they now have a customer running this on a VAX, they are having to learn VAX.

8. Does this package work on a VAX running VMS? We are not certain that SCT can support us. Should we look at running on another operating system/platform? Perhaps UNIX, ULTRIX, OSF1? Ideally, what would SCT prefer we use as an operating system in order for us to provide the best possible service?

11. Good programming contains flags that will tell a user when there is a problem with an entry- as in "deductions".

12. Programming is poorly done. For example, the program itself commits violations of indexes. Ex. One module generates a call that did not line up with the database, and therefore, shut down our printing.

17. Every single diskette we receive from Jay, Kevin and anyone else is unreadable. We prefer to link to the computer and FTP the files. This is quicker than waiting on diskettes and discovering they don't work.

19. We are running very slowly, and system sizing could be one issue. Rick Krieger and Dennis Dingman sized the system for 60 users, sufficient for two years. Were we mislead about the sizing? What does SCT now say about sizing?

25. Fixes take too long. We need better response time. Defect list items need to be worked off faster. Is SCT adequately staffed to support the installed base?

28. If sizing is an issue and our VAX running VMS cannot run this application, then we need to consider migrating. If such a migration is because SCT undersized the orginal set-up, then we expect SCT to help with the migration.

29. We are spend large amounts of staff effort on overcoming problems caused by the Banner application. SCT must do better.

32. We don't have a fully functional system, and can't tell when we will have one. With the status of loading version 2.0.2, we don't know how to tell when the system is fully functional SCT has a responsibility to get this system up and running.

Documentation Issues:

6. No detail, instructions are incorrect. For example, instructions say install files in directory X, but system is in fact looking in directory Y for the files. We were told "your system is so messed up, just go ahead and put the files there."

9. Documentation doesn't support the product. Documents lack simple items like a list of steps to be taken in correct order to terminate an employee. This is critical if the steps are not performed in order, it fails. Another similar example is in deductions.

10. Purchasing User Documentation is insufficient. It dosen't tell what correct entries are

13. Error messages are cryptic and don't provide the user sufficient information to know what to do. This is especially true when the Oracle database messages appear.

Communications Issues:

16. The programming work done by Ron? Does not work well and was not timely. Checks and Purchase Orders were the top priority. The Purchase Orders are acceptable but not exactly what we wanted. They also took 3-4 extra weeks to get them to work. The checks take a significant manual intervention every time they are run. We specifically stated that there should be no form feeds in the reports to limit problems with the printing. This was not the case.

23. No one here wants to work with Steve Moore. We would prefer he not come back here, as we do not trust him to get the job done.

24. We sometimes work with SCT on an issue and reach a joint decisions as to its resolution. Then SCT changes the decision without our further input or sometimes even our knowledge. (Need examples of this.)

33. SCT must provide necessary personnel and other support to get the system fully up and running at no additional charge to us. Examples of possible solutions would be additional visits by programmers, trainers, and technical staff. (Do not send us Steve Moore.)

37. The Help Desk generally provides very good help, but the response time is sometimes slow. Especially true when our database analyst calls.

38. We need to see a sense of urgency. Does SCT have enough people supporting this product? We see some very stupid error like YTD could not handle 5 digits on payroll checks.

41. SCT totally lacks a sense of urgency. There appears to be little concern that slow response, no response, and system problems in general affect our operations drastically. Does anyone at SCT care?

Stores Inventory Issues:

3. BANNER was to install, but this hasn't happened. We told them we would not test items known to have bugs.

30. We agreed to do a beta test of Stores Inventory. When is BANNER going to delivery this module. Do we need to abandon this project?

31. We don't know what the status is of this applications. We can't load the disks we have until version 2.0.2 is loaded and operational.

Reporting Issues:

14. Printing has been a problem since day one of the project. SCT has not seemed interested in solving these problems. It could appear that SCT has an interest in selling printed forms and is therefore not very responsive to printing solutions that do not use their forms.

15. There was training provided on "reports".

21. Recent efforts to print canned reports in OMB have blown off at fund 300 or 400, why?

22. SCT personnel have been unable to install BQ. Per Steve Moore, we should wait for version 2.0.2 installation and then install the new version of BQ. Does BQ work?

Software Functionality Issues:

36. History records on position control don't show up.

39. Liability checks - Payroll module should populate data, but we have to re-enter to get the checks out.

40. If the accurate date is used, we can't get the last check out. If a false date is used, check is available, but the retirement reports are inaccurate.

Resolved:

18. Checks go to the text file which is plain text. Then the file is erased when checks run. The checks are placed in a secure directory now and the work around is OK.

20. The Oracle license for 56 users appears to be all right for now.

35. Travel expenses early on were exorbitant. We won't stand for inflated expenses of premium hotels, cars, etc. (Programmer visit). This has not been a problem after we complained.

Board of County Commissioners

Agenda Request

Agenda Item for:	**February 22, 1994**
Date:	**February 14,1994**
TO:	**Honorable Chairman and Members of the Board**
FROM:	**Bill Bogan, Jr., Finance Software Committee**
SUBJECT:	**Selection of Financial Software for the County**

STATEMENT OF ISSUE

The Board of County Commissioners (BCC), sitting as the Leon County Governmental Leasing Corporation (LCGLC), a not-for-profit corporation for county public purposes, is requested to convene a special meeting of the LCGLC to authorize a contract with a financial software vendor for purchase and installation of a financial package.

BACKGROUND

During October, 1992, the County Commission established the Leon County Governmental Leasing Corporation for the purpose of lease-purchasing one or more projects from the Corporation. The current masterlease schedule authorizes the acquisition of a financial software package. The financial software committee, made up of primary users, met on several occasions to develop a request for proposal (RFP) for the County. At the July 13, 1993, County Commission meeting, the Board, meeting as the LCGLC, approved the issuance of that RFP.

The Financial Software Information System (FIS) Committee met on several occasions to discuss and develop the process for selection of a financial software package suitable for the County. The FIS Committee reviewed five (5) RFP's for technical qualifications and accepted three. Two of the proposers were not technically qualified because they did not meet the requirements of the RFP.

The FIS Committee invited the three (3) technically qualified proposers to a one day on-line demonstration of the software. Through the demonstrations, it became apparent to the FIS Committee that one package was more suitable for the needs of the County than the others.

Posted on September 8, 2025

ANALYSIS

At the December 7, 1993, Commission meeting the Board authorized the Committee to begin negotiation of a contract with the selected vendor, Banner/SCT. The contract for software with Banner/SCT, which includes software from, Hanson, Faster, and The Computer Academy, a local MBE vendor, has been negotiated by members of the Committee and is now ready to be presented to the BCC, meeting as the LCGLC, to approve.

There are $700,000 budgeted to cover the needs for the purchase of a financial software system. The funds for installing the system is as follows:

Banner/SCT	(Finance Software)	473,500.00
Hanson	Work Order Public Works System	42,110.00
Faster	Fleet System	22,043.00
Computer Academy (MBE Tracking Program)		20,000.00
Hardware & Misc. Implementation		142,347.00
		$700,000.00

There is a projected annual maintenance cost of $58,876.00 on the Banner/SCT software which is scheduled to begin on September 1, 1995. The Hanson software package will require an annual maintenance cost of $3,700 after 90 days of installation.

The Committee anticipates that the remaining portion of this budget will be used to obtain hardware to operate the selected software package and covers other miscellaneous implementation costs.

The Faster, Hanson, and Computer Academy software packages will be purchased under separate agreements to save contractors markup from Banner/SCT. Banner/SCT will ensure smooth integration of all software packages. The purchase of these software packages will provide the County with a fully integrated system that will adequately serve its needs for the years to come.

The County Attorney's Office raised a concern with SCT over their limited warranties provided in the software agreements but they would not agree to change them. A policy decision should be made by the (LCGLC) to accept the warranties as provided. SCT's position is industry-wide and staff has been unable to get other companies to agree to this change.

It is the consideration of the FIS committee by unanimous consent at a meeting on February 11,1994 at 10:30am, to recommend this proposal to the commission. All unresolved issues of the joint committee presented by the BCC staff and the Clerk's staff were resolved.

OPTIONS

1.) Convene the LCGLC and approve the attached contract with the selected vendor.

2) Direct the Committee to modify or re negotiate the contract with the selected vendor.

3) Take other appropriate action.

RECOMMENDATION

Option 1

Attachments

1) SCT Software License and Service Agreement
2) SCT Technical Currency Agreement
3) Bannerquest Software License And Service Agreement
4) Bannerquest Software Technical Currency Agreement
5) Agenda Item authorizing negotiation
6) Hanson price quote
7) Faster price quote
8) Correspondence The Computer Academy
9) Tentative Implementation schedule from Banner/SCT subject to revision by the FIS committee.
10) SCT's Affirmative Action Plan

JCS C:\DATA\FINANCE\FINPKG1.DOC

BOND # 124108954

CNA INSURANCE COMPANIES

CNA Plaza, Chicago, Illinois 60685

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: That we SCT PUBLIC SECTOR, INC.

, Principal,

and CONTINENTAL CASUALTY COMPANY , Surety, are held and firmly bound unto LEON COUNTY GOVERNMENT LEASING CORP.

, Obligee,

in the sum of FOUR HUNDRED SEVENTY THREE THOUSAND FIVE HUNDRED DOLLARS AND ZERO CENTS Dollars ($473,500.00XXXXXXXXX)

for the payment of which we bind ourselves, our legal representatives, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has entered into a contract with Obligee, dated FEBRUARY 23, 1994 for

INSTALLATION OF BANNER FINANCE, HUMAN RESOURCES, ORACLE & BANNER QUEST

copy of which contract is by reference made a part hereof.

NOW, THEREFORE, if Principal shall faithfully perform such contract or shall indemnify and save harmless the Obligee from all cost and damage by reason of Principal's failure so to do, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

Any suit under this bond must be instituted before the expiration of two (2) years from the date on which final payment under the contract falls due.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Obligee named herein or the heirs, executors, administrators or successors of the Obligee.

Signed, sealed, and dated
2/23/94

(Principal)

By: _____ (Seal)

(Surety)

By: _____ (Seal)
Attorney-in-Fact

G-105578-A

Continental Casualty Company

BOND # 124108954

CNA

For All the Commitments You Make

AN ILLINOIS CORORATION

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men by these Presents, That CONTINENTAL CASUALTY COMPANY, a corporation duly organized and existing under the laws of the State of Illinois, and having its principal office in the City of Chicago, and State of Illinois, and having its principal office in the City of Chicago, and State of Illinois, does hereby make, constitute and appoint Jeffrey P. Brown, Kimberley Ann Bard, Beth A. Garris, Individually

of Chadds Ford, Pennsylvania

its true and lawful Attorney-in-fact with full power and authority hereby conferred to sign, seal and execute in its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind CONTINENTAL CASUALTY COMPANY thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of CONTINENTAL CASUALTY COMPANY and all the acts of said Attorney, pursuant to the authority hereby given are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the Board of Directors of the Company.

"Article IX—Execution of Documents

Section 3. Appointment of Attorney-in-fact. The Chairman of the Board of Directors, the President or any Executive, Senior or Group Vice President may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Company in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. Such attorneys-in-fact, subject to the limitations set forth in their respective certificates of authority, shall have full power to bind the Company by their signature and execution of any such instruments and to attach the seal of the Company thereto. The Chairman of the Board of Directors, the President or any Executive, Senior or Group Vice President or the Board of Directors, may, at any time, revoke all power and authority previously given to any attorney-in-fact."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 17th day of February, 1993.

"Resolved, that the signature of the President or any Executive, Senior or Group Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted pursuant to Section 3 of Article IX of the By-Laws, and the signature of the Secretary or an Assistant Secretary and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company."

In Witness Whereof, CONTINENTAL CASUALTY COMPANY has caused these presents to be signed by its Group Vice President and its corporate seal to be hereto affixed this 4th day of November, 19 93.

CONTINENTAL CASUALTY COMPANY

State of Illinois } ss
County of Cook }

CONTINENTAL CASUALTY COMPANY CORPORATE SEAL 1897

M.C. Vonnahme Group Vice President.

On this 4th day of November, 19 93, before me personally came M.C. Vonnahme, to me known, who, being by me duly sworn, did depose and say: that he resides in the Village of Downers Grove, State of Illinois; that he is a Group Vice President of CONTINENTAL CASUALTY COMPANY, the corporation described in and which executed the above instrument; that he knows the seal of said Corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

Linda C. Dempsey NOTARY PUBLIC Cook Co., Ill.

Linda C. Dempsey Notary Public.

My Commission Expires October 19, 1994

CERTIFICATE

I, John M. Littler, Assistant Secretary of CONTINENTAL CASUALTY COMPANY, do certify that the Power of Attorney herein above set forth is still in force, and further certify that Section 3 of the Article IX of the By-Laws of the Company and the Resolution of the Board of Directors, set forth in said Power of Attorney are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said Company this 23RD day of FEBRUARY, 19 94.

CONTINENTAL CASUALTY COMPANY CORPORATE SEAL 1897

John M. Littler Assistant Secretary.

SCT Problem File

From: John Stott
To: LeonCoFl.LeonCo2.VAN, Admin.BRENDAT, LeonCoFl.Leon...
Date: 4/9/95 4:43pm
Subject: SCT Response to Our Letter

We received the response from Lee Curtis of SCT on Friday afternoon by FAX. It will be distributed Monday morning as soon as we can get it copied.

I believe that we should schedule a meeting for the latter part of the week to review this response document as well as review the current status of the entire project. I will ask Bill Bogan to have his staff schedule this meeting.

A few of the topic areas I believe we should consider are listed below. Please feel free to provide to Bill B. additional items. All persons who have a contribution to make on these topics should come prepared to speak to their issues.

1. SCT Letter of April 7
2. Software installation situation
3. Hardware issues
4. Printing-canned reports, PO's, checks
5. Security and access
6. Canned reports
7. Special reports requested from SCT
8. Report server concept-how to proceed to a decision and implementation
9. Training
10. Budget issues-this year, next year
11. BannerQuest-installation, controls on use
12. Payroll-deductions-scheduling

CC: DaveL, BILLB, DAWNM, SHARONF, LEWISA, BetsyC

(1) * Get Curtis on project to get clean install. Curtis can do it from SCT site. Must coordinate with Elizabeth to get it done. Needs to be done immediately.

(2) Identify in house what we believe our needs to be. SCT to provide us the minimum.

(3) Compile our responses and check on list of other sites.

SCT

April 7, 1995

Mr. Bill Bogan
Director, Finance
Leon County
Post Office Box 726
Tallahassee, Florida 32302

Dear Bill,

This letter summarizes our discussions held at Leon County March 29, 1995. The meeting was held to discuss BANNER® implementation issues and to develop a plan which will address specific tasks as identified during that meeting. Paul Engel and I would like to thank you and the entire Leon County staff for your courtesy and professional manner in which these, potentially emotional, issues were addressed. We are confident that, working together, we will resolve each as identified below.

ACTIVITY: BANNERQuest® Training
DISCUSSION: Leon County expressed concern over the quality of BANNERQuest training which was provided by Steve Moore during the week of January 16, 1995. County staff did not feel the training helped them to understand the product which is viewed by Leon County as an important component in the successful operation of the BANNER products. We strive to deliver top quality training to our clients, every time. Unfortunately, during BANNERQuest training, we experienced software installation problems and did not communicate effectively to your staff relative to test data bases verses production data bases.
PROPOSAL: SCT invites Leon County to attend a two day internal SCT BANNERQuest training class to be held in Lexington, Kentucky April 18 and 19, 1995. This class will be taught by Brian Knotts from the BANNERQuest development team and will cover elementary application of BANNERQuest as well as in-depth technical discussion of the product. Leon County will be responsible only for your travel expenses. SCT will waive the usual tuition fees for this class. In addition, SCT will provide Leon County information relative to BANNERQuest for Windows which is easier for the non-technical end user to utilize. Finally, SCT will provide contact names and telephone numbers of clients who are using data base scripts and other software to extract data from the Finance system. Specifically, Peter Moote at Poway, California is a leader in using micro-computer based software for report generation from the BANNER Finance data base.

ACTIVITY: Finance and H/R supplemental training
DISCUSSION: The basic, contracted training for Finance and H/R software has been completed. Finance training was held between April and October 1994. Human Resource training was conducted between June and November, 1994. It should be noted that this intense training schedule was selected by the County after our consultants advised against that aggressive implementation program. It is possible that many of the topics that are to be retrained, were previously covered, but due to the amount of material taught in a very compressed time-frame, they

We have not had Fixed Assets, Stores Inventory, AR training. Focus Report Wr
one final week of HR training. Bennett

look at curriculum in H/R & Finance.

How do I ?

SCT Public Sector, Inc.
1733 Harrodsburg Rd., Suite 100
Lexington, KY 40504-3617
606/277-1500

Posted on September 8, 2025

were forgotten or confused. Leon County is now requesting additional consulting support and instruction separate from our normal training program. The level of training is to be determined between you and me, but may include software reporting capabilities, advanced features, software functionality and BANNERQuest.

PROPOSAL: SCT will assign a finance and human resources consultant for two weeks each of on-site refresher training. Schedules and topics will be reviewed and agreed to by you and me once the technical operating environment is evaluated (see ACTIVITY - DEC VAX - Technical Assistance). The cost to Leon County will be at our contract rate of ~~$95~~ $85 per hour. SCT will pay for the consultants' travel and living expenses.

ACTIVITY: Leon County's internal training program
DISCUSSION: The County is planning on hiring an internal trainer who will be responsible for on-going education programs for staff, including the use of the BANNER systems. Leon County has asked SCT to assist in developing a training program for the BANNER component of the trainers responsibility.
PROPOSAL: Our experience with implementing the BANNER software nationwide has shown that clients who choose to utilize their own in-house training person have required that person to attend all BANNER training classes as they are conducted. Leon County would be our first client to create a training position after the fact. SCT is certainly willing to assist the County in developing a training program. Alternatives include, but are not limited to attended BANNER training classes at other customer sites, a custom developed, intense and compressed on site training program, and visits to our offices to work first hand with our technical and functional staff. I am willing to work directly with you to create an effective program for Leon County.

ACTIVITY: DEC VAX - VMS sites
DISCUSSION: Leon County requested that SCT provide a list of customer sites, contact names, and telephone numbers of clients running BANNER Finance 2.0, Oracle 7 under VAX/VMS.
PROPOSAL: Under previous cover, I provided you a list of SCT Government Systems' clients utilizing this environment. However, a complete list of all SCT customers running Finance in a VAX/VMS environment will be provided to you by the end of next week. 4/14/95

} Where is the list.

ACTIVITY: DEC VAX - Technical assistance
DISCUSSION: Leon County is concerned about the technical environment in which the BANNER software is currently operating. Leon is requesting additional technical documentation, data dictionaries, data extract maps, file/data base relationship information and system profile data. In addition, Leon requested that a DEC/VAX "guru" be made available to access the current environment and provide a detailed plan to improve the current computer operation.
PROPOSAL: SCT is prepared to assign Jay McDaniel as Leon County's project manager. In this capacity, Jay will be responsible for ensuring that the outstanding items included in this letter are completed to the County's and SCT's satisfaction. Jay will travel to Leon and work closely with the MIS staff to conduct a Technical Audit of the operating environment. Working in conjunction with SCT Education Systems' DEC/VAX experts, Jay will provide a report of the current environment and offer recommendations for improvement. In addition, Jay will work with

Response from Jan. See E-Mail

Posted on September 8, 2025

MIS staff to install the new version of ORACLE and complete any installations of BANNER software which need immediate attention (BANNERQuest, Stores Inventory, et al). Finally, Jay will work closely with you and me to coordinate the Finance and H/R consultant support. Once the level of consulting support is identified, Jay will coordinate the schedules for the best available consultant and work with Leon County to insure this support meets all expectations. As part of Jay's assignment, he will provide any technical documentation relative to data maps, data base relationships and extract maps which are available to our technical staff. He will review the documentation currently on site in Leon County to insure that it is the most current and complete material available to our clients. SCT will provide Jay at the reduced hourly rate of $75/hour and SCT will pay for his travel and living expenses associated with his travel to Leon County.

ACTIVITY: System reporting capability
DISCUSSION: The County expressed concern over the level of training they received on Finance reports. There seems to be a great deal of uncertainty relative to the reports that are available from the Finance system and how they meet the needs of various departments in Leon County. We were told that a list of twenty reports was submitted for SCT review last summer and that some of the reports have been provided, however, the remainder need to be developed or the information needs to be produced through standard system reports.
PROPOSAL: During the Finance training, our consultant discussed the output reports from BANNER Finance and the methods by which each can be produced. However, SCT is very willing to work closely with Leon County staff to identify existing reports that will provide the necessary information for use in meeting the requirements of the various offices or conduct refresher training on the various reporting options. If, upon completion of this review and additional training, custom reports are required, SCT will provide a proposal for the development of the reports. At this time, it is too early to specify the cost, scope and delivery time for these reports. We are committed to assisting Leon County in the development of necessary finance reports.

MIS needs to be included, Focus Report Writer and BannerQuest needs to be installed.

ACTIVITY: TCPNet Access
DISCUSSION: The County has requested access to the SCT TCPNet. This service provides information on BANNER software and user group activities, processes for better utilization of the system and questions/answers from various SCT clients.
PROPOSAL: SCT will grant Leon County access to TCPNet immediately at no charge. It should be noted that the current make-up of the client base using this service is primarily our higher education clients. Therefore, the majority of discussion is directly related to higher education issues and processes. Public sector entities are just now beginning to utilize TCPNet as a form of communication. We hope to have an SCT Government Systems network launched during the Fall of 1995 which should offer a more targeted forum for our client base.

Accepted

ACTIVITY: Extension of TCP
DISCUSSION: Leon County requested that SCT extend its warrantee for seven months due to the fact that BANNERQuest is not operational and there are still several outstanding operational problems (Stores Inventory, and A/R).
PROPOSAL: Paul Engel addressed this topic during the meeting. He assured the County that the warrantee rights and remedies under your software license agreement were identical to those

Posted on September 8, 2025

available through your TCP agreement which carries a three year term. Since the TCP fee predominantly covers the cost of the ActionLine support and new product releases, he felt that benefits were being derived at a value equivalent with the TCP fees. He went on to say that if the objective of the request was to gain financial concessions as a result of the performance of our staff or software, he would prefer to address that in the other recommendations described in this letter. If the County feels that the concessions being offered are not in keeping with the County's expectations, he would be happy to speak with you about the issue.

ACTIVITY: Stores Inventory
DISCUSSION: The Stores Inventory Module is not operational at this time. Leon County was selected as an Early Support Site for SCT's new inventory module, however, nothing is currently installed.
PROPOSAL: As discussed during our meeting, a new version of stores inventory has been received by Leon County at the end of January, 1995. Due to miscommunication, we failed to install the software. Jay McDaniel will install the latest version of the system and coordinate additional training, if needed, on the functionality of the system for Leon County. These services will be provided at no cost to Leon County. Elizabeth installed Stores recently. We are Payroll to be a Beta site. This goes back to a complete proposal 2.3.

ACTIVITY: Documentation
DISCUSSION: Leon County staff expressed dissatisfaction with the quality of BANNER documentation.
PROPOSAL: As discussed during the meeting, SCT has made a significant investment in developing new documentation in support of BANNER 2.1. We believe this new documentation will go a long way in meeting or exceeding Leon County's need for quality information. SCT will provide copies of this new documentation to Leon County for review by May 1, 1995. – Anxiously awaiting May 1st.

ACTIVITY: ActionLine procedures for "Production Critical".
DISCUSSION: Leon County indicated that the proper procedures for calling the SCT ActionLine have never been explained to them.
PROPOSAL: See the enclosed documentation which details the procedures to be followed when calling the ActionLine. If Leon County has additional questions relative to the procedures associated with support, feel free to call Kenna James, ActionLine Manager, at (606) 277-1500 ext. 280. We have used this it works.

ACTIVITY: Finance and H/R interface
DISCUSSION: There is an expressed concern over the interface between the H/R system and Finance as it relates to the transfer of payroll account detail to the Finance system.
PROPOSAL: SCT is not aware of any problem with the interface of data between the two systems. It is my understanding that the H/R system creates summary transactions for liability accounts in Finance which reflect amounts due created during the payroll process (FICA, retirement, etc.). This data is posted to the appropriate accounts in Finance where an accounts payable check is created any time the County desires (weekly, monthly, quarterly, etc.). We realize that Leon County may want the checks created directly from the payroll system every time a

Posted on September 8, 2025

payroll is processed. We have no other clients requesting that procedure nor have we seen that type of process used. However, should the County desire a custom program to create these checks from the H/R system, we would be happy to provided a cost and time estimate for its development.
I believe this letter fairly documents issues as were discussed in our meeting. I appreciate your candor and willingness to work with us to resolve all outstanding issues. The SCT/Leon County relationship continues to be a strong partnership and we are committed to delivering quality software and services. I will be in contact with you next week to develop a schedule for Jay to travel to Tallahassee to begin the technical audit. Restate the problem,

Bill, I would like to thank you again for your hospitality and professional attitude in working with us during this challenging period of software implementation.

Sincerely,

Lee E. Curtis
Vice President - Professional Services

cc: Paul Engel, President SCT Government Systems
John Stott, Chief Deputy Clerk
Jay McDaniel, Manager, Technical Services
Brenda Trimble, Director of Management Services
Van Jones, Director MIS

Posted on September 8, 2025

ActionLine Support Process

SCT provides invaluable support to our customers through the ActionLine, a telephone support system. The ActionLine is designed to enable our customers to speak with an SCT consultant on any functional or technical issue. The ActionLine consultants are our customers' primary link to SCT's services.

SCT Public Sector supports over 100 products across seven product lines for approximately 1300 customers. We respond to over 40,000 calls per year and are proud of our ability to provide excellent quality support on a variety of products and operating system platforms.

Following are further details regarding the ActionLine support provided by SCT:

- To place an ActionLine call, dial **1-800-354-9300**. You will be greeted by our receptionist who will request your *client ID*, your *name*, the *name of the product* on which you are calling, and confirmation of your *telephone number*.

- Our receptionist will provide you with a Telephone Support Request (TSR) number which you can use for tracking purposes. The TSR number is a number automatically assigned to your call by our automated system. Referencing the TSR number, if making a follow-up call to the ActionLine, allows our consultants to inquire on previous calls more quickly.

- Calls are automatically routed to the applicable call queue in the order they are received. Our standard approach, for non-system down types of calls, is to respond to each call on a first-in first-out basis.

- A consultant who supports the product for which your call was placed, will return your call and work with you to resolve the issue. Providing a brief description of your question to our receptionist will give the consultant an opportunity to perform initial research prior to returning your call.

- SCT's goal is to return each call within one hour. In addition, we strive to resolve each call during the initial return call. However, depending upon the complexity of the issue, follow-up may be necessary. Thus, resolution time will vary.

- Calls remain on the call queue until they are resolved. Once a call has been resolved, it will be completed in our system by the consultant.

- During completion, each call is documented with a description of the problem and its resolution. Calls are also automatically "stamped" with the date and time received, as well as the date and time of resolution. Further, the consultant will indicate if the customer was satisfied or dissatisfied with the resolution.

- If a call is closed with a dissatisfied status, the detail of the call is printed and forwarded to the appropriate Assistant Manager of ActionLine Support.

- The Assistant Manager will then determine what action must be taken to ensure mutual satisfaction between the customer and SCT.

- Detailed call history is stored on-line in our system by customer, product, and date. Call history is available for inquiry by all ActionLine consultants. We typically retain one year of call history on-line.

Posted on September 8, 2025

- SCT is committed to responding to each ActionLine call within eight business hours.
- ActionLine calls are responded to on a first-come first-served basis. Production critical calls are handled on a priority basis.
- Production critical situations are considered problems which completely halt business operations. In a production critical situation, staff will remain in house to work with clients who choose to stay on the line and work through a problem resolution with us. Both SCT and the client have to agree to remain at work to continue toward a resolution to the issue.
- All new ActionLine calls are returned prior to the Consultant's leaving at the end of each day. However, if a client has left their site at the time the initial return call is made, it becomes necessary for SCT to return the call the following business morning.
- Impediments such as telephone system failure, general power failure, etc. will have an impact upon SCT's response time.
- ActionLine calls received after regular business hours are recorded by our automated answering system. These calls are entered into our system the following business morning and are responded to accordingly.

Board of County Commissioners

Agenda Request

Agenda Item for: December 7, 1993

Date: December 2, 1993

TO: Honorable Chairman and Members of the Board

FROM: Honorable Dave Lang Clerk of Court

SUBJECT: Selection of Financial Software for the County

STATEMENT OF ISSUE

The Board, sitting as the Leon County Governmental Leasing Corporation (LCCGLC), a not-for-profit corporation for county public purposes, is requested to convene a special meeting to authorize negotiations with a financial software proposer for purchase and installation of a package.

BACKGROUND

During October 1992, the County Commission established the Leon County Governmental Leasing Corporation for the purpose of lease-purchasing one or more projects from the Corporation from time to time. One project listed in the masterlease schedule relates to the acquisition of a financial software package. A financial software committee made up of primary users met on several occasions to develop a request for proposal (RFP) for the County. At the July 13, 1993, County Commission meeting , the Board approved the issuance of that RFP.

The Financial Information System (FIS) Committee met on several occasions to discuss and develop the process for selection of a financial software package suitable for the County. The FIS Committee reviewed five (5) RFP's for technical qualifications and accepted three. Two of the proposers were not technically qualified because they did not meet the requirements of the RFP.

The FIS Committee invited the three (3) technically qualified proposers to a one day on-line demonstration of the software. Through the demonstrations, it became apparent to the FIS Committee that one package was more suitable for the needs of the County than the others.

ANALYSIS

See Attachment One

OPTIONS

1. Authorize the Committee to begin negotiations with Banner/SCT.

2. Authorize the Committee to begin negotiations with one of the other two vendors.

3. Provide some other direction to the Committee.

RECOMMENDATION

Option 1 is recommended.

Attachments: 1. Letter from Committee

Dave Lang
CLERK OF THE CIRCUIT AND COUNTY COURTS
LEON COUNTY ❖ TALLAHASSEE, FLORIDA 32302

Home of Florida's Capital

BILL BOGAN, JR. (904) 487-1235
DIRECTOR, FINANCE
POST OFFICE BOX 726
TALLAHASSEE, FLORIDA 32302

November 30, 1993

Honorable Dave Lang
Clerk of Circuit Court of Leon County

RE: Financial Software Package

Dear Mr. Lang:

The Financial Information System (FIS) Committee met on several occasions to discuss and develop the process for selection of a financial software package suitable for the County. Through much discussion and effort, the Committee developed a Request for Proposals (RFP) which was presented to the Leon County Governmental Leasing Corporation on July 13, 1993. The RFP was approved for issuance with a closing date of August 31, 1993. Each vendor was to submit their proposal in two parts - a technical proposal and, under separate cover, a cost proposal.

Letters of invitation were mailed to forty vendors with sixteen vendors requesting the RFP. Nine vendors returned a Letter of Intent to Respond and five of those vendors submitted proposals. The vendors and the software systems proposed are:

VENDOR	Software System(s)
1. American Management Systems, Inc. (AMS)	AMS Advantage
2. SCT Public Sector, Inc. (SCT)	BANNER
3. Digital Equipment Corporation (DEC)	Ross Systems, Inc.
4. The Computer Center, Inc. (CCI)	MUNIS
5. Oracle Corporation	ORACLE Financials/ADP Payroll and Human Resources

The proposal evaluation process required that the FIS Committee first technically qualify proposals. Technical qualification involved examining each proposal to determine if it met the requirements of the RFP. All five submissions were carefully reviewed with SCT, DEC, and CCI being determined technically qualified. The AMS proposal did not meet the RFP requirement to be inclusive of all hardware and software costs. Based upon current operating

costs, MIS staff estimated an additional annual expenditure of $200,000 to enhance the existing County hardware would be required to allow the AMS Advantage software to operate properly. Therefore, the AMS proposal was not technically qualified. The Oracle proposal was not technically qualified due to the proposed eighteen month implementation time frame which did not meet the RFP requirements and is unacceptable.

The review process provided that after determination of the technically qualified proposals, the cost proposal of each qualified vendor was to be opened. The cost as proposed by each vendor was:

Vendor/Software	Cost
SCT/BANNER	$ 551,200.00
DEC/Ross	$ 923,742.28
CCI/MUNIS	$ 602,800.00

Each of the qualified proposers was invited for a one-day demonstration of their software in the Courthouse. The proposers were instructed to make individual determinations on the best way to demonstrate their product during the visit. A wide variety of staff was invited to review the software demonstrations. The meeting was also a time for the Committee to ask questions and seek clarification on the proposals. Each vendor was instructed to issue written statements in response to the questions and concerns expressed during the demonstration including any adjusted costs due to clarification. The revised costs are:

Vendor/Software	Cost
SCT/BANNER - Proposal A (excludes Fleet System)	$ 596,500.00
SCT/BANNER - Proposal B	$ 649,200.00
DEC/Ross	$1,042,705.58
CCI/MUNIS	$ 602,800.00

Following all of the demonstrations, the Committee discussed whether to conduct visits to installed software sites. Each vendor had provided a fully operational presentation of their software during the demonstrations eliminating the need to see further software demonstration. The Committee was seeking information on service, training, maintenance, implementation, and follow-through. It was felt this information could be gathered through a questionnaire, particularly in view of the high cost of site visits. A questionnaire was prepared and forwarded to five clients of each of the three vendors. Since each vendor had been very forthright about these areas in their presentations, the returned questionnaires revealed no new information for the Committee's consideration.

Posted on September 8, 2025

In the analysis of the proposals, the Committee noticed a wide disparity in the functionality of each system proposed. The SCT BANNER system meets all functional requirements and provides a great deal of flexibility with a reasonable cost. This system allows the County to process all transactions after data is entered only once. The BANNER system also provides the best start-up mechanism because of its internal structure. In addition, the SCT software will require the least amount of time to implement the system.

The Digital/Ross proposal cost was significantly higher than that of SCT and, based upon the proposal and demonstration, the Committee estimated that it would take significantly more time to implement the DEC/Ross system. The system does provide adequate flexibility to handle the County's software needs.

The CCI/MUNIS software is still a primarily COBOL based system that provides little more flexibility than our current software. This system provides more capacity than the County's current system which is not a current need. CCI is shifting from the current third generation software COBOL language to a fourth generation database language but has not progressed far enough at the current time to provide the desired flexibility to make it desirable.

Based upon the analysis provided above, the Committee has determined that the SCT/BANNER system is the best software proposed that meets the County's needs as expressed by the RFP within the funds budgeted. The Committee requests that the Clerk of Court recommend to the Leon County Governmental Leasing Corporation approval to begin negotiations with SCT for installation of the proposed financial information system and associated costs.

Each member of the FIS Committee is available if you have any questions.

Kenneth Barber	OMB Director, BCC
Bill Bogan	Finance Director, Clerk
Donna Harper	Director of Human Resources, Clerk
Bill Manley	Director of Operations, Clerk
Ed Pike	MIS Director, BCC
Keith Roberts	Purchasing Director, BCC
Brenda Trimble	Director of Human Resources, BCC
Mike Willet	Director of Public Works, BCC

Posted on September 8, 2025

Leon County
Infrastructure Management System for Street
PC LAN Implementation Costs

SOFTWARE COSTS:	
Hansen's IMS Version 6.0 for Street [SERVER]	$ 6,500
Hansen's Windows for Street (10 @ $1,000)	10,000
Hansen's Reporting Module (2 @ $2,000)	4,000
ORACLE Licensing (2-16 Users @ 1/3 of $6,760)	2,253
TOTAL SOFTWARE COSTS	**$22,753**
PROFESSIONAL SERVICES & FEES:	
Project Management	$ 2,500
Database Preparation, Initialization, and Installation (4 Days @ $800/Day)	3,200
Training Workshops (3 Days @ $600)	1,800
Documentation	850
Travel & Expenses	2,000
Annual Service & Maintenance	2,500
TOTAL PROFESSIONAL SERVICES & FEES	**$12,850**
TOTAL IMPLEMENTATION COSTS	**$35,603**
OPTIONAL COSTS:	
Print Routine Programs	$75/hour
Batch Routine Programs	$75/hour
Data Conversion	$75/hour

NOTES:
Assumes Leon County has the required Windows and communication software and licensing.

Revised
1/31/94

BR:cb

January 10, 1993

Mr. Jim Nelson
President
CCG Systems
711 West 21st Street
Norfolk, VA 23517
1-800-75FASTER

FASTER
Fleet Administrative Solution & Transportation Equipment Report

Pricing for up-to 12 users on a Novell network. This configuration will require a 486DX, 33 MHz minimum server and Novell software.

Price for Base system	$12,450
Price for Fuel Interface	$1,500
Total software	$13,950

Installation & training:

6 days on site at $500 per day	$3,000
Actual Travel & Living expenses budget $500 per day	$3,000
Total Installation & training	$6,000

Annual Support Services on all software is 15% per year, 1st year is	$2,093
Grand total price, 1st year is	$22,043

THE COMPUTER ACADEMY

Howard Building, Suite 101
2571 Executive Center Circle East
Tallahassee, Florida 32301
Tele: (904) 878-0486
Fax: (904) 656-6597

February 3, 1994

To: Tony McCray, Jr.

From: Dwayne Cargile

Re: MBE Software and Installation Cost Breakdown

The cost for the project is described below. The software license will allow up to five users in the system simultaneously.

PROJECT SECTION	COST
Core MBE software, report customization, directory design, and installation	$ 12,500
Oracle tie in to provide updates on expense spending for MBE utilization	$ 4,500
Training and Consulting	$ 3,000
Total	$ 20,000

LEON COUNTY, FL
BANNER FINANCE SYSTEM
TRIP SCHEDULE

TRIP #	DATES	# OF DAYS	PARTICIPANTS	DESCRIPTION
1	MM/DD/YY	5	Project Manager Consultant	* Software Installation and Verification * Project Kick-off & System Presentation * System Navigation * COA Initial Presentation
2	MM/DD/YY	5	Consultant	* Chart of Accounts * General Accounting Rules and Transactions
3	MM/DD/YY	5	Consultant	* Reports and General Accounting On-line Inquiry * RPT Submission Training * Review Chart of Accounts * Review General Accounting Rules
4	MM/DD/YY	5	Technical Consultant	* Finance Technical Training * Conversion and Database Overview * Conversion Planning * Interface Planning
5	MM/DD/YY	5	Consultant	* Purchasing and Receiving * Accounts Payable Training * Conversion/Interface Review
6	MM/DD/YY	5	Consultant	* System Security and Transaction Approvals * Bank Reconciliation * Review Purchasing and Receiving * Review Accounts Payable

TRIP #	DATES	# OF DAYS	PARTICIPANTS	DESCRIPTION
7	MM/DD/YY	5	Consultant	* Accounts Receivable * Review Security and Approvals
8	MM/DD/YY	5	Consultant	* Grants and Contract Accounting * Budget Development * Fixed Assets Accounting * Review Accounts Receivable
9	MM/DD/YY	5	Consultant	* Year-End Processing * Cost Accounting * Review Grants and Contracts * Review Budget Development * Review Fixed Assets * Review System Test Data * Develop Production Implementation Schedule
10	MM/DD/YY	5	Consultant	* Pre-Implementation Support * Parallel Processing
OPT	MM/DD/YY	5	Technical Consultant	* ORACLE Tools Training * SQL*Plus * SQL*Report * SQL*Forms * SQL*Loader
OPT	MM/DD/YY	5	Technical Consultant	* ORACLE DBA Training * BANNER Technical Training

Note:

* Dates are subject to change based on mutual consent of both parties.
* Participants are subject to change based on availability, personnel requirements, and/or subject content of session.

COMPANY PROPRIETARY

SCT POLICY GUIDE

SUBJECT:	Equal Employment Opportunity/Affirmative Action	NUMBER:	HR 1.1
DATE:	April 4, 1990		

I. Need for Policy

A. To affirm SCT's commitment to the principles of Equal Employment Opportunity and Affirmative Action.

II. Statement of Policy

A. Systems & Computer Technology (SCT) Corporation will abide by the policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives, and regulations of Federal, State, and Local governing bodies or agencies thereof.

B. SCT will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, sexual preference, physical handicap, age, marital status, or veteran status.

C. SCT will take Affirmative Action to ensure that all employment practices are free of discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

D. SCT will use its best efforts to afford minority and female business enterprises the opportunity to participate in the performance of subcontracts for projects that the Company engages in.

E. SCT will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity and Affirmative Action.

F. SCT will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives, as well as other established criteria. The company's success in meeting these goals and objectives rests with each manager's good faith efforts to increase the hiring and promotion of minorities and women. Failure to comply with this policy may have an adverse impact on a manager's or supervisor's overall performance evaluation.

SCT POLICY GUIDE

NUMBER: HR 1.1 DATE: April 4, 1990

III. Procedures

A. In the event a complaint, either written or verbal, is received, it is to be communicated to the Human Resources Department for investigation.

B. Insofar as it is possible, all complaints will be handled in a strictly confidential manner with respect for the privacy of all individuals involved.

C. Employees are to be assured that there will be no retaliation against any employee who makes a complaint with the reasonable belief that a form of discrimination has occurred.

IV. Interpretation Contact

Manager, Staffing and Development

V. Approvals

Originating Manager: _____ Manager, Staffing & Development

Recommended By: _____ VP - Finance & Administration

Approved By: _____ President

CURRENT WORK FORCE BREAKDOWN
as of 1/31/94

				MALE				FEMALE			
JOB CATEGORIES	TOTAL EMPLOYEES INCLUDING MINORITIES	TOTAL MALE INCLUDING MINORITIES	TOTAL FEMALE INCLUDING MINORITIES	BLACK	ASIAN	AMERICAN INDIAN	HISPANIC	BLACK	ASIAN	AMERICAN INDIAN	HISPANIC
Officials & Managers	252	170	82	6	1	0	4	6	2	0	8
Professionals	599	354	245	12	14	3	15	13	21	1	8
Technicians	259	168	91	21	7	1	6	17	2	0	2
Sales Workers	212	73	139	5	4	0	25	13	2	1	31
Office & Clerical	71	34	37	1	0	0	1	1	1	0	1
Laborers (Unskilled)	1	1	0	0	0	0	0	0	0	0	0
TOTALS	1394	800	594	45	26	4	51	50	28	2	50

Posted on September 8, 2025

Systems & Computer Technology Corporation

AFFIRMATIVE ACTION
GOALS & OBJECTIVES

1. As vacancies occur, SCT will actively recruit, especially in major urban areas, to improve its minority and female employee population in the top five EEO categories, viz., Officials and Managers, Professional, Technicians, Sales and Administrative and Clerical.

2. A good faith effort will be made to hire at least one female/minority sales worker at headquarters in the next twelve months.

3. During calendar 1994, SCT will implement a Human Resources Review and Planning Program (SHRRP) to identify qualified employees to fill positions created by internal promotion, turnover and newly established positions.

4. All managers and supervisors as well as non-managerial employees will receive training regarding the Company's position on Affirmative Action. This will include but is not limited to:
   - o Receipt and discussion of Mr. Emmi's letters concerning sexual harassment and Affirmative Action;
   - o Manager's role in preventing discrimination and sexual harassment;
   - o SCT's grievance procedure;
   - o Review of the SCT Personnel Policy Manual.

5. Develop Affirmative Action plans for Company locations having 50 or more employees. Emphasis will be placed on those locations having 50 or more employees **and** located in major Statistical Metropolitan Sampling Areas (SMSAs).

6. Continue to develop and expand upon external recruiting sources that will refer qualified women and minorities to the Company.

7. Develop standards of performance for all managers, supervisors and recruiters that will base their performance ratings in part on how well they have met their affirmative action goals.

8. Insure that all contractors to SCT are alerted of our commitment to Affirmative Action and supply the Company with appropriate notification that they are in compliance with all applicable federal and state regulations.

9. During calendar 1994, review and revise as necessary all Company personnel policies and practices to insure that they do not discriminate against women and minorities.

10. During fiscal 1994, install and implement a computerized applicant tracking system in the Recruitment Department that will facilitate our ability to more closely identify qualified applicants for open positions.

BOND # 124108954

CNA INSURANCE COMPANIES

CNA Plaza, Chicago, Illinois 60685

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: That we SCT PUBLIC SECTOR, INC.

, Principal,

and CONTINENTAL CASUALTY COMPANY , Surety, are held and firmly bound unto LEON COUNTY GOVERNMENT LEASING CORP.

, Obligee,

in the sum of FOUR HUNDRED SEVENTY THREE THOUSAND FIVE HUNDRED DOLLARS AND ZERO CENTS Dollars ($473,500.00XXXXXXXXX)

for the payment of which we bind ourselves, our legal representatives, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has entered into a contract with Obligee, dated FEBRUARY 23, 1994 for

INSTALLATION OF BANNER FINANCE, HUMAN RESOURCES, ORACLE & BANNER QUEST

copy of which contract is by reference made a part hereof.

NOW, THEREFORE, if Principal shall faithfully perform such contract or shall indemnify and save harmless the Obligee from all cost and damage by reason of Principal's failure so to do, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

Any suit under this bond must be instituted before the expiration of two (2) years from the date on which final payment under the contract falls due.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Obligee named herein or the heirs, executors, administrators or successors of the Obligee.

Signed, sealed, and dated
2/23/94

(Principal)

By: _____ (Seal)

(Surety)

By: _____ (Seal)
Attorney-in-Fact

G-105578-A

CNA
For All the Commitments You Make®

Posted on September 8, 2025

Continental Casualty Company

BOND # 124108954

CNA

For All the Commitments You Make®

AN ILLINOIS CORORATION

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men by these Presents, That CONTINENTAL CASUALTY COMPANY, a corporation duly organized and existing under the laws of the State of Illinois, and having its principal office in the City of Chicago, and State of Illinois, and having its principal office in the City of Chicago, and State of Illinois, does hereby make, constitute and appoint Jeffrey P. Brown, Kimberley Ann Bard, Beth A. Garris, Individually

of Chadds Ford, Pennsylvania

its true and lawful Attorney-in-fact with full power and authority hereby conferred to sign, seal and execute in its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind CONTINENTAL CASUALTY COMPANY thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of CONTINENTAL CASUALTY COMPANY and all the acts of said Attorney, pursuant to the authority hereby given are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the Board of Directors of the Company.

"Article IX—Execution of Documents

Section 3. Appointment of Attorney-in-fact. The Chairman of the Board of Directors, the President or any Executive, Senior or Group Vice President may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Company in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. Such attorneys-in-fact, subject to the limitations set forth in their respective certificates of authority, shall have full power to bind the Company by their signature and execution of any such instruments and to attach the seal of the Company thereto. The Chairman of the Board of Directors, the President or any Executive, Senior or Group Vice President or the Board of Directors, may, at any time, revoke all power and authority previously given to any attorney-in-fact."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 17th day of February, 1993.

"Resolved, that the signature of the President or any Executive, Senior or Group Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted pursuant to Section 3 of Article IX of the By-Laws, and the signature of the Secretary or an Assistant Secretary and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company."

In Witness Whereof, CONTINENTAL CASUALTY COMPANY has caused these presents to be signed by its Group Vice President and its corporate seal to be hereto affixed this 4th day of November, 19 93.

State of Illinois } ss
County of Cook }

CONTINENTAL CASUALTY COMPANY

M.C. Vonnahme Group Vice President.

On this 4th day of November, 19 93, before me personally came M.C. Vonnahme, to me known, who, being by me duly sworn, did depose and say: that he resides in the Village of Downers Grove, State of Illinois; that he is a Group Vice President of CONTINENTAL CASUALTY COMPANY, the corporation described in and which executed the above instrument; that he knows the seal of said Corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

Linda C. Dempsey Notary Public.
My Commission Expires October 19, 1994

CERTIFICATE

I, John M. Littler, Assistant Secretary of CONTINENTAL CASUALTY COMPANY, do certify that the Power of Attorney herein above set forth is still in force, and further certify that Section 3 of the Article IX of the By-Laws of the Company and the Resolution of the Board of Directors, set forth in said Power of Attorney are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said Company this 23RD day of FEBRUARY, 19 94.

John M. Littler Assistant Secretary.

Form 1-23142-B

INV. NO.G-56623-C

Posted on September 8, 2025

Board of County Commissioners

Agenda Request

Agenda Item for:	**February 22, 1994**
Date:	**February 14,1994**
TO:	**Honorable Chairman and Members of the Board**
FROM:	**Bill Bogan, Jr., Finance Software Committee**
SUBJECT:	**Selection of Financial Software for the County**

STATEMENT OF ISSUE

The Board of County Commissioners (BCC), sitting as the Leon County Governmental Leasing Corporation (LCGLC), a not-for-profit corporation for county public purposes, is requested to convene a special meeting of the LCGLC to authorize a contract with a financial software vendor for purchase and installation of a financial package.

BACKGROUND

During October, 1992, the County Commission established the Leon County Governmental Leasing Corporation for the purpose of lease-purchasing one or more projects from the Corporation. The current masterlease schedule authorizes the acquisition of a financial software package. The financial software committee, made up of primary users, met on several occasions to develop a request for proposal (RFP) for the County. At the July 13, 1993, County Commission meeting, the Board, meeting as the LCGLC, approved the issuance of that RFP.

The Financial Software Information System (FIS) Committee met on several occasions to discuss and develop the process for selection of a financial software package suitable for the County. The FIS Committee reviewed five (5) RFP's for technical qualifications and accepted three. Two of the proposers were not technically qualified because they did not meet the requirements of the RFP.

The FIS Committee invited the three (3) technically qualified proposers to a one day on-line demonstration of the software. Through the demonstrations, it became apparent to the FIS Committee that one package was more suitable for the needs of the County than the others.

Posted on September 8, 2025

ANALYSIS

At the December 7, 1993, Commission meeting the Board authorized the Committee to begin negotiation of a contract with the selected vendor, Banner/SCT. The contract for software with Banner/SCT, which includes software from, Hanson, Faster, and The Computer Academy, a local MBE vendor, has been negotiated by members of the Committee and is now ready to be presented to the BCC, meeting as the LCGLC, to approve.

There are $700,000 budgeted to cover the needs for the purchase of a financial software system. The funds for installing the system is as follows:

Banner/SCT	(Finance Software)	473,500.00
Hanson	Work Order Public Works System	42,110.00
Faster	Fleet System	22,043.00
Computer Academy (MBE Tracking Program)		20,000.00
Hardware & Misc. Implementation		142,347.00
		$700,000.00

There is a projected annual maintenance cost of $58,876.00 on the Banner/SCT software which is scheduled to begin on September 1, 1995. The Hanson software package will require an annual maintenance cost of $3,700 after 90 days of installation.

The Committee anticipates that the remaining portion of this budget will be used to obtain hardware to operate the selected software package and covers other miscellaneous implementation costs.

The Faster, Hanson, and Computer Academy software packages will be purchased under separate agreements to save contractors markup from Banner/SCT. Banner/SCT will ensure smooth integration of all software packages. The purchase of these software packages will provide the County with a fully integrated system that will adequately serve its needs for the years to come.

The County Attorney's Office raised a concern with SCT over their limited warranties provided in the software agreements but they would not agree to change them. A policy decision should be made by the (LCGLC) to accept the warranties as provided. SCT's position is industry-wide and staff has been unable to get other companies to agree to this change.

It is the consideration of the FIS committee by unanimous consent at a meeting on February 11,1994 at 10:30am, to recommend this proposal to the commission. All unresolved issues of the joint committee presented by the BCC staff and the Clerk's staff were resolved.

OPTIONS

1.) Convene the LCGLC and approve the attached contract with the selected vendor.

2) Direct the Committee to modify or re negotiate the contract with the selected vendor.

3) Take other appropriate action.

RECOMMENDATION

Option 1

Attachments

1) SCT Software License and Service Agreement
2) SCT Technical Currency Agreement
3) Bannerquest Software License And Service Agreement
4) Bannerquest Software Technical Currency Agreement
5) Agenda Item authorizing negotiation
6) Hanson price quote
7) Faster price quote
8) Correspondence The Computer Academy
9) Tentative Implementation schedule from Banner/SCT subject to revision by the FIS committee.
10) SCT's Affirmative Action Plan

JCS C:\DATA\FINANCE\FINPKG1.DOC

BANNERQUEST SOFTWARE TECHNICAL CURRENCY AGREEMENT

This Agreement, made this ____ day of February, 1994, is entered into by and between SCT Public Sector, Inc., a Delaware corporation ("SCT"), and Leon County Commission Governmental Leasing Corporation, for and on behalf of Leon County, Florida (collectively, "Licensee") as of the Effective Date. SCT Public Sector, Inc., recognizes that Leon County, Florida has formed the Leon County Commission Governmental Leasing Corporation to acquire license rights to the BANNERQuest Software and to provide the use of the BANNERQuest Software to Leon County, Florida pursuant to a Master Lease Purchase Agreement between Leon County, Florida and the Leon County Commission Governmental Leasing Corporation ("Master Lease"). The cash proceeds (the "Proceeds") that will ultimately be used by the Leon County Commission Governmental Leasing Corporation to obtain the right to use the BANNERQuest Software as aforesaid have been raised by assigning the Leon County Commission Governmental Leasing Corporation's rights under the Master Lease to an institutional trustee and issuing Certificates of Participation in the Leon County Commission Governmental Leasing Corporation's right to receive lease payments under the Master Lease. Pursuant to the Master Lease and related trust documents, Proceeds may not be expended with respect to any item of the BANNERQuest Software until: (a) the Leon County Commission Governmental Leasing Corporation has acquired license rights therein, (b) such BANNERQuest Software may be made subject to the Master Lease free of any rights of SCT and/or the owner of such BANNERQuest Software, other than as licensor with regard to an item of the BANNERQuest Software; and (c) a Certificate of Acceptance with respect to each item has been executed by the Leon County Commission Governmental Leasing Corporation (collectively, the "Conditions"). Accordingly, if the Conditions cannot be met with respect to any item of the BANNERQuest Software, Leon County, Florida intends to advance funds other than the Proceeds on behalf of the Leon County Commission Governmental Leasing Corporation to make the payments required by this Agreement, subject to the terms and conditions of said Agreement. In such event, when the Conditions are met with respect to the item of the BANNERQuest Software, Proceeds will be applied to reimburse Leon County, Florida for the funds expended by Leon County, Florida in connection therewith, license rights to such item of the BANNERQuest Software will be placed in the name of the Leon County Commission Governmental Leasing Corporation, and such item of the BANNERQuest Software will be made subject to the Master Lease free and clear of any rights of SCT and/or the owner of such BANNERQuest Software, other than as licensor with regard to an item of BANNERQuest Software.

Background

SCT and Licensee have entered into an BANNERQuest Software License and Services Agreement Number 10562 for the BANNERQuest Software and the NLI Software (the "BANNERQuest License Agreement"), and desire that SCT provide Maintenance and Enhancements for the BANNERQuest Software and the NLI Software therefor on the terms and conditions contained in this Agreement.

Accordingly, the parties agree as follows:

1. Certain Definitions.

(a) Definitions Contained in the BANNERQuest License Agreement. The capitalized terms of this Agreement will have the same meanings ascribed to them in the BANNERQuest License Agreement, except as such terms are otherwise defined in this Agreement.

(b) Additional Definitions. The following definitions shall also apply:

(i) "Maintenance" means using reasonable efforts to correct documented defects, as that term is defined in the BANNERQuest License Agreement, in the BANNERQuest Software, to the extent that NLI corrects such documented defects and provides such corrections to SCT, without additional charge, under NLI's Technical Support program, provided that such defects are not the result of any changes made to the BANNERQuest Software or the NLI Software, other than Improvements provided by SCT under this Agreement.

(ii) "Enhancements" means changes to the BANNERQuest Software or the NLI Software which increase the functionality of the BANNERQuest Software or the NLI Software, to the extent that NLI provides them to SCT, without additional charge, under NLI's Technical Support program.

(iii) "BANNERQuest Software" means SCT's then current unmodified (other than Improvements provided by SCT under this Agreement) BANNERQuest Finance and BANNERQuest Human Resources Systems licensed by SCT to Licensee under the BANNERQuest License Agreement.

(iv) "NLI Software" means the SCT then-supported unmodified (other than Improvements provided by SCT under this Agreement) version of the computer programs developed by NLI and licensed by SCT to Licensee under the BANNERQuest License Agreement for use with the BANNERQuest Software.

(v) "BANNERQuest System" means any one system of the BANNERQuest Software together with the NLI Software for such system.

(vi) "New Releases" means new editions of the BANNERQuest Software and the NLI Software which represent changes from the previous releases of the BANNERQuest Software and the NLI Software, to the extent that NLI provides them to SCT, without additional charge, under NLI's Technical Support program.

(vii) "Improvements" means, collectively, Maintenance, Enhancements and New Releases provided under this Agreement.

(c) Inconsistencies. If there are any inconsistencies between the definitions contained in this Agreement and the definitions contained in the BANNERQuest License Agreement, the definitions contained in this Agreement shall apply.

2. Services.

(a) Types of Services. In consideration of Licensee's full payment to SCT of the amounts set forth in Section 3 below, and subject to the terms and conditions set forth in this Agreement, SCT, during the term of this Agreement, agrees to provide to Licensee Maintenance for, Enhancements of, and New Releases of, the BANNERQuest Software and the NLI Software. Subject to the availability of SCT personnel, at Licensee's written request, SCT shall perform any installation, implementation, or other services in connection with the Maintenance, Enhancements, and New Releases provided by SCT under this Agreement, at SCT's then-current hourly rates.

(b) Limitations. SCT's obligations under this Agreement will be limited to the then-current release and the immediately preceding release of each BANNERQuest System. All Improvements will be part of the BANNERQuest System and subject to all of the terms and conditions of the BANNERQuest License Agreement and this Agreement. SCT's obligations under this Agreement are further conditioned upon Licensee providing SCT, as reasonably necessary for SCT to perform its obligations under this Agreement, with all of the following without charge: (i) the Equipment and the BANNERQuest Configuration, provided and maintained at Licensee's expense, in good

working order and in actual operation at all times at which SCT reasonably requests access thereto for the purpose of rendering the services under this Agreement; (ii) remote electronic capabilities, if available from Licensee; (iii) access to other computer systems of Licensee; (iv) access to Licensee's offices and personnel; and (v) a reasonable amount of space on Licensee's premises for SCT personnel.

(c) Modifications Maintenance. Subject to the availability of SCT personnel, at Licensee's written request, SCT shall provide Maintenance in connection with any modifications made by SCT to the BANNERQuest Software (other than Improvements provided under this Agreement) at SCT's then-current hourly rates.

3. Payment and Taxes.

(a) Technical Currency Fees. For the Improvements provided by SCT under this Agreement, Licensee will pay SCT, on September 1, 1995, a fee equal to $9,675, and on each September 1 thereafter during the term of this Agreement, a fee specified by SCT which will not be more than one hundred ten percent (110%) of the fee due under this Agreement on the immediately preceding September 1.

(b) Additional Costs. If SCT, in its reasonable judgment, determines that a suspected defect is attributable to a cause other than a documented defect, as that term is defined in the BANNERQuest License Agreement, in the BANNERQuest Software and/or the NLI Software, then Licensee shall pay SCT an additional amount for its work performed in connection therewith on a per-hour basis, at SCT's then-current hourly rates. Licensee will also reimburse SCT for all travel, living, freight, and overnight delivery expenses incurred by SCT and/or its personnel in connection with any services provided by SCT in connection with this Agreement.

(c) Taxes. Licensee represents that it is a tax-exempt entity. Notwithstanding the foregoing, however, taxes, other than taxes based on SCT's net income or capital stock, imposed by any taxing authority and based upon or in any way relating to this Agreement, the Improvements or services provided, or payments made under this Agreement shall be the responsibility of Licensee and shall be payable in addition to other fees and charges under this Agreement. Licensee may provide SCT, in lieu of paying any such tax required to be paid by Licensee, with a certificate of exemption in form and substance reasonably satisfactory to SCT; and Licensee may, if permitted by law, contest any such tax required to be paid by it under this Agreement, provided that Licensee has made prior arrangements reasonably satisfactory to SCT so that SCT will suffer no damage or injury as a result of such contest. Licensee, upon request by SCT, shall provide SCT with proof of payment, or exemption from payment, of any tax that Licensee would otherwise be required to pay under or in connection with this Agreement.

(d) Non-Appropriation of Funds. The performance of Leon County Commission Governmental Leasing Corporation of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds or otherwise lawfully expendable for the purposes of this agreement for the current and future periods. Licensee believes that sufficient funds can be obtained to pay all amounts due SCT under this Agreement. In the event sufficient funds are not appropriated and budgeted or are otherwise legally unavailable by any means whatsoever for Licensee to make payments to SCT for the Improvements, then Licensee will promptly notify SCT of such fact by providing SCT with written notice thereof. Thereupon, SCT's obligations under this Agreement shall be deemed terminated, and Licensee shall remit payment of the fees for the Improvements to SCT on a prorated basis. Notwithstanding the foregoing, Licensee agrees that the provisions of this Section will not apply if any funds are appropriated to it, or by it, for the acquisition, retention or operation of software or services similar in form or function to the Improvements being provided by SCT under this Agreement, and that Licensee will not during the

term of this Agreement give priority in the application of funds to any other similar software or services.

4. Term. The initial term of this agreement is for the period commencing on the date set forth on the first page of this Agreement and continuing until September 30, 1997. This Agreement shall thereafter be automatically extended for consecutive one (1) year periods unless either party notifies the other in writing of its intent not to continue this Agreement at least one year prior to the expiration of the then current term.

5. Disclaimer of Warranties. Licensee agrees and understands that except as expressly set forth in this Agreement **SCT MAKES NO WARRANTIES WHATSOEVER, EXPRESSED OR IMPLIED, WITH REGARD TO ANY IMPROVEMENTS, AND THAT SCT EXPLICITLY DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. FURTHER, SCT EXPRESSLY DOES NOT WARRANT THAT THE BANNERQUEST SOFTWARE, THE NLI SOFTWARE OR ANY IMPROVEMENTS WILL BE USABLE BY LICENSEE IF THE SCT SOFTWARE, BANNERQUEST SOFTWARE, OR NLI SOFTWARE HAS BEEN MODIFIED BY ANYONE OTHER THAN SCT, OR WILL BE ERROR-FREE, WILL OPERATE WITHOUT INTERRUPTION, WILL ANSWER ANY QUESTION THAT IS NOT CONTAINED IN THE THEN-CURRENT QUERY LIST PROVIDED TO LICENSEE BY SCT OR WILL BE COMPATIBLE WITH ANY HARDWARE OR SOFTWARE (OTHER THAN THE BANNER SOFTWARE) POSSESSED OR TO BE POSSESSED BY LICENSEE.**

6. Termination. Either party will have the right to terminate this Agreement if the other party breaches or fails to perform any material term or condition of this Agreement. Either party, if it has a right of termination as provided above, may terminate this Agreement at any time while the event or condition giving rise to that right of termination exists, by giving the other written notice of that event or condition and describing that event or condition in reasonable detail. Upon receipt of that notice, the other party will have a period of thirty (30) days in which to cause that event or condition to be corrected or cured to the reasonable satisfaction of the party desiring termination. If the event or condition giving rise to the right of termination is not so corrected or cured within that period, this Agreement will terminate as of the end of that period automatically, without further act by any party. Notwithstanding the foregoing, however, in the event that a party files a voluntary petition in bankruptcy or remains an involuntary petitioner in bankruptcy for a period exceeding ninety (90) days, the other party shall have the right to terminate this Agreement immediately, without further action or delay, by providing the petitioning party with written notice of such termination. Termination of this Agreement by either party in strict accordance with the terms and conditions of this Agreement will be without prejudice to the terminating party's other rights and remedies under this Agreement, both at law in equity.

7. Notices. All notices and other communications required or permitted under this Agreement will be in writing and, except as otherwise provided in this Agreement, will be deemed given when delivered personally, sent by United States registered or certified mail, return receipt requested, or sent by overnight courier to the address shown on the signature page hereof, or to such other place as the parties hereto from time to time may direct. A copy of all notices to a party shall also be sent to the attention of that party's General Counsel (if to SCT, at 4 Country View Road, Malvern, PA 19355), and additionally, to the Leon County Attorney's Office at 301 South Monroe Street, Tallahassee, FL 32301.

8. Force Majeure. Neither party to this Agreement will be liable to the other for any failure or delay in performance under this Agreement due to circumstances beyond its reasonable control including, without limitation, Acts of God, accident, labor disruption, acts, omissions and defaults

of third parties, and official, governmental and judicial action not the fault of the party failing or delaying in performance.

9. Assignment. The benefits and burdens of each party under this Agreement will not be assignable without the prior written consent of the other party to this Agreement, and any attempt to assign them without that consent will be void. Notwithstanding the foregoing, SCT may assign this Agreement to its successor by merger or consolidation or to any person or entity that acquires all or substantially all of its capital stock or assets; and SCT may assign this Agreement in whole or in part to any person or entity to which it transfers any exclusive rights in the BANNERQuest Software.

10. No Waiver. No failure of either party to this Agreement to prosecute its rights with respect to any single or continuing breach of this Agreement will act as a waiver of the right of that party to later exercise any right or enforce any remedy granted under this Agreement with respect to that same or any other breach of this Agreement by the other party to this Agreement.

11. Choice of Law; Severability. This Agreement will be governed by and construed in accordance with the laws of the State of Florida. If any provision of this Agreement is found invalid or unenforceable, it will be enforced to the maximum extent permissible, and the legality and enforceability of the other provisions of this Agreement will not be affected.

12. LIMITATIONS OF LIABILITY. SCT AND LICENSEE ACKNOWLEDGE AND AGREE THAT IN NO EVENT WILL SCT'S LIABILITY IN CONNECTION WITH THE IMPROVEMENTS OR SERVICES PROVIDED UNDER THIS AGREEMENT, OR ANY OTHER MATTER RELATING TO THIS AGREEMENT, EXCEED THE AMOUNT ACTUALLY PAID TO SCT BY LICENSEE UNDER THIS AGREEMENT FOR THE IMPROVEMENTS FOR THE BANNERQUEST SYSTEM GIVING RISE TO THE LIABILITY IN THE YEAR THAT SUCH LIABILITY ACTUALLY ARISES, AND SCT WILL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOSS OF PROFITS, LOSS OF DATA, AND LOSS OF REVENUES, EVEN IF INFORMED OF THE POSSIBILITY THEREOF IN ADVANCE. THESE LIMITATIONS APPLY TO ALL CAUSES OF ACTION IN THE AGGREGATE, INCLUDING WITHOUT LIMITATION BREACH OF CONTRACT, BREACH OF WARRANTY, SCT'S NEGLIGENCE, STRICT LIABILITY, MISREPRESENTATION, AND OTHER CAUSES OF ACTION BASED ON SIMILAR LEGAL THEORIES. SCT AND LICENSEE FURTHER ACKNOWLEDGE AND AGREE THAT THEY ARE ENTERING INTO THIS AGREEMENT ON THE UNDERSTANDING THAT THE FEES FOR THE IMPROVEMENTS AND SERVICES TO BE PROVIDED UNDER THIS AGREEMENT HAVE BEEN SET TO REFLECT THE FACT THAT LICENSEE'S REMEDIES, AND SCT'S LIABILITY, SHALL BE LIMITED AS EXPRESSLY SET FORTH IN THIS AGREEMENT, AND IF NOT SO LIMITED, THE FEES FOR THE SAME WOULD HAVE BEEN SUBSTANTIALLY HIGHER.

13. SCT Certification. In accordance with Section 287.133, Florida Statutes, SCT, hereby certifies that neither SCT, nor its affiliates has been convicted of a public entity crime. Violation of this section by SCT, shall be grounds for cancellation of this Agreement by Leon County Commission Governmental Leasing Corporation.

14. Entire Agreement. This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof, and all prior discussions, representations, proposals, offers and oral or written communications of any nature are entirely superseded hereby and extinguished by the execution of this Agreement. Any purchase order or similar document which may be issued

by Licensee in connection with the Improvements or the services provided under, or any other matter relating to, this agreement shall be for Licensee's internal purposes only and any terms and conditions which may be included in such purchase order or other document shall not modify in any manner any of the terms and conditions of this agreement and shall not bind SCT in any manner and shall be completely ineffective and unenforceable against SCT, even if it is initialed, signed, or acknowledged by a representative of SCT. No modification of, or waiver of any right under, this Agreement will be effective unless it is evidenced in a writing executed by an authorized representative of each party to this Agreement.

IN WITNESS WHEREOF, the parties to this Agreement have executed this Agreement through the signatures of their duly authorized representatives.

SCT PUBLIC SECTOR, INC.

By: _____
Gary Thorson
Vice President
962 Delaware Avenue
Lexington, KY 40505

LEON COUNTY COMMISSION
GOVERNMENTAL LEASING
CORPORATION

By: _____
Anita L. Davis
(Printed Name of Signatory)

Title: President
301 S. Monroe Street
Tallahassee, Florida 32301

Approved as to Legal Form:
_____
Leon County Attorney's Office

ATTEST: Dave Lang, Secretary

By: _____
Assistant Secretary

SCT TECHNICAL CURRENCY AGREEMENT

This Agreement, made this ___ day of February, 1994, is entered into by and between SCT Public Sector, Inc., a Delaware corporation ("SCT"), and Leon County Commission Governmental Leasing Corporation, for and on behalf of Leon County, Florida (collectively, "Licensee") as of the Effective Date. SCT Public Sector, Inc., recognizes that Leon County, Florida has formed the Leon County Commission Governmental Leasing Corporation to acquire license rights to the Licensed Software and to provide the use of the Licensed Software to Leon County, Florida pursuant to a Master Lease Purchase Agreement between Leon County, Florida and the Leon County Commission Governmental Leasing Corporation ("Master Lease"). The cash proceeds (the "Proceeds") that will ultimately be used by the Leon County Commission Governmental Leasing Corporation to obtain the right to use the Licensed Software as aforesaid have been raised by assigning the Leon County Commission Governmental Leasing Corporation's rights under the Master Lease to an institutional trustee and issuing Certificates of Participation in the Leon County Commission Governmental Leasing Corporation's right to receive lease payments under the Master Lease. Pursuant to the Master Lease and related trust documents, Proceeds may not be expended with respect to any item of the Licensed Software until: (a) the Leon County Commission Governmental Leasing Corporation has acquired license rights therein, (b) such Licensed Software may be made subject to the Master Lease free of any rights of SCT and/or the owner of such Licensed Software, other than as licensor with regard to an item of the Licensed Software; and (c) a Certificate of Acceptance with respect to each item has been executed by the Leon County Commission Governmental Leasing Corporation (collectively, the "Conditions"). Accordingly, if the Conditions cannot be met with respect to any item of the Licensed Software, Leon County, Florida intends to advance funds other than the Proceeds on behalf of the Leon County Commission Governmental Leasing Corporation to make the payments required by this Agreement, subject to the terms and conditions of said Agreement. In such event, when the Conditions are met with respect to the item of the Licensed Software, Proceeds will be applied to reimburse Leon County, Florida for the funds expended by Leon County, Florida in connection therewith, license rights to such item of the Licensed Software will be placed in the name of the Leon County Commission Governmental Leasing Corporation, and such item of the Licensed Software will be made subject to the Master Lease free and clear of any rights of SCT and/or the owner of such Licensed Software, other than as licensor with regard to an item of Licensed Software.

Background

SCT and Licensee have entered into a Software License and Services Agreement Number 10561 (the "SCT License Agreement") for the Licensed Software described in the SCT License Agreement. Licensee desires that SCT provide Maintenance and Enhancements for the Licensed Software on the terms and conditions contained in this Agreement.

Accordingly, the parties agree as follows:

1. Certain Definitions.

(a) Definitions Contained in the SCT License Agreement. The capitalized terms of this Agreement will have the same meanings ascribed to them in the SCT License Agreement, except as such terms are otherwise defined in this Agreement.

(b) Additional Definitions. The following definitions shall also apply:

(i) "Maintenance" means using reasonable efforts to correct documented defects, as that term is defined in the SCT License Agreement, in a TCP System, provided that such defects

are not the result of any changes made to the Licensed Software, other than Improvements provided by SCT under this Agreement.

(ii) "Enhancements" means changes to a TCP System which increase the functionality of the TCP System.

(iii) "SCT Software" means SCT's then current unmodified (other than Improvements provided by SCT under this Agreement) BANNER Finance, BANNER Human Resources, FOCUS Express for BANNER Finance and FOCUS Express for BANNER Human Resources Major Systems licensed by SCT to Licensee under the SCT License Agreement.

(iv) Database Software" means the SCT then-supported unmodified (other than Improvements provided by SCT under this Agreement) version of the database software computer programs developed by Oracle Corporation identified in the SCT License Agreement.

(v) FOCUS Software" means the SCT then-supported unmodified (other than Improvements provided by SCT under this Agreement) version of the computer programs developed by Information Builders, Inc. identified in the SCT License Agreement.

(vi) "TCP System" means any one of the Major Systems of the SCT Software identified in Section 1(b)(iii) above, the FOCUS Software or the Database Software.

(vii) "New Releases" means new editions of a TCP System which represent changes from the previous releases of that TCP System.

(viii) "Improvements" means, collectively, Maintenance, Enhancements and New Releases provided under this Agreement.

(c) Inconsistencies. If there are any inconsistencies between the definitions contained in this Agreement and the definitions contained in the SCT License Agreement, the definitions contained in this Agreement shall apply.

2. Services.

(a) Types of Services. In consideration of Licensee's full payment to SCT of the amounts set forth in Section 3 below, and subject to the terms and conditions set forth in this Agreement, SCT, during the term of this Agreement, agrees to provide to Licensee Maintenance for, Enhancements of, and New Releases of, each TCP System. Subject to the availability of SCT personnel, at Licensee's written request, SCT shall perform any installation, implementation, or other services in connection with the Maintenance, Enhancements, and New Releases provided by SCT under this Agreement, at SCT's then-current hourly rates.

(b) Limitations. SCT's obligations under this Agreement will be limited to the then current release of each TCP System. All Improvements will be part of the TCP System and subject to all of the terms and conditions of the SCT License Agreement and this Agreement. SCT's obligation to provide Licensee with Improvements for those systems of the Licensed Software that are not also systems of the SCT Software shall be limited to providing Licensee with such Improvements as each third party owner thereof provides to SCT for such system(s) of the Licensed Software. SCT's obligations under this Agreement are further conditioned upon Licensee providing SCT, as reasonably necessary for SCT to perform its obligations under this Agreement, with all of the following without charge: (i) the Licensee Environment provided and maintained at Licensee's expense, in good working order and in actual operation at all times at which SCT reasonably requests access thereto for the purpose of rendering the services under this Agreement; (ii) the right for SCT to use the Licensee Environment (including all related software); (iii) remote electronic

capabilities, if available from Licensee; (iv) access to other computer systems of Licensee; (v) access to Licensee's offices and personnel; and (vi) a reasonable amount of space on Licensee's premises for SCT personnel.

(c) Modifications Maintenance. Subject to the availability of SCT personnel, at Licensee's written request, SCT shall provide Maintenance in connection with any modifications made by SCT to the SCT Software (other than Improvements provided under this Agreement) at SCT's then-current hourly rates.

3. Payment and Taxes.

(a) Technical Currency Fees. For the Improvements provided by SCT under this Agreement, Licensee will pay SCT, on September 1, 1995, a fee of $49,200, and on each September 1 thereafter during the term of this Agreement, a fee specified by SCT which will not be more than one hundred ten percent (110%) of the fee due under this Agreement on the immediately preceding September 1.

(b) Additional Costs. If SCT, in its reasonable judgment, determines that a suspected defect is attributable to a cause other than a documented defect, as that term is defined in the SCT License Agreement, in a TCP System, then Licensee shall pay SCT an additional amount for its work performed in connection therewith on a per-hour basis, at SCT's then-current hourly rates. Licensee will also reimburse SCT for all travel, living, freight, and overnight delivery expenses incurred by SCT and/or its personnel in connection with any services provided by SCT in connection with this Agreement.

(c) Taxes. Licensee represents that it is a tax-exempt entity. Notwithstanding the foregoing, however, taxes, other than taxes based on SCT's net income or capital stock, imposed by any taxing authority and based upon or in any way relating to this Agreement, the Improvements or services provided, or payments made under this Agreement shall be the responsibility of Licensee and shall be payable in addition to other fees and charges under this Agreement. Licensee may provide SCT, in lieu of paying any such tax required to be paid by Licensee, with a certificate of exemption in form and substance reasonably satisfactory to SCT; and Licensee may, if permitted by law, contest any such tax required to be paid by it under this Agreement, provided that Licensee has made prior arrangements reasonably satisfactory to SCT so that SCT will suffer no damage or injury as a result of such contest. Licensee, upon request by SCT, shall provide SCT with proof of payment, or exemption from payment, of any tax that Licensee would otherwise be required to pay under or in connection with this Agreement.

(d) Non-Appropriation of Funds. The performance of Leon County Commission Governmental Leasing Corporation of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds or otherwise lawfully expendable for the purposes of this agreement for the current and future periods. Licensee believes that sufficient funds can be obtained to pay all amounts due SCT under this Agreement. In the event sufficient funds are not appropriated and budgeted or are otherwise legally unavailable by any means whatsoever for Licensee to make payments to SCT for the Improvements, then Licensee will promptly notify SCT of such fact by providing SCT with written notice thereof. Thereupon, SCT's obligations under this Agreement shall be deemed terminated, and Licensee shall remit payment of the fees for the Improvements to SCT on a prorated basis. Notwithstanding the foregoing, Licensee agrees that the provisions of this Section will not apply if any funds are appropriated to it, or by it, for the acquisition, retention or operation of software or services similar in form or function to the Improvements being provided by SCT under this Agreement, and that Licensee will not during the term of this Agreement give priority in the application of funds to any other similar software or services.

4. Term. The initial term of this agreement is for the period commencing on the date set forth on the first page of this Agreement and continuing until September 30, 1997. This Agreement shall thereafter be automatically extended for consecutive one (1) year periods unless either party notifies the other in writing of its intent not to continue this Agreement at least one year prior to the expiration of the then current term.

5. Disclaimer of Warranties. Licensee agrees and understands that except as expressly set forth in this Agreement **SCT MAKES NO WARRANTIES WHATSOEVER, EXPRESSED OR IMPLIED, WITH REGARD TO ANY IMPROVEMENTS, AND THAT SCT EXPLICITLY DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. FURTHER, SCT EXPRESSLY DOES NOT WARRANT THAT A TCP SYSTEM OR ANY IMPROVEMENTS WILL BE USABLE BY LICENSEE IF THE TCP SYSTEM HAS BEEN MODIFIED BY ANYONE OTHER THAN SCT, OR WILL BE ERROR-FREE, WILL OPERATE WITHOUT INTERRUPTION OR WILL BE COMPATIBLE WITH ANY HARDWARE OR SOFTWARE (OTHER THAN THE LICENSEE ENVIRONMENT) POSSESSED OR TO BE POSSESSED BY LICENSEE.**

6. Termination. Either party will have the right to terminate this Agreement if the other party breaches or fails to perform any material term or condition of this Agreement. Either party, if it has a right of termination as provided above, may terminate this Agreement at any time while the event or condition giving rise to that right of termination exists, by giving the other written notice of that event or condition and describing that event or condition in reasonable detail. Upon receipt of that notice, the other party will have a period of thirty (30) days in which to cause that event or condition to be corrected or cured to the reasonable satisfaction of the party desiring termination. If the event or condition giving rise to the right of termination is not so corrected or cured within that period, this Agreement will terminate as of the end of that period automatically, without further act by any party. Notwithstanding the foregoing, however, in the event that a party files a voluntary petition in bankruptcy or remains an involuntary petitioner in bankruptcy for a period exceeding ninety (90) days, the other party shall have the right to terminate this Agreement immediately, without further action or delay, by providing the petitioning party with written notice of such termination. Termination of this Agreement by either party in strict accordance with the terms and conditions of this Agreement will be without prejudice to the terminating party's other rights and remedies under this Agreement, both at law in equity.

7. Notices. All notices and other communications required or permitted under this Agreement will be in writing and, except as otherwise provided in this Agreement, will be deemed given when delivered personally, sent by United States registered or certified mail, return receipt requested, or sent by overnight courier to the address shown on the signature page hereof, or to such other place as the parties hereto from time to time may direct. A copy of all notices to a party shall also be sent to the attention of that party's General Counsel (if to SCT, at 4 Country View Road, Malvern, PA 19355), and additionally, to the Leon County Attorney's Office at 301 South Monroe Street, Tallahasee, FL 32301.

8. Force Majeure. Neither party to this Agreement will be liable to the other for any failure or delay in performance under this Agreement due to circumstances beyond its reasonable control including, without limitation, Acts of God, accident, labor disruption, acts, omissions and defaults of third parties, and official, governmental and judicial action not the fault of the party failing or delaying in performance.

9. Assignment. Except as otherwise provided for in this Agreement, the benefits and burdens of each party under this Agreement will not be assignable without the prior written consent of the other party to this Agreement, and any attempt to assign them without that consent will be

void. Notwithstanding the foregoing, SCT may assign this Agreement to its successor by merger or consolidation or to any person or entity that acquires all or substantially all of its capital stock or assets; and SCT may assign this Agreement in whole or in part to any person or entity to which it transfers any exclusive rights in the SCT Software.

10. No Waiver. No failure of either party to this Agreement to prosecute its rights with respect to any single or continuing breach of this Agreement will act as a waiver of the right of that party to exercise later any right or enforce any remedy granted under this Agreement with respect to that same or any other breach of this Agreement by the other party to this Agreement.

11. Choice of Law; Severability. This Agreement will be governed by and construed in accordance with the laws of the State of Florida. If any provision of this Agreement is found invalid or unenforceable, it will be enforced to the maximum extent permissible, and the legality and enforceability of the other provisions of this Agreement will not be affected.

12. LIMITATIONS OF LIABILITY. SCT AND LICENSEE ACKNOWLEDGE AND AGREE THAT IN NO EVENT WILL SCT'S LIABILITY IN CONNECTION WITH THE IMPROVEMENTS OR SERVICES PROVIDED UNDER THIS AGREEMENT, OR ANY OTHER MATTER RELATING TO THIS AGREEMENT, EXCEED THE AMOUNT ACTUALLY PAID TO SCT BY LICENSEE UNDER THIS AGREEMENT FOR THE IMPROVEMENTS IN THE YEAR THAT SUCH LIABILITY ACTUALLY ARISES, AND SCT WILL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOSS OF PROFITS, LOSS OF DATA, AND LOSS OF REVENUES, EVEN IF INFORMED OF THE POSSIBILITY THEREOF IN ADVANCE. THESE LIMITATIONS APPLY TO ALL CAUSES OF ACTION IN THE AGGREGATE, INCLUDING WITHOUT LIMITATION BREACH OF CONTRACT, BREACH OF WARRANTY, SCT'S NEGLIGENCE, STRICT LIABILITY, MISREPRESENTATION, AND OTHER CAUSES OF ACTION BASED ON SIMILAR LEGAL THEORIES. SCT AND LICENSEE FURTHER ACKNOWLEDGE AND AGREE THAT THEY ARE ENTERING INTO THIS AGREEMENT ON THE UNDERSTANDING THAT THE FEES FOR THE IMPROVEMENTS AND SERVICES TO BE PROVIDED UNDER THIS AGREEMENT HAVE BEEN SET TO REFLECT THE FACT THAT LICENSEE'S REMEDIES, AND SCT'S LIABILITY, SHALL BE LIMITED AS EXPRESSLY SET FORTH IN THIS AGREEMENT, AND IF NOT SO LIMITED, THE FEES FOR THE SAME WOULD HAVE BEEN SUBSTANTIALLY HIGHER.

13. SCT Certification. In accordance with Section 287.133, Florida Statutes, SCT, hereby certifies that neither SCT, nor its affiliates has been convicted of a public entity crime. Violation of this section by SCT, shall be grounds for cancellation of this Agreement by Leon County Commission Governmental Leasing Corporation.

14. Entire Agreement. This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof, and all prior discussions, representations, proposals, offers and oral or written communications of any nature are entirely superseded hereby and extinguished by the execution of this Agreement. Any purchase order or similar document which may be issued

by Licensee in connection with the Improvements or the services provided under, or any other matter relating to, this Agreement shall be for Licensee's internal purposes only and any terms and conditions which may be included in such purchase order or other document shall not modify in any manner any of the terms and conditions of this Agreement and shall not bind SCT in any manner and shall be completely ineffective and unenforceable against SCT, even if it is initialed, signed, or acknowledged by a representative of SCT. No modification of, or waiver of any right under, this Agreement will be effective unless it is evidenced in a writing executed by an authorized representative of each party to this Agreement.

IN WITNESS WHEREOF, the parties to this Agreement have executed this Agreement through the signatures of their duly authorized representatives.

SCT PUBLIC SECTOR, INC.

By: _____
Gary Thorson
Vice President
962 Delaware Avenue
Lexington, KY 40505

LEON COUNTY COMMISSION
GOVERNMENTAL LEASING
CORPORATION

By: _____
Anita L. Davis
(Printed Name of Signatory)

Title: President
301 S. Monroe Street
Tallahassee, Florida 32301

Approved as to Legal Form:

_____
Leon County Attorney's Office

ATTEST: Dave Lang, Secretary

By: _____
Assistant Secretary

BANNERQUEST SOFTWARE LICENSE AND SERVICES AGREEMENT

This Agreement Number 10562 is entered into by and between SCT Public Sector, Inc., a Delaware corporation ("SCT"), and Leon County Commission Governmental Leasing Corporation, for and on behalf of Leon County, Florida (collectively, "Licensee") as of the Effective Date. SCT Public Sector, Inc., recognizes that Leon County, Florida has formed the Leon County Commission Governmental Leasing Corporation to acquire license rights to the BANNERQuest Software (as that term is defined below) and to provide the use of the BANNERQuest Software to Leon County, Florida pursuant to a Master Lease Purchase Agreement between Leon County, Florida and the Leon County Commission Governmental Leasing Corporation ("Master Lease"). The cash proceeds (the "Proceeds") that will ultimately be used by the Leon County Commission Governmental Leasing Corporation to obtain the right to use the BANNERQuest Software as aforesaid have been raised by assigning the Leon County Commission Governmental Leasing Corporation's rights under the Master Lease to an institutional trustee and issuing Certificates of Participation in the Leon County Commission Governmental Leasing Corporation's right to receive lease payments under the Master Lease. Pursuant to the Master Lease and related trust documents, Proceeds may not be expended with respect to any item of the BANNERQuest Software until: (a) the Leon County Commission Governmental Leasing Corporation has acquired license rights therein, (b) such BANNERQuest Software may be made subject to the Master Lease free of any rights of SCT and/or the owner of such BANNERQuest Software, other than as licensor with regard to an item of the BANNERQuest Software; and (c) a Certificate of Acceptance with respect to each item has been executed by the Leon County Commission Governmental Leasing Corporation (collectively, the "Conditions"). Accordingly, if the Conditions cannot be met with respect to any item of the BANNERQuest Software, Leon County, Florida intends to advance funds other than the Proceeds on behalf of the Leon County Commission Governmental Leasing Corporation to make the payments required by this Agreement, subject to the terms and conditions of said Agreement. In such event, when the Conditions are met with respect to the item of the BANNERQuest Software, Proceeds will be applied to reimburse Leon County, Florida for the funds expended by Leon County, Florida in connection therewith, license rights to such item of the BANNERQuest Software will be placed in the name of the Leon County Commission Governmental Leasing Corporation, and such item of the BANNERQuest Software will be made subject to the Master Lease free and clear of any rights of SCT and/or the owner of such BANNERQuest Software, other than as licensor with regard to an item of BANNERQuest Software.

The parties to this Agreement agree as follows:

1. Certain Definitions.

(a) "BANNER Agreement" means that certain Software Services and License Agreement between the parties bearing an Effective Date of _____, 1994.

(b) "Equipment" means the configuration identified in the BANNER Agreement.

(c) "BANNERQuest Configuration" means the Equipment as identified in Section 1(b) above, used in a host configuration.

(d) "Intellectual Property Rights" means all patents, patent rights, copyrights, copyright registrations, trade secrets, trademarks, service marks, trademark and service mark registrations, goodwill pertaining to trademarks and service marks, and confidential information.

(e) "Object Code" means computer programs assembled, compiled, or converted to magnetic or electronic binary form on software media, which are readable and usable by computer

equipment, but not generally readable by humans without reverse assembly, reverse compiling, reverse conversion, reverse engineering and/or any other disassembly or decompilation.

(f) "Source Code" means computer programs written in higher-level programming languages, sometimes accompanied by English language comments and other programmer documentation. Source Code is readable by humans and may be translated into Object Code for execution on computer equipment through the process of compiling or assembling or may be executed through the process of interpretation at the time of execution.

(g) "BANNER Software" means the following SCT-proprietary BANNER software system(s) licensed by SCT to Licensee under and strictly subject to the terms and conditions of BANNER Agreement: BANNER Finance, BANNER Human Resources, FOCUS Express for BANNER Finance and FOCUS Express for Human Resources Systems, including all related specifications, documentation, technical information, and all corrections, modifications, additions, improvements and enhancements to any of the foregoing provided to Licensee by SCT.

(h) "BANNERQuest Software" means the Source Code and Object Code for the computer programs and computer coded instructions for the following SCT-proprietary BANNERQuest systems: BANNERQuest Finance and BANNERQuest Human Resources Systems, including all related specifications, documentation, technical information, and all corrections, modifications, additions, improvements and enhancements to any of the foregoing provided to Licensee by SCT.

(i) "BANNERQuest System" means any one of the systems of the BANNERQuest Software.

(j) "NLI Software" means the SCT then-supported version of the following computer programs developed by Natural Language Incorporated (the "NLI Licensor"): Natural Language, NLI Connector and NLI-Oracle Database Interface Module for Natural Language, including all related specifications, documentation, technical information, and all corrections, modifications, additions, improvements and enhancements to any of the foregoing provided to Licensee by SCT or NLI.

(k) "Query List" means the then-current list of English language queries provided by SCT to Licensee.

(l) "Effective Date" means the date identified as such on the signature page of this Agreement.

2. Ownership. SCT owns the BANNERQuest Software, all copies of the BANNERQuest Software, and all Intellectual Property Rights for and in the BANNERQuest Software. NLI owns the NLI Software, all copies of the NLI Software, and all Intellectual Property Rights for and in the NLI Software.

3. License. In consideration of Licensee's full payment of the fees set forth in Section 6 below, SCT hereby grants to Licensee a perpetual, non-exclusive, non-transferable license to use the BANNERQuest Software and the NLI Software subject to the terms and conditions contained in this Agreement. Any rights not expressly granted in this Agreement are expressly prohibited.

(a) Source Code. Licensee shall have the non-exclusive right to copy and use, subject to the provisions of this Agreement, including without limitation Section 3(d) below, the Source Code for the BANNERQuest Software on the BANNERQuest Configuration to compile, modify, improve and enhance the BANNERQuest Software for Licensee's own in-house computing operations.

(b) Object Code. Licensee shall have the non-exclusive right to copy and use, subject to the provisions of this Agreement, the BANNERQuest Software and the NLI Software in Object Code form on the BANNERQuest Configuration for Licensee's in-house computing operations. Licensee may also use the BANNERQuest Software and the NLI Software in Object Code form temporarily on a configuration comparable to the BANNERQuest Configuration, upon prompt written notice to SCT, for disaster recovery of Licensee's computer operations if the BANNERQuest Configuration is inoperative.

(c) Restrictions on Use of the BANNERQuest Software and NLI Software. Except as otherwise first set forth in this Agreement, unless SCT gives its prior written consent, Licensee may not assign, license, or otherwise transfer, voluntarily, by operation of law or otherwise, its right to use the BANNERQuest Software and/or the NLI Software. Licensee may not make the BANNERQuest Software and/or the NLI Software available in any time-sharing, networking, or rental arrangements. Both before and after termination of this Agreement for any reason, Licensee will not permit (i) any person or entity, other than Licensee's employees with a need to know, directly or indirectly to use, have access to or use of all or any part of the BANNERQuest Software and/or the NLI Software, or (ii) all or part of the BANNERQuest Software and/or the NLI Software to be exported outside the United States of America, in any manner or by any means, without in each instance first obtaining SCT's prior written consent and, if required, a validated license from the Office of Export Administration within the United States Department of Commerce and other appropriate governmental authorities.

(d) Restrictions on Use of Source Code. Licensee will not disclose all or any part of the Source Code for the BANNERQuest Software to any person except its employees as reasonably necessary to permit such employees to use the Source Code for the purposes explicitly permitted in this Agreement. Licensee may permit its employees to have access to the Source Code for the BANNERQuest Software only on a need-to-know basis and only if prior to granting such access, each such employee has executed a non-disclosure agreement providing reasonable protection of SCT's trade secrets and other proprietary interests contained in the Source Code, and has been informed in writing of the non-disclosure obligations of Licensee and the employee under this Agreement.

(e) Further Restrictions on Use of NLI Software. Licensee's use of the NLI Software shall be subject to all the additional terms and conditions set forth below:

(i) Licensee acknowledges that the NLI Software is proprietary to NLI and is supplied by SCT under license from NLI. Licensee shall be prohibited from duplicating or disclosing the NLI Software or causing the NLI Software to be duplicated or disclosed, in whole or in part, in violation of the provisions of this Agreement.

(ii) Licensee agrees not to use the NLI Software for any purpose except with the BANNERQuest Software and within the scope of the BANNER Software, in accordance with the restrictions set forth in this Agreement.

(iii) LICENSEE AGREES THAT NLI SHALL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING FROM THE LICENSEE'S USE OF THE NLI SOFTWARE OR RELATED MATERIALS.

(iv) NLI MAKES NO WARRANTIES TO LICENSEE. ALL WARRANTIES ARE PROVIDED BY SCT EXPRESSLY AS PROVIDED FOR IN THIS AGREEMENT.

(f) BANNER Software Necessary to Use the BANNERQuest Software and the NLI Software. Licensee acknowledges and understands that in order to use the BANNERQuest Software and the NLI Software, Licensee must have a right to use the BANNER Software, must

have installed the BANNER Software on the Equipment in operational mode as provided for in the BANNER Agreement and must maintain the BANNER Software under SCT's Technical Currency Program.

(g) Intellectual Property Rights Notices. Licensee agrees to include the Intellectual Property Rights notice(s) provided by SCT in the code, or written on labels or containers of the BANNERQuest Software and/or the NLI Software, or on the cover or title page of documentation, in any copy or part thereof made by Licensee. Licensee shall not modify or remove, in any manner, the Intellectual Property rights notice(s) provided by SCT and/or NLI in connection with the BANNERQuest Software and/or the NLI Software.

4. Services.

(a) Implementation/Support. SCT agrees to provide Licensee with Implementation and Support Services in connection with the BANNERQuest Software and the NLI Software, on the terms and conditions contained in this Agreement, for the applicable fees set forth in Exhibit P. Licensee understands and acknowledges that SCT will require both remote access and in-person access to the BANNERQuest Configuration and the Equipment in order to render such Implementation and Support Services, and Licensee agrees to provide SCT with such access, without cost to SCT therefor.

(b) Consulting and Modification Services. Subject to the availability of SCT personnel to provide such services, SCT agrees to provide to Licensee, at Licensee's written request, the services described in Exhibit CS, which is attached to and incorporated in this Agreement by reference, for the fees set forth in Exhibit CS and on the terms and conditions contained in this Agreement. Licensee understands and acknowledges that SCT will require both remote access and in-person access to the Equipment and the BANNERQuest Configuration in order to render such consulting and modification services, and Licensee agrees to provide SCT with such access, without cost to SCT therefor.

5. Delivery. SCT will use its best efforts to deliver the BANNERQuest Software and the NLI Software to Licensee at the address set forth on the signature page of this Agreement within thirty (30) days of the Effective Date. One (1) set of documentation for the BANNERQuest Software and the NLI Software shall be delivered to Licensee. The date on which an BANNERQuest System with NLI Software is first received by Licensee shall be the Delivery Date for that BANNERQuest System with NLI Software.

6. Payment and Taxes.

(a) Payment. For the license of the BANNERQuest Software, the license of the NLI Software, and the performance of the services described in Section 4(a), Licensee will pay SCT in accordance with Exhibit P, which is attached to and incorporated in this Agreement by reference. Travel, living, freight and overnight delivery expenses actually incurred by SCT shall be in additional to the amounts set forth in Exhibit P and any other exhibit of this Agreement, and shall be billed as incurred. Licensee shall pay each invoice under this Agreement by not later than thirty (30) days from the date thereof.

(b) Taxes. Licensee represents that it is a tax-exempt entity. Notwithstanding the foregoing, however, taxes, other than taxes based on SCT's net income or capital stock, imposed by any taxing authority and based upon or in any way relating to this Agreement, the BANNERQuest Software, the NLI Software, services provided or payments made under this Agreement shall be the responsibility of Licensee and shall be payable in addition to other fees and charges under this Agreement. Licensee may provide SCT, in lieu of paying any such tax required to be paid by Licensee, with a certificate of exemption in form and substance reasonably

satisfactory to SCT; and Licensee may, if permitted by law, contest any such tax required to be paid by it under this Agreement, provided that Licensee has made prior arrangements reasonably satisfactory to SCT so that SCT will suffer no damage or injury as a result of such contest. Licensee, upon request by SCT, shall provide SCT with proof of payment, or exemption from payment, of any tax that Licensee would otherwise be required to pay under or in connection with this Agreement.

7. Warranty and Disclaimer of Warranty.

(a) Limited Warranty by SCT. SCT warrants to Licensee for a period of twenty-four (24) months after the Delivery Date of an BANNERQuest System, that the then-current unmodified BANNERQuest System, as used by Licensee on the Equipment at the Location for its in-house computing operations, will operate in all material respects in accordance with the then-current documentation for such BANNERQuest System. SCT warrants to Licensee for a period of twenty-four (24) months after the Delivery Date of the NLI Software, that the unmodified NLI Software, as used by Licensee on the Equipment at the Location for its in-house computing operations, will operate in all material respects in accordance with the then-current documentation for the NLI Software.

(b) Licensee's Remedy for Breach of Warranty. In the event of any breach of the foregoing warranty, SCT, at its own expense, will provide an avoidance procedure for or a correction of each such material defect that is documented by Licensee, as soon as is reasonably practicable. A defect is "documented" if Licensee has provided sufficient information for SCT to reproduce the defect on the then-current unmodified BANNERQuest System or NLI Software, as the case may be, operating on a computer configuration which is identical to or compatible with the BANNERQuest Configuration and which is in SCT's possession and under SCT's control. If, despite reasonable efforts, SCT is unable to provide an avoidance procedure for or a correction of a documented defect, Licensee may pursue its remedy at law to recover direct damages resulting from the breach of warranty, subject to the terms and conditions contained in this Agreement. These remedies are exclusive and are in lieu of all other remedies, and SCT's sole obligations in the event of any breach of warranty will be as stated above.

(c) Disclaimer of Warranty. Licensee agrees and understands that the warranty set forth above is made to Licensee exclusively and is in lieu of all other warranties, and that **SCT MAKES NO OTHER WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED, WITH REGARD TO THE BANNERQUEST SOFTWARE, THE NLI SOFTWARE, OR ANY PARTS THEREOF, AND THAT SCT EXPLICITLY DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE. FURTHER, SCT EXPRESSLY DOES NOT WARRANT THAT THE BANNERQUEST SOFTWARE, THE NLI SOFTWARE, OR ANY PARTS THEREOF, WILL BE ERROR FREE, WILL OPERATE WITHOUT INTERRUPTION, WILL ANSWER ANY QUESTION THAT IS NOT CONTAINED IN THE THEN-CURRENT QUERY LIST PROVIDED TO LICENSEE BY SCT OR WILL BE COMPATIBLE WITH ANY HARDWARE OR SOFTWARE (OTHER THAN THE BANNER SOFTWARE) POSSESSED OR TO BE POSSESSED BY LICENSEE.**

(d) Abrogation of Warranty. The warranty set forth above will be null and void if (i) notwithstanding any other provision of this Agreement, any person (including Licensee) attempts to correct or modify any of the BANNERQuest Software or the NLI Software as delivered to Licensee, or (ii) Licensee refuses to implement modifications to the BANNERQuest Software or the NLI Software that SCT or NLI may provide for the purpose of correction or improvement, whether or not required to be provided by SCT or NLI.

8. Confidential Information. Subject to the provisions of the Florida Public Records laws, the party receiving ("Recipient") any confidential information under this Agreement from the other party ("Owner") agrees: (i) to treat the Owner's confidential information as proprietary to the Owner; and (ii) that it will not knowingly disclose to any person or entity not a party to this Agreement, or use for its own or any such person's or entity's benefit, any confidential information of the Owner. In no event will the Recipient use less care to maintain the confidentiality of the Owner's confidential information than the Recipient uses to maintain the confidentiality of its own information of equal importance. The obligations set forth in this Section 8 are subject to the following definitions, terms and conditions:

(a) Definitions. Confidential information of Licensee includes non-public information and data regarding Licensee's administrative methods, administrative plans and data processing. Confidential information of SCT includes the BANNERQuest Software, algorithms, methods, techniques and processes revealed by the Source Code of the BANNERQuest Software, non-public information concerning SCT's business and the terms and provisions of this Agreement. Confidential Information of NLI includes the NLI Software (including the Source Code and Object Code therefor) and the design, implementation, ideas and algorithms therein and therefor.

(b) Exceptions. Confidential information, whether or not described above, does not include information that: (i) is or becomes known to the public without fault or breach of the Recipient; (ii) the Owner regularly discloses to third parties without restriction on disclosure; or (iii) the Recipient receives from a third party without restriction on disclosure and without breach of a non-disclosure obligation.

(c) Survival of Obligations. Notwithstanding the termination of this Agreement, the non-disclosure and non-use obligations set forth above will remain in full force with respect to each item of confidential information of SCT and/or NLI, without limitation as to time.

9. Indemnity by SCT. SCT will defend or settle, at its own expense, any action brought against Licensee to the extent that it is based on a claim that use of the BANNERQuest Software and/or the NLI Software provided by SCT pursuant to this Agreement infringes any United States copyright of others, and SCT will pay any costs, damages and attorneys' fees finally awarded against Licensee in any such action attributable to any such claim; but such defense, settlements and payments are expressly conditioned on the following: (i) that SCT is notified promptly in writing by Licensee of any such claim; (ii) that SCT is granted in writing sole control of the defense of any such claim and of all negotiations for its settlement or compromise; (iii) that Licensee cooperates with SCT in a reasonable way to facilitate the settlement or defense of the claim; (iv) that the claim does not arise from modifications not authorized in writing by SCT or from the use or combination of products provided by SCT with items provided by Licensee or others; and (v) that should the BANNERQuest Software and/or the NLI Software become, or in SCT's opinion be likely to become, the subject of such a claim of infringement, then Licensee will permit SCT, at SCT's option and expense, (A) to procure for Licensee the right to continue using the same under the terms of this Agreement, or (B) to modify (or, in the case of the BANNERQuest Software, to replace) the same so that it becomes non-infringing and substantially equivalent in function, or (C) to refund to Licensee the license fee paid to SCT by Licensee under this Agreement for the BANNERQuest System and/or the NLI Software therefor giving rise to the liability (as applicable), less a charge for use by Licensee based on straight line depreciation assuming a useful life of five (5) years. **THE FOREGOING IS SCT'S EXCLUSIVE OBLIGATION WITH RESPECT TO INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS.**

10. Term and Termination. This Agreement will continue in full force and effect except as follows:

(a) Termination by SCT. SCT will have the right to terminate this Agreement if: (i) Licensee fails to honor the restrictions on disclosure and use of SCT's confidential information provided under this Agreement; (ii) Licensee infringes or participates in infringement of SCT's Intellectual Property Rights and/or NLI's Intellectual Property Rights; (iii) Licensee fails to honor the limitations and restrictions on use of the BANNERQuest Software and/or the NLI Software, or any part thereof, as provided in this Agreement; (iv) Licensee files a voluntary petition in bankruptcy or remains an involuntary petitioner in bankruptcy for a period exceeding ninety (90) days; or (v) Licensee breaches or fails to perform any other material term or condition of this Agreement.

(b) Termination by Licensee. Licensee will have the right to terminate this Agreement if: (i) SCT fails to honor the restrictions on disclosure and use of Licensee's confidential information provided under this Agreement; (ii) SCT files a voluntary petition in bankruptcy or remains an involuntary petitioner in bankruptcy for a period exceeding ninety (90) days; or (iii) SCT breaches or fails to perform any other material term or condition of this Agreement.

(c) Procedure for Termination. Either party may terminate this Agreement at any time while the event or condition giving rise to the right of termination exists, by giving the other written notice describing that event or condition in reasonable detail. Upon receipt of that notice, the other party will have a period of thirty (30) days in which to cause that event or condition to be corrected or cured to the reasonable satisfaction of the party desiring termination. If the event or condition giving rise to the right of termination is not so corrected or cured within that period, this Agreement will terminate as of the end of that period automatically, without further act by any party. Notwithstanding the foregoing, however, in the event that a party files a voluntary petition in bankruptcy or remains an involuntary petitioner in bankruptcy for a period exceeding ninety (90) days, the other party shall have the right to terminate this Agreement immediately, without further action or delay, by providing the petitioner/party with written notice of such termination.

(d) Effect of Termination. If this Agreement is properly terminated by either party, Licensee promptly will return to SCT or (at SCT's request) destroy all copies of the BANNERQuest Software and the NLI Software, and will certify to SCT in writing, over the signature of a duly authorized representative of Licensee, that it has done so.

(e) Survival of Obligations. All obligations relating to non-use and non-disclosure of confidential information, indemnity, and the obligations of Licensee to respect the Intellectual Property Rights of SCT and NLI will survive termination of this Agreement for any reason.

(f) Termination Without Prejudice to Other Rights and Remedies. Termination of this Agreement by either SCT or Licensee in accordance with the terms of this Agreement will be without prejudice to the terminating party's other rights and remedies under or in connection with this Agreement, both at law and in equity.

11. Notices. All notices and other communications required or permitted under this Agreement will be in writing and, except as otherwise provided in this Agreement, will be deemed given when delivered personally, sent by United States registered or certified mail, return receipt requested, or sent by overnight courier to the address shown on the signature page hereof, or to such other place as the parties hereto from time to time may direct. A copy of all notices to a party shall also be sent to the attention of that party's General Counsel (if to SCT, at 4 Country View Road, Malvern, PA 19355), and additionally, to the Leon County Attorney's Office at 301 South Monroe Street, Tallahassee, FL 32301.

12. Force Majeure. Neither party to this Agreement will be liable to the other for any failure or delay in performance under this Agreement due to circumstances beyond its reasonable control including, without limitation, Acts of God, accident, labor disruption, acts, omissions and defaults of third parties, and official, governmental and judicial action not the fault of the party failing or delaying in performance.

13. SCT Certification. In accordance with Section 287.133, Florida Statutes, SCT, hereby certifies that neither SCT, nor its affiliates has been convicted of a public entity crime. Violation of this section by SCT, shall be grounds for cancellation of this agreement by Leon County Commission Governmental Leasing Corporation.

14. Non-Appropriation of Funds. The performance of Leon County Commission Governmental Leasing Corporation of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds or otherwise lawfully expendable for the purposes of this agreement for the current and future periods. Licensee believes that sufficient funds can be obtained to pay all amounts due SCT under this Agreement. In the event sufficient funds are not appropriated and budgeted or are otherwise legally unavailable by any means whatsoever for Licensee to make payments to SCT for the BANNERQuest Software, then Licensee will promptly notify SCT of such fact by providing SCT with written notice thereof. Thereupon, Licensee's license to use the BANNERQuest Software and SCT's obligations in connection therewith shall be deemed terminated, without further action by either party. Any such premature expiration effected pursuant to this Section 14 shall be subject to the provisions of Section 10 of this Agreement. Notwithstanding the foregoing, Licensee agrees that the provisions of this Section 14 will not apply if any funds are appropriated to it, or by it, for the acquisition, retention or operation of software similar in form or function to the BANNERQuest Software being provided by SCT under this Agreement, and that Licensee will not during the term of this Agreement give priority in the application of funds to any other similar software or services.

15. Assignment. The benefits and burdens of each party under this Agreement will not be assignable without the prior written consent of the other party to this Agreement, and any attempt to assign them without that consent will be void. Notwithstanding the foregoing, SCT may assign this Agreement to its successor by merger or consolidation or to any person or entity that acquires all or substantially all of its capital stock or assets; and SCT may assign this Agreement in whole or in part to any person or entity to which it transfers any exclusive rights in the BANNERQuest Software.

16. No Waiver. No failure of either party to this Agreement to prosecute its rights with respect to any single or continuing breach of this Agreement will act as a waiver of the right of that party to later exercise any right or enforce any remedy granted under this Agreement with respect to that same or any other breach of this Agreement by the other party to this Agreement.

17. Choice of Law; Severability. This Agreement will be governed by and construed in accordance with the laws of the State of Florida. If any provision of this Agreement is found invalid or unenforceable, it will be enforced to the maximum extent permissible, and the legality and enforceability of the other provisions of this Agreement will not be affected.

18. LIMITATIONS OF LIABILITY. SCT AND LICENSEE ACKNOWLEDGE AND AGREE THAT IN NO EVENT WILL SCT'S LIABILITY IN CONNECTION WITH THE BANNERQUEST SOFTWARE, THE NLI SOFTWARE, THE SERVICES PROVIDED UNDER THIS AGREEMENT, THIS LICENSE, OR ANY OTHER MATTER RELATING TO THIS AGREEMENT (OTHER THAN EXPRESSLY IN CONNECTION WITH THE INDEMNITY PROVIDED FOR IN SECTION 9 OF THIS AGREEMENT, AND/OR EXPRESSLY FOR BODILY INJURY OR PHYSICAL DAMAGE TO TANGIBLE PERSONAL PROPERTY

DIRECTLY CAUSED BY THE NEGLIGENT ACTS OF SCT EMPLOYEES, FOR WHICH ACTS SCT'S LIABILITY SHALL INSTEAD AND NOT ADDITIONALLY BE LIMITED TO THE INSURANCE PROCEEDS AVAILABLE UNDER THE POLICIES OF INSURANCE THAT SCT MAINTAINS FOR SUCH LIABILITY) EXCEED THE AMOUNT ACTUALLY PAID TO SCT BY LICENSEE UNDER THIS AGREEMENT FOR THE LICENSE FEE FOR THE BANNERQUEST SYSTEM AND THE NLI SOFTWARE GIVING RISE TO THE LIABILITY AND SCT WILL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOSS OF PROFITS, LOSS OF DATA, AND LOSS OF REVENUES, EVEN IF INFORMED OF THE POSSIBILITY THEREOF IN ADVANCE. THESE LIMITATIONS APPLY TO ALL CAUSES OF ACTION IN THE AGGREGATE, INCLUDING WITHOUT LIMITATION BREACH OF CONTRACT, BREACH OF WARRANTY, SCT'S NEGLIGENCE, STRICT LIABILITY, MISREPRESENTATION, AND OTHER CAUSES OF ACTION BASED ON SIMILAR LEGAL THEORIES. SCT AND LICENSEE FURTHER ACKNOWLEDGE AND AGREE THAT THEY ARE ENTERING INTO THIS AGREEMENT ON THE UNDERSTANDING THAT THE FEES FOR THE BANNERQUEST SOFTWARE, THE NLI SOFTWARE, AND THE SERVICES TO BE PROVIDED UNDER THIS AGREEMENT HAVE BEEN SET TO REFLECT THE FACT THAT LICENSEE'S REMEDIES, AND SCT'S LIABILITY, SHALL BE LIMITED AS EXPRESSLY SET FORTH IN THIS AGREEMENT, AND IF NOT SO LIMITED, THE FEES FOR THE SAME WOULD HAVE BEEN SUBSTANTIALLY HIGHER.

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19. Entire Agreement. This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof, and all prior discussions, representations, proposals, offers and oral or written communications of any nature are entirely superseded hereby and extinguished by the execution of this Agreement. Any purchase order or similar document which may be issued by Licensee in connection with the BANNERQuest Software, the NLI Software, the license thereof, the services provided, or any other matter relating to this agreement shall be for Licensee's internal purposes only and any terms and conditions which may be included in such purchase order or other document shall not modify in any manner any of the terms and conditions of this Agreement and shall not bind SCT in any manner and shall be completely ineffective and unenforceable against SCT, even if it is initialed, signed, or acknowledged by a representative of SCT. No modification hereof or waiver of any right under this Agreement will be effective unless it is evidenced in a writing executed by an authorized representative of each party to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, through the signatures of their duly authorized representatives.

Effective Date: _____

SCT PUBLIC SECTOR, INC.

By: _____
Gary Thorson
Vice President
962 Delaware Avenue
Lexington, KY 40505

LEON COUNTY COMMISSION
GOVERNMENTAL LEASING
CORPORATION

By: _____
Anita L. Davis
(Printed Name of Signatory)

Title: President
301 S. Monroe Street
Tallahassee, Florida 32301

Approved as to Legal Form:

_____
Leon County Attorney's Office

ATTEST: Dave Lang, Secretary

By: _____
Assistant Secretary

EXHIBIT P

Payment Schedule

Licensee's cost for the license of the BANNERQuest Software, the NLI Software, and the services rendered pursuant to this Agreement is as follows:

Deliverable	Cost
BANNERQUEST SOFTWARE AND SERVICES:	
BANNERQuest for Finance System License Fee	$37,500
BANNERQuest for Human Resources System License Fee	$27,000
IMPLEMENTATION/SUPPORT SERVICES:	
BANNERQuest Finance Resources System (one (1) person-day)	$1,000
BANNERQuest Human Resources System (one (1) person-day)	$1,000

Payment of the license fee for each BANNERQuest System with NLI Software shall be made by Licensee to SCT as follows: Thirty (30%) percent by not later than thirty (30) days after the Effective Date; an additional thirty (30%) percent by not later than ninety (90) days after the Effective Date; an additional thirty (30%) percent by not later than one hundred eighty (180) days after the Effective Date; and the remaining ten (10%) percent by not later than two hundred seventy (270) days after the Effective Date.

Implementation and Support Services and Customization Services (Exhibit CS) shall be invoiced monthly, as such services are rendered, together with travel, living, freight, and overnight delivery expenses, and shall be paid by Licensee to SCT by not later than thirty (30) days from the date of invoice therefor.

EXHIBIT CS

Customization Services

I. Generation of Specifications for Modifications to BANNERQuest Software

A. Interview Licensee personnel to determine changes desired to be made to BANNERQuest Software as delivered by SCT.

B. Generate revised functional and technical specifications in a System Modification Requirements ("SMR") document, which will also contain cost and schedule estimates for SCT to implement such changes.

II. Modifications

SCT will modify and test the BANNERQuest Software to the extent proposed in any SMR document generated pursuant to the provisions of this Exhibit CS.

III. Rate - The rate of $125 per hour shall apply for one (1) year from the Effective Date, after which time SCT may increase such rates upon notice to Licensee.

Government Systems



SCT Systems & Computer Technology Corp.
[illegible]

VIA UPS

May 22, 1996

Keith Roberts
Purchasing Director
Leon County, Florida
Leon County Courthouse
301 S. Monroe St.
Tallahassee, FL 32301

Re: Amendment to SCT Software License and Services Agreement

Dear Mr. Roberts:

This letter amends the Software License and Services Agreement dated February 23, 1994, as previously amended, ("Agreement") between SCT Government Systems, Inc. ("SCT") and Leon County, Florida ("Licensee") expressly as provided below. All terms and conditions of the Agreement, including all defined terms, are reaffirmed and incorporated in this letter by reference as if fully set forth below, except where such terms and conditions would conflict with the provisions of this letter. If any provision of the Agreement conflicts with any provision of this letter, the provision of this letter will be superseding and controlling.

Notwithstanding anything contained in the Agreement to the contrary, solely with respect to the Developer/2000 software licensed as part of the Oracle Database Software, Licensee shall be permitted to use such Developer/2000 software on server or client configurations for the number of users as defined in the Agreement.

The Agreement, as expressly amended by this letter, constitutes the entire understanding of the parties as regards the subject matter hereof and cannot be modified except by written agreement of the parties. Please have both copies of this letter countersigned on behalf of Licensee and return one (1) original to the attention of Ann Hughes, Contracts Administrator at the address listed below. Please call Sheila Marcello at 716-467-7983 ext. 388 should you have any questions.

SCT GOVERNMENT SYSTEMS, INC.

By: _____
B. Paul Engel, President
SCT Government Systems, Inc.

Accepted and Agreed:

LICENSEE

By: Laurie Ringquist for Parwez Alam
Name: _____
Title: County Administrator
Date: 6/4/96

Posted on September 8, 2025

SOFTWARE LICENSE AND SERVICES AGREEMENT

This Agreement Number 10561 is entered into by and between SCT Public Sector, Inc., a Delaware corporation ("SCT"), and Leon County Commission Governmental Leasing Corporation, for and on behalf of Leon County, Florida (collectively, "Licensee") as of the Effective Date. SCT Public Sector, Inc., recognizes that Leon County, Florida has formed the Leon County Commission Governmental Leasing Corporation to acquire license rights to the Licensed Software (as that term is defined below) and to provide the use of the Licensed Software to Leon County, Florida pursuant to a Master Lease Purchase Agreement between Leon County, Florida and Leon County Commission Governmental Leasing Corporation ("Master Lease"). The cash proceeds (the "Proceeds") that will ultimately be used by the Leon County Commission Governmental Leasing Corporation to obtain the right to use the Licensed Software as aforesaid have been raised by assigning the Leon County Commission Governmental Leasing Corporation's rights under the Master Lease to an institutional trustee and issuing Certificates of Participation in the Leon County Commission Governmental Leasing Corporation's right to receive lease payments under the Master Lease. Pursuant to the Master Lease and related trust documents, Proceeds may not be expended with respect to any item of the Licensed Software until: (a) the Leon County Commission Governmental Leasing Corporation has acquired license rights therein, (b) such Licensed Software may be made subject to the Master Lease free of any rights of SCT and/or the owner of such Licensed Software, other than as licensor with regard to an item of the Licensed Software; and (c) a Certificate of Acceptance with respect to each item has been executed by the Leon County Commission Governmental Leasing Corporation (collectively, the "Conditions"). Accordingly, if the Conditions cannot be met with respect to any item of the Licensed Software, Leon County, Florida intends to advance funds other than the Proceeds on behalf of the Leon County Commission Governmental Leasing Corporation to make the payments required by this Agreement, subject to the terms and conditions of said Agreement. In such event, when the Conditions are met with respect to the item of the Licensed Software, Proceeds will be applied to reimburse Leon County, Florida for the funds expended by Leon County, Florida in connection therewith, license rights to such item of the Licensed Software will be placed in the name of the Leon County Commission Governmental Leasing Corporation, and such item of the Licensed Software will be made subject to the Master Lease free and clear of any rights of SCT and/or the owner of such Licensed Software, other than as licensor with regard to an item of Licensed Software.

The parties to this Agreement agree as follows:

1. Certain Definitions.

(a) "Equipment" means one (1) DEC VAX Model 4000-400 using an VMS operating system and having a Licensed Software limitation of fifty-six (56) concurrent users, at the Location.

(b) "Intellectual Property Rights" means all patents, patent rights, copyrights, copyright registrations, trade secrets, trademarks, service marks, trademark and service mark registrations, goodwill pertaining to trademarks and service marks, and confidential information.

(c) "Location" means Licensee's administrative computing facility located at Leon County Courthouse, 301 S. Monroe Street, Tallahassee, Florida 32301.

(d) "Object Code" means computer programs assembled, compiled, or converted to magnetic or electronic binary form on software media, which are readable and usable by computer equipment, but not generally readable by humans without reverse assembly, reverse compiling, reverse conversion, or reverse engineering.

(e) "Source Code" means computer programs written in higher-level programming languages, sometimes accompanied by English language comments and other programmer documentation. Source Code is readable by humans and may be translated into Object Code for execution on computer equipment through the process of compiling or assembling or may be executed through the process of interpretation at the time of execution.

(f) "SCT Software" means the Source Code and Object Code for the computer programs and computer coded instructions for the following SCT-proprietary Major Systems: BANNER Finance System, BANNER Human Resources System, FOCUS Express for Finance System and FOCUS Express for Human Resources System including all related specifications, documentation, technical information, and all corrections, modifications, additions, improvements and enhancements to any of the foregoing provided to Licensee by SCT.

(g) "Major System" means any one of the systems of the SCT Software identified in Section 1(f) above.

(h) "Database Software" means the SCT then-supported version of the Object Code for the following computer programs developed by Oracle Corporation (the "Database Licensor"): RDBMS (including SQL*Loader and SQL*Report), SQL*Forms, SQL*Plus, PRO*COBOL, PRO*C and the transaction processing option database software, including all related specifications, documentation, technical information and all corrections, modifications, additions, improvements and enhancements to any of the foregoing provided to Licensee by SCT or the Database Licensor, subject to the restrictions and limitations set forth in Section 3(e) of this Agreement.

(i) "Effective Date" means the date identified as such on the signature page of this Agreement.

(j) "FOCUS Software" means the SCT then-supported version of the Object Code for the computer programs developed by Information Builders, Inc. (the "FOCUS Licensor"), referred to as the FOCUS ReportWriter, including the Oracle Interface, including all related specifications, documentation, technical information, and all corrections, modifications, additions, improvements and enhancements to any of the foregoing provided to Licensee by SCT or the FOCUS Licensor, subject to the restrictions and limitations set forth in Section 3(f) of this Agreement. .

(k) "Licensed Software" means the SCT Software, the FOCUS Software and the Database Software.

2. Ownership. SCT owns the SCT Software, all copies of the SCT Software, and all Intellectual Property Rights for and in the SCT Software. The respective third party owner of each of the other systems of the Licensed Software owns all copies thereof and all Intellectual Property Rights therefor and therein.

3. License. In consideration of Licensee's full payment of the fees set forth in Section 6 below, SCT hereby grants to Licensee a perpetual, non-exclusive, non-transferable license to use the Licensed Software subject to the terms and conditions contained in this Agreement. Any rights not expressly granted in this Agreement are expressly prohibited.

(a) Source Code. Licensee shall have the non-exclusive right to copy and use, subject to the provisions of this Agreement, including without limitation Section 3(d) below, the Source Code for the SCT Software on the Equipment at the Location to compile, modify, improve and enhance the SCT Software for Licensee's own in-house computing operations.

(b) Object Code. Licensee shall have the non-exclusive right to copy and use, subject to the provisions of this Agreement, the Licensed Software in Object Code form on the Equipment at the Location for Licensee's in-house computing operations. Licensee may also use the Licensed Software in Object Code form temporarily on a configuration comparable to the Equipment, either at the Location or at a site other than the Location, upon prompt written notice to SCT, for disaster recovery of Licensee's computer operations if the Equipment is inoperative.

(c) Restrictions on Use of the Licensed Software. Except as otherwise first set forth in this Agreement, unless SCT gives its prior written consent, Licensee may not assign, license, or otherwise transfer, voluntarily, by operation of law or otherwise, its right to use the Licensed Software. Licensee may not make the Licensed Software available in any commercial time-sharing, commercial networking, or rental arrangements. Both before and after termination of this Agreement for any reason, Licensee will not permit (i) any person or entity, other than Licensee's employees with a need to know, directly or indirectly to use, have access to or use of all or any part of the Licensed Software, or (ii) all or part of the Licensed Software to be exported outside the United States of America, in any manner or by any means, without in each instance first obtaining SCT's prior written consent and, if required, a validated license from the Office of Export Administration within the United States Department of Commerce and other appropriate governmental authorities of the United States.

(d) Restrictions on Use of Source Code. Licensee will not disclose all or any part of the Source Code to any person except its employees as reasonably necessary to permit such employees to use the Source Code for the purposes explicitly permitted in this Agreement. Licensee may permit its employees to have access to the Source Code only on a need-to-know basis and only if prior to granting such access, each such employee has executed a non-disclosure agreement providing reasonable protection of SCT's trade secrets and other proprietary interests contained in the Source Code, and has been informed in writing of the non-disclosure obligations of Licensee and the employee under this Agreement.

(e) Restrictions on Use of Database Software. Licensee's use of the Database Software shall be subject to all the additional terms and conditions set forth below:

(i) Licensee has the right to use the Database Software only in Object Code form, only on the Equipment at the Location, and only for Licensee's internal data processing. Licensee may use a backup copy of the Database Software in the event of machine malfunction and for permanent transfer of the licensed material to a replacement copy of the Database Software;

(ii) Licensee is prohibited from transfer or duplicating the Database Software except and for temporary transfer in the event of Equipment malfunction and in order to make a single backup or archival copy of the Database Software;

(iii) Licensee is prohibited from assigning its license to use the Database Software in whole or in part and is prohibited from making the Database Software available in any timesharing or rental arrangement, in whole or in part;

(iv) Licensee agrees not to use the Database Software for any purpose except within the scope of the SCT Software, in accordance with the restrictions set forth in this Agreement. Licensee may use the Database Software to customize the SCT Software as required, including changing forms through the use of SQL*Forms and creating and altering tables that the SCT Software uses. Licensee shall not use the Database Software to expand the SCT Software beyond the scope provided and supported by SCT;

(v) Licensee is prohibited from causing or permitting the reverse engineering, disassembly or decompilation of the Database Software, in whole or in part;

(vi) Licensee acknowledges that the Database Software is proprietary to the Database Licensor and is supplied by SCT under license from the Database Licensor. Title to the Database Software shall at all times remain vested in the Database Licensor or its designated successor. Except for the right of use that is expressly provided to Licensee under this Agreement, no right, title or interest in or to the Database Software is granted to Licensee;

(vii) Licensee agrees that the Database Licensor shall not be liable for any damages, whether direct, indirect, incidental, special, or consequential, arising from the Licensee's use of the Database Software or related materials;

(viii) At the termination of this Agreement for any cause whatsoever, Licensee shall discontinue its use of the Database Software and shall deliver the Database Software, including all archival or other copies of the Database Software, to SCT in accordance with the provisions of Section 10(d) below and shall forfeit all rights to use the Database Software in any way;

(ix) Licensee is prohibited from publishing any result of any benchmark tests which compare the Database Software to other database software programs;

(x) Licensee is prohibited from exporting or permitting the export of all or any part of the Database Software outside the United States of America, in any manner or by any means;

(xi) Licensee acknowledges and agrees that the Database Licensor is a third party beneficiary of this Agreement;

(xii) Licensee acknowledges and understands that the Database Software is not specifically developed or licensed for use in any nuclear, aviation, mass transit or medical application or in any other inherently dangerous application.

(f) Restrictions on Use of FOCUS Software. Licensee's use of the FOCUS Software shall be subject to all of the additional terms and conditions set forth below:

(i) Licensee agrees not to use the FOCUS Software for any purpose except with one or more of the Major Systems of the SCT Software and is prohibited from using the FOCUS Software for purposes of expanding the SCT Software beyond the scope provided and supported by SCT;

(ii) Licensee agrees not to use the FOCUS Software except on the Equipment at the Location for Licensee's own internal data processing;

(iii) Licensee agrees not to transfer or duplicate the FOCUS Software except for temporary transfer in the event of an Equipment malfunction and to create a reasonable number of backup and archival copies;

(iv) Licensee will not assign its right to use the FOCUS Software, and will not make the FOCUS Software available in any timesharing or rental arrangement;

(v) Licensee is prohibited from causing or permitting the reverse engineering, disassembly or decompilation of the FOCUS Software;

(vi) Licensee acknowledges that the FOCUS Software is proprietary to the FOCUS Licensor and is supplied by SCT under license from the FOCUS Licensor. Title to the FOCUS Software shall at all times remain vested in the FOCUS Licensor or its designated

successor. Nothing in this Agreement shall be construed to allow title of the FOCUS Software to pass to the Licensee;

(vii) LICENSEE AGREES THAT THE FOCUS LICENSOR SHALL NOT BE LIABLE FOR ANY DAMAGES, WHETHER DIRECT, INDIRECT, INCIDENTAL OR CONSEQUENTIAL, ARISING FROM ANY USE OF THE FOCUS SOFTWARE;

(viii) Licensee shall, at the termination of the sublicense of the FOCUS Software under this Agreement for any reason, discontinue use of the FOCUS Software and destroy or return to SCT all copies (including archival and all other copies) of the FOCUS Software and all copies of any written material furnished by the FOCUS Licensor or by SCT to Licensee in conjunction with the FOCUS Software, including instructions and user guides;

(ix) Licensee acknowledges and agrees that the FOCUS Licensor is a third party beneficiary of the license of the FOCUS Software granted to Licensee under this Agreement.

(f) Software Necessary to Use the SCT Software. Licensee acknowledges and understands that in order to use any of the Major Systems, Licensee must also obtain the right to use and must maintain and have installed on the Equipment: the Database Software; a COBOL Compiler compatible with the Equipment and the Database Software (specifically, if available for the Equipment, MicroFocus COBOL), either licensed directly from MicroFocus or from the Equipment vendor under a different product name; a "C" Compiler that is both compatible with the Equipment and the Database Software and has been approved in writing by SCT (Licensee shall identify the "C" compiler in a writing provided to SCT as soon as reasonably practicable for SCT's approval or disapproval); and a C programming/development environment to facilitate the installation of the Database Software and the C compiler.

(g) Intellectual Property Rights Notices. Licensee agrees to include the Intellectual Property Rights notice(s) provided by SCT in the code, or written on labels or containers of the Licensed Software, or on the cover or title page of documentation, in any copy or part thereof made by Licensee. Licensee shall not modify or remove, in any manner, the Intellectual Property rights notice(s) provided by SCT in connection with the Licensed Software.

4. Services.

(a) Implementation/Support. SCT agrees to perform the Implementation/Support services specified in Exhibit IS, which is attached to and incorporated in this Agreement by reference, on the terms and conditions contained in this Agreement, for the applicable fees set forth in Exhibit P.

(b) Consulting and Modification Services. Subject to the availability of SCT personnel to provide such services, SCT agrees to provide to Licensee, at Licensee's written request, the services described in Exhibit CS, which is attached to and incorporated in this Agreement by reference, for the fees set forth in Exhibit CS and on the terms and conditions contained in this Agreement.

5. Delivery. SCT will use its best efforts to deliver the Licensed Software to Licensee at the Location within thirty (30) days of the Effective Date. One (1) set of documentation for the Licensed Software shall be delivered to Licensee. The date on which a system of the Licensed Software is first received by Licensee at the Location shall be the Delivery Date for that system.

6. Payment and Taxes.

(a) Payment. For the license of the Licensed Software, and the performance of the services described in Section 4(a), Licensee will pay SCT in accordance with Exhibit P, which is attached

to and incorporated in this Agreement by reference. Travel, living, freight, and overnight delivery expenses actually incurred by SCT shall be in addition to the amounts set forth in Exhibit P and any other exhibit of this Agreement, and shall be billed as incurred. Licensee shall pay each invoice under this Agreement by not later than thirty (30) days from the date thereof.

(b) Taxes. Licensee represents that it is a tax-exempt entity. Notwithstanding the foregoing, however, taxes, other than taxes based on SCT's net income or capital stock, imposed by any taxing authority and based upon or in any way relating to this Agreement, the Licensed Software, services provided or payments made under this Agreement shall be the responsibility of Licensee and shall be payable in addition to other fees and charges under this Agreement. Licensee may provide SCT, in lieu of paying any such tax required to be paid by Licensee, with a certificate of exemption in form and substance reasonably satisfactory to SCT; and Licensee may, if permitted by law, contest any such tax required to be paid by it under this Agreement, provided that Licensee has made prior arrangements reasonably satisfactory to SCT so that SCT will suffer no damage or injury as a result of such contest. Licensee, upon request by SCT, shall provide SCT with proof of payment, or exemption from payment, of any tax that Licensee would otherwise be required to pay under or in connection with this Agreement.

(c) Performance Bond. SCT agrees to post a performance bond, which bond shall be issued by a reputable bonding company authorized to do business in the State of Florida, in an amount not less in face value than one hundred percent (100%) of the sum total of the amounts set forth in Exhibit P. SCT shall post such performance bond by not later than the tenth (10th) business day after SCT's receipt of a fully executed original of this Agreement. Such performance bond shall remain posted until the earlier of: (i) the implementation of the Licensed Software as described in the project plan to be developed by the parties as provided for in Exhibit IS of this Agreement; and (ii) (4) years from the Effective Date.

7. Warranty and Disclaimer of Warranty.

(a) Limited Warranty by SCT. SCT warrants to Licensee for a period of twenty-four (24) months after the Delivery Date of a system of the Licensed Software that the then current unmodified system of the Licensed Software, as used by Licensee on the Equipment at the Location for its in-house computing operations, will operate in all material respects in accordance with the then current documentation for the applicable system of the Licensed Software.

(b) Licensee's Remedy for Breach of Warranty. In the event of any breach of the foregoing warranty, SCT, at its own expense, will provide an avoidance procedure for or a correction of each such material defect that is documented by Licensee, as soon as is reasonably practicable. A defect is "documented" if Licensee has provided sufficient information for SCT to reproduce the defect on the then current unmodified system of the Licensed Software, operating on a computer configuration which is identical to or compatible with the Equipment and which is in SCT's possession and under SCT's control. If, despite reasonable efforts, SCT is unable to provide an avoidance procedure for or a correction of a documented defect, Licensee may pursue its remedy at law to recover direct damages resulting from the breach of warranty, subject to the terms and conditions contained in this Agreement. These remedies are exclusive and are in lieu of all other remedies, and SCT's sole obligations in the event of any breach of warranty will be as stated above.

(c) Disclaimer of Warranty. Licensee agrees and understands that the warranty set forth above is made to Licensee exclusively and is in lieu of all other warranties, and that **SCT MAKES NO OTHER WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED, WITH REGARD TO THE LICENSED SOFTWARE, OR ANY PARTS THEREOF, AND THAT SCT EXPLICITLY DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE.**

FURTHER, SCT EXPRESSLY DOES NOT WARRANT THAT THE LICENSED SOFTWARE, OR ANY PARTS THEREOF, WILL BE ERROR FREE, WILL OPERATE WITHOUT INTERRUPTION OR WILL BE COMPATIBLE WITH ANY HARDWARE OR SOFTWARE (OTHER THAN THE LICENSEE ENVIRONMENT IDENTIFIED IN EXHIBIT IS) POSSESSED OR TO BE POSSESSED BY LICENSEE.

(d) Abrogation of Warranty. The warranty set forth above will be null and void if (i) notwithstanding any other provision of this Agreement, any person (including Licensee) attempts to correct or modify any of the Licensed Software as delivered to Licensee, or (ii) Licensee refuses to implement modifications to the Licensed Software that SCT, the FOCUS Licensor and/or the Database Licensor may provide for the purpose of correction or improvement, whether or not required to be provided by SCT or the FOCUS Licensor.

8. Confidential Information. Subject to the provisions of the Florida Public Records laws, the party receiving ("Recipient") any confidential information under this Agreement from the other party ("Owner") agrees: (i) to treat the Owner's confidential information as proprietary to the Owner; and (ii) that it will not knowingly disclose to any person or entity not a party to this Agreement, or use for its own or any such person's or entity's benefit, any confidential information of the Owner. In no event will the Recipient use less care to maintain the confidentiality of the Owner's confidential information than the Recipient uses to maintain the confidentiality of its own information of equal importance. The obligations set forth in this Section 8 are subject to the following definitions, terms and conditions:

(a) Definitions. Confidential information of Licensee includes non-public information and data regarding Licensee's administrative methods, administrative plans and data processing. Confidential information of SCT includes the Licensed Software, algorithms, methods, techniques and processes revealed by the Source Code of the SCT Software, non-public information concerning SCT's business and the terms and provisions of this Agreement.

(b) Exceptions. Confidential information, whether or not described above, does not include information that: (i) is or becomes known to the public without fault or breach of the Recipient; (ii) the Owner regularly discloses to third parties without restriction on disclosure; or (iii) the Recipient receives from a third party without restriction on disclosure and without breach of a non-disclosure obligation.

(c) Survival of Obligations. Notwithstanding the termination of this Agreement, the non-disclosure and non-use obligations set forth above will remain in full force with respect to each item of confidential information for a period of ten (10) years after the first receipt of that item by the Recipient.

9. Indemnity by SCT. SCT will defend or settle, at its own expense, any action brought against Licensee to the extent that it is based on a claim that use of any system of the Licensed Software provided by SCT pursuant to this Agreement infringes any United States copyright of others, and SCT will pay any costs, damages and attorneys' fees finally awarded against Licensee in any such action attributable to any such claim; but such defense, settlements and payments are expressly conditioned on the following: (i) that SCT is notified promptly in writing by Licensee of any such claim; (ii) that SCT is granted in writing sole control of the defense of any such claim and of all negotiations for its settlement or compromise; (iii) that Licensee cooperates with SCT in a reasonable way to facilitate the settlement or defense of the claim; (iv) that the claim does not arise from modifications not authorized in writing by SCT or from the use or combination of products provided by SCT with items provided by Licensee or others; and (v) that should any system of the Licensed Software become, or in SCT's opinion be likely to become, the subject of such a claim of infringement, then Licensee will permit SCT, at SCT's option and expense, (A) to procure for

Licensee the right to continue using the same under the terms of this Agreement, or (B) to replace or modify the same so that it becomes non-infringing and substantially equivalent in function, or (C) to refund to Licensee the license fee paid to SCT by Licensee under this Agreement for the system of the Licensed Software giving rise to the liability (as applicable), less a charge for use by Licensee based on straight line depreciation assuming a useful life of five (5) years. **THE FOREGOING IS SCT'S EXCLUSIVE OBLIGATION WITH RESPECT TO INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS.**

10. Term and Termination. This Agreement will continue in full force and effect except as follows:

(a) Termination by SCT. SCT will have the right to terminate this Agreement if: (i) Licensee fails to honor the restrictions on disclosure and use of SCT-owned or provided confidential information provided under this Agreement; (ii) Licensee infringes or participates in infringement of SCT-owned or provided Intellectual Property Rights; (iii) Licensee fails to honor the limitations and restrictions on use of the Licensed Software, or any part thereof, as provided in this Agreement; (iv) Licensee files a voluntary petition in bankruptcy or remains an involuntary petitioner in bankruptcy for a period exceeding ninety (90) days; or (v) Licensee breaches or fails to perform any other material term or condition of this Agreement.

(b) Termination by Licensee. Licensee will have the right to terminate this Agreement if: (i) SCT fails to honor the restrictions on disclosure and use of Licensee's confidential information provided under this Agreement; (ii) SCT files a voluntary petition in bankruptcy or remains an involuntary petitioner in bankruptcy for a period exceeding ninety (90) days; or (iii) SCT breaches or fails to perform any other material term or condition of this Agreement.

(c) Procedure for Termination. Either party may terminate this Agreement at any time while the event or condition giving rise to the right of termination exists, by giving the other written notice describing that event or condition in reasonable detail. Upon receipt of that notice, the other party will have a period of thirty (30) days in which to cause that event or condition to be corrected or cured to the reasonable satisfaction of the party desiring termination. If the event or condition giving rise to the right of termination is not so corrected or cured within that period, this Agreement will terminate as of the end of that period automatically, without further act by any party. Notwithstanding the foregoing, however, in the event that a party files a voluntary petition in bankruptcy or remains an involuntary petitioner in bankruptcy for a period exceeding ninety (90) days, the other party shall have the right to terminate this Agreement immediately, without further action or delay, by providing the petitioner/party with written notice of such termination.

(d) Effect of Termination. If this Agreement is properly terminated by either party, Licensee promptly will return to SCT or (at SCT's request) destroy all copies of the Licensed Software, and will certify to SCT in writing, over the signature of a duly authorized representative of Licensee, that it has done so.

(e) Survival of Obligations. All obligations relating to non-use and non-disclosure of confidential information, indemnity, and the obligations of Licensee to respect SCT-owned/provided Intellectual Property Rights will survive termination of this Agreement for any reason.

(f) Termination Without Prejudice to Other Rights and Remedies. Termination of this Agreement by either SCT or Licensee in accordance with the terms of this Agreement will be without prejudice to the terminating party's other rights and remedies under or in connection with this Agreement, both at law and in equity.

11. Notices. All notices and other communications required or permitted under this Agreement will be in writing and, except as otherwise provided in this Agreement, will be deemed given when delivered personally, sent by United States registered or certified mail, return receipt requested, or sent by overnight courier to the address shown on the signature page hereof, or to such other place as the parties hereto from time to time may direct. A copy of all notices to a party shall also be sent to the attention of that party's General Counsel (if to SCT, at 4 Country View Road, Malvern, PA 19355), and additionally, to the Leon County Attorney's Office at 301 South Monroe Street, Tallahasee, FL 32301.

12. Force Majeure. Neither party to this Agreement will be liable to the other for any failure or delay in performance under this Agreement due to circumstances beyond its reasonable control including, without limitation, Acts of God, accident, labor disruption, acts, omissions and defaults of third parties, and official, governmental and judicial action not the fault of the party failing or delaying in performance.

13. SCT Certification. In accordance with Section 287.133, Florida Statutes, SCT, hereby certifies that neither SCT, nor its affiliates has been convicted of a public entity crime. Violation of this section by SCT, shall be grounds for cancellation of this agreement by Leon County Commission Governmental Leasing Corporation.

14. Non-Appropriation of Funds. The performance of Leon County Commission Governmental Leasing Corporation of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds or otherwise lawfully expendable for the purposes of this agreement for the current and future periods. Licensee believes that sufficient funds can be obtained to pay all amounts due SCT under this Agreement. In the event sufficient funds are not appropriated and budgeted or are otherwise legally unavailable by any means whatsoever for Licensee to make payments to SCT for the Licensed Software, then Licensee will promptly notify SCT of such fact by providing SCT with written notice thereof. Thereupon, Licensee's license to use the Licensed Software and SCT's obligations in connection therewith shall be deemed terminated, without further action by either party. Any such premature expiration effected pursuant to this Section 14 shall be subject to the provisions of Section 10 of this Agreement. Notwithstanding the foregoing, Licensee agrees that the provisions of this Section 14 will not apply if any funds are appropriated to it, or by it, for the acquisition, retention or operation of software similar in form or function to the Licensed Software being provided by SCT under this Agreement, and that Licensee will not during the term of this Agreement give priority in the application of funds to any other similar software or services.

15. Assignment. Except as otherwise provided for in this Agreement, the benefits and burdens of each party under this Agreement will not be assignable without the prior written consent of the other party to this Agreement, and any attempt to assign them without that consent will be void. Notwithstanding the foregoing, SCT may assign this Agreement to its successor by merger or consolidation or to any person or entity that acquires all or substantially all of its capital stock or assets; and SCT may assign this Agreement in whole or in part to any person or entity to which it transfers any exclusive rights in the SCT Software.

16. No Waiver. No failure of either party to this Agreement to prosecute its rights with respect to any single or continuing breach of this Agreement will act as a waiver of the right of that party to later exercise any right or enforce any remedy granted under this Agreement with respect to that same or any other breach of this Agreement by the other party to this Agreement.

17. Choice of Law; Severability. This Agreement will be governed by and construed in accordance with the laws of the State of Florida. If any provision of this Agreement is found invalid or unenforceable, it will be enforced to the maximum extent permissible, and the legality and enforceability of the other provisions of this Agreement will not be affected.

18. LIMITATIONS OF LIABILITY. SCT AND LICENSEE ACKNOWLEDGE AND AGREE THAT IN NO EVENT WILL SCT'S LIABILITY IN CONNECTION WITH THE LICENSED SOFTWARE, THE SERVICES PROVIDED UNDER THIS AGREEMENT, THIS LICENSE, OR ANY OTHER MATTER RELATING TO THIS AGREEMENT (OTHER THAN EXPRESSLY IN CONNECTION WITH THE INDEMNITY PROVIDED FOR IN SECTION 9 OF THIS AGREEMENT, AND/OR EXPRESSLY FOR BODILY INJURY OR PHYSICAL DAMAGE TO TANGIBLE PERSONAL PROPERTY DIRECTLY CAUSED BY THE NEGLIGENT ACTS OF SCT EMPLOYEES, FOR WHICH ACTS SCT'S LIABILITY SHALL INSTEAD AND NOT ADDITIONALLY BE LIMITED TO THE INSURANCE PROCEEDS AVAILABLE UNDER THE POLICIES OF INSURANCE THAT SCT MAINTAINS FOR SUCH LIABILITY) EXCEED THE AMOUNT ACTUALLY PAID TO SCT BY LICENSEE UNDER THIS AGREEMENT FOR THE LICENSE FEE FOR THE LICENSED SOFTWARE AND SCT WILL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOSS OF PROFITS, LOSS OF DATA, AND LOSS OF REVENUES, EVEN IF INFORMED OF THE POSSIBILITY THEREOF IN ADVANCE. THESE LIMITATIONS APPLY TO ALL CAUSES OF ACTION IN THE AGGREGATE, INCLUDING WITHOUT LIMITATION BREACH OF CONTRACT, BREACH OF WARRANTY, SCT'S NEGLIGENCE, STRICT LIABILITY, MISREPRESENTATION, AND OTHER CAUSES OF ACTION BASED ON SIMILAR LEGAL THEORIES. SCT AND LICENSEE FURTHER ACKNOWLEDGE AND AGREE THAT THEY ARE ENTERING INTO THIS AGREEMENT ON THE UNDERSTANDING THAT THE FEES FOR THE LICENSED SOFTWARE, AND THE SERVICES TO BE PROVIDED UNDER THIS AGREEMENT HAVE BEEN SET TO REFLECT THE FACT THAT LICENSEE'S REMEDIES, AND SCT'S LIABILITY, SHALL BE LIMITED AS EXPRESSLY SET FORTH IN THIS AGREEMENT, AND IF NOT SO LIMITED, THE FEES FOR THE SAME WOULD HAVE BEEN SUBSTANTIALLY HIGHER.

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19. Entire Agreement. This Agreement sets forth the entire agreement between the parties with respect to the subject matter hereof, and all prior discussions, representations, proposals, offers and oral or written communications of any nature are entirely superseded hereby and extinguished by the execution of this Agreement. Any purchase order or similar document which may be issued by Licensee in connection with the Licensed Software, the license thereof, the services provided, or any other matter relating to this Agreement shall be for Licensee's internal purposes only and any terms and conditions which may be included in such purchase order or other document shall not modify in any manner any of the terms and conditions of this Agreement and shall not bind SCT in any manner and shall be completely ineffective and unenforceable against SCT, even if it is initialed, signed, or acknowledged by a representative of SCT. No modification hereof or waiver of any right under this Agreement will be effective unless it is evidenced in a writing executed by an authorized representative of each party to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, through the signatures of their duly authorized representatives.

Effective Date: _____

SCT PUBLIC SECTOR, INC.

By: _____
Gary Thorson
Vice President
962 Delaware Avenue
Lexington, KY 40505

LEON COUNTY COMMISSION
GOVERNMENTAL LEASING
CORPORATION

By: _____
Anita L. Davis
(Printed Name of Signatory)

Title: President
301 S. Monroe Street
Tallahassee, Florida 32301

Approved as to Legal Form:

_____
Leon County Attorney's Office

ATTEST: Dave Lang, Secretary

By: _____
Assistant Secretary

EXHIBIT P

Payment Schedule

Licensee's cost for the license of the Licensed Software, and the services rendered pursuant to this Agreement is as follows:

Deliverable	Cost
BANNER Finance License Fee	$125,000
Database Software (fifty-six concurrent users)	92,400
BANNER Human Resources License Fee	$90,000
FOCUS Software	$17,300
FOCUS Express for BANNER Finance License Fee	$1,650
FOCUS Express for BANNER Human Resources License Fee	$1,650
Implementation/Support Services	
BANNER Finance System Four hundred (400) person-hours, at a rate of $85 per person-hour	$34,000
BANNER Human Resources System Three hundred twenty (320) person-hours, at a rate of $85 per person-hour	$27,200
Database Software Eighty (80) person-hours, at a rate of $85 per person-hour	$6,800
FOCUS Express for BANNER Finance System Twenty-four (24) person-hours, at a rate of $125 per person-hour	$3,000
FOCUS Express for BANNER Human Resources System Twenty-four (24) person-hours, at a rate of $125 per person-hour	$3,000
FOCUS Software Forty (40) person-hours, at a rate of $125 per person-hour	$5,000

Payment of the license fee for each Major System of the SCT Software and the Database Software shall be made by Licensee to SCT as follows: Thirty (30%) percent by not later than thirty (30) days after the Effective Date; an additional thirty (30%) percent by not later than ninety

(90) days after the Effective Date; an additional thirty (30%) percent by not later than one hundred eighty (180) days after the Effective Date; and the remaining ten (10%) percent by not later than two hundred seventy (270) days after the Effective Date.

Payment of the license fee for the FOCUS Software shall be made by Licensee to SCT in full by not later than thirty (30) days after the Delivery Date of the FOCUS Software.

Implementation/Support Services (Exhibit IS) and Customization Services (Exhibit CS) shall be invoiced monthly, as such services are rendered, together with travel, living, freight, and overnight delivery expenses, and shall be paid by Licensee to SCT by not later than thirty (30) days from the date of invoice therefor.

EXHIBIT CS

Customization Services

I. Generation of Specifications for Modifications to SCT Software

A. Interview Licensee personnel to determine changes desired to be made to SCT Software as delivered by SCT.

B. Generate revised functional and technical specifications in a System Modification Requirements ("SMR") document, which will also contain cost and schedule estimates for SCT to implement such changes.

II. Modifications

SCT will modify and test the SCT Software to the extent proposed in any SMR document generated pursuant to the provisions of this Exhibit CS.

III. Rate - The rate of $85 per hour shall apply until one year after the Effective Date, after which time SCT may increase such rates upon notice to Licensee.

EXHIBIT IS
Implementation/Support

I. Implementation/Support Services

SCT agrees, subject to the provisions of this Agreement and Licensee's timely performance of its obligations under this Agreement, to provide to Licensee the Implementation/Support services hereinafter described (the "Implementation Services").

A. Project Plan. SCT and Licensee shall develop a project plan which identifies SCT's and Licensee's responsibilities. Each Major System will be delivered in Source Code at the Location.

B. SCT Responsibilities. SCT shall provide Licensee with the number of person-weeks set forth in Exhibit P of user consulting and technical training in connection with the Licensed Software. Additional time may be secured at SCT's then current rates therefor.

C. Licensee Responsibilities. Licensee is responsible for establishing overall project direction including assignment and direction of Licensee personnel involved in the project, providing a productive technical environment, and providing operational support to the implemented Major Systems at the completion of SCT's services.

Licensee will assign an overall project manager during the term of the project. Responsibilities of Licensee's project management personnel include daily access by SCT for project coordination, establishment and daily management of Licensee implementation plans, review of all SCT delivered documentation, coordination of project activities, support of resource requirements with Licensee's data processing department, management of production preparation activities in both technical and user areas, and coordination of the resolution of any changes in Licensee's policies or operating procedures.

Licensee will also designate at least one senior technical person for each Major System from its data processing staff to become knowledgeable and competent in supporting the Licensed Software. SCT expects these individuals to participate in production preparation activities and SCT provided training. Licensee will also designate in each functional department a primary systems coordinator who is responsible for committing resources and for follow-up on outstanding issues.

II. Conditions

As a condition to SCT's obligation to provide the Implementation Services, Licensee agrees to provide the following hardware, software, and access to Licensee's facilities.

A. Software and Hardware. Licensee agrees to provide at the Location, at no cost to SCT, on or before the earliest Delivery Date, the software and hardware listed below (the "Licensee Environment"):

-Equipment

-COBOL and "C" compilers as provided for in the Agreement

-C programming/development environment

Licensee will maintain current with the SCT-designated release of the systems software listed above. Dependent tailoring parameters between multiple vendor products will be specified by SCT.

B. Access to Licensee Environment and Licensee's Facilities. Licensee will provide such additional assistance to SCT as SCT may reasonably request for the purpose of rendering the Implementation Services. Without limitation of the foregoing, Licensee will provide SCT, as reasonably necessary for SCT to perform its obligations under this Agreement, with all of the following without charge: (i) the Licensee Environment, provided and maintained at Licensee's expense in good working order and in actual operation at all times at which SCT reasonably requests operation for the purpose of rendering the Implementation Services; (ii) the right for SCT to use the Licensee Environment (including all related software), either on Licensee's premises or remotely by telecommunication, at SCT's request; (iii) teleprocessing capabilities; (iv) other computer systems of Licensee; (v) reasonable access to the Licensee Environment and to Licensee's offices; (vi) office equipment and services such as desks, chairs, word processors, telephone, copying and other equipment and services appropriate to accommodate SCT personnel; and (vii) a reasonable amount of space on Licensee's premises for SCT personnel.

III. Additional Support.

Licensee will provide, at its sole expense, electronic access to the Licensee Environment from any of SCT's facilities.

Until the Delivery Date and the completion of all modification work, if any, in addition to the Licensee Environment, Licensee will provide SCT reasonable dedicated address space in which to execute an on-line test environment. Licensee will also provide SCT with a reasonable amount of disk storage space. SCT will exercise reasonable care to minimize the use of machine time and disk space.

Remote access will be provided on a twenty-four-hour-per-day, seven-day-per-week basis if the computer and communications facilities are scheduled for operation and SCT usage does not degrade the normal production use of the computer in any material respect. All disk storage allocated to SCT will be on-line during these hours.

Licensee will reimburse SCT for telephone charges incurred in connection with accessing the Licensee Environment unless such charges are incurred by SCT in connection with SCT's warranty obligations under this Agreement.

ANALYSIS

At the December 7, 1993, Commission meeting the Board authorized the Committee to begin negotiation of a contract with the selected vendor, Banner/SCT. The contract for software with Banner/SCT, which includes software from, Hanson, Faster, and The Computer Academy, a local MBE vendor, has been negotiated by members of the Committee and is now ready to be presented to the BCC, meeting as the LCGLC, to approve.

There are $700,000 budgeted to cover the needs for the purchase of a financial software system. The funds for installing the system is as follows:

Banner/SCT	(Finance Software)	473,500.00
Hanson	Work Order Public Works System	42,110.00
Faster	Fleet System	22,043.00
Computer Academy (MBE Tracking Program)		20,000.00
Hardware & Misc. Implementation		142,347.00
		$700,000.00

There is a projected annual maintenance cost of $58,876.00 on the Banner/SCT software which is scheduled to begin on September 1, 1995. The Hanson software package will require a $3,700 maintenance cost after 90 days of installation.

The Committee anticipates that the remaining portion of this budget will be used to obtain hardware to operate the selected software package and covers other miscellaneous implementation costs.

The Faster, Hanson, and Computer Academy software packages will be purchased under separate agreements to save contractors markup from Banner/SCT. Banner/SCT will ensure smooth integration of all software packages. The purchase of these software packages will provide the County with a fully integrated system that will adequately serve its needs for the next 10 years.

It is the consideration of the FIS committee by unanimous consent at a meeting on February 11,1994 at 10:30am, to recommend this proposal to the commission. All unresolved issues of the joint committee presented by the BCC staff and the Clerk's staff were resolved.

Leon County
Board of County Commissioners

Notes for Agenda Item #18

Leon County Board of County Commissioners

Agenda Item #18

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Bid Award for Leon County Detention Center Exterior Stair Renovations Phase II

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Brent Pell, Director, Public Works Charles Wu, Director of Engineering Services Stephen Kelly, Chief of Building Engineering
Lead Staff / Project Team:	Kenneth H. Cureton, Construction Manager II Melanie Hooley, Purchasing Director Tim Barden, Administrative Services Manager

Statement of Issue:

This agenda item seeks Board approval of the bid award for Leon County Detention Center Exterior Stair Renovations Phase II to the lowest responsive bidder, OmniCon Corp., in the amount of $562,388.

Fiscal Impact:

This item has a fiscal impact. This item has been budgeted, and adequate funding is available in the Detention Facility Complex Maintenance Capital Improvement Budget.

Staff Recommendation:

Option #1: Approve the bid award to OmniCon Corp. in the amount of $562,388 for Leon County Detention Center Exterior Stair Renovations Phase II, and authorize the County Administrator to execute the Agreement (Attachment #1), and any amendments thereto, subject to legal review by the County Attorney.

Report and Discussion

Background:

This agenda item seeks Board approval to award the bid for Leon County Detention Center Exterior Stair Renovations Phase II to the lowest responsive bidder, OmniCon Corp., in the amount of $562,388.

The exterior emergency egress stairs are deteriorating due to extensive rust, water damage, and deteriorated concrete treads, decks, and roof components. To eliminate these safety risks and meet code requirements, the project will overhaul the stairs by removing damaged steel walkways and landings, repairing the existing steel frame, installing new steel decking, repainting the structure, adding code-compliant guardrails and handrails, and making minor repairs to adjacent concrete block walls. This work follows the scope of Phase I, completed in April 2021.

Analysis:

The Invitation to Bid for Leon County Detention Center Exterior Stair Renovations Phase II (BC-2025-044) was advertised through the automated procurement system OpenGov Procurement and in the Leon County Legal Notices on July 8, 2025. A total of 9,368 vendors were notified through the automated procurement system. A total of 39 bid packages were requested, and 4 contractors attended the mandatory on-site pre-bid. The County received two responsive bids on August 5, 2025, with the lowest responsive bid received from OmniCon Corp. (Attachment #2).

The Office of Economic Vitality's Minority, Women and Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans of the bid and determined that OmniCon Corp. exceeded the 12% aggregate aspirational goal for construction subcontracting (Attachment #3).

This item recommends Board approval of the bid award and authorization for the County Administrator to execute the Agreement. The project is anticipated to be completed in early 2026.

Options:

1. Approve the bid award to OmniCon Corp. in the amount of $562,388 for Leon County Detention Center Exterior Stair Renovations Phase II, and authorize the County Administrator to execute the Agreement (Attachment #1), and any amendments thereto, subject to legal review by the County Attorney.
2. Do not approve the bid award to OmniCon Corp. in the amount of $562,388 for Leon County Detention Center Exterior Stair Renovations Phase II.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Draft Agreement for Leon County Detention Center Exterior Stair Renovations Phase II
2. Bid Tabulation Sheet
3. MWSBE Analysis

AGREEMENT

THIS AGREEMENT, by and between **LEON COUNTY, FLORIDA,** a charter county and a political subdivision of the State of Florida, herein ("County"), and **OMNICON CORP.** herein ("Contractor"), (each a "Party" or together the "Parties") is entered into as of the date of last signature below ("Effective Date"). For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor agrees to provide its services to the County to perform the Work related to the Leon County Detention Center Exterior Stairs Renovation - Phase II set forth in: 1) Bid# BC-2025-044, a portion of which is attached hereto and incorporated herein as Exhibit A; and 2) the Contractor's bid submission, attached hereto and incorporated herein as Exhibit B (collectively "Work"). If any provision contained in this Agreement conflicts with any provision in Exhibit A or Exhibit B, the provision contained in this Agreement shall govern and control.

2. WORK

Contractor understands that no amount of Work is guaranteed to it nor is the County under any obligation to utilize the services of the Contractor in those instances where the Work to be performed can be done by County personnel or under separate contract. Any Work to be performed shall be upon the written request of the County Administrator or his designee, which request shall set forth the commencement date of such Work and the time within which such Work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

3. TIME AND LIQUIDATED DAMAGES

The date of commencement of the Work shall be as negotiated between the County and the Contractor but shall not exceed fourteen (14) calendar days after the executed Contract has been received by the Contractor, unless specifically authorized by the County due to unforeseen conditions. The official Notice to Proceed with commencement of the Work will be provided to the Contractor in writing by the County and shall indicate the Date of Commencement. Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work not later than *120* calendar days from the date of commencement of the Work yielding the date of *<DATE>*. Substantial Completion shall be defined as indicated in Section 9.8 of the AIA A201-2017 General Conditions of the Contract. If the Work to be performed under this Agreement is not completed to achieve Substantial Completion within the time set forth above, or within such extra time as may be granted by the County, the Contractor shall be deemed to be in default. For each day the Contractor is in default, the Contractor or its Surety shall pay to the County, not as a penalty, but as liquidated damages, the sum of $500.00 per calendar day.

The Contractor shall achieve Final Completion within seven (7) calendar days of the Date of Issuance of the AIA G704-2017 Certificate of Substantial Completion unless specifically authorized by the County due to unforeseen conditions. Terms of Final Completion shall be defined as indicated in Section 9.10 of the AIA A201-2017 General Conditions of the Contract.

Permitting the Contractor to continue and finish the Work or any part of it after the expiration of the time allowed under this Agreement, including extensions, if any, shall in no way act as a waiver on the part of the County of the liquidated damages due under this Agreement.

4. TIME OF THE ESSENCE

Time is of the essence in performing the duties, obligations, and responsibilities required by this Agreement.

The term "Business Day" as it applies to a notice requirement or other such deadline in this Agreement, means any day occurring Monday through Friday, except when such day is deemed to be a Holiday. The term "Holiday" means any day observed as a holiday by the Leon County Board of County Commissioners pursuant BCC Policy 03-16, as may be

amended, which, as of the Effective Date of this Agreement, are the following days: New Year's Day, Martin Luther King Jr. Day, Florida Emancipation Day (May 20), Memorial Day, Independence Day, Labor Day, Election Day (first Tuesday after the first Monday in November in even-numbered years), Veteran's Day, Thanksgiving Day, Friday After Thanksgiving Day, and Christmas Day; provided, however, that when any of these observed holidays fall on a Saturday, the preceding Friday shall be the day observed as a holiday, and when any of these observed holidays falls on a Sunday, the following Monday shall be the day observed as a holiday. In addition, when New Year's Day and Christmas Day fall on a Thursday, the Friday following those days shall also be observed as a holiday, and when New Year's Day and Christmas Day fall on a Tuesday, the Monday preceding those days shall also be observed as a holiday.

5. CONTRACT SUM

The Contractor agrees that for the performance of the Work as outlined in Section 1 above, it shall be remunerated by the County for a total sum of $562,388.00 on completion of the Work and acceptance as satisfactory.

6. PAYMENTS TO THE CONTRACTOR

A. Pay Requests - The Contractor shall submit to the County via the Architect an AIA G702 – Application and Certificate for Payment accompanied by an AIA G703 – Continuation Sheet or approved equivalent documents. Pay requests shall be sworn statements based upon the progress made and submitted to the County via the Project architect on a monthly basis. Payment by the County to the Contractor of the statement amount shall be made within twenty (20) days of approval by the Project architect and submittal to the County. Five percent (5%) retainage shall be held at the discretion of the County until completion of the Work.

B. Final Payment - Final payment constituting the unpaid balance of the cost of the Project and the Contractor's fee, shall be due and payable within forty-five (45) days after submission of all closeout documents as indicated in the project specifications, along with the following documents:

a. AIA G702 – Application for Payment and G703 Continuation Sheet for final payment (retainage)
b. AIA G706 - 1994 Contractor's Affidavit of Payment and G706a-1994 Contractor's Affidavit of Release of Liens
c. AIA G707-1994 Consent of Surety to Final Payment (with Power of Attorney letter attached)
d. AIA G704-2017 Certificate of Substantial Completion

However, if there should remain Work to be completed, the Contractor and the Architect-Engineer shall, In accordance with Section 218.735(7), Florida Statutes, develop a list those items prior to receiving final payment and the County may retain a sum equal to 150% of the estimated cost of completing any unfinished Work and the applicable portion of the Contractor's retainage, provided that said unfinished items are listed separately and estimated cost of completing any unfinished items along with the basis of said costs are likewise listed separately. Thereafter, County shall pay to Contractor, monthly, the amount retained from each incomplete item after each of said items is completed.

C. Payments to Subcontractors - The Contractor shall promptly, but not later than ten (10) days after receipt of payment from the County, pay all the amount due subcontractors less a retainage of five percent (5%). If there should remain items to be completed, the Contractor shall list those items required for completion and the Contractor shall require the retainage of a sum equal to 150% of the estimated cost of completing any unfinished items, provided that said unfinished items are listed separately and the estimated cost of completing any unfinished items likewise listed separately. Thereafter, the Contractor shall pay to the subcontractors, monthly, the amount retained for each incomplete item after each of said items is completed. Before issuance of final payment without any retainage, the subcontractor shall submit satisfactory evidence that all payrolls, material bills and other indebtedness connected with the Project have been paid or otherwise satisfied, warranty information is complete, as-built markups have been submitted and instruction for the County 's operating and maintenance personnel is complete. Final payment may be made to certain select subcontractors who work is satisfactorily completed prior to the total completion of the Project but only upon approval of the County.

D. Delayed Payments by County - If the County shall fail to pay the Contractor within twenty (20) days after the receipt of an approved payment request from the Contractor, then the Contractor may, upon fourteen (14) additional days advance written notice to the County, stop the Project until payment of the Amount owing has

been received, provided that the payment request has been submitted in sufficient detail to comply with the guidelines of the Office of the Clerk of the Circuit Court for Leon County. In the event that there is a dispute in the amount of the pay request, then only the disputed amount shall be held until resolved and the undisputed amount shall be paid within the time limits as stated within this paragraph. If undisputed amounts are timely paid, then the Contractor shall not stop the Project in any fashion and the progress of the project shall not be interrupted. Both Parties agree that best efforts will be made to resolve the disputed amount.

E. Payment for Materials and Equipment - Payments will be made for material and equipment not incorporated in the work but delivered and suitably stored at the site (or another location, subject to prior approval and acceptance by the County on each occasion).

F. Notice of Commencement not Required. The Parties acknowledge and agree that the County, as a government owner of real property, is not subject to the Construction Lien Law of Chapter 713, Florida Statutes. Accordingly, the County shall not be required to sign and record the Notice of Commencement as referenced therein. Instead, as found by Florida courts, the protections afforded to materialmen and laborers under Chapter 713, Florida Statutes, relating to privately owned property, are adequately provided by either the contractor's execution and recording of a payment and performance bond as required by Section 255.05, Florida Statutes, relating to publicly owned property or by the requirement of a retainage amount, as the case may be.

G. Notwithstanding anything to the contrary above, payment for services performed under this Agreement shall be made in accordance with Section 218.70, Florida Statutes - et. seq. the "Local Government Prompt Payment Act."

7. PROMPT PAYMENT INFORMATION REQUIREMENTS AND NOTICES

A. The County Project Manager is:

Kenneth H. Cureton
2280 Miccosukee Road
Tallahassee, FL 32308
850-606-1523
CuretonK@leoncountyfl.gov

B. The Contractor's Project Manager is:

David Rippee
6075 Miller Landing CV
Tallahassee, FL 32312
850-509-8551
drippee@omniconcorp.com

C. Notices to the Contractor are to be submitted to:

Rachel Rippee
6075 Miller Landing CV
Tallahassee, FL 32312
850-294-5826
rrippee@omniconcorp.com

D. Payment requests are to be submitted to:

Kenneth H. Cureton
2280 Miccosukee Road
Tallahassee, FL 32308
850-606-1523
CuretonK@leoncountyfl.gov

E. Proper form for a payment request for this Agreement is:

An AIA G702 – Application and Certificate for Payment accompanied by an AIA G703 – Continuation Sheet or equivalent format approved by the County. The invoice must be properly addressed to the Agent listed above and delivered to that address. Delivery to another address will void the invoice, and it shall be of no force and effect.

F. The development of a list of items to be completed or corrected upon Substantial Completion shall be in accordance with AIA A201 Substantial Completion requirements included in the project specifications. Notwithstanding the AIA A201 document, the development of the list will comply with the requirements of Section 218.735(7), Florida Statutes, including delivery of the list in accordance with the timeframes set forth in Section 218.735(7)1-2, Florida Statutes.

G. Payment Dispute Resolution: Section 14.1 of the Leon County Purchasing Policy details the policy and procedures for payment disputes under the Agreement.

8. DISPUTES/REMEDIES

A. All disputes arising under or relating to this Agreement shall be resolved in accordance with this Section, except for disputes related to payments and payment disputes, which shall be addressed and resolved in accordance with Leon County Policy 96-1, as amended.

B. The Parties shall attempt to resolve all disputes that arise under this Agreement in good faith and in accordance with the following procedure:

1) The aggrieved Party shall give written notice to the other Party setting forth the nature of the dispute, date of occurrence (if known), and proposed equitable resolution.
2) Representatives of both Parties shall meet at the earliest opportunity to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of both, they shall report their decision to the Parties in writing.
3) If those representatives are unable to reconcile the dispute, they shall report their impasse to the appropriate County Director and the Contractor's designee, who, at their earliest opportunity, shall meet and attempt to reconcile the dispute.
4) Should the Director and the Contractor's designee fail to resolve the dispute, they shall report their impasse to the County Administrator, or authorized representative, and the Contractor's designee, who, at their earliest opportunity, shall review and attempt to resolve the dispute.
5) If the County Administrator and the Contractor's designee are not able to amicably resolve the dispute within fifteen (15) Business Days after the impasse is reported to them, then either Party can pursue whatever forms of relief that may be available to it under this Agreement, at law, or in equity.

9. STATUS

The Contractor at all times relevant to this Agreement shall be an independent contractor and in no event shall the Contractor nor any employees or subcontractors under it be considered to be employees of the County.

10. INSURANCE

Contractor shall, at its sole expense, procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1) General Liability: $1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If commercial general liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Project/location or the general aggregate

limit shall be twice the required occurrence limit.

2) Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage. (non-owned, hired car).

3) Workers' Compensation and Employers Liability: insurance covering all employees meeting statutory limits in compliance with the applicable state and Federal laws and employer's liability with a limit of $500,000 per accident, $500,000 disease policy limit, $500,000 disease each employee. Waiver of subrogation in lieu of additional insured is required.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

C. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1) General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).

a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.

b. The Contractor's insurance coverage shall be primary insurance as respects the County, it officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees, or volunteers.

d. The Contractor's insurance shall apply separately to each insured against whom claims are made or suit is brought, except with respect to the limits of the insurer's liability.

2) All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A: VII.

E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies

described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: Should any of the above-described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.

F. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all the requirements stated herein.

11. PERMITS

The Contractor shall obtain all necessary permits as required by law to lawfully perform the obligations under this Agreement.

12. LICENSES & REGISTRATIONS

The Contractor shall be responsible for obtaining and maintaining any licenses, certifications, and/or registrations required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida, or any other applicable state or Federal law. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain its license, certification, and/or registration necessary to operate, the Contractor shall be in default of this Agreement as of the date such license, certification, and/or registration is lost.

The Contractor shall be registered to do business with the Florida Department of State prior to execution of this Agreement unless Contractor provides written verification of its exempt status (See applicable sections of Title XXXVI, Chapters 605 through 623, Florida Statutes).

13. WARRANTY OF PERFORMANCE

A. Warranty

The Contractor represents and warrants that it possesses the knowledge, skill, experience, and financial capability required to perform and provide all Work under this Agreement and that each person and entity that will perform the Work is duly qualified to perform such Work by all appropriate governmental authorities, where required, and is sufficiently experienced and skilled in the area(s) for which such person or entity will perform such Work. The Contractor represents and warrants that the Work shall be performed in a skillful and respectful manner, and that the quality of all such Work shall equal or exceed prevailing industry standards for the performance of such Work.

B. Breach of Warranty

In entering into this Agreement, the Contractor acknowledges that the County is materially relying on the warranties stated in this paragraph. The County shall be entitled to recover any damages it incurs to the extent any such warranty is untrue. In addition, if any such warranty is untrue, the County shall have the right, at its sole discretion, to terminate this Agreement without any further liability to the County, to deduct from any amounts due Contractor under this Agreement the full amount of any value paid in violation of a warranty, and to recover all sums paid to Contractor under this Agreement.

14. ASSIGNMENTS

This Agreement shall not be assigned or sublet in whole or in part without the written consent of the County nor shall the Contractor assign any monies due or to become due to it hereunder without the previous written consent of the County.

15. PAYMENT AND PERFORMANCE BOND

A Combination Payment and Performance Bond in the amount of 100% of the estimated Contract Sum shall be supplied by the Contractor at the time of Agreement execution.

Payment and Performance Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida.

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

16. INDEMNIFICATION

Contractor shall indemnify, hold harmless, and defend County and all of County's current, past, and future officers, agents, and employees (collectively, "Indemnified Party") from and against any and all causes of action, demands, claims, losses, liabilities, and expenditures of any kind, including attorneys' fees, court costs, and expenses, including through the conclusion of any appellate proceedings, raised or asserted by any person or entity not a party to this Agreement, and caused or alleged to be caused, in whole or in part, by any breach of this Agreement by Contractor, or any intentional, reckless, or negligent act or omission of Contractor, its officers, employees, or agents, arising from, relating to, or in connection with this Agreement (collectively, a "Claim"). If any Claim is brought against an Indemnified Party, Contractor shall, upon written notice from County, defend each Indemnified Party with counsel satisfactory to County or, at County's option, pay for an attorney selected by the County to defend the Indemnified Party. The obligations of this section shall survive the expiration or earlier termination of this Agreement. The Contractor acknowledges that ten dollars ($10.00) of the Contract Sum paid to the Contractor, and the promises and covenants herein, constitute sufficient consideration for the Contractor's indemnification of the County, its officials, officers, and employees

17. MINORITY BUSINESS ENTERPRISE (M/WBE) PARTICIPATION

The Contractor shall meet or exceed the M/WBE participation levels stated in the Contractor's M/WBE Participation Statement included as part of the Contractor's response for this project, see Exhibit B, attached hereto, and made a part hereof.

The Contractor shall provide a monthly report to the Leon County Minority, Women and Small Business Enterprise Division in a format and manner prescribed by the Division. The report shall, at a minimum, indicate the business name of each certified Minority Business Enterprise or Women Business Enterprise sub-contractor utilized, the amount paid, the type of work performed, the appropriate invoice date, and the payment date to the Division.

Should Contractor's sub-contractor utilization fall below the level required in this Agreement or should Contractor substitute MWBE sub-contractors without prior written approval of the Division, the Contractor may be in breach of the Agreement. Contractors found in breach of the Agreement with the County may be suspended which may lead to debarment and prohibit the Contractor from bidding on and/or participating in any future County projects for up to three (3) years as provided in Section 15 of the Purchasing Policy 96-1, as may be amended.

Any change in the subcontractor utilization as listed on the participation plan (Exhibit B), must be approved by the MWSBE Division. Should the Contractor determine that the MWBE named in their participation plan submittal is unavailable or cannot perform the Work, the Contractor shall request a change order. Such change order must be submitted to the MWSBE Division in writing at 315 S. Calhoun Street, Suite 450, Tallahassee, Florida 32301 or by email to Darryl Jones, Deputy Director at DJones@oevforbusiness.org, LaTanya Raffington at LRaffington@oevforbusiness.org, or Shanea Wilks at SWilks@oevforbusiness.org

18. PUBLIC RECORDS

By entering into this Agreement, Contractor acknowledges and agrees that any records maintained, generated, received, or kept in connection with, or related to the performance of services provided under, this Agreement are public records subject to the public records disclosure requirements of Section 119.071, Florida Statutes. The Contractor agrees specifically to:

A. A. Keep and maintain public records required by Customer to perform the services under this Agreement .

B. Upon request from Customer, provide Customer with a copy of the requested records or allow the records to be inspected or copied within a reasonable time and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

C. Ensure that public records that are exempt or confidential and exempt from public record requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion or termination of this Agreement if the records are not transferred Customer; and

D. Upon completion or termination of this Agreement, transfer to Customer, at no cost, all public records in Contractor's possession or keep and maintain public records required by Customer to perform the services. If Contractor transfers the records to Customer, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt. If Contractor keeps and maintains the public records, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Customer upon request in a format that is compatible with the information technology systems of Customer.

A request for public records regarding this Agreement must be made directly to Customer, who will be responsible for responding to any such public records requests. Contractor will provide any requested records to Customer to enable Customer to respond to the public records request.

Any material submitted to the County that Bidder contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET" and the applicable statutory provision for the exemption must be stated. The Bidder is required to also provide an unredacted copy of the redacted information as part of the Bid. If a third party submits a request to the County for records designated as Trade Secret Materials by a Bidder, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Bidder. By submitting a Bid, Bidder agrees to indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

Contractor acknowledges that failure to provide the public records to the County within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes. Contractor further agrees not to release any records that are statutorily confidential or otherwise exempt from disclosure without first receiving prior written authorization from the County. Contractor shall indemnify, defend, and hold the County harmless for and against any and all claims, damage awards, and causes of action arising from Contractor's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by Contractor's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third-party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes County to seek declaratory, injunctive, or other appropriate relief against Contractor from a Circuit Court in Leon County on an expedited basis to enforce the requirements of this section.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

LEON COUNTY PURCHASING DIVISION
ATTN: MELANIE HOOLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD
TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: HOOLEYM@LEONCOUNTYFL.GOV

19. MONITORING

The Agreement will require the Contractor to permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and Work of the Contractor which are relevant to this Agreement and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this Agreement.

Following such evaluation, the County will deliver to the Contractor a written report of its findings and will include written recommendations with regard to the Contractor's performance of the terms and conditions of this Agreement. The Contractor will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The Contractor's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the Contractor being deemed in breach or default of this Agreement; (2) the withholding of payments to the Contractor by the County; and (3) the termination of this Agreement for cause.

20. TERMINATION

Leon County may terminate this Agreement without cause by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder or, in the County's opinion, the Work being performed is not satisfactory. In such case, the County may immediately terminate the Agreement effective upon notice of termination to the Contractor.

The agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under Section 287.135(2)(a), Florida Statutes, been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

The agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under Section 287.132(2)(b) Florida Statutes, been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or been engaged in business operations in Cuba or Syria.

21. AUDITS, RECORDS, AND RECORDS RETENTION

Contractor agrees:

E. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.

F. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on

the terms of this Agreement.

G. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.

H. That persons duly authorized by the County and Federal auditors, pursuant to 45 CFR 75.364 shall have full access to and the right to examine this Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

I. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

22. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of its knowledge and belief neither Contractor nor its affiliates has been convicted of a public entity crime. Contractor and its affiliates shall provide the County with a completed public entity crime statement form no later than January 15 of each year this Agreement is in effect. Violation of this section by the Contractor shall be grounds for termination of this Agreement by the County.

23. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this Agreement. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be grounds for termination of this Agreement by the County.

24. EMPLOYMENT ELIGIBILITY VERIFICATION

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

25. NON-WAIVER

Failure by the County to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a general waiver or relinquishment of the same, or of any other terms, conditions or acts; but the same shall be and remain at all times in full force and effect.

26. DELAY

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County by reason of any delays. The Contractor shall not be entitled to an increase in the Contract Sum or payment or compensation of any kind from the County for direct, indirect, consequential, impact or other costs, expenses or damages, including but limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference or hindrance from any cause whatsoever, whether such delay, disruption, interference or hindrance be reasonable or unreasonable, foreseeable or unforeseeable, or avoidable or unavoidable; provided, however, that this provision shall not preclude recovery of damages by the Contractor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County or its agents. Otherwise, the Contractor shall be entitled only to extensions of this Agreement time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

27. REVISIONS

In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced in or required thereby it is necessary for the Contractor to deviate from the requirements of this Agreement, Contractor shall obtain the prior written consent of the County.

28. FORCE MAJEURE

If either of the Parties is prevented from or delayed from performing any obligations under this Agreement (except payment or financial obligations) by circumstances beyond its control, including but not limited to fires, hurricanes, severe weather, floods, pandemics, quarantines, war, civil disturbances, acts of terrorism, acts of God, or significant threats of such circumstances, or any future laws, rules, regulations, orders, or acts of any local, state, or Federal government (collectively "Force Majeure"), then the affected party shall be excused from performance hereunder during the period of inability to perform. The party claiming Force Majeure shall promptly notify the other party in writing when upon learning of the existence of a Force Majeure condition, and when the Force Majeure condition has terminated.

Notwithstanding anything in this Agreement to the contrary, the term "Force Majeure" does not include or excuse performance under this Agreement for events related to increased costs associated with fuel, labor, labor disputes, insurance, or other expenses of performing the obligations hereunder.

29. SOVEREIGN IMMUNITY

Nothing herein is intended to serve as a waiver of sovereign immunity by the County nor shall anything included herein be construed as consent by the County to be sued by third parties in any matter arising out of this Agreement. The County is included within the definition of "state agencies or subdivisions" in Section 768.28, Florida Statutes, and shall be responsible for the negligent or wrongful acts or omissions of its employees pursuant to Section 768.28, Florida Statutes.

30. THIRD PARTY BENEFICIARIES

Neither the County nor the Contractor intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement and no third party shall be entitled to assert a right or claim against either of the Parties based upon this Agreement.

31. LAW, JURISDICTION, VENUE, WAIVER OF JURY TRIAL

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for all actions arising from, related to, or in connection with this Agreement shall be in the state courts of the Second Judicial Circuit in and for Leon County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in Federal court, the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Northern District of Florida. By entering into this Agreement, the County and Contractor hereby expressly waive any rights either Party may have to a trial by jury of any civil litigation related to this Agreement.

32. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

33. SEVERABILITY

It is intended that each section of this Agreement shall be viewed as separate and divisible, and in the event that any section, or part thereof, shall be held to be invalid, the remaining sections and parts shall continue to be in full force and effect.

34. AMENDMENTS

No modification, amendment, or alteration in the terms or conditions contained in this Agreement shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by duly authorized representatives of the County and Contractor.

35. CONFLICTING TERMS AND CONDITIONS

In the instance that any other agreement exists concerning the matters herein, then the terms and conditions in this Agreement shall prevail over all other terms and conditions.

36. INTERPRETATION

This Agreement shall be interpreted without the aid of any canon, custom, or rule requiring construction against the drafter.

37. COUNTERPARTS AND MULTIPLE ORIGINALS

This Agreement may be executed in multiple originals and in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

38. AUTHORITY TO SIGN

Each signatory to this Agreement who signs on behalf of a party expressly represents and warrants that he or she has the authority to sign on behalf of that party.

39. ENTIRE AGREEMENT

This Agreement, including the terms and conditions shown above contains the complete and final agreement between the County and Contractor and no other agreement in any way modifying any of said terms and conditions will be binding upon the County unless made in conformance with this Agreement. Contractor may not unilaterally modify the terms of the Agreement (e.g., attachment or inclusion of standard preprinted forms, product literature, or terms accompanying or affixed to a product or purchase order, whether written or electronic) or by incorporating such terms onto Contractor's invoice or other documents forwarded by Contractor for payment. The County's acceptance of product or processing of documentation on forms furnished by Contractor for approval or payment shall not constitute acceptance of any proposed modification to terms and conditions and any additional or conflicting, terms proposed by Contractor. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the Parties after the date hereof.

ORDER OF PRECEDENCE

1. Agreement
2. Exhibit A
3. Exhibit B

ATTACHMENTS

Exhibit A – Solicitation Document #BC-2025-044
Exhibit B – Contractor's Response to Solicitation #BC-2025-044

WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

LEON COUNTY, FLORIDA

By: _____

Vincent S. Long
County Administrator

Date: _____

OMNICON CORP.

By: _____

Printed Name _____

Title: _____

Date: _____

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

BY: _____

DATE: _____

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

By: _____

Daniel R. Krumbholz
Assistant County Attorney

Date: _____

Leon County
Procurement
Melanie Hooley, Purchasing Director
1800-3 North Blair Stone Road, Tallahassee, FL 32308

ADDENDA REPORT

ITB No. BC-2025-044

Leon County Detention Center Exterior Stairs Renovation Phase II

RESPONSE DEADLINE: August 5, 2025 at 2:00 pm

Thursday, August 7, 2025

Addenda Issued:

Addendum #1

Jul 8, 2025 8:52 AM

Replaces Sheet CS-2 with the CS-2 with the revised date 7/7/2025.

Attachments:

· Addendum No. 1

Addenda Acknowledgements:

Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
OmniCon Corp	X	Aug 5, 2025 8:02 AM	Rachel Rippee
Shaffield Building Specialties	X	Aug 4, 2025 11:09 AM	Don Horne

INVITATION TO BID

FOR

LEON COUNTY DETENTION CENTER EXTERIOR STAIRS RENOVATION PHASE II

BID NUMBER BC-2025-044

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

RELEASE DATE: July 8, 2025

Leon County Detention Center Exterior Stairs Renovation Phase II

I. Introduction
II. Bidding Process
III. Contractor Qualifications
IV. Award and Contracting Process
V. Minority, Women, Small Business (MWSBE) Enterprise
VI. Required Certifications
VII. Insurance Requirements
VIII. Terms and Conditions
IX. Vendor Questionnaire
X. Bid Table

Attachments:
A - Bid Response Cover Sheet with Signature - 2025
B - Forms for Solicitation(withoutTeam Summary) 5.2025
C - Standard MWBE Forms
D - Agreement
E - Non-Disclosure Agreement for Security & Building Plans
F - Detention Center Drawings - Secured
G - Detention Center Specifications -Secured

I. Introduction

A. Summary

Leon County is seeking the services of a qualified vendor, licensed by the State of Florida as a General Contractor, to renovate two (2) exterior emergency egress staircases located at the housing pods along the west perimeter fence.

The renovation shall include, demolition of the existing stair treads, rusted steel framing components, concrete stair landings and steel decks, catwalk roofing and steel roof decks. Replace all demolished materials an components per the Construction Drawings and prepare and repaint all metal components that remained in place. Re-sod all disturbed grass areas.

All vendor staff working on-site are required to have a background check prior to being granted access to the facility. The required forms that will need to completed. The Leon County Sheriff's Office Construction Contractor Orientation Manual can be found in the Detention Center Specifications- Attachment G.

A **Mandatory Pre-Bid Meeting** will be held on **Tuesday, July 22, 2025, at 11:00 am** at the Leon County Detention Center Administration Building Main Entrance, located at 535 Appleyard Drive, Tallahassee, FL 32304 . The bidder shall specify the total of all costs to fully complete tasks outlined in the Specifications. **Attendance is mandatory to be eligible for award.**

The Detention Facility is a secure facility. All contractors will be required to sign in. Please bring ID. No cell phones, knives, tools, or weapons will be allowed inside the facility. Contractors may bring pens, pencils, notebooks or note pads.

ACCESS TO PLANS

Certain specifications related to the scope of the proposed work in this solicitation are exempt from disclosure pursuant to Section 119.071, Florida Statutes. Interested contractors will be required to complete a Non-Disclosure Agreement and agree to maintain the exempt nature of the applicable records. Encryption keys and/or passwords to secure documents will be provided to requesting contractors after the submission of the Non-Disclosure Agreement and acceptance by the Leon County Purchasing Division. Non-Disclosure Agreements may be submitted to the Leon County Purchasing Division from the time of Release of the solicitation. At the conclusion of the Mandatory Pre-Bid Meeting, only contractors who attended and signed in at the Mandatory Pre-Bid Meeting will be eligible to receive encryption keys and/or passwords to secure documents. The Non-Disclosure Agreement may be found in Section 11 - Attachment E

Non-Disclosure Agreements can be submitted via e-mail to both BoydKe@leoncountyfl.gov and HooleyM@leoncountyfl.gov or mailed/hand delivered to the Leon County Purchasing Division located at 1800-3 N. Blair Stone Road, Tallahassee, FL 32308.

B. Contact Information

Kelly Boyd
Contract Compliance Specialist
1800-3 N. Blair Stone Road
Tallahassee, FL 32308
Email: boydke@leoncountyfl.gov
Phone: (850) 606-1611
Department:
Procurement

Bid Title: LEON COUNTY DETENTION CENTER EXTERIOR STAIRS RENOVATION PHASE II
Bid Number BC-2025-044
Opening Date: August 5, 2025, 2:00 pm

Department Head:
Melanie Hooley
Purchasing Director

C. Timeline

Below is the current schedule of the events that will take place as part of this solicitation. The County reserves the right to make changes or alterations to the schedule as the County determines is in the best interests of the public. If any changes to the Schedule of Events are made, the County will post the changes on the County website either as a public meeting notice, or as an addendum, as applicable. It is the responsibility of Registered Planholders and other interested persons and parties to review the Purchasing Division's website to stay informed of the Schedule of Events, addenda issued, and public meetings scheduled. The website address is: https://procurement.opengov.com/portal/leoncounty.

Release Project Date	July 8, 2025
Pre-Bid Meeting (Mandatory)	July 22, 2025, 11:00am Leon County Detention Center Administration Building - Main Entrance 535 Appleyard Drive Tallahassee, FL 32304
Question Submission Deadline	July 25, 2025, 4:00pm
Proposal Submission Deadline	August 5, 2025, 2:00pm

II. Bidding Process

A. BIDDER INSTRUCTIONS

Bidders are expected to examine the specifications, delivery schedule, freight requirements, bid prices and extensions and all general and special conditions of the bid prior to submission. In case of error in price extension, the unit price will govern. Bids must be submitted electronically via OpenGov.

B. SPECIAL ACCOMMODATION

Any person requiring a special accommodation at a Pre-Bid Conference or Bid opening because of a disability must call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre Bid Conference or Bid opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the Leon County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955 8771 (TDD).

C. PROHIBITED COMMUNICATIONS

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

A. Any person or person's representative seeking an award from such competitive solicitation; and

B. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, lawyer, relative, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, communications with the County Attorney or communications with the Purchasing Director.

Violation of this section may result in disqualification from this solicitation and shall be grounds for suspension from doing business with the County.

D. REGISTRATION

Bidders which obtain solicitation documents from sources other than the County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. In order to

register, you must create an account on the County's eProcurement Portal (https://procurement.opengov.com/portal/leoncounty), browse to the bid, and then click the "Follow" button.

Failure to register through the Purchasing Division (https://procurement.opengov.com/portal/leoncounty) may cause your submittal to be rejected as non-responsive.

E. ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at https://procurement.opengov.com/portal/leoncounty. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make them available for pick up at the Purchasing Division. It is the responsibility of the Bidder prior to submission of any bid to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

F. QUESTIONS AND CLARIFICATIONS

Questions may be submitted directly through the County's e-Procurement Portal located at https://procurement.opengov.com/portal/leoncounty. Alternatively, if using email, questions pertaining to bid procedures or regarding the specifications should be addressed to both Melanie Hooley and Kelly Boyd, telephone (850) 606-1600; E-mail: hooleym@leoncountyfl.gov and boydke@leoncountyfl.gov.

If using email, bidders are requested to send such requests to both representatives of the Purchasing Division. Electronic inquiries are preferred over phone.

Each Bidder shall examine the solicitation documents carefully, including the forms and draft agreement; and, no later than the last day for questions listed in schedule of events, shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error which the bidder may discover in the solicitation, including the agreement. The County will prepare a written response to each written question, comment, and recommendation that is delivered to the County prior to the deadline listed in the schedule of events. The County's written responses will be issued in an addendum to this solicitation. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in a written addendum from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing will be recognized by the Board as duly authorized expressions on behalf of bidders. Each bidder shall be deemed to have waived all questions that are not submitted to the County in compliance with this section.

G. PREPARATION AND SUBMISSION OF BID

Each Bidder shall submit Bid Prices and other requested information, including alternates or substitutions if allowed by this invitation to bid, on the proper forms and in the manner herein prescribed. The County's only method of submission is electronically via OpenGov. Bids containing any conditions or irregularities of any kind may be rejected by the County.

Any material submitted to the County that Bidder contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) (“Trade Secret Materials”) must be redacted, conspicuously labeled “EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET” and the applicable statutory provision for the exemption must be stated. The Bidder is required to also provide an unredacted copy of the redacted information as part of the Bid. If a third party submits a request to the County for records designated as Trade Secret Materials by a Bidder, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Bidder. By submitting a Bid, Bidder agrees to indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages,

judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

H. WITHDRAWAL OF BIDS

Bids may be electronically withdrawn from OpenGov by the vendor prior to the time fixed for opening. Negligence on the part of the Bidder in preparing the Bid confers no right for the withdrawal of the bid after it has been opened.

I. RECEIPT AND OPENING OF BIDS

Bids will be opened publicly at the time and place stated in the Invitation to Bid. When the specified time has arrived no bids received thereafter will be considered. At the time fixed for the opening of bids, the bid tabulation will be made public and will be posted on the Purchasing Division website at: https://procurement.opengov.com/portal/leoncounty.

Sealed bids or replies received by the County pursuant to a competitive solicitation are exempt from public records requirements until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier. If the County rejects all Bids submitted in response to this ITB, the rejected Bids remain exempt from public records disclosure until the County posts an intended decision or until the County withdraws the reissued Bid. Bids received by the County pursuant to this ITB will not remain exempt for longer than twelve (12) months after the County rejects such Bids.

J. BID GUARANTEE

Bids shall be accompanied by a 5% bid guarantee which shall be a Bid Bond, Certified or Cashier's Check or Bank Draft (no cash, company, or personal checks will be accepted), made payable to the Board of County Commissioners, Leon County, Florida. Such check, bank draft, or bond shall be submitted with the understanding that the bonds will be held until award of bid.

The County reserves the right to hold the Bid Guarantee until after a contract has been entered into or a purchase order has been executed. The accepted Bidders bid bond will be held until execution of the agreement and may be forfeited due to non- performance.

The check or bond shall be submitted with the understanding that it shall guarantee that the Bidder will not withdraw his bid for a period of 90 days after the scheduled closing time for the receipt of bids. It shall also guarantee that the successful bidder will enter into a contract within ten (10) days after he has received notice of acceptance of his bid. In the event of withdrawal of bid, or failure to enter into and fully execute the contract within ten (10) days the contractor may be deemed in to be in default. In such an event, the contractor shall be liable to the County for the full amount of the default.

K. PLANHOLDERS

As a convenience to bidders, the County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at: https://procurement.opengov.com/portal/leoncounty by clicking the "Followers" tab on the the advertisement of the respective solicitation. A listing of the registered planholders with their email address is designed to assist bidders in preparation of their responses.

L. REJECTION OF BIDS

The County reserves the right to reject all bids when such rejection is in the best interest of the County.

M. ERRORS AND OMISSIONS

The County and its representatives shall not be responsible for any errors or omission in the ITB. Due care and diligence has been exercised in the preparation of this ITB, and all information contained herein is believed to be substantially correct. Information is subject to review by the successful respondent.

III. Contractor Qualifications

The primary contractor shall be licensed by the State of Florida as a Licensed General Contractor pursuant to Section 489.105(3)(a) Florida Statutes. The Licensed General Contractor shall possess an active and current licensing placard issued by the Florida Department of Business and Professional Regulation (DBPR). The primary and any subcontractors utilized on this project shall be Florida licensed in their trade.

Leon County must be able to verify State of Florida Licensed General Contractor license prior to award.

Contractors shall be licensed in the State of Florida as required by Chapter 489, Florida Statutes. Specific license type for this project shall be as indicated in Sections 489.105(3)(a)-(q) Florida Statutes, as applicable to the scope of work of the project.

Proposed sub-contractors and/or if self-performing, the employee that is performing the work, must hold a license for any specialty work, based on the work required to complete this project.

IV. Award and Contracting Process

A. AWARD OF BIDS

The bid will be awarded to the lowest responsive, responsible bidder. In accordance with Section 287.05701(3), Florida Statutes, in determining whether a bidder is responsible, the County will not request documentation of or consider a bidder's social, political, or ideological interests, nor give preference to a bidder based on such interests. The County reserves the right to waive any minor irregularity in bids and to award a bid in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the County website at: https://procurement.opengov.com/portal/leoncountyfor a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Failure to file a protest within the time prescribed in Leon County Policy No. 96-1, Purchasing Policy, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308. The bidder shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, bidders are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will be addressed and/or remedied prior to a bid opening or award whenever practically possible. Bidders are not to contact departments or divisions regarding the bidder complaint.

Any bid award recommendation may be protested on the grounds of irregularities in the specifications, bid procedure, or the evaluation of the bid. Such notice of intent of bid protest shall be made in writing to the Purchasing Director within 72 hours after receipt of the intended recommendation of award and the protestor shall file a formal written bid challenge within 5 business days after the date in which the notice of intent of bid protest has been submitted. The notice of protest shall contain at minimum: the name of the Protestor; the Protestor's address and phone number; the name of the Protestor's representative to whom notices may be sent; the name and bid number of the solicitation; and a brief factual summary of the basis of the protest. Failure to file a notice of intent of bid protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section.

B. Agreement

Every procurement for contractual services shall be evidenced by a written agreement. The awarded Bidder will have five calendar days after receipt to acknowledge the purchase order or execute the agreement. The performance of Leon County of any of its obligations under the agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the agreement for the current and any future periods provided for within the bid specifications.

C. Payment and Performance Bond

A Combination Payment and Performance Bond in the amount of 100% of the estimated project cost shall be supplied by the Contractor at the time of Agreement execution.

Payment and Performance Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida.

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

V. Minority, Women, Small Business (MWSBE) Enterprise

A. MWSBE Overview

The Minority Women Small Business Enterprise (MWSBE) Policy of the City of Tallahassee, Leon County Government, and Blueprint Intergovernmental Agency applies to this solicitation. This solicitation has a project specific goal for the participation of Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by the Office of Economic Vitality (OEV) MWSBE Division.

- Certified MBE/WBE Participation Project Specific Goal: 12% Aggregate

All respondents will meet the project specific goal(s) or demonstrate in their response that a good faith effort was made to meet the project specific goal(s). When a certified MBE or WBE firm is the prime contractor or consultant, the goal is fulfilled, however the firm must still submit their properly fill out Minority and Women Business Enterprise (MWSBE) Participation Plan.

Certified MBE and WBE firms may participate by providing goods or services in support of the project as subcontractors or subconsultants identified on the Minority and Women Business Enterprise (MWSBE) Participation Plan.

B. MWSBE Responsive Responses

The MWSBE Division will deem responses responsive to the MWBE Section of the solicitation if they include a completed MWBE Participation Plan and/or Good Faith Effort documentation.

Please complete an MWBE Participation Plan Form, include the MBE and WBE firms on your Respondent and Team Summary Form, and, if you are unable to meet the project specific goal, complete a Good Faith Effort Form. **Failure to provide all MWBE Section Forms in bid submission will result in the bid being deemed nonresponsive.**

If you are unable to meet the project specific goal for MBE and WBE participation, you must submit a Good Faith Effort Form documenting your efforts to identify MBE and WBE firms to participate in order for your response to remain responsive to this solicitation.

C. MWSBE Contact Information

Respondents needing assistance or guidance with these requirements should contact LaTanya Raffington of the MWSBE Division at Lraffington@oevforbusiness.org OR Shanea Wilks of the MWSBE Division at Swilks@oevforbusiness.org. A directory of certified MBE and WBE firms is available on the OEV website: https://oevforbusiness.mwsbe.com.

VI. Required Certifications

A. Licenses and Registrations

The contractor shall be responsible for obtaining and maintaining throughout the contract period any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

If the bidder is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State may submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida.

B. Local Preference in Purchasing and Contracting

A. Preference in bidding. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures in which pricing is the major consideration, the authorized purchasing authority of Leon County may give a preference to local businesses in making such purchase or awarding such contract, as follows:

1. Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent of the bid price.
2. Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent of the bid price.
3. The maximum cost differential shall not exceed $20,000.00. Total bid price shall include the base bid and all alternatives or options to the base bids which are part of the bid and being recommended for award by the appropriate authority.
4. For the purposes of this section, "home office" shall mean a business's principal office or headquarters constituting the center for administration and policymaking.

B. Local business definition. For purposes of this section, "local business" shall mean a business which:

1. Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
2. Holds any business license required by the County, and, if applicable, the City of Tallahassee; and
3. Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

C. Certification. Any bidder claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a bidder meets the definition of a "local business."

C. Unauthorized Alien(s)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of the agreement by the County. As part of the bid response to this solicitation, please complete and submit the attached form AFFIDAVIT CERTIFICATION IMMIGRATION LAWS.

D. Public Entity Crimes Statement

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this document, the vendor certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

E. Identical Tie Bids

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

F. Employment Eligibility Verification

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, “Employment Eligibility.” Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

G. Equal Opportunity

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national origin, sex, age, handicap, marital status, and political affiliation or belief.

H. Scrutinized Company Certification

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with Leon County for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.

VII. Insurance Requirements

A. Overview

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder will be disqualified from award of the contract.

The awarded Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

VIII. Terms and Conditions

A. Standard Terms and Conditions

The terms and conditions associated with this solicitation are as set forth in the Agreement contained in the "Attachments" section of this solicitation. After the award of the solicitation, the County will finalize the preparation of the Agreement and forward it to the Firm awarded the bid, after which the Firm will have five days to execute the Agreement and return it to the County.

B. Manufacturers' Name and Approved Equivalents

Manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid, cuts, sketches, and descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The Leon County Board of County Commissioners reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on, and he will be required to furnish goods identical to bid standard.

C. Conflicting Terms and Conditions

In the instance that terms, conditions, specifications, or other instruments are provided by architects, engineers, or persons other than County Procurement concerning the matters herein, then the terms and conditions in this Solicitation document shall prevail over all other terms and conditions.

D. Penalties

BIDS MAY BE REJECTED AND/OR Bidder(S) DISQUALIFIED FOR THE FOLLOWING REASONS:

A. Failure to perform according to agreement provisions.

B. Conviction in a court of law of any criminal offense in connection with the conduct of business

C. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.

D. Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing activity.

E. Other reasons deemed appropriate by the Board of County Commissioners.

Bid Title: LEON COUNTY DETENTION CENTER EXTERIOR STAIRS RENOVATION PHASE II
Bid Number BC-2025-044
Opening Date: August 5, 2025, 2:00 pm

IX. Vendor Questionnaire

Bids must be submitted electronically via OpenGov.

A. ACCEPTANCE OF COUNTY TERMS AND CONDITIONS*

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

☐ Please confirm
*Response required

B. Company Information*

Provide company name as registered with the Florida Department of State, Division of Corporations.

Maximum response length: 100 characters

*Response required

C. Taxpayer ID Number*

Provide the company's FEI/EIN Number.

Maximum response length: 15 characters

*Response required

D. Drug-Free Workplace Certification*

As the person authorized to confirm this statement on behalf of this firm, I certify that this firm complies fully with DRUG-FREE WORKPLACE Section 287.087, Florida Statutes. See section titled Drug-Free Workplace Requirements for details.

☐ Please confirm
*Response required

E. Scrutinized Company Certification*

As required by Section 287.135(5), Florida Statutes, I certify that the firm is not participating in a boycott of Israel.

☐ Please confirm
*Response required

F. Insurance Certification*

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation.

I certify that this firm has coverage in place at the required levels or, if awarded, coverage will be in place at the required levels.

☐ Please confirm
*Response required

G. Equal Opportunity *

The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

☐ Please confirm
*Response required

H. Bid Guarantee*

A Bid Bond is required for this project. Please upload your Bid Bond here.

If submitting a Cashier's Check in lieu of a Bid Bond, please scan a copy of the cashier's check, upload here, and also mail the original cashier's check to:

Leon County Government - Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308

The mailing must have the Project ID (BC-2025-044), the Project Title (Leon County Detention Center Exterior Stairs Renovation Phase II)**,**and the Company Name printed clearly on the front of the envelope**.**

This must be postmarked no later than the date of the bid opening or your bid will be considered non-responsive.

*Response required

I. Payment and Performance Bond*

A Payment and Performance Bond will be required for this project of the SUCCESSFUL BIDDER. Please confirm.

☐ Please confirm
*Response required

J. Bid Response Cover Sheet with Signature*

*Response required

K. MWBE Information / Good Faith Effort*

All Respondents, including Minority Business Enterprise (MBE) firms and Women Business Enterprise (WBE) firms, must complete and submit the MWBE Participation Plan Form and any required documentation with your responses.

If you are unable to meet the project specific goal for MBE and WBE participation, in additional to the MWBE Participation Plan Form, you must also submit all Good Faith Effort Forms documenting your efforts to identify MBE and WBE firms to participate in order for your response to remain responsive to this solicitation.

To reiterate, regardless of whether you can meet the Goals or not, you must complete and submit the MWBE Participation Plan Form and any required documentation with your responses.

*Response required

L. Prime Contractor or Sub-contractor Qualifications*

Submit all licenses, certifications, registrations, and work class pre-qualifications required in the solicitation.

*Response required

M. Additional Forms to Fill Out and Submit*

Please submit the items on the following list and any other items required by any section of this Invitation for Bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this Invitation for Bids.

Please see the Attachments section for all the necessary forms for the bidder to complete for this solicitation. Failure to complete or attach the necessary forms will result in the bidder being deemed nonresponsive.

- Affidavit Immigration Laws
- Identical Tie Bid Statement
- Non-Collusion Affidavit
- Certification/Debarment Form
- Local Vendor Certification (if applicable)
- Employment Eligibility (E-Verify)
- Affidavit In Compliance with Section 787.06(13), F.S.

*Response required

N. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION

If necessary, please upload a redacted copy of your submittal.

X. Bid Table

PRICE TABLE

Award will be based on total project cost.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Project Cost	1	JOB		
TOTAL					

BID RESPONSE COVER SHEET

This page is to be completed and included with your bid submission.

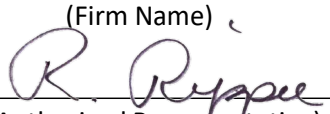
Leon County, Florida reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Melanie Hooley
Purchasing Director

Brian Welch, Chair
Leon County Government

This bid is submitted by the below named firm/individual by the undersigned authorized representative.

OmniCon
(Firm Name)

BY 
(Authorized Representative)

Rachel Rippee
(Printed or Typed Name)

ADDRESS 6075 Miller Landing Cv

Tallahassee, FL 32312

EMAIL ADDRESS info@omniconcorp.com

TELEPHONE 850-765-9510

FAX 850-254-9809

The Contractor's Project Manager is:

Name: David Rippee
Street Address: Same as above
City, State, Zip Code:
Telephone: 850-509-8551
E-mail: drippee@omniconcorp.com

Notices to the Contractor are to be submitted to:

Name: Rachel Rippee
Street Address: Same as above
City, State, Zip Code:
Telephone: 850-294-5826
E-mail: rrippee@omniconcorp.com

Leon County
Procurement
Melanie Hooley, Purchasing Director
1800-3 North Blair Stone Road, Tallahassee, FL 32308

[OMNICON CORP] RESPONSE DOCUMENT REPORT

ITB No. BC-2025-044

Leon County Detention Center Exterior Stairs Renovation Phase II

RESPONSE DEADLINE: August 5, 2025 at 2:00 pm

Report Generated: Tuesday, August 5, 2025

OmniCon Corp Response

CONTACT INFORMATION

Company:
OmniCon Corp

Email:
rrippee@omniconcorp.com

Contact:
Rachel Rippee

Address:
6075 MILLER LANDING CV
TALLAHASSEE, FL 32312-9072

Phone:
(850) 294-5826

Website:
www.omniconcorp.com

Submission Date:
Aug 5, 2025 10:10 AM (Eastern Time)

[OMNICON CORP] RESPONSE DOCUMENT REPORT
ITB No. BC-2025-044
Leon County Detention Center Exterior Stairs Renovation Phase II

ADDENDA CONFIRMATION

Addendum #1
Confirmed Aug 5, 2025 8:02 AM by Rachel Rippee

QUESTIONNAIRE

1. ACCEPTANCE OF COUNTY TERMS AND CONDITIONS*

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

Confirmed

2. Company Information*

Provide company name as registered with the Florida Department of State, Division of Corporations.

Maximum response length: 100 characters

OmniCon Corp.

3. Taxpayer ID Number*

Provide the company's FEI/EIN Number.

Maximum response length: 15 characters

81-3238564

4. Drug-Free Workplace Certification*

As the person authorized to confirm this statement on behalf of this firm, I certify that this firm complies fully with DRUG-FREE WORKPLACE Section 287.087, Florida Statutes. See section titled Drug-Free Workplace Requirements for details.

Confirmed

5. Scrutinized Company Certification*

As required by Section 287.135(5), Florida Statutes, I certify that the firm is not participating in a boycott of Israel.

Confirmed

6. Insurance Certification*

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation.

I certify that this firm has coverage in place at the required levels or, if awarded, coverage will be in place at the required levels.

Confirmed

7. Equal Opportunity *

The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

Confirmed

8. Bid Guarantee*

A Bid Bond is required for this project. Please upload your Bid Bond here.

If submitting a Cashier's Check in lieu of a Bid Bond, please scan a copy of the cashier's check, upload here, and also mail the original cashier's check to:

Leon County Government - Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308

The mailing must have the Project ID (BC-2025-044), the Project Title (Leon County Detention Center Exterior Stairs Renovation Phase II),and the Company Name printed clearly on the front of the envelope.

This must be postmarked no later than the date of the bid opening or your bid will be considered non-responsive.

Bid_Bond-LC_Detention_Stairs.pdf

9. Payment and Performance Bond*

A Payment and Performance Bond will be required for this project of the SUCCESSFUL BIDDER. Please confirm.

Confirmed

10. Bid Response Cover Sheet with Signature*

Bid_Response_Cover_Sheet_with_Signature_-_2025_.pdf

11. MWBE Information / Good Faith Effort*

All Respondents, including Minority Business Enterprise (MBE) firms and Women Business Enterprise (WBE) firms, must complete and submit the MWBE Participation Plan Form and any required documentation with your responses.

If you are unable to meet the project specific goal for MBE and WBE participation, in additional to the MWBE Participation Plan Form, you must also submit all Good Faith Effort Forms documenting your efforts to identify MBE and WBE firms to participate in order for your response to remain responsive to this solicitation.

To reiterate, regardless of whether you can meet the Goals or not, you must complete and submit the MWBE Participation Plan Form and any required documentation with your responses.

Standard_MWBE_Forms.pdf

12. Prime Contractor or Sub-contractor Qualifications*

Submit all licenses, certifications, registrations, and work class pre-qualifications required in the solicitation.

CGC1524402_ex._2026.pdf
State_of_FL_corp._registration.pdf

13. Additional Forms to Fill Out and Submit*

Please submit the items on the following list and any other items required by any section of this Invitation for Bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this Invitation for Bids.

Please see the Attachments section for all the necessary forms for the bidder to complete for this solicitation. Failure to complete or attach the necessary forms will result in the bidder being deemed nonresponsive.

- Affidavit Immigration Laws
- Identical Tie Bid Statement
- Non-Collusion Affidavit
- Certification/Debarment Form
- Local Vendor Certification (if applicable)
- Employment Eligibility (E-Verify)
- Affidavit In Compliance with Section 787.06(13), F.S.

Forms_for_Solicitation(withoutTeam_Summary)_5.2025.pdf

14. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION

If necessary, please upload a redacted copy of your submittal.

No response submitted

PRICE TABLES

PRICE TABLE

[OMNICON CORP] RESPONSE DOCUMENT REPORT
ITB No. BC-2025-044
Leon County Detention Center Exterior Stairs Renovation Phase II

Award will be based on total project cost.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Project Cost	1	JOB	$562,388.00	$562,388.00
TOTAL					$562,388.00

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310
Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE OmniCon Corp.
6075 Miller Landing Cove, Tallahassee, FL 32312
as Principal, hereinafter called the Principal, and Westfield Insurance Company
P.O. Box 5001, Westfield Center, OH 44251-5001
a corporation duly organized under the laws of the State of OH
as Surety, hereinafter called the Surety, are held and firmly bound unto Leon County Board of County Commissioners
1800-3 North Blair Stone Road, Tallahassee, FL 32301
as Obligee, hereinafter called the Obligee, in the sum of Five Percent of Amount Bid
Dollars ($ 5%),
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for BC-2025-044 Leon Co. Detention Center Exterior Stairs Renovation Phase I

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 5th day of August 2025

(Witness)

OmniCon Corp.
(Principal) (Seal)
By: R. Rippee
Rachel Rippee, VP (Title)

Kailey Jernigan-Sapp (Witness)

Westfield Insurance Company
(Surety) (Seal)
By:
Attorney-in-Fact Kristie Matheny (Title)

AIA DOCUMENT A310 ● BID BOND ● AIA ● FEBRUARY 1970 ED. ● THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 N.Y. AVE., N.W., WASHINGTON, D.C. 20006

THIS POWER OF ATTORNEY SUPERCEDES ANY PREVIOUS POWER BEARING THIS SAME POWER # AND ISSUED PRIOR TO 04/03/25, FOR ANY PERSON OR PERSONS NAMED BELOW.

General Power of Attorney

CERTIFIED COPY

POWER NO. **0997622 00**

Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.

Westfield Center, Ohio

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint

BENJAMIN R. CAMPBELL, DANIEL L. SHERRADEN, KRISTIE MATHENY, JOINTLY OR SEVERALLY

of **ORLANDO** and State of **FL** its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver **any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship in any penal limit,** and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their **National Surety Leader** and **Senior Executive** and their corporate seals to be hereto affixed this **03rd** day of **APRIL** A.D., **2025** .

Corporate Seals Affixed

WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY

By: **Gary W. Stumper,** *National Surety Leader* and *Senior Executive*

State of Ohio
County of Medina ss.:

On this **03rd** day of **APRIL** A.D., **2025** , before me personally came **Gary W. Stumper** to me known, who, being by me duly sworn, did depose and say, that he resides in **Medina, OH;** that he is **National Surety Leader and Senior Executive** of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial Seal Affixed

State of Ohio
County of Medina ss.:

David A. Kotnik, Attorney at Law, *Notary Public*
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

I, **Frank A. Carrino,** Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 5th day of August A.D., 2025 .

Frank A. Carrino, *Secretary*

BPOAC2 (combined) (05-24)

MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN

RESPONDENT: OmniCon

SOLICITATION NUMBER: BC-2025-044 **DATE:** 08/05/2025

Only Prime Respondents, including Prime Respondents who are Minority Business Enterprise (MBE) firms and Women Business Enterprise (WBE) firms, must complete this MWBE Participation Plan in its entirety and submit it with their responses to be deemed responsive to the MWBE Section of this solicitation. Failure to complete all portions of this form may negatively impact a Respondent's evaluation including, but not limited to, a determination of nonresponsive to the MWBE Section of this solicitation.

For MWBE participation in Leon County Government, City of Tallahassee, and Blueprint Intergovernmental Agency projects, certified MBE and WBE firms are certified by the Office of Economic Vitality Minority, Women, and Small Business Enterprise (MWSBE) Division. MBE and WBE firms that have their primary business location in Leon, Gadsden, Wakulla, or Jefferson County and that are certified by the Florida Department of Management Services Office of Supplier Development also qualify for MWBE participation.

To remain responsive, Respondents must utilize certified MBE and/or WBE firms to fulfill the project specific goal(s). The project specific goal(s) for this solicitation are specified in the solicitation. Respondents that do not meet or exceed the project specific goals must complete the Good Faith Effort Documentation Form to remain responsive, even if they meet a portion of the project specific goal(s).

All necessary MWBE information should be included on the MWBE Forms.

SECTION 1 – MWBE Participation

Complete the following Table. Identify Respondent's firm/company and ALL subcontractors and/or subconsultants that Respondent may utilize for this project, including all certified MBE and/or WBE firms that may be used to fulfill the MWBE Commitment. Use additional pages if needed. The Total Percentage is calculated by dividing the Total Dollar Amount of Certified Firm Participation by the Total Project Amount. The Certified MBE Firm Participation Total Dollar Amount will correspond to the sum of all dollars spent with Certified MBE Firms listed in the corresponding Respondent and Team Summary Table. The Certified WBE Firm Participation Total Dollar Amount will correspond to the sum of all dollars spent with Certified WBE Firms listed in the corresponding Respondent and Team Summary Table. Round to the nearest whole dollar.

Base Bid

BASE BID		
	Total Dollar Amount	**Total Percentage** (Firm Participation ÷ Total Project Amount)
Total Project Amount	$ 562,388.00	100%
Certified MBE Firm Participation	$	%
Certified WBE Firm Participation	$ 158,838.00	28 %

BASE BID RESPONDENT AND TEAM SUMMARY

Firm Name (Prime and Subcontractor(s) or Subconsultant(s))	Vendor Phone & Email	Scope of Work (e.g. Asphalt, Sodding)	Estimated Dollar Amount	Estimated Percentage of Services	Indicate the Category that Best Describes Each Firm Listed											
					Non-MWBE		Certified MWBE					Non-Certified MWBE				
					Non-Minority	Certified Small Business	African American	Asian American	Hispanic American	Native American	Non-Minority Female	African American	Asian American	Hispanic American	Native American	Non-Minority Female
OmniCon	850-765-9510 rrippee@ omniconcorp.com	GC/Mgmt	$158,838	28%							✓					
Great Southern Demo	850-422-3366	Demo	$84,600	15%	✓											
Bettinger Welding	850-576-8356	Metals	$163,000	29%	✓											
Berigan Painting	850-878-3988	Painting	$44,750	8%	✓											
TOTAL																

ACKNOWLEDGEMENT

I hereby certify, as Prime Respondent to this Solicitation, that the information provided herein is true and correct. I affirm that I have authority to bind Respondent to contractual agreements.

Respondent has communicated with the subcontractors and subconsultants identified herein, and those subcontractors and subconsultants understand that Respondent intends to utilize them on this project, if awarded. Respondent agrees that bad faith or dishonesty in the information provided on this MWBE Participation Plan Form is a violation of MWSBE Policy Section VIII.G. If awarded, Respondent agrees to utilize the firms identified herein, to endeavor to pay those firms the amounts identified herein to meet the project specific goals for this solicitation, to monitor the work of the firms, to provide subcontractor or subconsultant payment information to the MWSBE Division, and to abide by the MWSBE Policy.

OmniCon Corp.	VP
Name of Respondent	Title of Signatory
R. Rippee	8/5/2025
Signature	Date
Rachel Rippee	
Print Name	

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

RIPPEE, DAVID EARLE JR

OMNICON CORP.
6075 MILLER LANDING CV
TALLAHASSEE FL 32312

LICENSE NUMBER: CGC1524402

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 05/17/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

State of Florida
Department of State

I certify from the records of this office that OMNICON CORP. is a corporation organized under the laws of the State of Florida, filed on July 14, 2016.

The document number of this corporation is P16000059492.

I further certify that said corporation has paid all fees due this office through December 31, 2025, that its most recent annual report/uniform business report was filed on January 14, 2025, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Fourteenth day of January, 2025



Secretary of State

Tracking Number: 0997922864CC

To authenticate this certificate,visit the following site,enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication

AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act ("INA").

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: OmniCom

Signature: R. Reppee Title: VP

STATE OF FL
COUNTY OF Leon

Sworn to and subscribed before me this 4th day of August, 2025

Personally known _____

R. Figueroa
NOTARY PUBLIC

OR Produced identification X

Notary Public - State of FL

FL DL
(Type of identification)

My commission expires: Mar 23, 29

DAVID FIGUEROA
MY COMMISSION # HH 654821
EXPIRES: March 23, 2029

R. Figueroa
Printed, typed, or stamped commissioned name of notary

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.

IDENTICAL TIE BIDS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5) Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the

following: (Check one and sign in the space provided.)

X This firm complies fully with the above requirements.

_____ This firm does not have a drug free work place program at this time.

R. Reppel
Bidder's Signature

VP
Title

8/4/25
Date

NON-COLLUSION AFFIDAVIT

The undersigned being first duly sworn as provided by law, deposes and says:

1. This Affidavit is made with the knowledge and intent that it is to be filed with Leon County Government, Leon County, Florida and that it will be relied upon by said County, in any consideration which may give to and any action it may take with respect to this Proposal.

2. The undersigned is authorized to make this Affidavit on behalf of,

OmniCon Corp.
(Name of Corporation, Partnership, Individual, etc.)

a Corporation, formed under the laws of Florida
(Type of Business) (State or Province)

of which he/she is Co-owner / VP.
(Sole Owner, partner, president, etc.)

3. Neither the undersigned nor any other person, firm or corporation named in above Paragraph 2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Leon County, Florida is directly interested therein.

4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

Rachel Rippee
AFFIANT'S NAME

VP
AFFIANT'S TITLE

R. Rippee
AFFIANT'S SIGNATURE

TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this 4th Day of August 2025

Personally Known _____ Or Produced Identification

Type of Identification FL DL

NOTARY PUBLIC
(Print, Type or Stamp Commissioned Name of Notary Public)

My Commission Expires: Mar 23, 29

DAVID FIGUEROA
MY COMMISSION # HH 654821
EXPIRES: March 23, 2029

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, And OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

   a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily *excluded from covered transactions by any Federal department or agency;*

   b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

   c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and

   d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

R. Rupp
Signature

VP
Title

OmniCon
Contractor/Firm

6075 Miller Landing CV, TLH, FL 32312
Address

LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and

b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee;
and

c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification.
Failure to provide the information requested will result in denial of certification as a local business.

Business Name: Omnicon	
Current Local Address: 6075 Miller Landing Cv Tallahassee, FL 32312	Phone: 850.765.9510 Fax:
If the above address has been for less than six months, please provide the prior address. Length of time at this address:	
Home Office Address: same as above	Phone: Fax:

R. Riffee
Signature of Authorized Representative

8/4/25
Date

STATE OF FL
COUNTY OF Leon

The foregoing instrument was acknowledged before me this 4th day of August ,2025
By Rachel Riffee (Name of officer or agent, title of officer or agent) of Omnicon (Name of corporation acknowledging),
a Florida (State or place of incorporation) Corporation, on behalf of the corporation. He/she is personally known to me
or has produced FL DL as identification.

DAVID FIGUEROA
MY COMMISSION # HH 654821
EXPIRES: March 23, 2029

D Figueroa
Signature of Notary

Print, Type or Stamp Name of Notary

Title or Rank

Serial Number, If Any

EMPLOYMENT ELIGIBILITY VERIFICATION

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

R. Rippee
Signature

8/4/25
Date

AFFIDAVIT IN COMPLIANCE WITH SECTION 787.06(13), FLORIDA STATUTES

In accordance with Section 787.06(13), Florida Statutes, the undersigned, on behalf of the entity listed below ("Entity"), being duly sworn, hereby attests under penalty of perjury that:

1. I am over eighteen years of age. The following information is given from my own personal knowledge.
2. I am an officer or representative of the Entity.
3. The Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement in this declaration may subject me to criminal penalties.
5. I am authorized to provide this affidavit on behalf of the Entity.

FURTHER AFFIANT SAYETH NOT.

R. Ripper
SIGNATURE OF AFFIANT

Affiant's Name: Rachel Ripper
Title: VP
Entity: OmniCon

STATE OF FL
COUNTY OF Leon

Sworn to (or affirmed) and subscribed before me by means of [X] physical presence or [____] online notarization, this 4 day of August, 20 25, by Rachel Ripper (Affiant's Name).

K Figueroa
(Signature of Notary Public)
(Print, Type, or Stamp Commissioned Name of Notary and Affix Notary Seal)

[___] Who is personally known to me, or
[X] Who produced identification; Type of identification produced: FL DL

DAVID FIGUEROA
MY COMMISSION # HH 654821
EXPIRES: March 23, 2029

LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.

LEON COUNTY PURCHASING DIVISION
BID TABULATION SHEET
BC-2025-044

Bid Title: LCSO Detention Center Exterior Stair Repair- Phase II
Opening Date: August 5, 2025, at 2:00 PM

Vendors	Shaffield Building Specialties	OmniCon Corp				
Bid Response Cover Sheet	✓	✓				
Pre-Bid Attendance	✓	✓				
MWSBE Forms*	✓	✓				
Affidavit Immigration Laws	✓	✓				
Identical Tie Bids	✓	✓				
Non-Collusion Affidavit	✓	✓				
Certification Regarding Debarment	✓	✓				
Local Vendor (if applicable)	✓	✓				
E- Verify	✓	✓				
Anti Human Trafficking Affidavit	✓	✓				
Bid Bond	✓	✓				
Total Bid Price	$682,000.00	$562,388.00				

*MWSBE responsiveness will be determined by OEV prior to the award.

Tabulated By: Alesha Rehak

Witness:

OFFICE OF ECONOMIC VITALITY

Inter-Office Memorandum

Date: August 7, 2025

To: Kelly Boyd, Purchasing Specialist
Purchasing Office

From: Darryl Jones, Deputy Director
Minority, Women, & Small Business Enterprise (MWSBE) - Office of Economic Vitality

Subject: LCSO Detention Center Exterior Stair Repair- Phase II
Project - BC-2025-044

The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans of two bid respondents provided by the Purchasing Division to determine if the 12% Aggregate MWBE Aspirational Goal for Construction Subcontracting was achieved for the Sidewalk & Associated Work Construction project. Our review is conducted per the MWSBE Consolidated Policy, Leon County Purchasing Policy, and the bid requirements for this procurement as described in the MWSBE Overview (Section V, Sub A) in the solicitation.

Both bid responses provided to our office by County Purchasing and, therefore, considered by the MWSBE Division (as detailed in the following analysis section and tables) were responsive and met the Aspirational Goals for Construction Subcontracting. Being determined responsive means that these firms has provided a bid that conforms in all material aspects to the **Invitation To Bid** and/or the **Requests For Proposal**, per County Purchasing Policy (Policy#96-1).

OmniCon Corp – exceeded the Aggregate Aspirational Goal for Construction Subcontracting; therefore, the Good Faith Effort Form is not required, and OmniCon Corp is deemed responsive to the MWBE section of the bid.

Shaffield Building Specialists – exceeded the Aggregate Aspirational Goal for Construction Subcontracting; therefore, the Good Faith Effort Form is not required, and Shaffield Building Specialists is deemed responsive to the MWBE section of the bid.

Analysis for the submitted MWBE Participation Plan for the two bid respondents is presented as follows, and in order from the lowest total bid amount to the highest (beginning on the next page of the memo):

OmniCon Corp. – exceeded the Aggregate Aspirational Goal for Construction Subcontracting; therefore, the Good Faith Effort Form is not required, and OmniCon Corp is deemed responsive to the MWBE section of the bid.

Total Bid Amount	**$562,388**				
Name of MWBE	**Race / Gender**	**Certifying Agency**	**Goods & Services**	**MWBE Dollars**	**MWBE Utilization Percentage**
OmniCon	Non-Minority Female	Tallahassee-Leon County OEV	GC MGMT	$158,838	28%
Total MBE Utilization Percentage					0%
Total WBE Utilization Percentage					28%
Total MWBE Utilization Percentage					28%
Total MWBE Dollars					$158,838
Satisfied Good Faith Effort					**N/A

** Good Faith documentation was not required by the respondent because the aspirational goal was met or exceeded.

Shaffield Building Specialists- exceeded the Aggregate Aspirational Goal for Construction Subcontracting; therefore, the Good Faith Effort Form is not required, and Shaffield Building Specialists is deemed responsive to the MWBE section of the bid.

Total Bid Amount	**$682,000**				
Name of MWBE	**Race / Gender**	**Certifying Agency**	**Goods & Services**	**MWBE Dollars**	**MWBE Utilization Percentage**
Shaffield Building Specialists	Non-Minority Female	Tallahassee-Leon County OEV	Construction	$232,000	34%
Total MBE Utilization Percentage					0%
Total WBE Utilization Percentage					34%
Total MWBE Utilization Percentage					34%
Total MWBE Dollars					$232,000
Satisfied Good Faith Effort					**N/A

** Good Faith documentation was not required by the respondent because the aspirational goal was met or exceeded.

Leon County
Board of County Commissioners

Notes for Agenda Item #19

Leon County Board of County Commissioners

Agenda Item #19

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Interlocal Agreement for the Maintenance of Landscaping on Sections 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 landscaping on sections of Capital Circle Southwest and Capital Circle Southeast on behalf of the County.

Fiscal Impact:

This item has a fiscal impact. The County contracts with the City of Tallahassee for certain landscape maintenance services each year. Under the new Interlocal Agreement, the County will reimburse the City $143,156 in Fiscal Year (FY) 2026 to provide these services. Funding is available in the FY 2026 Operations Division's budget and a portion of these costs will be offset by a separate agreement with the 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 sections of Capital Circle Southwest and Capital Circle Southeast (Attachment #1), and authorize the County Administrator to execute the Agreement, and any amendments thereto, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval of an Interlocal Agreement (Attachment #1) between Leon County and the City of Tallahassee for the City to maintain landscaping on sections of 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 design phase of these Capital Circle segments, the Board approved the incorporation of enhanced landscaping to improve corridor aesthetics. Because these features exceed standard FDOT specifications and require higher levels of maintenance such as mowing, trimming, pruning, and litter control, the County and City agreed to assume responsibility from FDOT for landscape maintenance within their jurisdictions after construction. To support this, the County and FDOT entered into a Memorandum of Agreement under which FDOT reimburses the County for costs equivalent to standard routine maintenance, while the County covers the enhanced level of service. For efficiency, the County contracts with the City of Tallahassee to perform the maintenance, reimbursing the City annually with funding included in the Operations Division's budget and partially offset by FDOT's contribution. The Board has approved successive agreements to formalize these responsibilities, including Maintenance Agreements with FDOT in 2018, an Interlocal Agreement with the City in 2019, a renewed two-year agreement in 2023, and now seeks approval of a subsequent agreement to continue contracting with the City for landscape maintenance on Capital Circle Southwest and Southeast.

Analysis:

Since 2019, the County has contracted with the City of Tallahassee to maintain designated landscape segments of Capital Circle located within the County's jurisdiction, utilizing the City's turf and landscape maintenance program. In preparing the new Interlocal Agreement, staff evaluated whether continuing the current arrangement with the City remained the most efficient and cost-effective option. Alternatives considered included using Public Works personnel or private contractors to maintain the County's portions of Capital Circle. The analysis showed that both alternatives would cost 30–50% more than the proposed agreement with the City. Since most of Capital Circle lies within City limits and the County's segments are relatively short and scattered, the City is best positioned to provide consistent, efficient service. Continuing the partnership also ensures a uniform appearance and maintenance standard across the corridor.

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 jurisdiction. The County will reimburse the City $143,156 in FY 2026 to provide these services. The reimbursement will be adjusted each year on October 1, beginning after the first full year of the initial term, based on the percentage change in the prior year's Consumer Price Index (CPI). However, annual

adjustments will be no less than 2% and no more than 7%. 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.

Options:

1. Approve the Interlocal Agreement with the City of Tallahassee for the maintenance of landscaping on sections of Capital Circle Southwest and Capital Circle Southeast (Attachment #1), and authorize the County Administrator to execute the Agreement, and any amendments thereto, subject to legal review by the County Attorney.
2. Do not approve the Interlocal Agreement with the City of Tallahassee for the maintenance of landscaping on sections 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 Northwest (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 Northwest 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 Northwest 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 Northwest and Southeast maintained by the CITY; and,

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 October 1, 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 Northwest (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 $143,156.44 annually. Such compensation shall be payable quarterly in accordance with paragraph 5 below of the Agreement.

4. Economic Price Index adjustment (CPI): On October 1, 2026 following the first full year of the initial term, and on October 1 of each subsequent year during the Renewal Terms, as those terms are defined in paragraph 8 below, landscape maintenance rate will be adjusted based on the percentage change in the Consumer Price Index for all Urban Consumers (CPIU): 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. Notwithstanding the forgoing the yearly percentage adjustment shall not exceed seven percent (7%) and shall not be less than two percent (2%), regardless of the CPIU.

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

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'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.

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 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 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:_____
Edith McKay
Assistant City Attorney

EXHIBIT "A"

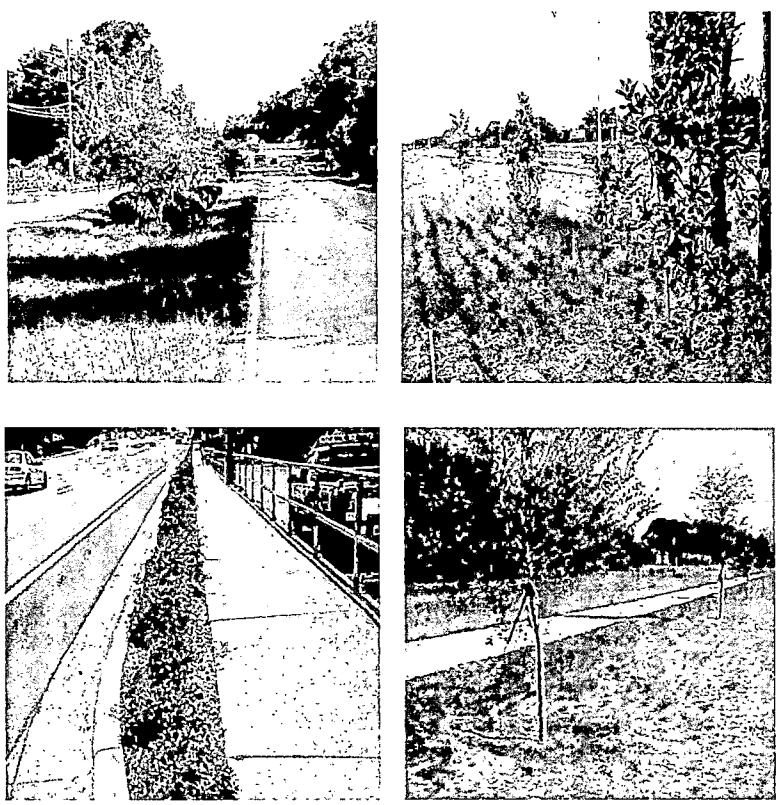
LANDSCAPE TECHNICAL MAINTENANCE PLAN

Maintenance Operation	Operations noted herein shall be performed by the City as part of a total landscape maintenance plan.											
Week/Month	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Mowing			X	X	XX	XX	XX	XX	XX	X		
	Set mower height to avoid scalping the turf. No lower than 3 inches.											
Recommended Watering Schedule	Trees (Watering Frequency)			Shrubs (Watering Frequency)		Watering General Notes						
	<2"Caliper	Daily for two weeks; every other day for two months, weekly until established.		Month 1	Daily for the first two weeks. Every other day for the remaining two weeks.	Water all landscape plants and trees as needed after establishment to meet proper maintenance conditions. Never apply irrigation if the soil is saturated. Supplemental watering is applied to encourage vigorous growth and plant establishment.						
	2-4" Caliper	Daily for one month; every other day for three months; weekly until established.		Month 2	Twice per week.							
	>4" Caliper	Daily for 6 weeks, every other day for five months, weekly until established.		Month 3	Once per week until established.							
Weed Control	XX	XXY	XX	XX	XX	XXY	XX	XX	XX	XXY	XX	XX
	Weed all planting beds twice per month. Landscape areas shall be kept relatively weed free.			Weeding of landscape areas utilizing appropriate selective and non-selective herbicides, applied as per manufacturer's specifications, under the supervision of a licensed applicator by FDACS. Application of herbicides shall be done with extreme caution to prevent damage to landscape and tree plantings. NOTE Y-Application of Snapshot granular herbicide at 200#/ acre rate as per manufacturer's specifications and limitations.								
Pruning				Pruning for trees, shrubs, and groundcovers to be performed in accordance with the ANSI A300 guidelines and FDOT design standard index 546. All trees within medians shall be pruned to maintain sight distance for vehicles and pedestrians. Additionally, prune trees as needed to remove dead, diseased, or broken branches, fronds, and seed heads.								
Fertilization			X				X					
	Trees and shrubs shall be fertilized using a slow release fertilizer that contains at least 50% of the available nitrogen in a slow release form. Fertilizer analysis shall be in a NPK ratio of 2-1-1, a t a rate recommended by soil fertility analysis.			Trees, shrubs, and ground covers are to be fertilized by top dressing the root zone of the plants and trees, using owner approved methods This application of fertilizer shall be irrigated within two days of application with a minimum of 1/2" of irrigation. All materials and performance of work shall meet Florida Friendly Best Management Practices for the Protection of Water Resources by the Green Industry and all other applicable state and federal health and safety laws.								
Litter Removal	X	X	X	X	XX	XX	XX	XX	XX	X	X	X
	Litter removal within the project limits. To be completed in conjunction with the mowing schedule, but immediately prior to mowing. The months of November, December, January, and February shall also have litter removed once per month.											
Mulching 3" Depth Pine Bark Nuggets	Mulch should be applied after landscape material has been installed and air pockets have been filled.			Mulch shall be free of vegetative yard waste, plastic, glass, metal, palm fronds, sand, and other foreign materials. Mulch shall be consistent in appearance. Mulch shall be free from viable non-native seed, weed, and grass seed. Maintain a continuous 3" layer of mulch in all planted and mulched areas with the exception of trees.								
Tree Staking				The City shall maintain, repair, and/or replace all staking materials as needed to keep trees upright and to prevent girdling. The City shall remove staking at the end of the one year establishment period or as directed by the owner.								
Disease and Insect Control	X	X	X	X	X	X	X	X	X	X	X	X
	The City shall inspect all landscape material on a monthly basis for insects, mites, fungus,etc., and apply correct control products as needed per manufacturer's specification.											
Plant Material Replacement	The City shall replace all dead material within the planting season of October 15th to March 15th.											

EXHIBIT "B"

Landscape Care Guide

Landscape and Irrigation Care along the State Highway System



Florida Department of Transportation
District Three

August 24, 2016

Posted on September 8, 2025

TABLE OF CONTENTS

1. General
- 1.1 Introduction
- 1.2 Submittals
- 1.3 General Requirements

2. Lawn Maintenance
- 2.1 Turf Condition
- 2.2 Mowing
- 2.3 Edging
- 2.4 Litter Removal

3. Shrubs/Ground Cover Care
- 3.1 Pruning
- 3.2 Weeding
- 3.3 Mulch

4. Tree Care
- 4.1 Tree Trimming
- 4.2 Tree Pruning
- 4.3 Mulch
- 4.4 Supplemental Watering

5. Irrigation System
- 5.1 General Requirements
- 5.2 Monitoring/Adjustments
- 5.3 Valve/Valve Boxes
- 5.4 Irrigation Repairs

1. GENERAL

1.1 INTRODUCTION

Landscaping projects along the State Highway System are installed during construction through agreements with local governments, via permits with abutting private property owners, through the Florida Highway Beautification Council Grant, or by the District landscape funding processes. In some cases, these projects may have an associated Memorandum of Agreement, or Joint Participation Agreement between the local agency and the Department.

This Landscape Care Guide is intended to serve as a companion document to such formal agreements between local municipalities and the Department, and sets forth the minimum requirements for uniform and routine maintenance of landscaped areas. This guide provides methods/targets for efficiently and effectively managing the activities that will achieve and maintain a high level of health for the landscaped areas. It is acknowledged that all of the features (i.e., irrigation) detailed within this guide may not be present within certain landscaped area(s) and/or part of a local agreement, and in such instances the requirements of this guide will not apply.

The Maintaining Agency shall provide all labor, materials, equipment, incidentals, and services to provide complete care for the landscaping, as well as any necessary ancillaries described in the associated local agreement, permit, or grant and accompanying plans.

1.2 SUBMITTALS

The Maintaining Agency shall submit a 12 month landscape maintenance schedule for all landscape areas designated in the associated local agreement, permit, or grant to the District for review and approval. The landscape maintenance schedule shall outline all landscape activities for each project area by month, including schedules for mowing, edging, litter removal, pruning, trimming, fertilizing, mulching, spraying all pesticides and herbicides, plant replacement, irrigation repair, etc.

The Maintaining Agency shall submit all applicable Federal, State, and local licenses.

The Maintaining Agency shall submit a list of all Key personnel, phone numbers and identification of emergency response personnel and telephone numbers.

All State and Federal regulations governing the use/application of chemicals shall be strictly adhered to. The Maintaining Agency assumes all related liability for adhering to these regulations and shall provide MSDS sheets for all chemicals to the District's Landscape Project Manager prior to start of the contract. The Maintaining Agency shall also provide MSDS sheets for any changes in chemical use to the District's Landscape Project Manager, prior to application, throughout the entire Agreement period. These shall be kept on file at the local District Maintenance office.

1.3 GENERAL REQUIREMENTS

Fertilization

As necessary, a custom blended granular fertilizer should be applied according to recommendations of an approved soil analysis laboratory.

The District's Landscape Project Manager reserves the right to review soil analyses and to make reasonable adjustments to the specifications, timing, rate of application and elementary composition according to actual horticultural conditions at the time.

A Florida State inspection of analysis along with an actual certified fertilizer label, legible and otherwise in suitable condition for filing, must be submitted to the District's Landscape Project Manager for approval.

All fertilizers shall be kept out of retention ponds and be removed immediately from all sidewalks and roadways.

A report containing bag usage and tonnage per area shall be submitted within two calendar days following fertilization.

Pest Control

Landscaped areas shall be continuously monitored for infestations of insects and treated immediately for proper control. Extreme care is recommended if using a chemical herbicide to avoid overspray onto the plant material.

Invasives Control

All species found on the FLEPPC list of Category One invasive species shall be eradicated and prevented on the project site. This includes the common species of:

- Kudzu
- Cogon Grass
- Tropical Soda Apple
- Chinese Privet
- Chinese Tallow Tree
- Chinaberry Tree
- Camphor Tree
- Brazilian Pepper
- Mimosa Tree

2. LAWN MAINTENANCE

2.1 TURF CONDITION

Evaluation Criteria: Turf condition will be evaluated for the presence of bare ground within the established mowing limits of the landscaped areas. Bare ground is defined as any single region that is at least 10 square feet in area and 95% free of vegetation.

Purposely stabilized areas (lime rock, shell, etc.) shall not be considered as bare ground and not included in the turf evaluation.

Turf grasses that appear to be dead may actually be dormant and shall be considered to meet desired maintenance conditions.

Turf condition does not meet Department Care Guide standards when any of the following exist:

- If any single region that is at least 10 square feet in area and 95% free of vegetation is present

2.2 MOWING

Evaluation Criteria: Turf areas should be maintained to a height of no more than five (5) inches nor less than two (2) inches, to foster photosynthesis and healthy root development. This mowing height criteria excludes allowable seed stalks.

Do not evaluate mowing in areas of natural occurring or designated wildflower planting areas.

Mower blades shall be kept sharp at all times to prevent tearing of grass blades.

Mulching type mowing equipment is preferred and no side discharges without guards are permitted on walk-behind or riding mowers.

Various mowing patterns shall be employed to prevent ruts in the turf caused by mowers. All clippings shall be kept out of ornamental beds, off all sidewalks and roadways.

Mowing does not meet Department Care Guide standards when any of the following exist:

- If any time grass height exceeds five (5) inches or is less than two (2) inches

2.3 EDGING

All sidewalks and roadways shall be immediately swept, blown, or vacuumed to maintain a clean, well-groomed appearance.

Edging is divided into two categories: 1) Hard surface edging and 2) Soft surface edging

Hard Surface Edging

Evaluation Criteria: Hard surface edging will be evaluated along all sidewalks, driveways (asphalt or concrete) and curbs.

Hard surface edging is defined as outlining and/or removing turf from along all sidewalks, driveways (asphalt or concrete) and curbs. All hard surface edging shall be performed to maintain straight, sharp edges between curbs/sidewalks and turf areas at the same frequency, and same day as, mowing.

Any bike paths located outside the roadway pavement area will be included in the evaluation for curb/sidewalk edging.

Hard Surface Edging does not meet Department Care Guide standards when any of the following exist:

- Any encroachment of vegetation or debris for more than 4 inches onto the curb, sidewalk, or bike path for more than 10 continuous feet.
- Any encroachment of vegetation more than 4 inches over the curb, sidewalk, or bike path for 10 continuous feet.

Soft Surface Edging

Evaluation Criteria: Soft surface edging will be evaluated around the perimeter of all trees rings and planting beds.

Soft surface edging is defined as outlining and/or removing turf from all trees rings and planting beds. All soft surface edging shall be performed neatly to maintain the shape and configuration of all planting areas in a clean manner. All plant bed edges shall be maintained to the curves, as originally designed.

All areas inaccessible to mowers shall be trimmed at the same height, same day, in the same frequency as mowing. Trimming shall be performed with the use of a string or line trimmer or other suitable mechanical means. Chemical use shall be encouraged when working within 6" of any fence posts. Apply chemicals per all applicable regulations/laws. Herbicides shall not be used as a seed head suppressant or plant growth regulant.

Soft Surface Edging does not meet Department Care Guide standards when any of the following exist:

- Plant bed edges are not maintained to the curves/borders as originally designed.

2.4 LITTER REMOVAL

Litter or debris may consist of varied sizes of bottles, cans, paper, tires, tire pieces, lumber, building materials, furniture, household items, dead animals, livestock, vehicle parts, metal junk, tree limbs greater than 1 inch in diameter, brush, campaign and advertising signs, and other debris.

Items (leaves, bagged trash, tree-trimming residue) that appear to be those which will be picked up during the normal waste collection process will not be considered as litter.

Litter Removal does not meet Department Care Guide standards when any of the following exist:

- Any single object in the mowing areas and/or landscape areas greater than 1/2 sq. ft. in area, and exceeding 1/2 inch in height.

- Where the litter is greater than 3 objects per 100 square feet of mowing area or landscape area.

3. SHRUBS/GROUND COVER CARE

3.1 PRUNING

Shrubs shall be clipped to remove only the top excess growth. Pruning sides of shrubs shall be avoided to allow the mass to naturally fill.

No pruning shall be performed on live wood that alters the shape and fullness with respect to the intended character of the plantings.

Ground covers shall be edged and/or pruned to contain them within the planting beds.

All clippings shall be removed from all sidewalks, roadways, and waterways, and disposed of off-site. Blowing of clippings as a form of removal is not permitted.

3.2 WEEDING

The Maintaining Agency shall be required to maintain all mulched areas so as to be as weed free as practical, as environmental, horticultural, and weather conditions permit. Weeds around impervious surfaces shall be sprayed as soon as observed. All weeds collected shall be removed and disposed off-site.

All State and Federal regulations governing the use/application of chemicals shall be strictly adhered to. The Maintaining Agency assumes all related liability for adhering to these regulations.

3.3 MULCH

Mulch should be installed one time a year in March to maintain a 3-inch mulch layer. Mini pine bark nuggets, pine straw or seasoned wood chips should be used. Use of Red mulch or cypress mulch is not permitted.

4. TREE CARE

4.1 TREE TRIMMING

Evaluation Criteria: The encroachment of trees, tree limbs, or vegetation will be evaluated within or over the following elements: travel ways, bike paths and sidewalks. In addition, the encroachment of trees, tree limbs, or vegetation will also be assessed within the clear zone. Trees that will be evaluated will have a diameter greater than 4 inches as measured 6 inches above the ground. An additional component to be evaluated as part of tree trimming includes those tree limbs greater than 1 inch in diameter that are higher than 3 feet above the ground.

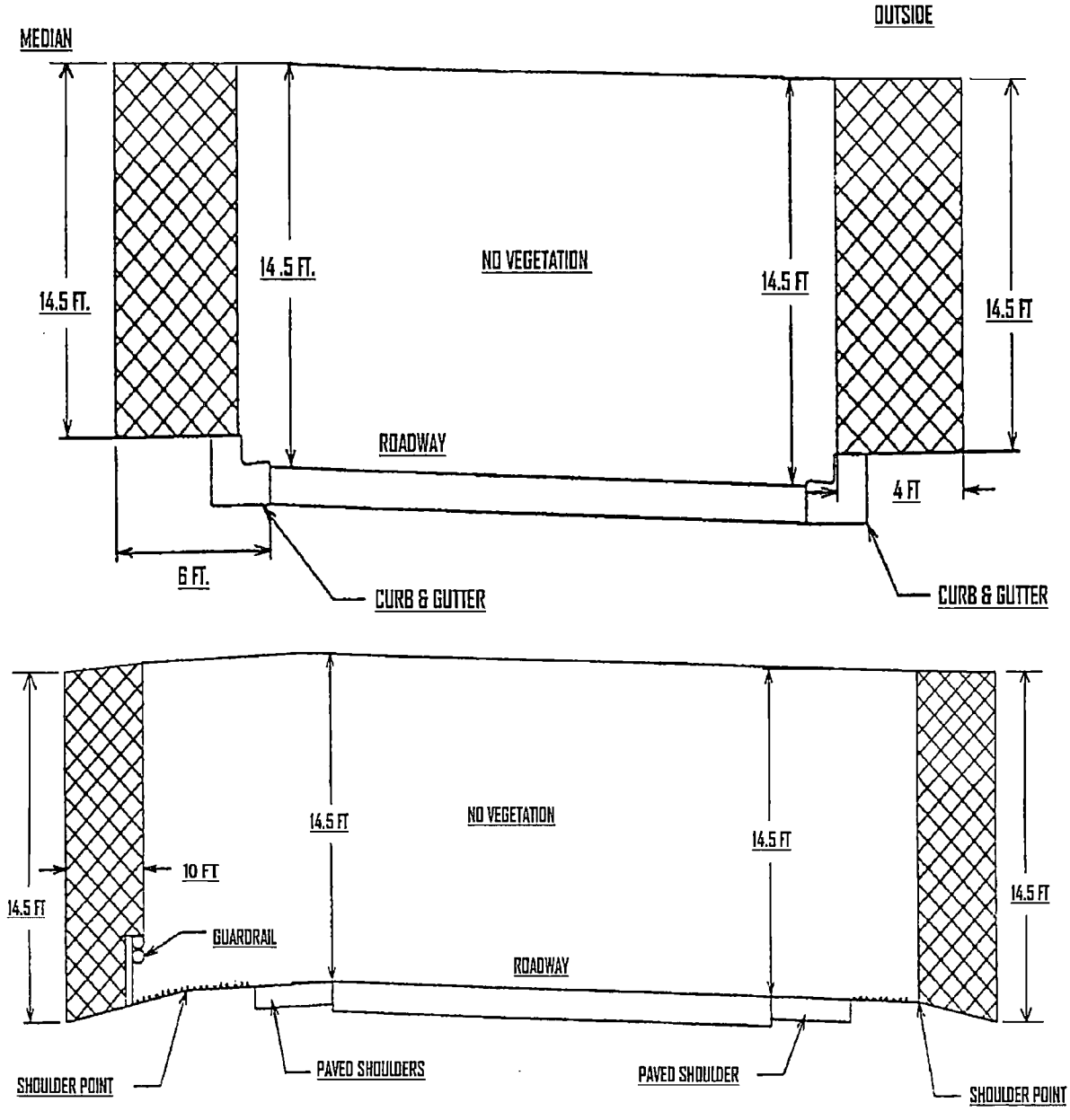
Reference Design Standard Index No. 700 for tree trimming clear zone limits.

Tree trimming does not meet Department Care Guide standards when any of the following exist:

- In curb and gutter areas, vegetation is lower than 14-1/2 feet over the roadway from the face of curb to the face of curb.
- In areas without curb and gutter, vegetation over the roadway and shoulder is lower than 14.5 feet.
- In areas with guardrail, trees or tree limbs over the roadway and shoulder are lower than 14.5 feet from face of guardrail.
- Vegetation encroachment of trees, tree limbs or vegetation over the sidewalk or bike path is lower than 8-1/2 feet.
- Trees and/or vegetation that obscure the message of a sign.

EXHIBIT "B"

CLEAR ZONE VEGETATION CRITERIA



VEGETATION VIOLATING HORIZONTAL CLEARANCE

Note: The cross hatched areas shown above represent areas to be evaluated for horizontal clear zone violations. Violation of clear zone includes the evaluation of trees that have a diameter greater than 4 inches as measured 6 inches above the ground. It also includes the evaluation of tree limbs greater than 1 inch in diameter greater than 3 feet above the ground.

4.2 TREE PRUNING

Tree Pruning is performed as necessary to maintain uniformity and to guide the tree's growth.

All pruning, and the associated safety criteria, shall be performed according to American National Standard Institute (ANSI) A300 standards. Pruning in general shall consist of the removal of dead, broken, fungus-infected, insect-infected, superfluous, and intertwining branches, vines and the removal of dead or decaying stumps and all other superfluous growth.

The base of all trees should be free of sucker growth. Remove any limbs immediately that pose a threat to public safety. Pruning plans should follow these general guidelines:

- Oaks - Generally prune trees to maintain the desired uniform appearance by thinning or tipping. No topping shall be performed on oak trees.
- Crape Myrtles - Crape Myrtles should be tipped in March, but only by approximately 2' - 3'. Severe topping is not permitted.
- Ligustrum - Hand clipped to achieve an umbrella shaped form. Severe shearing into "globes" shall be avoided.
- Magnolias - Prune only sucker growth and to maintain an attractive appearance.
- Palms - Condition and appearance of booted trunks shall be monitored monthly and clean-up/boot removal shall be provided as necessary. Fronds and fruiting bodies should be removed only when completely brown.

Other ornamental trees should be pruned yearly during late winter/early spring (late February - April).

Tree pruning does not meet Department Care Guide standards when any of the following exist:

- Pruning is not performed according to ANSI A300 standards.

4.3 MULCH

For all individual isolated trees the tree ring should be remulched one time a year in March to maintain a 3-inch mulch layer. Mini pine bark nuggets, pine straw or seasoned wood chips should be used. Use of Red mulch or cypress mulch is not permitted.

4.4 SUPPLEMENTAL WATERING

Trees coming out of a two year Establishment Period shall be considered sufficiently established so as to not require supplemental watering by the Maintaining Agency. In the case where trees are replaced by the Maintaining Agency, the Maintaining Agency is responsible for supplemental watering and associated equipment in order to ensure the health and survival of the trees.

5. IRRIGATION SYSTEM

5.1 GENERAL REQUIREMENTS

The Maintaining Agency shall be responsible for continual, full operation of all irrigation system parts.

The Maintaining Agency shall be responsible for repairs and maintenance to the system for the term of the Agreement.

Any modifications to the irrigation system shall be submitted to the District's Landscape Project Manager in writing for approval. A detailed sketch for record documents will also be supplied to the District's Landscape Project Manager, prior to work commencing.

5.2 MONITORING/ADJUSTMENTS

The Maintaining Agency shall inspect the entire operation of the system no less than once every month. During this inspection, the Maintaining Agency shall perform the following:

- Visually check for and report any damaged heads or ones needing repair.
- Ensure that overspray is limited on pavement, buildings, and other hardscape elements.

Spray patterns for all irrigation heads shall be adjusted, if required, by the Maintaining Agency or as directed by the District's Landscape Project Manager.

5.3 VALVE/VALVE BOXES

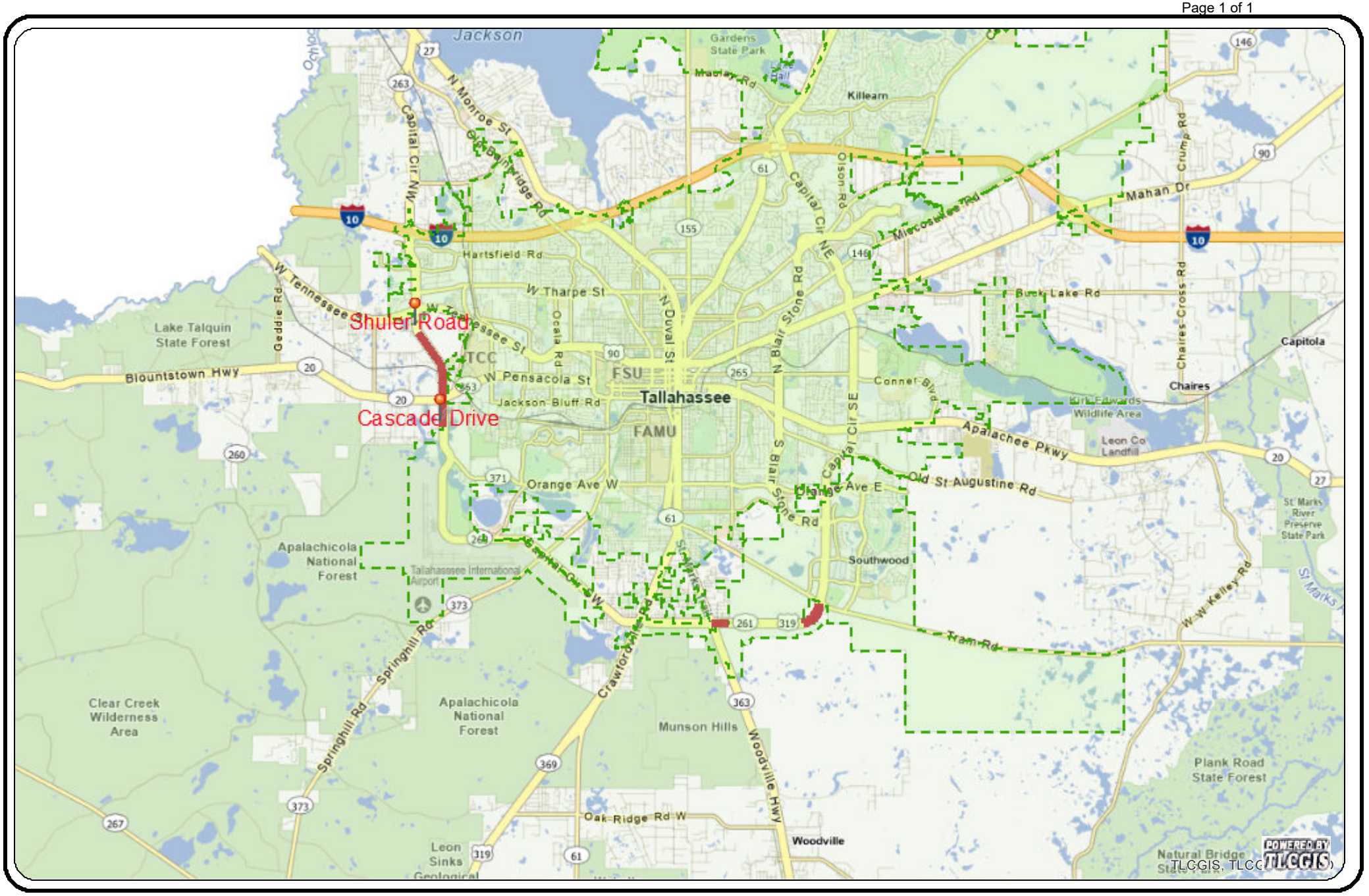
Provide any miscellaneous cleaning of valves for proper functioning on an as needed basis.

Ensure that all valve boxes remain flush and level with grade. The valve boxes shall be kept free of any overgrowth of plant material or sod.

5.4 IRRIGATION REPAIRS

All breaks shall be repaired immediately.

Irrigation components damaged by accident or by vandalism shall be repaired immediately.



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.

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Scale:	Tallahassee/Leon County GIS Management Information Services Leon County Courthouse 301 S. Monroe St, P3 Level Tallahassee, Fl. 32301 850/606-5504 http://www.tlcgis.org
Not To Scale:	
Date Drawn:	
April 18, 2023	

Posted on September 8, 2025

Leon County
Board of County Commissioners

Notes for Agenda Item #20

Leon County Board of County Commissioners

Agenda Item #20

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on Efforts to Address Poverty and Inequities in 32304

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Artie White, Director, Planning, Land Management & Community Enhancement (PLACE)
Lead Staff / Project Team:	Abigail Thomas, Director, Office of Human Services and Community Partnerships Marcus West, Neighborhood Engagement and Community Partnerships Manager Autumn Calder, Director, Blueprint Intergovernmental Agency

Statement of Issue:

As requested by the Board, this item provides a status report on the County's ongoing partnerships, programs, and investments to address poverty and inequity in neighborhoods within the 32304 zip code area. The item also includes comparative data on local government investments in other zip codes in Leon County to address poverty and inequities as requested by the Board.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendations:

Option #1: Accept the status report on Leon County's efforts to address poverty and inequities in 32304.

Report and Discussion

Background:

As requested by the Board on April 8, 2025, this item provides a status report on the County's partnerships, programs, and investments to address poverty and inequity in neighborhoods within the 32304 zip code area. The item also includes comparative data on local government investments in other zip codes in Leon County to address poverty and inequities as requested by the Board.

This status report advances the following FY 2022 – FY 2026 Strategic Initiatives:

- *Work with the City of Tallahassee on the development and implementation of the Neighborhood First Program to engage residents and develop plans to address poverty and inequity in targeted neighborhoods including 32304. (2022-33)*
- *Partner with the City of Tallahassee, Capital City Chamber of Commerce, and local stakeholders to spur economic growth and financial security in the neighborhoods that have historically experienced poverty and racial inequity through initiatives such as Bank On Tallahassee. (2023-46)*

These particular Strategic Initiatives align with the Board's Economy and Quality of Life Strategic Priorities:

- *(EC2) Support programs, policies and initiatives to attract, create, and promote expansion of business, entrepreneurship, job creation, workforce development, economic equity, and mobility.*
- *(Q2) Provide relevant and essential offerings through our libraries and community centers which promote literacy, life-long learning, and social equity.*
- *(Q4) Support and promote access to basic healthcare, mental health, affordable housing, and homeless prevention services to our community members most in need.*
- *(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.*

Leon County has a long history of tackling poverty through programs, policies, and partnerships throughout the County with an emphasis on 32304. For nearly 30 years, the County has funded human programs through the Community Human Services Partnership (CHSP) which are delivering essential resources such as food, childcare, and shelter to low-income families. Additionally, for more than 20 years, the County has provided uninsured and underinsured low-income individuals access to high quality comprehensive health and medical services in partnership with local healthcare providers. Furthermore, over the past ten years the County has expanded its investment in housing to increase and preserve the stock of affordable housing for low-income households.

In recent years, the County has increased its investments, expanded its partnerships, and enhanced its programs to reduce poverty in 32304 and other neighborhoods. On November 19, 2021, the Board was provided a comprehensive report on programs, services, initiatives, and events adopted and implemented by the County and its community partners to address poverty and inequities in

communities and neighborhoods within the 32304 zip code. At that time, the Board approved recommendations focused on strengthening the County's collaboration with the City of Tallahassee (City) to develop and implement the City's Neighborhood First Program which aims to reduce crime, enhance quality of life, and increase economic prosperity in 32304 which includes Frenchtown and Griffin Heights, and other high poverty neighborhoods in the community such as Bond (32310), Providence (32310), and South City (32301).

Since 2021, the County has strengthened its efforts to address poverty through the investment of more than $34 million to improve the lives of residents in neighborhoods that have historically experienced poverty and inequities through human services, healthcare, housing, and economic development. At the same time, the County has dedicated $319 million through Blueprint for current and planned infrastructure investments in 32304 and high poverty neighborhoods in other zip codes (32301, 32303 and 32305). The following Analysis section details the County's ongoing efforts through active engagement, significant investment, and critical programming in partnership with local stakeholders. Subsequently, a comparison of local investments to address poverty in 32304 and other zip codes in the community is provided.

Analysis:

According to the U.S. Census (American Community Survey Data 2019–2023), zip code 32304 has the highest poverty rate in the community at 49.4%, compared with the 18.1% countywide average. Also, 32304 has the lowest homeownership rate (13% compared to 52% countywide) and a median household income of $30,823 (compared to $66,000 countywide). Poverty in 32304 is concentrated in census tracts that include the Frenchtown and Griffin Heights neighborhoods within the city limits. As a result, the County has collaborated with the City and other local partners to develop, fund, and support a variety of programs, services, events, and initiatives to address poverty and inequity in 32304. The following sections detail the County's efforts in the areas of community partnerships and neighborhood engagement, human services, health care, housing, and economic development to improve the quality of life and spur economic growth in 32304.

Community Partnerships and Neighborhood Engagements

Collaboration and coordination with community partners and stakeholders to engage high poverty neighborhoods has been a critical component to the County's effort to connect and deliver to residents essential programs and services in the community. Over the past several years, the County's partnerships to engage 32304 residents have included:

- Implementation of the City's Neighborhood First Plans for Bond, Frenchtown, and Griffin Heights (Attachments #1, #2, and #3), developed by the residents to identify tangible actions to reduce crime, enhance quality of life, and increase economic prosperity in those neighborhoods. Since 2022, the County has invested more than $3 million to implement the Neighborhood First Plans by aligning and enhancing existing programs for human services and housing which are further detailed in the item.
- Collaboration with the City and Children Services Council of Leon County (CSC Leon) in 2022 to conduct a series of nine meetings in neighborhoods with the highest food insecurity rates that engaged more than 300 residents to discuss and identify the root causes. The

overwhelming response of participants was the need for greater awareness of available resources in the community to address food insecurity and poverty and led to:

  - The creation of the Neighborhood Engagement and Community Partnership Manager position by the Board to actively engage and connect residents to agencies, programs, and services focused on improving quality of life and economic prosperity for individuals and families; and
  - The establishment of the Trusted People Neighborhood Steering Committee (Trusted People) in partnership with the City, CSC Leon, and the United Way of the Big Bend (UWBB) to promote available resources in neighborhoods that have historically experienced inequity and disinvestment to address issues of poverty and food insecurity. The Trusted People Committee is comprised of neighborhood leaders and stakeholders from Bond, Frenchtown, Griffin Heights, Providence, South City, and Woodville neighborhoods appointed by the County, City, CSC Leon, and UWBB.

- Hosting workshops, seminars, and expos on heirs' property, healthy cooking, and youth employment with the City, CSC Leon, and human service providers in high poverty neighborhoods including 32304 that have engaged over 500 residents.

Building on the collaborative effort to engage and connect residents of 32304 and other low-income neighborhoods to available resources, the County, City, CSC Leon, UWBB, and United Partners in Human Services (UPHS) will host a Trunk or Treat event October 25, 2025 at the Old West Enrichment Center. During the event human service agencies funded by the County, City, CSC Leon, and UWBB will distribute candy and information on programs and services, including food, housing, childcare, healthcare, and more to youth and families. As presented in the following section, the event strengthens the County's engagement efforts through partnerships as well as highlights the County's investment in human services to enhance the quality of life and address poverty.

Expansion of Human Services Programs

According to the Urban Institute, investing in human services is critical to improving quality of life and addressing poverty. Therefore, Leon County has been steadfast in its commitment and investment in human service programs that improve the quality of life of our residents. Over the past several years, the County has strengthened efforts in neighborhoods that have historically experienced poverty including in 32304 by expanding access to human services through the following:

- In 2019, the County in partnership with City established the Community Human Services Partnership (CHSP) Promise Zone Category which invests $1.1 million each funding cycle to provide direct services such as food, legal aid, after school care, and healthcare to high poverty neighborhoods. For more than 30 years, the County and City have planned, coordinated, and invested in human services through CHSP, which utilizes a competitive grant process to fund essential human services programs delivered by local not-for-profit organizations.

- In 2022, the County in partnership with the Leon County Sheriff's Office (LCSO), City, and Leon County Schools established the Council of the Status of Men and Boys (CSMB) through LCSO to address crime within 32304 and the broader community impacting young Black males between the ages of 15 and 24. In 32304, CSMB initiative includes community-based violence intervention programs at Springfield Apartments in Griffin Heights, and credible messengers and street-level navigators who engage directly with high-risk youth at schools such as Griffin Middle School and Godby High School.
- Over the past several years, the County and City have partnered with Second Harvest of the Big Bend (Second Harvest) to install four temperature-controlled 24/7 food lockers at Good News Outreach in Frenchtown, Neighborhood Medical Center on South Monroe, Hartsfield Elementary School, and Sabal Palm Elementary School. The lockers have distributed over 17,000 meals to more than 3,200 residents.
- In 2022, the County, in partnership with CSC Leon and UWBB, launched the Taste Bud Explorers nutrition series to promote healthy cooking and meal planning, which reached over 150 residents in Bond, Frenchtown, Griffin Heights, and Providence neighborhoods.
- In 2023, the County entered into a memorandum of understanding with Second Harvest to hold Summer BreakSpots which provides kids with free meals and snacks at the Main Library, Dr. BL Perry, Jr. Branch, Jane G. Sauls Fort Braden Branch, and the Woodville Branch during the summer. From June 2nd to August 1st, 4,255 meals were distributed to kids at the locations which is the most since the program began.
- In 2022, the County provided $60,000 to Second Harvest to purchase a truck for their Mobile Pop-Up Pantry program. The mobile markets provide families with fresh produce, protein and nonperishable food items. Second Harvest also hosts Neighborhood Empowerment events, which in addition to fresh produce and nonperishable food items and also feature local human service providers that offer an array of services, including employment assistance, healthcare, legal support, SNAP benefits enrollment, and other essential resources. Mobile market events are held several times a month and Neighborhood Empowerment events are held monthly throughout the community. These events occur in neighborhoods experiencing elevated food insecurity, including the Lincoln Center in Frenchtown, Woodville Branch Library, Springfield Apartments in Griffin Heights, and Greater Love Church in South City.
- In 2024, the County and City collaborated with CSC Leon to establish line-item funding for emergency homeless shelters in the annual amount of $1.5 million. The largest emergency homeless shelters including Kearney Center, HOPE Community, and Capital City Youth Services are located in 32304 add shelters offer individuals, families, or youth experiencing homelessness temporary housing, food, showers, and case management 24 hours a day, seven (7) days a week.
- In 2024, the County expanded its partnership with 2-1-1 Big Bend to provide annual direct funding in the amount of $112,500 for the 24-hour Helpline and the Lyft transportation program to address the need for greater knowledge of available resources and transportation. According to 2-1-1, nearly 4,000 Lyft rides have been coordinated in FY 2025 so far. Residents of 32304 accounted for nearly 830 Lyft rides (22%), the second

highest of any zip code behind 32301. Further, 32304 continues to represent the largest share (31%) of 2-1-1 Helpline call volume.

- In 2021, the Board created the Community Resource Specialist as part of the County's Essential Libraries Initiative to connect Library patrons with a variety of human service agency resources. The Community Resource Specialist is a professional social worker who has provided over 1,750 one-on-one sessions, helping residents access jobs, SNAP, Medicaid, and other services.
- The County invests $100,000 annually in the Direct Emergency Assistance Program (DEAP) to assist residents with past due rent, mortgage and/or utilities. Last year, 35% of households that received DEAP funding lived in 32304.

Healthcare Programs

Residents of 32304 are less likely to have health insurance. According to U.S. Census data, 12.9% of 32304 residents are uninsured compared to the Countywide rate of 7.7%. Uninsured individuals are more likely to delay care, forgo prescriptions, and rely on emergency medical services for routine medical needs, which can lead to worsened health outcomes and increased costs to the public health system. Acknowledging the chronic health disparities in 32304, for over two decades the County has led the effort to ensure residents have access to high quality health care through the following:

- The County invests over $1.75 million annually through the Healthcare Services Program (i.e. CareNet) to provide primary, dental, and mental services, assistance with prescription medications, and specialty care to uninsured residents. The County partners with Apalachee Center, Bond Community Health Center (Bond), Neighborhood Medical Center (NMC), FAMU Pharmacy, and WeCare. As reported by the healthcare partners, 32304 residents represent the highest percentage of patients served (30%) in the community.
- The County partners with Bond and NMC to provide primary care, dental care, and health screenings through the mobile health units. Bond and NMC partner with local organizations to expand health care services through mobile units at community events, including the Woodville Founder's Day and the Woodville Community Meeting. Additionally, the mobile units regularly visit neighborhoods, including the Pensacola Street Corridor, Springfield Apartments in Griffin Heights, and Walker Ford Community Center in the Bond Community. Mobile units provide health care services two to three times per week, and at least two Saturdays a month throughout Leon County.
- The County partners with Big Bend Area Health Education Center (Big Bend AHEC) annually to provide healthcare navigation services at the County Main Library and several branch libraries including the Dr. BL Perry, Jr. Branch, Woodville Branch, and Jane G. Sauls Fort Braden Branch. Big Bend AHEC has connected more than 50 people with health insurance through the federal health insurance marketplace.

Investment in Safe and Affordable Housing

Access to safe and affordable housing is another critical tool in addressing poverty and inequity. In 32304, the homeownership rate of 13% is significantly lower than the Countywide average of 52%. Homeownership is the primary vehicle for wealth creation and promotes neighborhood stability and therefore the County has taken the following actions:

- In 2019, the County, in partnership with the City, established the Tallahassee-Leon County Community Land Trust (CLT) through the Tallahassee Lenders' Consortium to construct new homes for low-income households that will remain affordable in perpetuity. As part of the partnership, the County donates properties deemed suitable for affordable housing to the CLT to construct new homes. The CLT has completed eight homes thus far on County donated land, including four homes in Griffin Heights.
- In 2022, the County entered into an interlocal agreement with the City to utilize County State Housing Initiative Partnership (SHIP) funds to invest in the construction of new homes in Neighborhood First Program neighborhoods. As a result, the County has invested more than $900,000 for the construction of 13 homes with County SHIP funds in Neighborhood First communities, including six (6) recently completed homes in the Providence and Griffin Heights neighborhoods.
- In 2023, the County partnered with Legal Services of North Florida (LSNF) to host Heir Property Workshops in Bond, Frenchtown, Providence, and Woodville which were attended by more than 150 residents to raise awareness of the importance of clear title of homeownership for securing private financing as well as local, state and federal assistance.
- In 2025, the County received a $750,000 Small Cities Community Development Block Grant (CDBG) that will be utilized to rehabilitate homes of low-income households in Leon County over the next three years.
- In 2025, the County contracted with LSNF in the amount of $50,000 annually to provide legal assistance to help low-income families clear title and resolve heirs' property issues, which is anticipated to serve 20 families annually including households in 32304.

Additionally, and as reported in previous agenda items, the highest affordable housing need in the community is affordable rental units for very low-income households. As a result, the County has invested a majority of its affordable housing funds for rental development over the previous five years within 32304 and other zip codes with high poverty rates. Such investments include:

- Providing $5.8 million in direct funding and more than $183 million in bonding for affordable housing rental projects in high poverty communities that have or will build more than 1,200 units within the next 12 to 18 months.
- Providing $175,000 to the Tallahassee Housing Authority to develop a master plan for the Springfield Apartments in Griffin Heights.
- Committing to invest a total of $500,000 annually in affordable rental development for very-low and extremely-low income households which includes residents in 32304 through the combination of SHIP, general revenue, and the County's portion of the newly established affordable housing program in the Office of Economic Vitality (OEV).

Financial Empowerment and Economic Development

Unemployment in 32304 is considerably higher (nearly 8%) than the Countywide average (4.4%). In addition, businesses in 32304 and other neighborhoods with historic disinvestment report a lack of access to capital due to limited banking institutions in their communities. As a result, the County has taken considerable action to address the disparities, including the following:

- Partnering with FAMU Federal Credit Union in 2021 to establish the SmartSteps Microloan Program to support the growth and sustainability of Black, minority, and women-owned small businesses. The Program provides financial capital to historically marginalized entrepreneurs to build their businesses. The County allocated $2.5 million to establish the program, with FAMU Federal Credit Union contributing a $250,000 match. The City provided an additional $500,000 in the microloan fund as part of the implementation of the Neighborhood First Plans. To date, SmartSteps has distributed over $1 million in microloans to 51 Black, minority, and women-owned businesses. Approximately 36% of loans have gone to businesses located in 32304, more than any other zip code. As a revolving loan program, repaid funds are reinvested to support additional MWSBE businesses.
- Partnering with the City, CSC Leon, and CareerSource in Spring 2025 to hold Youth Employment Sessions in Bond, Frenchtown, Chaires/Capitola, and Woodville neighborhoods, connecting over 180 teens and young adults with job placement and apprenticeship opportunities.
- Hosting the annual Leon Works Expo to connect hundreds of local high school students interested in skilled careers with employers and academic partners.
- Hosting financial literacy and business and workforce development programs at the Main Library and all branch libraries. These programs include an ongoing partnership with Envision Credit Union to offer youth financial literacy courses that include budgeting, saving, and debt management. In addition, the Library partners with CareerSource Capital Region to provide four programs a year, including resume workshops and job application assistance, as well as Florida State University and Florida A&M University to conduct workshops on salary negotiation, LinkedIn best practices, multi-generational workplace success, and work-life balance. Since FY 2023, the library has hosted nearly 50 financial literacy and business and workforce development programs for 249 patrons.
- Ongoing partnership with Tallahassee State College (TSC) to support the emergency medical technician (EMT) program, including the dual enrollment program located on the campus of Godby High School which is the primary high school for 32304. This program provides students in 32304 with the skills and professional certification to work as an EMT upon graduation. Since the program launched in 2023, 23 students have completed the training with an additional 10 students currently enrolled for the 2025 school year. In addition, TSC recently hired a 32304 coordinator to help promote this program and other educational training programs and certifications offered by TSC to ensure that residents are aware of and have access to resources that can improve their financial opportunities.

- Ongoing partnership with UWBB to offer the Reality Store, a financial education initiative at the Main Library. The reality store is an engaging opportunity for young adults to learn about personal accounting and financial responsibility. Since the program launched locally in 2015, more than 500 youth have participated.
- Partnering with the Capital City Chamber of Commerce (Capital City Chamber), in 2022, to support the Bank On Tallahassee Initiative which improves access to banks and credit units for low-income households and helps reduce barriers for households with previous credit issues. This partnership led to:
    - The County applying and securing $75,000 from the Cities for Financial Empowerment (CFE) which is funded by Bloomberg Philanthropies to expand Bank On Tallahassee through Capital City Chamber.
    - Development of a CFE Financial Empowerment Blueprint approved by the Board (Attachment #4) that memorializes the County's ongoing efforts to spur economic growth in neighborhoods that have historically experienced poverty including 32304 through human services, healthcare, and initiatives such as Bank On Tallahassee.
    - The County applying for and securing a $20,000 planning grant from CFE to work with the Capital City Chamber of Commerce to evaluate the establishment of a Financial Empowerment Center (FEC) in Leon County, with a focus on serving residents of 32304 and other high-poverty areas.

Investments in Other Areas of the Community to Address Poverty and Inequities

As requested by the Board, this section provides comparative information on local government investments in other zip codes in Leon County to address poverty and inequities. As mentioned earlier and reflected in Table #1, 32304 has the highest poverty rate in the community according to the U.S. Census. However, high poverty is not exclusive to 32304. Three other zip codes have poverty rates higher than the County average and include the neighborhoods and communities of Bond (32310), South City (32301), Providence (32310), and Woodville (32305).

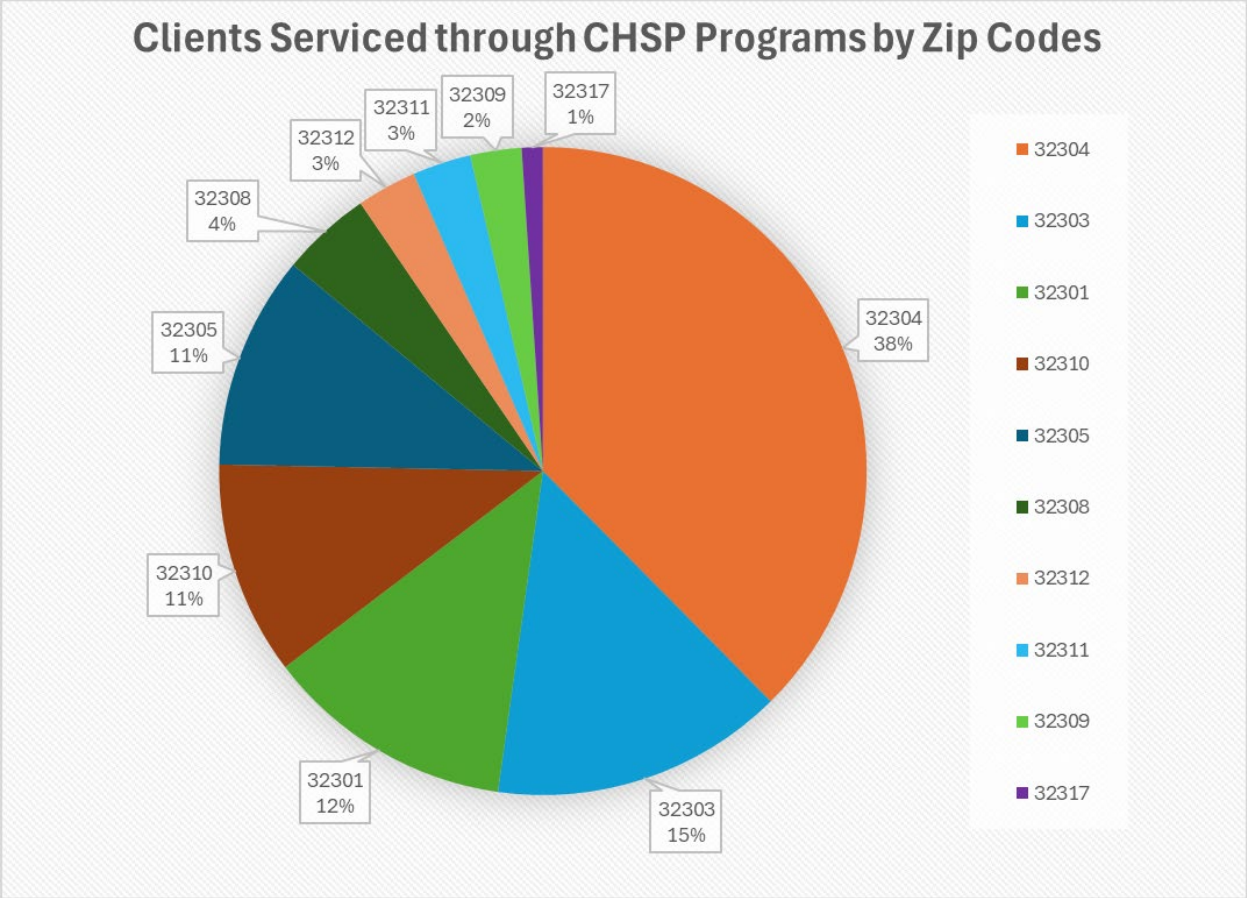
Table #1. Poverty Rates In Leon County by Zip Codes

Zip Code	Poverty Rate
32304	49.4%
32310	28.9%
32301	23.7%
32305	21.8%
32303	17.3%
32308	9.3%
32311	7.6%
32312	5.4%
32309	4.3%
32317	2.7%
County Average	18.1%

Similar to Griffin Heights and Frenchtown in 32304, the neighborhoods and communities in these zip codes have median household incomes below the County average, a high percentage of residents without a high school diploma, and are zoned for schools that have historically struggled to meet benchmarks for key educational attainment, including kindergarten readiness and reading levels.

Therefore, local investment to address poverty has not been exclusive to the 32304 zip code. As presented throughout the item, considerable human service investments have been made in Bond (32310), Providence (32310), South City (32301), and Woodville (32305) to improve the socioeconomic outlook of the residents. Annually, the County and City invest approximately $4 million in human service programs through CHSP. As shown in Chart #1, CHSP agencies report more than 75% of County and City funding serves residents in high-poverty neighborhoods located in 32304, 32310, 32301, 32303, and 32305.

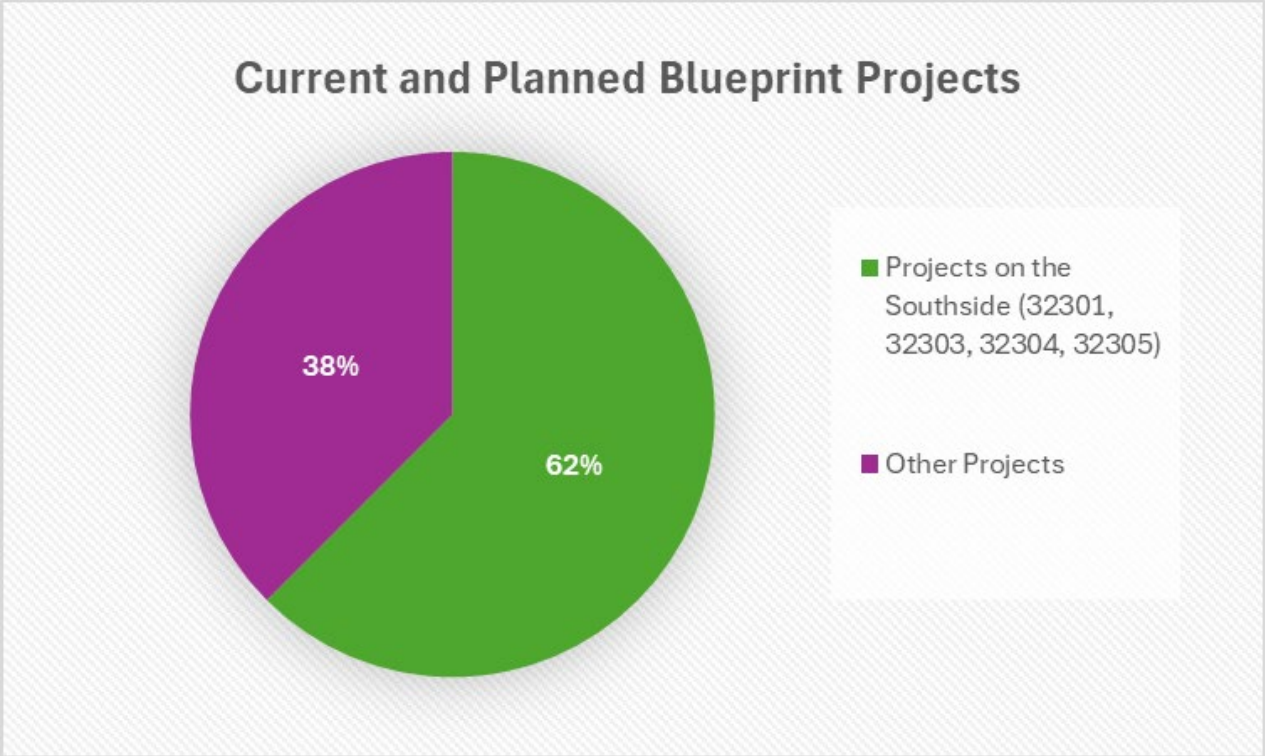
Chart #1. Clients Served through CHSP Programs by Zip Codes



As mentioned earlier, the County has invested more than $34 million in housing, human services, and healthcare over the last five years. Over $29 million, or 85%, of those funds were invested in programs to serve residents of 32304, 32303, 32301, 32305, and 32310.

Investment in infrastructure is also essential to the quality of life and economic prosperity in neighborhoods and communities that have historically experienced poverty and inequities. Therefore, the County and City have made significant infrastructure investments in the zip codes with high poverty rates, particularly through the joint Blueprint Intergovernmental Agency. In fact, 20 of 32 Blueprint projects (62%) planned or underway are located in 32301, 32303, 32304, and 32305, for a total investment of $319 million.

Chart #2: Current and Planned Blueprint Projects



These projects, which are also part of the Southside Action Plan adopted by the Board, include:

- More than $1.5 million in Blueprint and State funding for the ongoing development of the South City Transit Center and improvements in the South City neighborhood.
- Approximately $9 million in Blueprint funding for the Orange-Meridian Placemaking project, which revitalizes this area through construction of a new neighborhood park and community gathering space in the South City neighborhood, East Drainage Ditch enhancements, and investment in the South City Transit Center.
- Planned construction of Segment 4 of the Capital Cascades Trail in the amount of $20 million that provides stormwater quality improvements, multi-use trail construction, and community gathering spaces connecting the Bond, Callen, Liberty Park, Lee Manor, and Providence neighborhoods.
- Construction of the Magnolia Drive Trail, including underground electric utilities, by Leon County, Blueprint, and the City just north of the South City neighborhood from South Adams Street to Apalachee Parkway in the amount of $23.6 million.

The projects reflect the County and City's commitment to identify and engage historically impoverished neighborhoods and make critical investments that improve the quality of life and economic prosperity for the residents in 32304 and other zip codes with high poverty rates (Attachment #5).

In addition to the significant investments made by the County and City, CSC Leon also provides annual investment in 32304 and other zip codes with high poverty rates to improve the quality of life of children and families. CSC Leon was established in November 2020 as an independent special district to specifically invest in programs that strengthen families, improve child outcomes, and reduce inequities. Since its inception through FY 2024, CSC Leon has invested more than $6 million or 68% of its program funding in 32301, 32303, 32304, 32305, and 32310. According to CSC Leon, over 106,000 children and families served by the family support, kindergarten readiness, and youth development programs reside in these communities.

Further, in March 2025, CSC Leon approved $2.5 million to support 13 youth development programs, including seven programs that will operate year-round to provide after school activities and summer opportunities. Many of these programs are located in neighborhoods such as Frenchtown, Griffin Heights, and South City, which also receive significant investment from the County and City. Therefore, CSC Leon partners with the County and City to share information and work together on community engagement efforts to enhance residents' awareness of and access to resources in the community through the Trusted People Committee and events such as the Taste Bud Explorers and the upcoming Trunk or Treat in October presented earlier.

Conclusion:

The County remains committed to tackling poverty and inequity in 32304 and other neighborhoods that have historically experienced disinvestment. Since 2021, Leon County has invested more than $34 million in human services, healthcare, housing, and financial empowerment programs. Over $29 million or 84% of those funds were invested in programs to serve residents of 32304, 32303, 32301, 32305, and 32310. Additionally, considerable infrastructure investment has been made and are ongoing in 32304 and other zip codes with high poverty that are improving quality of life of the residents and neighborhoods. Approximately 62% of Blueprint projects planned or underway are located in these communities (32301, 32303, 32304, and 32305) for a total investment of $319 million.

The County actively monitors and evaluates the programs and services focused on addressing poverty in the community. Through CHSP, human services agencies submit quarterly reports that include demographic (i.e., gender, race, etc.) and residency (i.e. zip code, census tract, etc.) on clients they serve. The healthcare providers submit to the County annual reports that are provided to the federal government (i.e., Uniform Data System reports) that provide aggregate data on patients that include demographics, services rendered, and zip code data. The County tracks the household size, income level, and location of housing clients assisted with its SHIP funding for down payment assistance, housing rehabilitation, homeownership development, and rental development which is subsequently reported annually to the State. Additionally, as part of the County's Strategic Plan, the progress of initiatives such as working with the City to implement the Neighborhood First Plans are tracked, documented, and reported annually to the Board.

As the County continues to implement programs and strategies that focus on reducing poverty and improving the lives and communities of the residents in those neighborhoods, subsequent updates will be provided to the Board through associated agenda items such as CHSP, healthcare, and housing. Utilizing the data and reports collected, these updates will highlight the County's continual focus and commitment to address poverty and inequities in 32304, as well as other neighborhoods that have historically experienced disinvestment.

Options:

1. Accept the updated status report on the implementation of Board action taken on addressing poverty and inequities in 32304.
2. Do not accept the status report on the implementation of Board action taken on addressing poverty and inequities in 32304.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Greater Bond Neighborhood First Plan
2. Frenchtown Neighborhood First Plan
3. Griffin Heights Neighborhood First Plan
4. Leon County's Financial Empowerment Blueprint
5. Blueprint Projects in 32301, 32303, 32304, and 32305

Blueprint Active Projects since 2020

Projects within 32304

Project Name	Project Type	Blueprint Project Costs, as of FY 2025
Airport Gateway: North Lake Bradford to Stuckey Ave	Roadway Improvements & Multi Modal Facilities	$ 12,394,780
Bike Route System: Downtown- University Protected Bike Lane	Bike Route/Connectivity	$ 2,879,699
BRS: Southwest Area Connector	Bike Route/Connectivity	$ 329,422
Greenways: University Greenways	Greenway/Connectivity	$ 3,000,000
Total Blueprint Investment for 32304		$ 18,603,901

Projects outside of 32304

32301

Project Name	Project Type	Blueprint Project Costs, as of FY 2025
BRS: Blair Stone Road Trail	Bike Route/Connectivity	$ 3,189,000
Magnolia Drive Trail	Greenway/Connectivity	$ 23,556,734
Monroe Adams Placemaking	Community Enhancement	$ 8,532,961
Orange-Meridian Placemaking	Community Enhancement	$ 8,709,611
Fairgrounds Beautification and Improvement	Community Enhancement	$ 30,000,000
Capital Cascades Trail Segment 3	Communnity Enhancement	$ 68,011,017
Total Blueprint Investment for 32301		$ 138,810,323

32303

Project Name	Project Type	Blueprint Project Costs, as of FY 2025
Greenways: Lake Jackson Greenways	Greenway/Connectivity	$ 2,342,145
Midtown Placemaking	Community Enhancement	$ 29,029,000
Northwest Connector Corridor: Tharpe Street *NOTE: Portions of Tharpe Street are located within 32304 .*	Roadway Improvements & Multi Modal Facilities	$ 62,300,000
North Monroe Gateway	Gateway Improvements	$ 4,450,000
Total Blueprint Investment for 32303		$ 98,121,145

32305

Project Name	Project Type	Blueprint Project Costs, as of FY 2025
Airport Gateway: Springhill Road	Roadway Improvements & Multi Modal Facilities	$ 44,643,680
BRS: Ridge Road Trail	Bike Route/Connectivity	$ 400,000
Capital Circle Southwest	Roadway Improvements & Multi Modal Facilities	$ 15,641,064
Southside Gateway: Woodville Highway	Roadway Improvements & Multi Modal Facilities	$ 1,879,342
Greenways: Tram Road Greenway Trail	Greenway/Connectivity	$ 616,000
Total Blueprint Investment for 32305		$ 63,180,086

Total Invetment	$	318,715,455.00

Leon County
Board of County Commissioners

Notes for Agenda Item #21

Leon County Board of County Commissioners

Agenda Item #21

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on Efforts to Address Food Insecurity

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator
Lead Staff / Project Team:	Abigail Thomas, Director, Office of Human Services and Community Partnerships Jackie Fortmann, Human Services Analyst

Statement of Issue:

As requested by the Board at the July 8, 2025 meeting, this item provides a status report on the County's efforts to address food insecurity through investment and coordination with local partners to support feeding programs, food pantries, farmers markets, and other resources that provide nutritious meals and produce to underserved areas in the community. Additionally, the item seeks Board authorization to enter into an agreement with Farm Share, Inc., to strengthen Leon County residents' access to nutritious meals and fresh produce.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on Leon County's commitment and ongoing efforts to address food insecurity.

Option #2: Authorize the County Administrator to execute an agreement, and any amendments thereto, with Farm Share, Inc., to coordinate and collaborate on events and programming that provide Leon County residents with access to nutritious meals and fresh produce, subject to legal review by the County Attorney.

Report and Discussion

Background:

As requested by the Board at the July 8, 2025 meeting, this item provides a status report on the County's efforts to address food insecurity through investment and coordination with local partners to support feeding programs, food pantries, farmers markets, and other resources that provide nutritious meals and produce to underserved areas in the community. Additionally, the item seeks Board authorization to enter into an agreement with Farm Share, Inc. (Farm Share), to strengthen Leon County residents' access to nutritious meals and fresh produce.

This status report on food insecurity advances the following FY 2022 – FY 2026 Strategic Initiatives:

- *Coordinate with America's Second Harvest of the Big Bend and the City of Tallahassee to conduct community meetings in the neighborhood block groups with greatest food insecurity to identify and address their specific barriers to food security. (2022-31)*
- *Work with the City of Tallahassee on the development and implementation of the Neighborhood First Program to engage residents and develop plans to address poverty and inequity in targeted neighborhoods including 32304. (2022-33)*

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

- *(Q2) Provide relevant and essential offerings through our libraries and community centers which promote literacy, life-long learning, and social equity.*

According to Feeding America, food insecurity is defined as "inconsistent access to enough food for an active, healthy life, which often occurs due to a lack of income or other resources". In 2023, 43,690 or 14.8% of residents were considered food insecure in Leon County. Communities such as Frenchtown, South Side, and Woodville are among the most heavily impacted. Recognizing that the COVID-19 pandemic further intensified these challenges, Leon County has remained steadfast in its commitment to fighting food insecurity. Over the past five years, the County has invested more than $7.6 million and delivered nearly 55 million meals to low-income households through key programs that include:

- Annual funding of $565,000 through the Community Human Services Partnership (CHSP) to Second Harvest of the Big Bend (Second Harvest), Elder Care Services, and Good News Outreach to support food pantries, mobile distributions, senior nutrition services, and child meal programs.
- Expansion of mobile food markets and Neighborhood Empowerment Events to increase access to food and other social services to neighborhoods with high food insecurity and poverty rates.
- Installation of four grocery lockers in low-income neighborhoods to provide 24/7 access to fresh food.
- Investment of $112,500 annually in the 2-1-1 Big Bend Lyft Program to provide free transportation for residents to access grocery stores, food banks, and other essential services.

- Implementation of the Leon County Community Gardens Program, which provides grant support and technical assistance for residents to start community gardens to increase access to healthy food.
- Partnership with Second Harvest to host Summer BreakSpot at County libraries to provide kids with free meals and snacks during the summer months.
- Annual Seed Library events to educate and promote access to food through gardening.

In addition to considerable investment and collaboration with local partners to address food insecurity, the County is also coordinating with local stakeholders, leading the response to recent developments that are impacting access to meals and produce. As detailed further in the item, with the recent closures of the Tallahassee Flea Market and Food Giant in the Woodville Community, the County is actively promoting and raising awareness of programs, initiatives, and events spearheaded by the County, the City of Tallahassee (City), Second Harvest, and other local partners that are expanding access to nutritious food and reducing food deserts.

Through strong collaboration with the City and local partners, Leon County continues to pursue strategic investments, responsive policies, and community-based programs that enhance the quality of life for its most vulnerable residents. The Analysis section that follows provides a comprehensive overview of these efforts and the County's continued work to combat food insecurity. Additionally, the Analysis section proposes that the County formalize its ongoing coordination with Farm Share, a non-profit organization that regularly holds food distribution events in neighborhoods in Leon County with high poverty and food insecurity rates.

Analysis:

According to Feeding America, an estimated 14.8% of Leon County residents, or approximately 43,690 people, experienced food insecurity in 2023. The United States Department of Agriculture (USDA) defines food insecurity as a household-level economic and social condition characterized by limited or uncertain access to adequate food. Specific known challenges contributing to food insecurity include urban food deserts in the community and transportation issues.

Food deserts are defined by USDA as regions where residents have limited access to supermarkets or large grocery stores, which makes it difficult to obtain healthy and affordable food. The USDA identifies these areas based on specific criteria, including income levels and distance to food sources. A food desert is typically characterized by a low-income census tract where a significant number of residents live more than one mile (in urban areas) or more than ten miles (in rural areas) from a supermarket or grocery store. In Leon County, urban food deserts are located within the City limits in neighborhoods such as Bond, Frenchtown and South City. The unincorporated area of Leon County does not have rural food deserts as defined by USDA due to the availability of grocery store within ten miles.

Food deserts and food insecurity are addressed primarily through a variety of programs funded and administered by the federal and/or state governments. The USDA funds a network of programs that provide direct food assistance, including the Supplemental Nutrition Assistance Program (SNAP), child nutrition programs, and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). SNAP provides benefits to help low-income individuals

and families purchase healthy food. Child nutrition programs include the National School Lunch and Breakfast programs, which provides meals to children during the school year as well as through summer months. Furthermore, WIC provides healthy food as well as health care referrals and nutrition education to pregnant and postpartum women, infants, and young children up to five years old. USDA also purchases food through the Emergency Food Assistance Program (TEFAP), which is distributed to states based and provided to local food banks to distribute to low-income families. In Florida, several state agencies administer the USDA programs, including the Department of Agriculture and Consumer Sciences, Department of Children and Families and the Department of Health. The County regularly monitors federal and state actions that impact these essential programs.

Additionally, through services, events, partnerships, and investments the County augments the state and federal programs in a collective community effort to reduce food insecurity. The following information details recent and ongoing efforts by the County to actively engage residents on short and long-term solutions; investments in established and innovative programming and services that are expanding access to food; and highlights the County's collaboration and coordination with local stakeholders to respond to the changing needs in the community. The Analysis culminates with a recommendation on establishing a partnership with Farm Share that will enhance the County's commitment to address food insecurity.

Community Engagement

The County places a high emphasis on engaging the community in addressing food insecurity. In 2022, in partnership with Second Harvest, the City, and the Children's Services Council of Leon County (CSC Leon), the County hosted dinners entitled, *Breaking Bread Together: Neighborhood Dinner and Conversation on Tackling Food Insecurity*. Nearly 300 Leon County residents participated in the nine dinner meetings held in the neighborhoods with the highest food insecurity rates. Participants included neighborhood residents, neighborhood business owners, faith-based leaders, not-for-profit organization representatives, and the United Way of the Big Bend (UWBB). These meetings focused on identifying barriers to food access and developing collaborative solutions.

The main theme that emerged during each meeting was that residents of the neighborhoods were unaware of the significant level of resources available in the community to address food insecurity as well as overall basic needs such as childcare, healthcare, and employment services. In response, the County partnered with the City, CSC Leon, and UWBB to establish the Trusted People Neighborhood Engagement Committee (Trusted People Committee). The Committee, which is comprised of leaders of the neighborhoods with high food insecurity rates, works with the County and partners to engage the residents in order raise awareness and connect them to resources in the community that provide access to food and enhances their quality of life. As further detailed in the item, engagement with the Trusted People Community had led to several events such as the Taste Bud Explorers and Heir Property Workshops that seek to improve economic security and reduce food insecurity in the neighborhoods.

Community Human Services Partnerships (CHSP) Annual Funding

Leon County is committed to combating food insecurity by providing annual funding in the amount of $565,000 this year to local organizations in partnership with the City through CHSP. The County's investment ensures access to nutritious food for individuals and families by supporting a variety of programs ranging from food pantries and mobile distributions to senior nutrition services and child meal programs. They include the following:

Second Harvest of the Big Bend

- Food Bank Operations Program: Second Harvest operates a variety of robust and comprehensive programs that provide healthy food for individuals and families in Leon County and the surrounding areas. Through CHSP, Second Harvest distributes pantry staples, fresh produce, and meat to approximately 68 pantry partner agencies throughout Leon County. These partners collectively offer food assistance approximately 200 times per month to residents in need. Additionally, Second Harvest has hosted 31 targeted community food distributions in Leon County this year. Through its Senior Grocery Program, Second Harvest helps feed low-income seniors in the community at the end of the month when their financial resources have been exhausted. Currently, the program provides food to hundreds of seniors each month, including cereal, canned fruits and vegetables, proteins and grains, fresh bread, and produce. In addition, Second Harvest responds to cover the food needs of families during unexpected disasters and emergencies which quickly increase the number of people needing food stabilization support. In the last nine months, 5.2 million meals have been provided through these programs due to CHSP funding.
- Feeding the Promise Zone Program: Also with CHSP funding, Second Harvest operates a robust program through school pantries and mobile markets in the Promise Zone. The CHSP Promise Zone category funds human service programs that specifically serve neighborhoods in census tracts with high poverty rates and include Bond, Frenchtown, Griffin Heights, and South City. The School Pantry Program aims to provide access to nutritious food for children and their families struggling with hunger through a food pantry in their school providing fresh fruits and vegetables, meat or protein options, and pantry staples. Mobile markets are essentially a "pantry on wheels" brought into targeted neighborhoods such as Bond and Frenchtown to ensure neighbors can obtain nutritious food for their families through a grocery store shopping experience. In the last nine months, 1.8 million meals have been provided through these programs.

Elder Care Services

- Nutrition Services Programs: Elder Care Services is the leading provider of community-based senior care in Leon County that include specialized support, outreach services, and meals. Elder Care Services delivers essential nutrition to Leon County residents aged 60 and older who are at nutritional risk and homebound due to illness or disability through their Meals on Wheels program. Additionally, Elder Care Services operates seven congregate meal sites, including Westminster Oaks, the Senior Center, Bethel Towers, Casa Calderon, Lincoln Neighborhood Center, Miracle Village, and Smith-Williams Service Center. The congregate meal sites create opportunities for seniors to build community, receive social support, and reduce food insecurity and isolation. These sites

serve older adults who can leave their homes but may face economic or social challenges. Due to CHSP funding, Elder Care Services has served 572 unduplicated seniors with over 67,000 meals through the Meals on Wheels Program and congregate meal sites in the last nine months.

Good News Outreach

- Food Pantry Program: Good News Outreach is a strong community partner that provides critical resources to the community through several social safety net programs. Good News Outreach provides groceries once a month to residents in need. For individuals who are disabled or unable to travel, the organization offers home delivery through its outreach route. So far this year, with CHSP funding, the program has served more than 3,000 unduplicated residents across Leon County. The addition of a grocery locker at the Frenchtown location has increased the number of individuals served through the program.

Expanding Food Access Through Community Partnerships

In addition to the programs supported through CHSP, the County has invested in several other programs that address critical needs in our community, including transportation to support access to fresh food, grocery lockers, mobile markets, meal sites for children, and innovative gardening incentive programs.

2-1-1 Big Bend Lyft Program

As previously mentioned, the Breaking Bread Community dinner revealed the lack of access as a significant barrier to food security, particularly for residents in underserved areas. To help address the need for greater knowledge of available resources and transportation, the County expanded its partnership with 2-1-1 Big Bend to provide annual direct funding in the amount of $112,500 for the 24-hour Helpline and the Lyft transportation program. The 2-1-1 Lyft Program provides Leon County residents with free rideshare transportation to grocery stores, food distribution sites, and other critical resources. Through this program, veterans are eligible for up to five rides per month, while other residents can request one ride per month. According to 2-1-1, nearly 4,000 Lyft rides have been provided in FY 2025 thus far.

Grocery Lockers

In another effort to expand access to food, the County, in partnership with the City, provided $275,000 in one-time federal American Rescue Plan Act (ARPA) funding to support Second Harvest's purchase of four temperature-controlled grocery lockers. These lockers, installed at Sabal Palm Elementary (32310), Hartsfield Elementary (32301), Good News Outreach in Frenchtown (32303), and Neighborhood Medical Center on South Monroe Street (32301), are accessible 24/7 and provide fresh, healthy, and nutritious food options to residents. Their placement was informed by feedback gathered during nine community dinners in 2022, ensuring alignment with neighborhood needs. Since their launch, the food lockers have provided over 17,000 meals to more than 3,200 residents, significantly expanding access to nutritious food in high-need areas.

Mobile Markets and Neighborhood Empowerment Events

In addition, the County provided $60,000 in ARPA funding to Second Harvest to purchase a truck for their Mobile Pop-Up Pantry program. The mobile markets provide families with fresh produce, protein, and nonperishable food items. Second Harvest also hosts Neighborhood Empowerment events, which not only provide families with fresh produce and nonperishable food items but also include local human service providers to offer families an array of services, including employment assistance, healthcare, legal support, SNAP benefits enrollment, and other essential resources. Mobile markets are hosted several times a month and Neighborhood Empowerment events are held monthly throughout the community. Both mobile markets and Neighborhood Empowerment events occur in neighborhoods with high food insecurity rates, including the Lincoln Center in Frenchtown, Springfield Apartments in Griffin Heights, and Bond Community Health Center in South City. In April 2025, the County partnered with Second Harvest to host a Neighborhood Empowerment event at the Woodville Branch Library in order to provide access and expand the knowledge of available food resources to residents in the Woodville community.

Summer BreakSpot and Kids Cafe

The County also partners with Second Harvest to serve as Summer BreakSpot locations at the Main Library, Dr. BL Perry, Jr. Branch, Jane G. Sauls Fort Braden Branch, and the Woodville Branch. Summer BreakSpot provides kids with free meals and snacks during the summer months to ensure that children have a stable source of food when school is out. This year, these four library locations distributed 4,255 meals to kids from June 2nd to August 1st, which is more than any previous summer. Throughout the year, the Main Library is also a location for the Kid's Café program, which provides Leon County children with food from Second Harvest after school. The program operates from August to June and helps bridge the gap for children who receive most of their meals from school.

Seed Library

To educate and promote access to food through gardening, the Library also partners with UF/IFAS Leon County Extension to host the Seed Library Program. Launched in February 2015, the Seed Library Program provides residents up to five seed packets per month using their library card, or three packets per month without a library card, at any branch library that can be planted to grow food. Each year, the Seed Library hosts two kick-offs at the beginning of the spring and fall to introduce the seed varieties of the season that Library patrons and County residents can receive.

Leon County Community Garden Program

In addition to the Seed Library, to encourage residents to grow their own nutritious food, the County's Sustainability Office operates the Leon County Community Garden Program to provide technical assistance, materials, and grants to support residents in establishing or revitalizing community gardens throughout the County. Eligible locations for grants include vacant County-owned land, school campuses, and other community spaces. Grants of up to $1,000 are available to support garden development and sustainability efforts.

Most recently, the County approved funding for the Promise Land Urban Farm located at 510 E. Orange Avenue near the future Southside Transit Center. This garden plays a vital role in promoting food access in the South City community, offering hands-on education in gardening and nutrition for children and families, while also strengthening neighborhood connections and community health.

In FY 2024 and FY 2025, the County awarded a total of $5,915 in Community Garden Grants to support the following garden sites:

- **Lafayette Oaks Community Garden** – County property, 2203 Monaco Drive
- **Tallahassee School of Math and Science** – School stakeholder, 3434 N Monroe Street
- **Frenchtown Heritage Hub** – Community stakeholder, 524 N MLK Boulevard
- **Goodwood Wellness Garden** – Community stakeholder, Town Bridge Road Entryway Park
- **Ruediger Elementary School** – School stakeholder, 526 W 10th Avenue
- **Hartsfield Elementary School** – School stakeholder, 1414 Chowkeebin Nene
- **Nims Middle School** – School stakeholder, 723 Orange Avenue
- **Promise Land Urban Farm** – 510. E Orange Avenue

Through this program, Leon County continues to promote local food production, environmental sustainability, and healthy living by empowering residents and schools to take an active role in growing their own food and building stronger communities.

Other Local Efforts to Address Food Insecurity

In addition to the County's investments, there are several other local initiatives spearheaded by local partners to address food insecurity, educate the community on nutritious meals, and ensure access to food within the community despite the recent closures of the Tallahassee Flea Market and Food Giant in Woodville.

Southside Farmer's Market and Griffin Heights Grocery Store

In 2018, the City in collaboration with residents and community partners revamped the Southside Farmer's Market which is hosted twice a month at the Walker Food Community Center in the Bond neighborhood. This market provides easy access to fresh fruits, vegetables, eggs and seafood from local farmers, along with free health and wellness screenings. The Southside Farmer's Market accepts SNAP/EBT payments to enhance access to the community. In addition, several other local farmers markets are held weekly in downtown Tallahassee, Fort Braden, Southwood, and Northeast Tallahassee.

In December 2021, the Blueprint Intergovernmental Agency Board approved $170,000 for the purchase of the 1309 Alabama Street property to be developed as a grocery store to reduce urban food deserts in alignment with neighborhood priorities. In May 2025, the City approved $1.3 million to build a grocery store in Griffin Heights as part of the City's Griffin Heights Neighborhood First Plan (Plan). The Plan was developed by the residents to identify opportunities

to enhance their quality of life and identified a grocery store as a top priority. The City held a groundbreaking ceremony on September 4, 2025, and the store is expected to open in 2026. Once completed, the grocery store will offer fresh and healthy food options to the community and feature a dedicated space for community outreach and engagement activities.

Nutrition Education Programs

In addition to the County's Community Garden Program and Seed Library, several local partners provide programming and events that educate residents about nutritious meals. Second Harvest in partnership with Florida Blue holds monthly cooking classes that focus on healthy and affordable meals. The Florida Department of Health in Leon County (Health Department) offers an eight-week program for clients with diabetes that includes education on nutritional foods and meals to manage their health. Additionally, through its WIC program, the Health Department provides healthy foods, nutrition education, and counseling to pregnant and postpartum mothers with children up to five (5) years old. The Tallahassee Food Network regularly provides educational sessions and cooking demonstrations at the Frenchtown Heritage Market and Cooking Space. The County coordinates with these partners to ensure residents in neighborhoods with high food insecurity rates are aware of the education opportunities through the Trusted People Committee, Library, and Housing Services Division.

Response to Tallahassee Flea Market and Food Giant in Woodville

In recent months, the Tallahassee Flea Market on the Southside and the Food Giant in Woodville have closed, which has impacted community access to fresh food primarily in the southern portion of Leon County. In response to the closure of the Flea Market and Food Giant, three alternative locations have opened in the community to provide a space for former flea market vendors, including those who serve fresh food. The new SCREWS South Side Flea Market, located at 3972 Woodville Highway, operates every Saturday and features fresh produce, handmade goods, tools, and more. The Tallahassee Urban League also hosts flea market events every Saturday at its Frenchtown location, which includes produce such as fresh fruits and vegetables. The SCREWS Market and Tallahassee Urban League opened their markets in August 2025. Furthermore, Black Biz Tally opened a physical marketplace at Railroad Square in August 2025. These grassroots efforts represent strong community action and an opportunity to enhance access to fresh food throughout the community.

The County has been actively promoting programs and events in coordination with partners through the Trusted People Committee, which as mentioned earlier is comprised of residents and/or leaders of the neighborhoods with the highest food insecurity rates in the community. The County works with the Committee members to ensure the neighborhoods are aware of the available resources through flyers and social media posts.

Specifically in the Woodville community, Second Harvest partners with several organizations, including Wakulla Giving Hands and the Woodville School to provide food services to further address food access and the closure of the grocery store and flea market. Wakulla Giving Hands hosts bi-weekly or monthly food distributions at various locations, including the County's J. Lewis Hall Sr. Woodville Park, Dollar General, and Gulf Coast Lumber & Supply. Wakulla Giving Hands serves between 100-150 individuals per distribution. In addition, Woodville School

operates a School Market in coordination with Second Harvest that provides food to approximately 65 families of school children per month.

Looking ahead, the County remains committed to working with Second Harvest and other community partners to expand access to food through ongoing efforts such as additional food distributions, Neighborhood Empowerment Events, and school-based markets. These collaborative efforts aim to reduce food insecurity by addressing both access and availability within high-need communities.

Partnership with Farm Share, Inc.

Farm Share, Inc. (Farm Share), is a not-for-profit organization located throughout Florida. The organization works directly with local farmers to provide fresh produce such as fruits and vegetables to the community and neighborhoods in the Big Bend region with high needs. Over the past few years, Farm Share has held more than 120 food distribution events in Leon County, including at the North Florida Fairgrounds and County Health Department facilities. Each event serves 250 to 1,000 families with 25-pound food boxes. Last year, Farm Share distributed 1.4 million pounds of food through distribution events and food pantries in Leon County.

Upon request, the County has coordinated with Farm Share on equipment and supplies needs for food distribution events at the North Florida Fairgrounds and Health Department facilities consistent with County policy. Unlike Second Harvest (through CHSP), the County does not have a formal relationship with Farm Share. Through a formal agreement, the County would enhance its partnership with Farm Share for greater coordination of its events that would include: utilization of additional County facilities such as County parks and libraries; operational support (i.e., equipment, law enforcement, traffic control, insurance, etc.); promotion and outreach to neighborhoods in Leon County with high poverty and food insecurity rates; collaboration with local stakeholders such as Second Harvest, the Tallahassee Urban League, and other social service organizations to connect residents to essential resources during the food distribution events; and provide staff support at events held at County facilities. This would build on the County's effort to address food insecurity in the community. Therefore, it is recommended that the Board authorize the County Administrator to enter into an agreement with Farm Share to coordinate and collaborate on events and programming that provide County residents with access to nutritious meals and fresh produce. Upon the execution of an agreement, Farm Share events would be conducted with greater County support and resources, including being held at County facilities.

Conclusion

Leon County remains dedicated to addressing food insecurity in the community. The County has responded with a comprehensive approach that has included the investment of more than $7.6 million and that delivered nearly 55 million meals over the past five years. This has been accomplished with strategic funding through CHSP, partnerships with organizations like Second Harvest, and innovative solutions such as mobile markets, grocery lockers, and transportation assistance.

Additionally, these partnerships have positioned the County to support the collective response to the recent closures of the Tallahassee Flea Market and Food Giant in Woodville. As partners such as the City, Second Harvest, and Tallahassee Urban League lead the efforts with regularly scheduled farmer's market and Neighborhood Empowerment events, the County is actively promoting these resources directly to the residents and neighborhoods that need them the most.

Establishing a formal partnership with Farm Share will increase the County's unwavering commitment to addressing food insecurity. Farm Share is the largest food bank in Florida and has held 120 events in the community including at the North Florida Fairgrounds and County Health Department facilities distributing fresh produce sourced directly from local farmers to ensure the neighborhoods with the highest needs have access to nutritious food and meals. Therefore, it is recommended that the Board authorize the County Administrator to enter into an agreement with Farm Share to coordinate and collaborate on events and programming that provide County residents with access to nutritious meals and fresh produce. Upon the execution of an agreement, Farm Share events held at County facilities would be conducted with greater County support and resources.

Options:

1. Accept the status report on Leon County's commitment and ongoing efforts to address food insecurity.
2. Authorize the County Administrator to execute an agreement, and any amendments thereto, with Farm Share, Inc., to coordinate and collaborate on events and programming that provide Leon County residents with access to nutritious meals and fresh produce, subject to legal review by the County Attorney.
3. Do not accept the status report on Leon County's commitment and ongoing efforts to address food insecurity.
4. Do not authorize the County Administrator to execute an agreement with Farm Share, Inc.
5. Board direction.

Recommendation:

Options #1 and #2.

Leon County
Board of County Commissioners

Notes for Agenda Item #22

Leon County Board of County Commissioners

Agenda Item #22

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: August 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 August 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 August 2025 Quarterly Economic Dashboard Report (Attachment #1).

Report and Discussion

Background:

This item seeks Board acceptance of the August 2025 Quarterly Economic Dashboard Report which analyzes the economic health and growth of Leon County every quarter to quantify local economic vitality.

Since February 2017, the Tallahassee-Leon County Office of Economic Vitality (OEV) has produced the *Quarterly Economic Dashboard* to give a consistent recurring snapshot of the local economy and to demonstrate the ongoing efforts to support economic vitality and provide a return on investment. The Dashboard is designed to appeal to local decision-makers and business leaders outside Leon County who may be considering company expansion or relocation. In addition to the *Quarterly Economic Dashboard*, in 2019, OEV began producing a monthly data release, *Data Driver*, which has City and County employment, unemployment, and other statistics. OEV also produces the *Annual Economic Review*, a one-year and five-year retrospective of the indicators featured in the *Quarterly Economic Dashboard*. In 2020, the International City/County Management Association recognized the *Quarterly Economic Dashboard* with a Certificate of Achievement in Performance Management.

Analysis:

OEV staff monitors key economic metrics and tracks current economic trends and conditions important to the local economy. The Data Center is the community's most comprehensive database of over 80 economic indicators, updated continuously to ensure visitors can retrieve the most accurate data. The Dashboard supplements the Data Center as a snapshot of the local economy by focusing on the 13 key and most commonly requested economic indicators in a consistent format that is easy to read and follow.

The most recent Dashboard has data from the second quarter of 2025 (Q2, April-June), or the latest information available for the 13 indicators (Attachment #1). The Dashboard metrics include:

Employment & Labor Market

- Jobs in the Tallahassee metro area were about 202,200 in Q2 2025, up 3,900 jobs (+2.0%) compared to last year, but down 1.3% from Q1. Private employers added 3,500 jobs (+2.6%) compared with Q2 2024.
- The unemployment rate averaged 3.8% in Q2—slightly higher than 3.4% in Q1—but has been below 4% since late 2021.
- New unemployment claims rose by 153 from Q1 (+31.9% seasonal bump), but far below the 10-year norm of 3,026.
- The labor force (people working or looking for work) dipped 1.2% (-2,575) from Q1, but is up year-over-year by 1.0% (2,033); statewide, the labor force grew by 0.2% year-over-year.

Wages & Housing Market

- The average weekly wage in Q4 2024 was about $1,225—up 7.3% ($83) from Q3 2024—but about 87% of Florida's average ($1,405).

- The median single-family home price was $335,000 in Q1 2025—up 9.8% ($30,000) compared to last year and up 3.1% ($10,000) from Q4 2024. The increase was the fastest yearly increase since late 2022.
- New home construction permits rose to 158 in Q2, up 15 (10.5%) from Q1. Most were inside the City (about 65%), and the total permit value reached $45 million. Even so, new home construction permits are 9.7% below the ten-year Q2 average of 175.

Commercial & Industrial Real Estate

- Office vacancy held steady at a low 4.7% and has stayed under 6% since 2020.
- Industrial vacancy ticked up to 3.3%, but has been under 4% since 2018. Both markets remain tight.

Consumer & Business Activity

- Taxable sales were $1.63B in Q1 2025—down 6.1% from Q4 (a normal post-holiday drop) but 10% above the Q1 average of the past few years. Leon County made up 87% of metro sales.
- Tourist development tax (TDT) collections fell 24% from Q4 (usual seasonal pattern) but were 29% above the recent 5-year Q1 average of $1.73 million.
- TLH Airport passengers rose 7.8% from Q1 2025 and were 28% above the 10-year Q2 average of 184,133, though down 5.3% from last year's Q2 (13,225 fewer passengers).
- Mortgage foreclosures increased by 14 from a total of 54 in Q1 but remain well below the 10-year Q2 average of 101 and have stayed under 90 per quarter since 2019.

Key Takeaways

- Tallahassee's economy looks steady: low unemployment, tight office/industrial space, solid consumer activity, and rising home prices.
- Wages are improving locally but still trail the state average.
- Home prices are climbing, which could strain affordability if wages and housing inventory do not keep pace.

Staff monitors and analyzes these and other indicators to support the implementation of the adopted Economic Development Strategic Plan and to ensure that policymakers, business operators, and the public have the information they need to make informed business decisions.

Options:

1. Accept the August 2025 Quarterly Economic Dashboard Report (Attachment #1).
2. Board direction.

Recommendation:

Option #1

Attachment:

1. August 2025 Quarterly Economic Dashboard

August 2025 Edition

QED
Quarterly Economic Dashboard

OFFICE OF ECONOMIC VITALITY

Indicator* – Most Recent Quarter	Since Last Year	What Does This Mean?
EMPLOYMENT 202,200 (2nd qtr. 2025)	+2.0% Up 3,900 from Q2 2024	MSA **Employment** was down 1.3% from the Q1 2025 average of 204,900. Private sector employment in Q2 2025 increased by 3,500 (2.6%) compared to Q2 2024.
UNEMPLOYMENT CLAIMS 633 (2nd qtr. 2025)	+17.4% 94 more than in Q2 2024	MSA **Initial Claims for Unemployment Compensation** in Q2 2025 were up by 153 (31.9%) from a total of 480 in Q1 2025, and 79% less than the 10-year Q2 average of 3,026 during 2015-2024.
NEW SINGLE-FAMILY CONSTRUCTION PERMITS 158 (2nd qtr. 2025)	+10.5% 15 more than in Q2 2024	**Single-Family Construction Permits** in Leon Co. totaled 158 (City of Tallahassee, 102; Unincorporated Leon Co., 56), up 15 (10.5%) from 143 permits in Q1 2025, and 9.7% lower than the 10-year Q2 average of 175 permits during 2015-2024.
MEDIAN SINGLE-FAMILY HOME SALES PRICE $335,000 (1st qtr. 2025)	+9.8% Up $30K from Q1 2024	MSA **Median Sales Price** was up 3.1% from Q4 2024 and has risen in 12 of the past 20 quarters in the MSA. The 9.8% rise was the highest year-over-year rate of increase since 12.5% in Q4 2022.
TOURIST TAX RECEIPTS $2.24 M (1st qtr. 2025)	+2.4% Up $53K from Q1 2024	MSA **Tourist Development Tax Receipts** decreased by 24% from Q4 2024 (receipts for Q1 were lower than Q4 in 18 of the past 20 years). Receipts were 29% higher than the 5-year Q1 average of $1.73M during 2020-2024.
TALLAHASSEE PASSENGERS 236,089 (2nd qtr. 2025)	-5.3% 13,225 fewer than in Q2 2024	**TLH Passengers** in Q2 2025 were up 7.8% from Q1 2025 and 28% higher than the 10-year Q2 average of 184,133 during 2015-2024.
UNEMPLOYMENT RATE 3.8% (2nd qtr. 2025)	+0.4 pts. Up from 3.4% in Q2 2024	The MSA 3-month average **Unemployment Rate** was up 0.1 points from 3.7% in Q1 2025. The 3-month average Unemployment Rate has been under 4% since Q4 2021.
AVERAGE WEEKLY WAGE $1,225 (4th qtr. 2024)	+0.6% $7 more than in Q4 2023	MSA **Average Weekly Wage** was up 7.3% from Q3 2024, with quarter-to-quarter increases in 14 of the past 20 quarters.
MORTGAGE FORECLOSURES 68 (2nd qtr. 2025)	+13.3% 8 more than in Q2 2024	**Mortgage Foreclosures** in Leon Co. were up by 14 from a total of 54 in Q1 2025. Foreclosures in Q2 2025 were 32% lower than the 10-year Q2 average of 101 during 2015-2024.
OFFICE VACANCY RATE 4.7% (2nd qtr. 2025)	+0.4 pts. Up from 4.3% in Q2 of 2024	MSA **Office Vacancy** was unchanged from 4.7% in Q1 2025, and has been under 6% every quarter since Q1 2020.
INDUSTRIAL VACANCY RATE 3.3% (2nd qtr. 2025)	+0.1 pts. Up from 3.2% in Q2 of 2024	MSA **Industrial Vacancy** was up 0.1 points from 3.2% in Q1 2025, and has been under 4% every quarter since Q1 2018.
LABOR FORCE 208,244 (2nd qtr. 2025)	+1.0% Up 2,033 from Q2 2024	MSA avg. monthly **Labor Force** was down 2,575 (-1.2%) from Q1 2025. Statewide labor force in Q2 2025 was up only 0.2% compared to Q2 2024.
TAXABLE SALES $1.63 B (1st qtr. 2025)	-0.6% Down $9.7M from Q1 2024	MSA **Taxable Sales** in Q1 2025 were down 6.1% from Q4 2024, but 10% higher than the Q1 average of $1.48 B during 2020-2024.

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 -1.3% from the Q1 2025 average of 204,900. Private sector employment in Q2 2025 increased by 3,500 (2.6%) compared to Q2 2024. Month-to-month employment levels have increased in 35 of the past 60 months, with an average gain of approximately 500 per month.
- **Initial Claims for Unemployment Compensation** in Q2 2025 were up by 153 (31.9%) from a total of 480 in Q1 2025, and 79% less than the 10-year Q2 average of 3,026 during 2015-2024. Quarterly claims have been under 700 since Q3 2021.
- **New Single-Family Construction Permits** in Leon Co. totaled 158, up 15 (10.5%) from 143 permits in Q1 2025, and 9.7% lower than the 10-year Q2 average of 175 permits during 2015-2024 The City of Tallahassee accounted for 65% of Q2 2025 permits; unincorporated Leon County, 35%. Total permit value was $45 million, up 12.8% from Q2 2024.
- The Q1 2025 **Median Single-Family Home Sales Price** was up 3.1% from Q4 2024 and has risen in 12 of the past 20 quarters in the MSA. The 9.8% rise in Q2 2025 was the highest year-over-year rate of increase since 12.5% in Q4 2022.
- **Tourist Development Tax Receipts** decreased by 24% from Q4 2024 (receipts for Q1 were lower than Q4 in 18 of the past 20 years). Receipts were 29% higher than the 5-year Q1 average of $1.73M during 2020-2024.
- The volume of **TLH Passengers** in Q2 2025 was up 7.8% from Q1 2025 and 28% higher than the 10-year Q2 average of 184,133 during 2015-2024. Passenger traffic has increased year-over-year in 13 of the past 20 quarters.
- The 3-month average **Unemployment Rate** was up 0.1 points from 3.7% in Q1 2025. The 3-month average Unemployment Rate has been under 4% since Q4 2021.
- The Tallahassee metro area **Average Weekly Wage** was up 7.3% from Q3 2024, with quarter-to-quarter increases in 14 of the past 20 quarters. The Q4 2024 average weekly wage was 87% of the State's average ($1,405).
- Leon County **Mortgage Foreclosures** were up by 14 from a total of 54 in Q1 2025. Foreclosures in Q2 2025 were 32% lower than the 10-year Q2 average of 101 during 2015-2024. Foreclosures have been under 90 per quarter since Q4 2019.
- The **Office Vacancy Rate** was unchanged from 4.7% in Q1 2025, and has been under 6% every quarter since Q1 2020. The **Industrial Vacancy Rate** was up 0.1 points from 3.2% in Q1 2025, and has been under 4% every quarter since Q1 2018.
- The Tallahassee metro area average monthly **Labor Force** was down 2,575 (-1.2%) from Q1 2025. Statewide labor force in Q2 2025 was up only 0.2% compared to Q2 2024.
- **Taxable Sales** in Q1 2025 were down 6.1% from Q4 2024, but 10% higher than the Q1 average of $1.48 B during 2020-2024. Leon County accounted for 87% of metro area taxable sales.

Leon County
Board of County Commissioners

Notes for Agenda Item #23

Leon County Board of County Commissioners

Agenda Item #23

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of a Three-Year Agreement with Choose Tallahassee for Relocation Marketing and Lead Generation

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 Jonathan LaBarre, Senior Tourism Operations Manager Scott Lindeman, Senior Tourism Marketing Director

Statement of Issue:

This item seeks Board approval of a three-year Joint Project Services Agreement with Choose Tallahassee to market Tallahassee–Leon County to visitors and relocation prospects through targeted digital campaigns, relocation guides, and lead generation, effective October 1, 2025, through September 30, 2028.

Fiscal Impact:

This item has a fiscal impact. A total of $60,000 will be funded from County Tourist Development Tax (TDT) revenues over the Agreement term—$15,000 in FY 2026, $20,000 in FY 2027, and $25,000 in FY 2028.

Staff Recommendation:

Option #1: Approve a three-year Joint Project Services Agreement (FY 2026 – FY 2028) with Choose Tallahassee for out-of-market relocation marketing and lead generation (Attachment #1), and authorize the County Administrator to execute the Agreement, and any amendments thereto, in a form to be approved by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval of a three-year Joint Project Services Agreement (JPSA) with Choose Tallahassee to market Tallahassee–Leon County to visitors and relocation prospects through targeted digital campaigns, relocation guides, and lead generation.

Entering into a marketing agreement with Choose Tallahassee advances the following FY 2022 – FY 2026 Bold Goal:

- *Grow the five-year tourism economy to $5 billion. (BG1)*

This particular Bold Goal aligns with the Board's Economy Strategic Priority:

- *(EC4) Grow our tourism economy, its diversity, competitiveness, and economic impact.*

Choose Tallahassee was formed in 2011 after community leaders sought to leverage national recognition of local health care quality to position Tallahassee-Leon County as a retirement destination. On January 24, 2012, the Board approved an initial funding request of $10,000 annually for two years from County Tourism funds (TDT) to support marketing aimed at retirees considering relocation and to encourage exploratory visits to the area. These early efforts established the County's strategic interest in the visitor-to-relocation pipeline.

On December 8, 2015, the Board approved the first JPSA, which formalized roles. At that time, the County Division of Tourism provided administrative support (physical address, phone support, inquiry fulfillment), coordinated marketing through VisitTallahassee.com, and directed agency-placed advertising. The JPSA contemplated a $10,000 annual payment structure and embedded cooperation on public relations, travel-trade shows, and social media to promote Tallahassee-Leon County as a retirement location.

In 2017, Choose Tallahassee reorganized—restructuring its volunteer board, contracting with a marketing firm, and hiring an executive director—prompting revisions to the JPSA. Under the December 12, 2017 revision, Choose Tallahassee assumed full administrative responsibilities (meeting notices/minutes, database management, consumer response, and channel management), while the Division of Tourism shifted to an advisory/collaborative role, including service on the executive committee and marketing committee, and Choose Tallahassee committed to provide annual updates to the Tourist Development Council (TDC).

Beginning in 2018, Choose Tallahassee launched a refreshed campaign that expanded media visibility and lead generation, producing more than 40,000 website visitors and nearly 500 consumer relocation inquiries in the first two years. In FY 2019, with support from Division of Tourism and the Office of Economic Vitality (OEV), the organization broadened its mission beyond retirees to include young professionals, entrepreneurs, creatives, students, and families—reflecting the community's wider value proposition and aligning relocation messaging with talent attraction and entrepreneurship.

In FY 2020, Choose Tallahassee launched a new website focused on health care, education, and quality of life; engaged Blaze Digital Services on a robust marketing/Public Relations plan; and garnered national attention, including Southern Living's recognition as one of the South's "smartest" places to retire. The COVID-19 period further increased relocation interest and calls to the Visitor Information Center about quality-of-life factors. On January 26, 2021, the Board approved a three-year JPSA renewal that formalized Visit Tallahassee branding integration (social channels, website, e-blasts, and five digital relocation guides) and continued the practice of Choose Tallahassee providing written annual reports to the TDC alongside extensive earned-media coverage.

Analysis:

The proposed Agreement continues this performance-based partnership for FY 2026 – FY 2028 (effective October 1, 2025 – September 30, 2028), maintains a total commitment of $60,000 (allocated $15,000 / $20,000 / $25,000 by FY), and conditions each year's funding on both an approved annual marketing plan and a prior-year review of expenditures and performance.

Deliverables remain clear and time-bound. Choose Tallahassee must submit its annual plan within 30 days of each FY start and a year-end expenditures/metrics report within 45 days of FY end. The Agreement requires explicit Visit Tallahassee integration across paid out-of-market media, email, social, web, and relocation guides, with audience targeting focused on:

- Retirees
- Families
- Business Owners/Entrepreneurs
- Incoming College Students
- Recent Graduates

Roles and responsibilities mirror prior agreements while strengthening coordination. The Division of Tourism will provide scheduled funding; promote the partnership through VisitTallahassee.com, public relations, and visitor-information channels; and forward relocation inquiries in a timely manner. The Tourism Director (or designee) serves as Project Manager to convene semiannual coordination meetings, track deliverables, and review invoices and reports before payment. Choose Tallahassee manages its website, social media, and lead-generation efforts; responds to consumer inquiries; and provides the required annual plan, year-end report, and a written annual report for the TDC. The Tourism Director serves ex officio on the Choose Tallahassee Board, and a Division of Tourism staff member serves on the Marketing Committee.

Use of County tourism funds is limited to out-of-market marketing and promotion consistent with §125.0104, Florida Statutes. Allowable costs include paid media that can drive overnight visitation, creative/production, and website enhancements. To protect the County, a claw-back provision requires reimbursement of disallowed costs identified through audit or review, and the Agreement includes standard public-records, termination, indemnification, E-Verify, and civil-rights requirements. Prohibited uses include: general/overhead administrative costs; equipment purchases; in-county-only advertising; hospitality; and lodging for event attendees other than media.

Strategically, the partnership supports the Division of Tourism's digital-forward approach and deepens industry/community engagement while advancing five-year tourism economy goals. Relocation-interested audiences typically conduct multiple multi-day "research" trips before moving; capturing and converting that demand complements Tourism's room-night strategy and aligns with OEV's talent-recruitment and community-branding objectives, continuing a collaboration that has proven successful year-over-year.

Options:

1. Approve a three-year Joint Project Services Agreement (FY 2026 – FY 2028) with Choose Tallahassee for out-of-market relocation marketing and lead generation (Attachment #1), and authorize the County Administrator to execute the Agreement, and any amendments thereto, in a form to be approved by the County Attorney.
2. Do not approve a three-year Joint Project Services Agreement (FY 2026 – FY 2028) with Choose Tallahassee for out-of-market relocation marketing and lead generation.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Proposed Agreement with Choose Tallahassee

JOINT PROJECT SERVICES AGREEMENT

THIS JOINT PROJECT SERVICES AGREEMENT (hereinafter "Agreement") is entered into by and between Leon County, Florida, a charter county and political subdivision of the State of Florida (hereinafter the "County") and Choose Tallahassee, Inc., a 501(c)(3) Not-for-Profit Corporation (hereinafter the "Contractor" or "Choose Tallahassee"), collectively, the "Parties".

RECITALS

WHEREAS, the County and Contractor wish to enter into an agreement that will ensure the creation of a joint partnership for the purposes of promoting Leon County and the City of Tallahassee as a retirement destination and an ideal place to relocate for young professionals, entrepreneurs, creative talent and students; and

WHEREAS, the Leon County Division of Tourism ("Division of Tourism") is charged with leading the Board of County Commissioners' strategic goal of increasing economic development through tourism and whose marketing efforts in fiscal year 2024 helped generate 2.4 million visitors to Leon County, $807 million in direct visitor spending and $1.32 billion in total economic impact; and

WHEREAS, with 11,000 members of the "Baby Boomer" and "Generation-X" generations retiring daily, and thousands of individuals seeking to relocate for business or educational pursuits, represent a tremendous economic, social and civic growth opportunity for the County due to the economic benefits realized; and

WHEREAS, many people looking to relocate will spend time visiting and exploring different locations before making a final decision on relocating; and

WHEREAS, the Board of County Commissioners recognized the direct relationship between those wishing to relocate to the City of Tallahassee and Leon County and the goals of the Division of Tourism, and decided to provide financial support to the Contractor; and

WHEREAS, the Parties recognize that this Joint Project Services Agreement may need to be revised to take into consideration future developments and recommendations; and

WHEREAS, funding support for Choose Tallahassee is included in the Division of Tourism marketing budget and funds are to be expended exclusively for marketing and promotion to increase visitation to Leon County in accordance with § 125.0104, Fla. Stat.

NOW, THEREFORE, in consideration of the following mutual covenants and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which being acknowledged, the Parties do hereby covenant and agree as follows:

1. INCORPORATION OF RECITALS

The Recitals set forth above are hereby incorporated into this Agreement and made a part hereof as if set forth below.

2. EFFECTIVE DATE; TERM; TERMINATION

a. This Agreement shall be effective commencing October 1, 2025, and shall continue until September 30, 2028.

b. Either Party may provide notice to the other of its intent to terminate the Agreement early, though not less than sixty (60) days before the expiration of each fiscal year.

c. This Agreement expires on September 30, 2028, any future relationship would require a new agreement approved by the Board.

3. SCOPE OF SERVICES PROVIDED BY COUNTY

a. Leon County Division of Tourism shall:

1. Provide funding to Choose Tallahassee in the amounts of $15,000 (FY 2025 – 2026), $20,000 (FY 2026 – 2027), and $25,000 (FY 2027 – 2028), each contingent upon the previous year's clear demonstration of positive results. Funding will be disbursed in one installment per fiscal year — (i) upon Division approval of the annual marketing plan and (ii) upon Division review of the previous year expenditures and metrics — and must be spent in compliance with § 125.0104, Fla. Stat.

2. Provide insight, collaboration and technical support on marketing, Public Relations, social media and advertising efforts as appropriate.

3. Upon recommendation of the Director of the Division of Tourism, the County Administrator shall designate a representative of the Division to serve as an ex-officio, non-voting member of the Choose Tallahassee Board of Directors (not counted toward quorum). The ex-officio seat is appointed by, and may be replaced at any time by, the County upon written notice to Choose Tallahassee.

4. Upon recommendation of the Director of the Division of Tourism, the County Administrator shall designate a representative of the Division to serve on the Choose Tallahassee Marketing Committee, and the County may replace its designee at any time upon written notice.

5. Forward all relocation inquiries to Choose Tallahassee in a timely manner.

6. Promote Choose Tallahassee through the Visit Tallahassee website, visitor inquiries, public relations efforts and email.

b. Coordination of Activities:

The Director of the Division of Tourism (or a written designee) shall serve as the "Project Manager" and single point of contact between the Parties. The Project Manager will:

Lead communications and guidance. Convene and document at least bi-annual coordination meetings with Choose Tallahassee to review progress, metrics, expenditures, and upcoming initiatives, while providing ongoing strategic and technical support for marketing, public relations, and promotional efforts funded under this Agreement.

Oversee compliance and approvals. Monitor all monthly/quarterly reporting activities, deliverables, and expenditures for consistency with the approved annual marketing plan and Section 5 (Use of Expenses); issue and track any written deficiency notices; and approve Contractor invoices, reports, or reimbursement requests prior to payment. Payment of any invoice or reimbursement request is expressly conditioned on the Project Manager's written approval. Disapproved submissions may be corrected and resubmitted for further review.

4. RESPONSIBILITIES OF CHOOSE TALLAHASSEE

a. Submit an annual marketing plan — no later than thirty (30) days after the start of each County fiscal year — for Division approval. The plan must detail proposed activities, budgets, timelines, and metrics.

b. Provide all administrative support including telephone and email support, physical address and fulfillment of consumer inquiries.

c. Maintain and manage the Choose Tallahassee website, social media channels and promotional activities including lead generation. Additionally, the Division (aka Visit Tallahassee) will be integrated into Choose Tallahassee's paid out-of-market advertising, email marketing efforts, dedicated social media posts and website page, and Relocation Guides with dedicated content, images and targeted messaging reaching at least five (5) distinct audience segments (Retirees, Families, Business owners/Entrepreneurs, Incoming College Students, Recent Graduates).

d. Maintain a computer database generated by Contractor for promotional activities of persons interested in retiring/relocating to the County (available to the County upon request).

e. Provide formal Division-of-Tourism representation within Choose Tallahassee by (i) accepting the County's representative, chosen as identified in section 3.a.3, to serve as an ex-officio member of the Board of Directors and (ii) forwarding Board meeting minutes to the Division, and (iii) accepting a Division of Tourism staff member, chosen as identified in 3.a.4, to serve on the Choose Tallahassee Marketing Committee.

f. Select its Executive Director and an appointed member of the Choose Tallahassee Board of Directors to act as the liaisons to Division of Tourism.

g. Respond to consumer inquiries from marketing efforts providing information on relocation and the advantages of the quality of life in this area.

h. Provide an annual report to the Tourist Development Council.

i. Submit a year-end report on expenditures and metrics no later than 45 days after the conclusion of the County's fiscal year (September 30).

5. USE OF EXPENSES

a. The following are permissible expenses for the use of the annual tourism funding provided pursuant to this agreement:

1. Promotion marketing and paid advertising/media buys that reach outside of Leon County with the potential to drive overnight visitation. Activities may include digital and social media buys, Graphic design services for ad production and website development and enhancement.

2. Special Event production, marketing, and technical expenses, site fees/costs (rentals, insurance, etc.), non-monetary awards (trophies, plaques, etc.) and travel expenses, including lodging, for media.

b. Unallowable expenses – the following are not allowable expenses:

1. General, overhead and administrative costs, including salaries.

2. Building, remodeling or equipment expenses.

3. Advertising that only reaches Leon County.

4. Hospitality (food and beverage).

5. Lodging expenses for event attendees other than media.

c. **Claw-Back of Disallowed Costs.** If, through audit or other review, the County determines that tourism funds were expended for items outside the permissible uses identified in this Section, Choose Tallahassee shall reimburse the County for the disallowed amount within sixty (60) days of written notice. The County may withhold future disbursements due under § 3 a until full repayment is made. Failure to remit reimbursement within the required period constitutes a material breach subject to the remedies in § 7 (Termination).

6. PUBLIC RECORDS

a. By entering into this Agreement Choose Tallahassee acknowledges and agrees that any records generated, maintained, received, or kept in connection with, or related to this Agreement, and the expenditure of the funds provided through this Agreement, are public records subject to the disclosure requirements of 119.071, Florida Statutes. The Contractor further agrees it shall do the following:

b. Use an accounting system that meets generally accepted accounting principles. Choose Tallahassee shall be required to establish and maintain books, records, and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by the County under this Agreement. This includes the retention of all records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement

for a period of six (6) years after completion of the Agreement. If an audit has been initiated, and audit findings have not been resolved at the end of six (6) year period, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement, at no additional cost to the County. Records shall be retained for longer periods when the retention period required by law exceeds the time frames required by this Agreement.

c. Keep and maintain those records that ordinarily and necessarily would be required by the County in order to perform the Services under this Agreement, hereinafter "public records".

d. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost to the requester that does not exceed the costs provided for in Chapter 119, Florida Statutes, or as otherwise provided by law

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

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

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Kerri L. Post
315 South Calhoun Street, Suite 830
Tallahassee, FL 32301
850-606-2300
postk@leoncountyfl.gov

7. TERMINATION

Leon County may terminate this Agreement without cause by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder or, in the County's opinion, the Work being performed is not satisfactory. In such case, the County may immediately terminate the Agreement effective upon notice of termination to the Contractor.

8. INDEMNIFICATION

The contractor agrees to indemnify, defend and hold harmless the County, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents, arising out of or under this Agreement, including reasonable attorney's fees and costs. The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars ($10.00) of the amount paid to the Contractor is sufficient consideration of the Contractor's indemnification of the County.

9. NOTICE

All notices required hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier or by hand delivery. All notices required under this Agreement shall be given to the Parties at the addresses below or at such other place as the Parties may designate in writing.

Notice to Contractor:	Name:	Emily Proctor Sutton, Executive Director
	Address:	571 Iamonia Farms Road Tallahassee, FL 32312
Notice to the County:	Name:	Kerri L Post, Division of Tourism
	Address:	315 South Calhoun St. Suite 830 Tallahassee, FL 32301

10. CONTRACT MANAGEMENT

The Director of the Division of Tourism shall be, and is hereby authorized as, the representative of the County, responsible for the day-to-day operational management of the provisions of the Agreement, including all matters related to the payment rendered by the Contractor hereunder, unless or until a written notice is provided to the Contractor stating otherwise.

11. MISCELLANEOUS PROVISIONS

a. Status. The Contractor at all times relevant to this Agreement shall be an independent contractor and in no event shall the Contractor nor any employees or subcontractors under it be considered to be employees of the County.

b. Assignments. This Agreement shall not be assigned as a whole or in part to any third Party without the prior express written consent of the County nor shall the Contractor assign any monies due or to become due to it hereunder without the prior written consent of the County.

c. Modifications. This Agreement constitutes the entire understanding of the Parties. Any modifications to this Agreement must be in writing.

d. Waiver. Failure to insist upon strict compliance with any term, covenant or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.

e. Ambiguity. This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.

f. Entire Agreement. This Agreement constitutes the entire Agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Agreement.

g. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.

h. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Venue for all actions arising out of this Agreement shall lie in Leon County, Florida.

i. Public Entity Crime. Pursuant to section 287.133, Florida Statutes, the Contractor hereby certifies that to the best of its knowledge and belief that at the time this Agreement is signed the Contractor has not been convicted of a public entity crime. Upon the written request of the County, the Contractor shall provide the County with a completed public entity crime statement form each year this agreement is in effect. Additionally the Contractor acknowledges that the following restrictions are placed on the ability of persons convicted of a public entity crime to transact business with Leon County: when a person or affiliate has been placed on the convicted vendor list following a conviction for public entity crime, he/she may not submit a bid on a contract to provide any goods or Services to a public entity, may not submit a bid on a contract with a public entity for the construction or the repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for Category two, for a period of 36 months from the date of being placed on the convicted vendor list.

Discriminatory Vendor and Scrutinized Companies Lists; Countries of Concern. Choose Tallahassee represents that it has not been placed on the "discriminatory vendor list" as provided in Section 287.134, Florida Statutes, and that it is not a "scrutinized company" pursuant to Sections 215.473 or 215.4725, Florida Statutes. By entering into this Agreement Choose Tallahassee certifies that it is not a scrutinized company as identified in Section 287.135, Florida Statutes. Pursuant to Section 287.135(3)(b), Florida Statutes, this Agreement may be terminated for convenience by the County if Choose Tallahassee is found to have submitted a false certification as required under Section 287.135(2)(a), or (5), Florida Statutes, has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or has been placed on a list created pursuant to 215.473, Florida Statutes relating to scrutinized active business operations.

j. Unauthorized Alien(s). Choose Tallahassee agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this Agreement. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be grounds for termination of this Agreement by the County.

k. Employment Eligibility Verification. By providing goods and/or services to the County, Choose Tallahassee is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes, includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Choose Tallahassee affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

l. Civil Rights Requirements. Choose Tallahassee shall not discriminate against any employee in the performance of this Agreement or against any applicant for employment because of age, race, religion, color, disability, national origin, or sex. Choose Tallahassee further agrees that all subcontractors or others with whom it arranges to provide Services or benefits to participants or employees in conjunction with any of its programs and activities are not discriminated against because of age, race, religion, color, disability, national origin, or sex. Choose Tallahassee shall conduct its funded activities in such a manner as to provide for non-discrimination and full equality of opportunity regardless of race, color, religion, national origin, sex, age, handicap, marital status, political affiliation, or beliefs. Therefore, Choose Tallahassee agrees to comply with Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the American Disabilities Act of 1990, and the Florida Civil Rights Act of 1992.

m. Preventing Human Trafficking. Choose Tallahassee agrees that it does not use coercion for labor or services as each term is defined in 787.06, Florida Statutes, and, under penalty of perjury, has attested to such statement through the execution and submittal of a notarized affidavit, which is incorporated herein as Exhibit A. In the event of each and every renewal or extension of this Agreement a new Exhibit A shall be executed, notarized and submitted to the County.

n. Severability. It is intended that each Section of this Agreement shall be viewed as separate and divisible, and in the event that any Section, or part thereof of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, that this Agreement, including all of the remaining Sections, shall remain in full force and effect.

o. Force Majeure. If either Party is prevented from or delayed from performing any obligations under this Agreement by circumstances beyond its control, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, the Party shall be excused from performance to the extent and only to the extent, that such performance is affected by a "Force Majeure Event". "Force Majeure Event" shall include, but not be limited to fires, hurricanes, severe weather, floods, pandemics, epidemics, quarantines, war, civil disturbances, acts of terrorism, strike or lockout, acts of God, or any laws, rules, regulations, orders, or acts of any local, state, or federal government. The party claiming Force Majeure shall promptly notify the other party in writing upon learning of the existence of a Force Majeure Event, and when the Force Majeure Event has terminated. Notwithstanding anything in this Agreement to the contrary, the term "Force Majeure" does not include or excuse performance under this Agreement for events relating to increased costs or expenses associated with carrying out the Party's obligations under this Agreement.

p. Survival of Obligations. Cancellation, expiration, or earlier termination of this Agreement shall not relieve the Parties of obligations that by their nature should survive such cancellation, expiration, or termination.

q. Sovereign Immunity. Nothing herein shall be construed as a waiver of any rights and privileges afforded the County, as a political subdivision of the State of Florida, under section 768.28, Florida Statutes, as amended.

r. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.

LEON COUNTY, FLORIDA

By: _____

Vincent S. Long, Leon County Administrator

Date: _____

CHOOSE TALLAHASSEE, INC

By: _____

Emily Proctor Sutton, Executive Director

Date: _____

APPROVED AS TO LEGAL SUFFICIENCY:

Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____

Emily J. Norton, Deputy County Attorney

ATTEST:

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

By: _____

Exhibit A – AGAINST HUMAN TRAFFICKING

AFFIDAVIT IN COMPLIANCE WITH ANTI HUMAN TRAFFICKING LAWS

In accordance with Section 787.06(13), Florida Statutes, the undersigned, on behalf of the entity listed below ("Entity"), being duly sworn, hereby attests under penalty of perjury that:

1. I am over eighteen years of age. The following information is given from my own personal knowledge.
2. I am an officer or representative of the Entity.
3. The Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement in this declaration may subject me to criminal penalties.
5. I am authorized to provide this affidavit on behalf of the Entity.

FURTHER AFFIANT SAYETH NOT.

_____
SIGNATURE OF AFFIANT

Affiant's Name:_____

Title:_____

Entity:_____

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of [____] physical presence or [____] online notarization, this _____ day of _____, 20_____, by _____ (Affiant's Name).

_____
(Signature of Notary Public)
(Print, Type, or Stamp Commissioned Name of Notary and Affix Notary Seal)

[___] Who is personally known to me, or
[___] Who produced identification; Type of identification produced:_____

Leon County
Board of County Commissioners

Notes for Agenda Item #24

Leon County Board of County Commissioners

Agenda Item #24

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Leon County 2025 Annual Report

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator
Lead Staff / Project Team:	Mathieu Cavell, Director, Community Relations and Resilience Kianna Gilley, Public Information & Communications Manager Elizabeth Loeffelman, Senior Public Information Strategist

Statement of Issue:

This item serves to present the County Administrator's 2025 Annual Report pursuant to Policy No. 11-6 and Section 125.85(1), Florida Statutes.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the 2025 Leon County Annual Report.

Report and Discussion

Background:

This item presents the Leon County 2025 Annual Report. Policy No. 11-6, "County Administrator Performance Evaluation and Annual Reporting Process" (Policy), requires the County Administrator to prepare an annual report, which provides a detailed analysis, summarizing the state of the County, based upon the prior fiscal year, and present the report for acceptance by the Board at a regularly scheduled Board meeting in September of each year. Additionally, the Policy requires presentation of the annual report to at least two community meetings conducted outside of the Courthouse, and publication of a summary of the annual report in a newspaper of general circulation.

The reporting requirements set forth in the Policy are consistent with Section 125.85(1), Florida Statutes, to "Report annually, or more often if necessary, to the board of commissioners and to the citizens on the state of the county, the work of the previous year, recommendations for action or programs for improvement of the county, and the welfare of its residents."

Analysis:

Consistent with the Policy, the County Administrator has prepared the 2025 Leon County Annual Report. The County's 80-plus-page, full-color Annual Report is a comprehensive accounting of how Leon County continues to deliver on the Board of County Commissioners' highest priorities—investing in infrastructure, creating places for people to thrive, and advancing innovation through co-creation—while setting the standard with award-winning performance and fiscal stewardship. It documents significant progress across all County work areas and programs, demonstrates alignment with the County's Strategic Plan at every level, and clearly communicates to the public the value and impact of Leon County Government and the County's high-quality essential services citizens rely on every day. The annual report will be distributed during the Board meeting on September 15, 2025, and a brief presentation has been prepared for the meeting.

Additionally, consistent with the Policy, the County Administrator will present the annual report at two meetings outside of the Courthouse, and a summary of the annual report will be published in a newspaper of general circulation.

Options:

1. Accept the 2025 Leon County Annual Report.
2. Do not accept the 2025 Leon County Annual Report.
3. Board direction.

Recommendation:

Option #1

Leon County
Board of County Commissioners

Notes for Agenda Item #25

Leon County Board of County Commissioners

Agenda Item #25

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Chasity H. O'Steen, County Attorney

Title: Status Report on the City of Ocala Fire Service Fee Lawsuit, *Discount Sleep of Ocala, LLC v. City of Ocala*, 300 So. 3d 316 (Fla. 5th DCA 2020)

Review and Approval:	Chasity H. O'Steen, County Attorney
Department / Division Review:	Chasity H. O'Steen, County Attorney
Lead Staff / Project Team:	Chasity H. O'Steen, County Attorney

Statement of Issue:

As requested at the July 8, 2025 meeting, this item provides the Board with a status report on the City of Ocala fire service fee lawsuit, *Discount Sleep of Ocala, LLC v. City of Ocala*, 300 So. 3d 316 (Fla. 5th DCA 2020).

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on the City of Ocala fire service fee lawsuit.

Report and Discussion

Background:

As requested at the July 8, 2025 meeting, this item provides the Board with a status report on the City of Ocala fire service fee lawsuit, *Discount Sleep of Ocala, LLC v. City of Ocala*, 300 So. 3d 316 (Fla. 5th DCA 2020).

Analysis:

Between 2006 and 2010, the City of Ocala (Ocala) enacted several ordinances that established, repealed, and then re-established a fire service fee intended to offset a portion of the general operating costs of Ocala's fire department. In *Discount Sleep of Ocala, LLC v. City of Ocala*, 300 So. 3d 316 (Fla. 5th DCA 2020), a group (Challengers) brought a class action lawsuit against the City of Ocala, challenging the city's fire service user fee as an unconstitutional tax. Initially, the circuit court granted Ocala's motion to dismiss based on a statute of limitations argument, but the appellate court reversed. On remand, the circuit court denied class certification. On appeal for a second time, the Fifth District Court of Appeal (District Court) reversed again. After a bench trial, the circuit court entered final judgment in favor of Ocala, concluding that Ocala's fire service fee was not a tax, but a valid user fee and that the Challengers' cause of action was barred by the statute of limitations. On appeal for the third time, the District Court reversed and remanded the case. The substantive holdings in the third and final appeal are summarized below.

First, the District Court noted that local governments may only levy taxes other than ad valorem taxes when authorized by general law; however, local governments do possess the authority to impose special assessments and user fees. Special assessments and user fees must satisfy different legal requirements to be valid.

User fees are paid in exchange for the right to use a government-provided service or instrumentality. Unlike a tax, a valid user fee must satisfy the following three requirements:

- Is charged in exchange for a particular governmental service;
- The service benefits the party paying the fee in a manner not shared by other members of society; and
- Is paid by choice, and the party paying the fee has the option of not utilizing the governmental service and thereby avoiding the charge.

The District Court concluded that Ocala's fire service fee failed the first requirement, which requires that the amount paid for a service must bear a reasonable relationship to the value of the goods or services provided and the benefit received. The Challengers argued, and the District Court agreed, that Ocala's fee failed because it was not charged in exchange for fire service. Instead, Ocala provided fire response services within the city regardless of whether the fee had been paid; the fee was not specifically authorized by statute; and, the fee was used to provide a service typically funded from ad valorem taxes or, perhaps, a special assessment.

The fire service fee met the second requirement. The District Court agreed with the trial court that the fire service fee benefitted class members in a way not shared by those who did not pay the fee, including by protecting the lives of the class members and other occupants of developed property and by preventing the spread of fires to adjoining property.

The District Court concluded that the fire service fee failed the third requirement because the Challengers could not refuse the fire department's services, and the fire service fee appeared on the Challengers' utility bill along with charges for water, sewer, and electric services. If a Challenger failed to pay the fire service fee, Ocala would disconnect that person's utility service – water, sewer, and electric. Ocala's ordinance also provided that unpaid fire service charges constituted a lien on the property to which the service was provided, and the lien was then treated as a special assessment lien against the real property. For these reasons, the District Court held that disconnecting from Ocala's utility services to avoid the fire service fee was an illusory choice at best. The District Court further stated that bundling the fire service fee with water, sewer, and electric charges was coercive and deprived the payor of a free choice, likening the arrangement in that case to "economic coercion." The District Court also rejected the argument that people could move outside of the city limits to avoid paying the fire service fee as a real choice.

Because the Ocala fire service charge failed the first and third requirements to constitute a valid user fee, the Fifth District reversed the final judgment in favor of Ocala, declared Ocala's fire service fee to be an unconstitutional tax, and remanded the case to the circuit court for the establishment of a common fund to refund the illegally collected fees.

Options:

1. Accept the status report on the City of Ocala fire service fee lawsuit.
2. Do not accept the status report on the City of Ocala fire service fee lawsuit.
3. Board direction.

Recommendation:

Option #1

Leon County
Board of County Commissioners

Notes for Agenda Item #26

Leon County Board of County Commissioners

Agenda Item #26

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Appointments to the Leon County Citizen Charter Review Committee, Preliminary Committee Bylaws, and Analysis on Potential Charter Amendment Topics

Review and Approval:	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
Department / Division Review:	Ken Morris, Assistant County Administrator
Lead Staff / Project Team:	Nicki Hatch, Assistant to the County Administrator for Legislative and Strategic Initiatives Chandika Basdeo, Special Projects Coordinator

Statement of Issue:

This item seeks Board appointments to the Leon County Citizen Charter Review Committee (CCRC) and consideration of preliminary CCRC Bylaws. In addition, as requested at the July 8, 2025 meeting, this item provides legal analysis on issues proposed by the Board to determine whether to advance for consideration by the CCRC.

The CCRC will convene on October 23, 2025, to review the Leon County Charter and propose recommended amendments or revisions to the Board of County Commissioners for placement on the 2026 general election ballot. The CCRC is scheduled to meet biweekly on Thursdays in the Leon County Library until February 19, 2026 (120 days).

Fiscal Impact:

This item has a fiscal impact. Increasing the CCRC to 21 members requires the relocation of CCRC meetings from the Commission Chambers to the Leon County Library and requires an estimated $90,000 in associated costs to facilitate and broadcast meetings. Funding is available in the FY 2026 Tentative Budget to support the additional resource needs for the CCRC.

Staff Recommendation:

Option #1: Appoint three members by each Commissioner to the Leon County Citizen Charter Review Committee (CCRC).

Option #2: Approve the preliminary CCRC Bylaws to be presented to the CCRC for adoption at its first meeting on October 23, 2025 (Attachment #1).

Option #3: Provide direction to staff on potential charter amendment issues to be advanced to the CCRC for further consideration.

Report and Discussion

Background:

At its July 8, 2025 meeting, the Board received an overview of the proposed charter review process and provided options and recommendations regarding the establishment of a CCRC. At that time, the Board directed staff to prepare an agenda item for the Board's appointment of a 21-member Citizen Charter Review Committee (three appointments per Commissioner), seven more members than the initial recommendation, and consideration of preliminary CCRC Bylaws (Attachment #1). The CCRC will convene on October 23, 2025, to review the Leon County Charter and propose recommended amendments or revisions to the Board of County Commissioners for placement on the 2026 general election ballot. The CCRC is scheduled to meet biweekly on Thursdays in the Leon County Library until February 19, 2026 (120 days).

In addition, the Board requested legal analysis on the following seven issues to determine whether to advance these issues for consideration by the CCRC:

1. Creation of a Citizen Utility Review Board.
2. Establishment of an exclusive method of municipal annexation in the County Charter whereby the County can propose the annexation of unincorporated property into the City of Tallahassee (City).
3. Annexation of all unincorporated property inside Capital Circle into the City.
4. Provide that County ordinances supersede City ordinances.
5. Empower citizens in the unincorporated area of the County who pay for City utilities and fire services to be able to vote in City elections.
6. Creation of a Utility Authority in which the County has seats on the Authority since citizens in the unincorporated area cannot vote in City elections and pay a 50% utility service surcharge.
7. Clean up outdated references to statutes related to the establishment of a county charter.

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

- *Establish a Citizen Charter Review Committee to review the County's Home Rule Charter and propose any amendments or revisions ahead of the 2026 General Election. (2025-101)*

This particular Strategic Initiative aligns with the Board's Governance Strategic Priority:

- *(G1) Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service.*

This item requests the Board's appointments to the Leon County CCRC and presents draft committee bylaws for consideration. This item also seeks Board direction on the issues proposed by the Board for consideration by the CCRC.

Analysis:

Committee Appointments

Purpose: The Leon County Charter requires that a Citizen Charter Review Committee be appointed by the Board every eight years, at least 12 months before the general election, to review the County's Home Rule Charter and propose any amendments or revisions for placement on the general election ballot.

Composition: As directed by the Board at the July 8, 2025 meeting, the CCRC will consist of 21 appointees, with three appointments per Commissioner. Each Commissioner has the opportunity to appoint three people to the CCRC.

Preliminary Committee Bylaws

As part of the establishment of the Leon County Citizen Charter Review Committee, preliminary bylaws are proposed for the Board's considerations to guide and support the efforts of the CCRC. Upon Board approval, the preliminary bylaws will be presented to the CCRC for consideration at its first meeting. At that time, the CCRC Bylaws may be amended by 2/3 vote of the Committee's membership.

As reflected in Attachment #1, the preliminary CCRC Bylaws set forth the duties, terms, and meeting structure of the CCRC, as outlined below:

- Applicable Florida Laws and Board Policies
- Officers and Duties
- Term of Members
- Attendance and Replacement of Members
- Meetings
- Deliberations
- Policy on Publicity
- Amendments to Bylaws

The CCRC is subject to the State's Sunshine Laws and Section 286.011, Florida Statutes. The CCRC meetings will be noticed and open to the public, and all CCRC records, including the approved Bylaws, will be made available on the County website. All CCRC meetings will also be broadcast on the County's Comcast Channel 16 and the County website.

Issues Requested by the Board for Potential Consideration by the CCRC

At its July 8, 2025 meeting, the Board requested legal analysis on the following seven issues for additional consideration to advance to the CCRC and amend the Leon County Charter.

1. Creation of a Citizen Utility Review Board.
2. Establishment of an exclusive method of municipal annexation in the County Charter whereby the County can propose the annexation of unincorporated property into the City of Tallahassee (City).
3. Annexation of all unincorporated property inside Capital Circle into the City.
4. Provide that County ordinances supersede City ordinances.
5. Empower citizens in the unincorporated area of the County who pay for City utilities and fire services to be able to vote in City elections.
6. Creation of a Utility Authority in which the County has seats on the Authority since citizens in the unincorporated area cannot vote in City elections and pay a 50% utility service surcharge.
7. Clean up outdated references to statutes related to the establishment of a county charter.

The following provides an analysis for each requested issue, along with information regarding the County's authority, and limits on such authority, for the Board to determine whether to advance these issues for consideration by the CCRC. The Board also has the discretion to independently place charter amendments on the ballot by supermajority vote.

Leon County, Florida – Authority and Limits on Such Authority:

As a charter county, the County's authority is derived from Article VIII, Section 1(g) of the Florida Constitution (Constitution). That provision, titled "CHARTER GOVERNMENT.", states:

> Counties operating under county charters shall have all powers of local self-government not inconsistent with general or special law, or with special law approved by vote of the electors. The governing body of a county operating under a charter may enact county ordinances not inconsistent with general law. The charter shall provide which shall prevail in the event of conflict between county and municipal ordinances.

This grant of authority is broad, but there are certain limitations. Fundamentally, the County must comply with all constitutional and statutory constraints. The County cannot adopt an ordinance or otherwise act in conflict with federal or state law. The federal government and state legislature have also preempted certain matters, whether expressly or impliedly, and the County cannot adopt ordinances to regulate those areas.

Sec. 1.1 of the Charter, itself, recognizes the limits of the County's authority: "The County shall have all powers of self-government not inconsistent with general law, with special law approved by vote of the electors, or with this Charter. The County shall have all county and municipal powers of self-government granted now or in the future by the Constitution and laws of the State of Florida."

1. **Creation of a Citizen Utility Review Board:** The Board has asked whether the CCRC may consider the amendment of the Charter to create a Citizen Utility Review Board. In summary, the ability to create a Citizen Utility Review Board is limited by broad municipal authority and existing statutes that govern the authority to construct and operate water, wastewater, electric, and other utilities.

   The County has the authority to create a Utility Review Board by charter, but such authority would not have the ability to regulate the City's utility or provide services within the City boundaries unless the City agreed. The County cannot by charter create a Utility Review Board that controls or otherwise regulates the City's utilities. The County also lacks the authority to compel or otherwise force the City to join a Utility Review Board and cede control or authority to such authority.

   The City has its own broad grant of constitutional authority. Article VIII, Section 2(b) of the Constitution, titled "POWERS", grants to municipalities the governmental, corporate, and proprietary powers necessary to enable them to conduct municipal government, perform municipal functions, and render municipal services. Under this provision, municipalities may exercise any power for municipal powers except as otherwise provided by law. Citing Article VIII, Section 2(b) of the Constitution, Section 166.021, Florida Statutes (F.S.), acknowledges a municipality's broad authority while also identifying certain limitations, including any subject expressly preempted to state or county government by the Constitution or by general law, and any subject preempted to a county pursuant to a county charter adopted under the Constitution.

   Chapter 180, F.S., authorizes municipalities to construct and operate water, sewer, and other utility systems, both within and outside their boundaries. Section 180.13, F.S., specifically and expressly authorizes the city council or other governing body of a municipality to create a separate board or designate certain city officers to supervise and control the operations of its utilities and make all necessary rules or regulations governing the use, control, and operation of such utilities, subject to the approval of the city council. This statute also authorizes the city council to establish rates or charges for the use of the utility by those who receive utility service.

   A municipal electric utility, such as the utility operated by the City, and a rural electric cooperative, such as Talquin Electric Cooperative, Inc., operate under Chapter 366, F.S., which grants these entities the authority to control and operate those utilities and to establish just and equitable rates, establish service policies, approve budgets and capital improvements, and other matters. Such utilities are typically governed by the city commission or a utility board established by the city or electric cooperative. Under this statutory scheme, the Florida Public Service Commission exercises limited jurisdiction over such entities related to the resolution of territorial disputes and coordination of grid reliability and interconnection issues.

Based upon the City's broad constitutional and legislative authority to own and operate utilities as referenced above, the Board may create by charter revision a Citizen Utility Review Board but it will have no oversight or control over City utilities because of the existing statutory framework for the ownership, administration, and regulation of utilities pursuant to Chapters 180 and 366, F.S. Under the current statutory scheme, the Board would be prohibited from adopting a charter amendment in conflict with, or that is preempted by, the provisions in Chapters 180 and 366, F.S. The Charter amendment would not force the City to participate in the Citizen Utility Review Board or otherwise acknowledge any of its findings or otherwise take any action.

2. **Establish an exclusive method of municipal annexation in the Charter whereby the County can propose the annexation of unincorporated property into the City:** The Board has also asked whether the County can establish an exclusive method of municipal annexation into the Charter whereby the County can propose the annexation of unincorporated property into the City. In short, the County may establish an exclusive method for voluntary annexations to be placed in the Charter, but the County cannot provide an exclusive method for involuntary annexations in the Charter. There is no such statutory authority for counties to provide for an involuntary method of annexation by charter. In fact, any proposed annexations of property without owner consent must follow the uniform statutory method for involuntary annexations. Leon County is preempted from establishing an exclusive method for involuntary annexations by charter. However, as authorized by Florida Statutes and required by the Leon County/City of Tallahassee Comprehensive Plan, the County and City have an interlocal agreement providing the procedures for voluntary annexation in Leon County.

   Municipal Boundaries and Annexations, Generally: Municipalities are established by special acts of the Florida Legislature. Additionally, the Legislature can amend the boundaries of municipalities by special act.[1] The expansion of municipal boundaries, known as annexation, is governed by Article VIII, Section 2 of the Constitution, and the legislative delegation of authority as provided in the Municipal Annexation or Contraction Act, Sections 171.011-.094, F.S. (Act).

   Article VIII, Section 2 of the Constitution provides:

   > (c) ANNEXATION. Municipal annexation of unincorporated territory, merger of municipalities and exercise of extra-territorial power by municipalities shall be provided by general or special law.

   The Act was enacted in 1974 with the purpose of establishing procedures for adjusting municipal boundaries to (1) ensure sound urban development and accommodation to growth, (2) provide uniform legislative statewide standards to annexation, (3) ensure the efficient provision of urban services to areas that become urban in character, and (4) ensure that areas are not annexed unless municipal services can be provided to those areas.

[1] See North Ridge General Hospital, Inc. v. City of Oakland Park, 374 So. 2d 461 (Fla. 1979).

The Act requires that areas to be annexed meet certain characteristics to be eligible for annexation. If an area is deemed eligible for annexation into a municipality, the Act creates a uniform method of annexation by:

- voluntary annexation where land is annexed upon request of 100% of the underlying property owners, or
- involuntary annexation where a portion of land is proposed for annexation without consent of the underlying property owners; with the exception of certain enclaves as defined by statute, this process requires a referendum of the voters within the area to be annexed.

Section 171.044(4), F.S., provides that the uniform method for voluntary annexation procedures does not apply "to a municipality in counties with charters which provide for an exclusive method of municipal annexation." Florida courts have clarified that this provision authorizes counties to devise their own methods of voluntary municipal annexation, so long as the annexation considered is indeed a voluntary annexation, the exclusive method is made a part of the county's charter and approved by the voters, and the exclusive method is contained in the charter itself and does not direct the county to create such procedure via separate ordinance.

Other jurisdictions have successfully proposed exclusive methods for voluntary annexation in their charters. For example, Orange County amended its charter in 2024 establishing a rural area and boundary which requires a supermajority vote of its board to approve voluntary annexations or increases to the allowable density or intensity within the rural areas. The charter amendment was intended to control municipal expansion into its rural areas by requiring a higher voting threshold for approval by the Orange County Commission.

By contrast, Section 171.0413, F.S., dictates the process for involuntary annexations and states:

> (4) Except as otherwise provided in this law, the annexation procedure as set forth in this section shall constitute a uniform method for adoption of an ordinance of annexation by the governing body of any municipality in this state, and all existing provisions of special laws which establish municipal annexation procedures are repealed hereby; except that any provision or provisions of special law or laws which prohibit annexation of territory that is separated from the annexing municipality by a body of water or watercourse shall not be repealed.

Local annexations by the City are also governed by the City and County Interlocal Agreement Annexation Procedures (Interlocal Agreement), as required by the City-County Comprehensive Plan. This Interlocal Agreement with the City for annexation procedures has an indefinite term and may only be terminated by "mutual consent of both parties." Therefore, any charter amendment seeking to create an exclusive method for voluntary annexations would still be subject to the terms of the Interlocal Agreement.

In summary, unlike the statutory method for charter counties to provide for a uniform method for voluntary annexations, there is no such statutory authority for counties to provide for an involuntary method of annexation by charter. The County is preempted from establishing an exclusive method for involuntary annexations by charter.

3. **Annexation of all unincorporated properties inside Capital Circle into the City:** The Board inquired whether the CCRC can consider a charter provision that incorporates all unincorporated property inside Capital Circle to be within the City limits. As explained below, the County is preempted from adjusting municipal boundaries by charter amendment. As mentioned previously, in addition to state law, local annexations by the City are also governed by the Interlocal Agreement.

   Article VIII, Section 2 of the Constitution provides:

   > (c) ANNEXATION. Municipal annexation of unincorporated territory, merger of municipalities and exercise of extra-territorial power by municipalities shall be provided by general or special law.

   The Act was enacted in 1974 with the purpose of establishing procedures for adjusting municipal boundaries to (1) ensure sound urban development and accommodation to growth, (2) provide uniform legislative statewide standards to annexation, (3) ensure the efficient provision of urban services to areas that become urban in character, and (4) ensure that areas are not annexed unless municipal services can be provided to those areas.

   The Act requires that areas to be annexed meet certain characteristics to be eligible for annexation. If an area is deemed eligible for annexation into a municipality, the Act creates a uniform method of annexation by:

   - voluntary annexation where land is annexed upon request of 100% of the underlying property owners, or
   - involuntary annexation where a portion of land is proposed for annexation without consent of the underlying property owners; with the exception of certain enclaves as defined by statute, this process requires a referendum of the voters within the area to be annexed.

   As discussed previously, municipal boundaries are created and expanded by special act of the Legislature, except as authorized by general or special law. As an alternative to a special act, the Florida Legislature has provided limited authorizations for annexation by municipalities by adopting the Act. Except as authorized by the Act, a county or municipality is preempted from amending the municipal boundaries or creating additional methods for annexation of unincorporated areas into the City limits.[2] Florida provides the uniform process for involuntary annexation, and there is otherwise no statutory authority for a county to adjust municipal boundaries by operation of a charter amendment; therefore, the County is preempted from doing so.

[2] SCA Services of Florida, Inc. v. City of Tallahassee, 418 So. 2d 1148, 1150 (Fla. 1st DCA, 1982).

4. **Provide that County ordinances supersede City ordinances:** The Board asked whether the Charter may be amended to provide for County ordinances to supersede City ordinances. In short, yes unless there is a state law that provides for a municipal ordinance to prevail in the event of conflict with a county ordinance.

   As referenced previously, Article III, Section 1(g) of the Constitution provides that counties operating under charters shall have all powers of self-government not inconsistent with general law or with special law approved by the voter of the electors. This constitutional provision also requires that the charter provide for whether county or municipal ordinances prevail when such ordinances conflict. The Leon County Charter currently provides that City ordinances prevail in the event of any conflict, except regarding minimum environmental standards. Specifically, Sec. 1-6(1) of the Charter, titled "Relation to municipal ordinances.", currently provides that:

   > municipal ordinances shall prevail over County ordinances to the extent of any conflict within the boundaries of the municipality. To the extent that a county ordinance and a municipal ordinance shall cover the same subject without conflict, then both the municipal ordinance and the county ordinance shall be effective, each being deemed supplemental to the other.

   However, Sec. 1.6(2) of the Charter, titled "Minimum Environmental Regulations", prohibits the City from establishing environmental standards, procedures, requirements, and regulations in the City that do not meet or exceed the environmental standards, procedures, requirements, and regulations established by the County.

   Among the 20 charter counties in Florida, Leon County is among the ten charter counties which provide for City ordinances to prevail except in certain matters. For Leon County, the current exception is minimum environmental standards. Other county charters include exceptions for the regulation of adult entertainment, the hours of sale for alcohol purchases, and elements of the comprehensive plan. Nine charter counties provide that City ordinances shall prevail in the event of any conflict without exception. Duval County, as a consolidated government, does not reference county and municipal ordinance conflicts.

   Based upon the foregoing authority, the Charter may be amended to provide that County ordinances prevail when there is a conflict with City ordinances, except when a state law provides that a municipal ordinance prevails in the event of a conflict with a county ordinance. In other words, the Board may pursue a charter amendment for all County ordinances to supersede City ordinances when there is a conflict or a charter amendment narrowly tailored to supersede City ordinances on specific issues similar to the existing minimum environmental standards Code provision.

5. **Empower citizens in the unincorporated area of the County who pay for City utilities and fire services to be able to vote in City elections:** The Board has asked whether the Charter may be amended to empower citizens in the unincorporated area of the County who pay for City utilities and fire services to be able to vote in City elections. In short, no because Florida law provides when and where people may vote, and any Charter provision would be preempted.

Article VI, Section 6 of the Florida Constitution, titled "Municipal and district elections.", requires that registration and elections in municipalities shall be provided by law. Florida has a robust Election Code, Chapters 97 – 106 of the Florida Statutes, titled "The Florida Election Code" (Code), and all matters set forth in the Code are preempted to the state, except as otherwise specifically authorized by state or federal law. Further, section 97.0115 is clear that "[t]he conduct of municipal elections is governed by section 100.3605, Florida Statutes."

Section 100.3605(1), F.S., titled "Conduct of municipal elections", provides that the Code

> shall govern the conduct of a municipality's election in the absence of an applicable special act, charter, or ordinance provision. No charter or ordinance provision shall be adopted which conflicts with or exempts a municipality from any provision in the Florida Election code that expressly applies to municipalities.

Provisions of Chapter 101, F.S., also address who may vote in municipal elections. Express language in section 101.002(3), F.S., provides that "[a]ny person who is a duly registered elector pursuant to this code and who resides within the boundaries of a municipality is qualified to participate in all municipal elections, the provisions of special acts or local charters notwithstanding." In essence, the language is clear that a person must reside within the City to vote in City elections, even if the Charter says otherwise. Finally, pursuant to section 101.045(1), a person may only vote in an election precinct or district where the person has his or her legal residence and in which the person is registered.

Additionally, even if the above-referenced statutory provisions did not preclude citizens in the unincorporated area who pay for City utilities and fire services from being able to vote in City elections, there are other requirements that must be met, including citizenship, residency, age, and registration. People who have been convicted of certain felony convictions are ineligible to vote unless their voting rights have been restored, and people who have been adjudicated mentally incapacitated with respect to voting are ineligible unless the right to vote has been restored.

With regard to fire services, it is also worth noting that the City provides services to citizens in the unincorporated area by interlocal agreement with the County. That agreement governs the terms and conditions of service, just like the other interlocal agreements the County has entered into with other government entities for services. In addition, in a separate agenda item on the Board's September 15th meeting agenda is a proposed Ordinance that would eliminate the City's ability to collect fire services assessments in the unincorporated area through a monthly utility bill.

Based upon the foregoing authority, the County is preempted from amending the Charter to empower citizens in the unincorporated area of the County who pay for City utilities and fire services to be able to vote in City elections.

6. **Creation of a Utility Authority in which the County has seats on the Authority since citizens in the unincorporated area cannot vote in City elections and pay a 50% utility service surcharge:** As stated in response to Issue #1, the County has the authority to create a Utility Authority by charter, but such authority would not have the ability to regulate the City's utility or provide services within the City boundaries unless the City agreed. Much of the analysis provided in response to the first topic is applicable here.

   Though the County has broad powers under Article III, Section 1(g) of the Constitution, the City has broad authority under Article VIII, Section 2(b) of the Constitution as well. Moreover, under the existing statutory framework for the ownership, administration, and regulation of utilities pursuant to Chapters 180 and 366, F.S., the Board would be prohibited from adopting a charter amendment in conflict with, or that is preempted by, those state laws. In summary, the County cannot by charter create a Utility Authority that controls or otherwise regulates the City's utilities. The County also lacks the authority to compel or otherwise force the City to join a Utility Authority and cede control or authority to such authority.

   An independent special district could be created by special act of the Legislature to perform the functions of a Utility Authority. Alternatively, the City and County could mutually agree to create a Utility Authority as a separate legal entity pursuant to Section 163.01, F.S., which is sometimes referred to as the "Florida Interlocal Cooperation Act of 1969."

7. **Clean up outdated references to statutes related to the establishment of a county charter:** The Leon County Charter describes the processes to amend the Charter including the required establishment of the CCRC every eight years, that the CCRC shall be appointed by the Board at least 12 months before the general election, and that charter amendments shall be placed on the general election ballot to be approved by voters. These steps are specifically described in the Charter along with references to Florida Statutes which conflict with the County's charter review process, including the deadline for the CCRC to transmit proposed amendments to the Board, the amount of time available for the Board to deliberate and possibly modify CCRC recommendations, and whether the Board must call a special election (rather than placing the amendments on the general election ballot) for voters to consider charter amendments recommended by the CCRC. The Board may wish to have the CCRC review these conflicts and consider a charter amendment to resolve these issues.

   The statutes cited in the Charter present timing conflicts because they pertain to the duties of a charter commission for the initial establishment of a county charter and require the Board to act within certain time frames, which are inconsistent with provisions in the Leon County Charter specific to the charter review process. In response to these conflicting timelines and to position the County to place amendments on the 2026 general election ballot, on July 8, 2025, the Board approved a bifurcated schedule for the charter review process whereby the CCRC will meet for 120 days and provide an update to the Board in March 2026, but the CCRC cannot formally conduct public hearings and transmit its final report to the Board until summer 2026, requiring the Board to convene in August to

formally consider placing proposed charter amendments on the November 3, 2026, general election ballot. To prevent these timing issues during future CCRCs, the Board may wish to have the 2025-2026 CCRC consider an amendment to remove statutory references that conflict with the timeline requirements of the CCRC.

Options:

1. Appoint three members by each Commissioner to the Leon County Citizen Charter Review Committee (CCRC).
2. Approve the preliminary CCRC Bylaws to be presented to the CCRC for adoption at its first meeting on October 23, 2025 (Attachment #1).
3. Provide direction to staff on potential charter amendment issues to be advanced to the CCRC for further consideration.

Recommendation:

Options #1 and #2, and Board direction on Option #3

Attachment:

1. Preliminary CCRC Bylaws

BYLAWS OF THE LEON COUNTY CITIZEN CHARTER REVIEW COMMITTEE

In order to govern its function and operation in a manner consistent with the Home Rule Charter of Leon County, Florida, approved by the electorate of Leon County on the 5th day of November 2002 and subsequently amended on the 2nd day of November 2010 and on the 6th day of November 2018, the Leon County Citizens Charter Review Committee (hereinafter "Committee") hereby adopts the following Bylaws.

It shall be the duty of the Committee to carry out the following charge: To review the Home Rule Charter of Leon County, Florida and propose any amendments or revisions for consideration by the Board of County Commissioners (BCC) which may be advisable for placement on the general election ballot.

ARTICLE I.

APPLICABLE FLORIDA LAWS AND BCC POLICIES

Section 1.1 **Public Records Law and E-Mails:** Each member of the Committee shall comply with the Florida's Public Records Law, Chapter 119, Florida Statutes (F.S.), and Leon County BCC Policy 96-4, "Policy on Public Records Law and E-Mail", as may be amended from time to time, and each member of the Committee shall be provided a copy of BCC Policy 96-4.

Section 1.2 **Government In the Sunshine Law:** Each member of the Committee shall comply with applicable provisions of the Florida Government in the Sunshine Law, Chapter 286, F.S., as may be amended from time to time.

Section 1.3 **Code of Ethics:** The Committee shall comply with the County's Code of Ethics as set forth under Chapter 2, Article XII, of Leon County Code of Laws and the following state laws with regard to the Florida Code of Ethics for Public Officers and Employees:

Clause 1.3.1 Each member of the Committee shall comply with Section 112.3143, F.S., "Voting Conflicts", as may be amended from time to time, and shall be provided a copy of Section 112.3143, F.S.

Clause 1.3.2 Each member of the Committee shall abide by the Standards of Conduct set forth in Section 112.313, F.S., as may be amended from time to time, and shall be provided a copy of Section 112.313, F.S.

ARTICLE II.

OFFICERS AND DUTIES

Section 2.1 The Committee shall appoint a Chairperson and Vice-Chairperson by a simple majority vote at its first meeting.

Section 2.2 The Chairperson and Vice-Chairperson shall serve until the dissolution of the Committee and assume the following powers and duties:

Clause 2.2.1 The Chairperson shall preside at all regular and special meetings of the Committee.

Clause 2.2.2 The Chairperson shall represent the Committee at all functions and activities (but without authority to state any position of the Committee not previously approved).

Clause 2.2.3 The Chairperson shall call special meetings when necessary;

Clause 2.2.4 The Chairperson shall set meeting agendas in coordination with County staff.

Section 2.3 In the event of the Chairperson's absence, or at the direction of the Chairperson, the Vice-Chairperson shall assume the powers and duties of the Chairperson.

Section 2.4 In the event that either the Chairperson or the Vice-Chairperson is unable to complete their term or fulfill their duties, a replacement from among its members should be appointed with a simple majority vote of the Committee as soon as reasonably possible.

ARTICLE III.

TERM OF MEMBERS

Section 3.1 Each member shall serve on the Committee beginning on October 23, 2025 through February 19, 2026 for all regular and special meetings or upon completion of business. In addition, as necessary, the Committee may be required to hold three public hearings on proposed Charter amendments between June and July of 2026.

ARTICLE IV.

ATTENDANCE AND REPLACEMENT OF MEMBERS

Section 4.1 **Attendance at Meetings:** Regular attendance and attention to the business of the Committee is expected. All Committee members are required to attend meetings in person.

Section 4.2 **Vacancies**: The seat of any member who fails to attend three consecutive regular meetings, without previous notification, shall be presumed vacant. A seat deemed vacant may be filled by the appointing County Commissioner no later than the BCC's December 9, 2025 meeting. Following the BCC's December 9, 2025 meeting, recognizing that the Committee will be nearing completion of its regular meeting schedule, any vacant seat shall remain unfilled through the remainder of the Committee's business.

ARTICLE V.

MEETINGS

Section 5.1 **Regular Meetings:** The Committee shall hold biweekly meetings on Thursdays. Such regular meetings shall be held at **the Leon County Library** or at an alternative location, approved by the County Administrator, as necessary. The regular meeting schedule will be posted to the County's webpage in advance of the Committee's first meeting. The duration of meetings shall not exceed **two** hours unless extended by a simple majority vote of the Committee. In order to expedite meetings, the Chairperson may place time limits on discussion of agenda items.

Section 5.2 **Special Meetings:** The Chairperson, or a simple majority vote of the Committee, may call a special meeting of the Committee to discuss any issue properly before the Committee. Such special meetings may be convened only after notification is given to each member of the Committee and after public notice is given, no later than three days before the special meeting is scheduled to begin.

Section 5.3 **Public Participation (In-Person):** The Committee will consider public comment on all substantive agenda items. Under the agenda item of "Remarks of Interested Citizens", interested citizens shall be afforded an opportunity to provide in-person comments on matters before the Committee. The remarks of any citizen should be germane to the agenda or matters to come before the Committee. Each agenda shall include a point during the meeting at which "Remarks of Interested Citizens" may be

made. Each citizen addressing the Committee is asked to observe the general rules of courtesy and civility, and to avoid repetition of other speakers. Citizens are asked to limit their comments to three minutes in the interest of fairness to all citizens desiring to be heard; although, this requirement may be waived at the discretion of the Chairperson for good cause.

Clause 5.3.1 Written Public Comment: Citizens wishing to provide written public comment on matters before the Committee shall be afforded the opportunity to submit their comments at CCRC@LeonCountyFL.gov. To ensure adequate time for distribution and Committee review, written comments are required to be submitted at least 24 hours prior to the scheduled meeting time. Comments submitted after the deadline will be added to the official minutes of the meeting, but the County cannot guarantee that the Committee will have adequate time to review those comments prior to the meeting.

Section 5.4 Meeting Agendas: County staff shall assist the Chairperson of the Committee in developing an agenda for each meeting of the Committee. The agenda for regular meetings of the Committee shall be generally as follows, subject to amendment or revision by the Committee Chairperson or a majority of the members present:

I. Call to Order
II. Roll Call
III. Approval of Minutes of Previous Meeting
IV. Reports of Chairperson (if any)
V. Presentations by Invited Guests
VI. Remarks of Interested Citizens
VII. Unfinished Business
VIII. New Business
IX. Adjournment with Day Fixed for Next Meeting

Section 5.5 Official Acts and Quorum: Any and all official acts by the Committee shall require a majority vote of the members present and voting, except as otherwise set forth in these Bylaws; however, the Committee shall take no such action unless a quorum is present at the meeting. In order to constitute a quorum, there must be a majority of the Committee's current membership present at the meeting. The minutes of the meeting shall reflect the number of affirmative votes on a motion and shall specify the names of any members voting against the motion.

No member of the Committee shall have the power to vote by proxy. Only those members physically present shall be entitled to vote. Telephonic participation is not permitted.

Section 5.6 Meeting Minutes: Minutes shall be taken by the Clerk to the BCC at all regular and special meetings of the Committee. Minutes of Committee proceedings shall be filed with the County in accordance with BCC Policy No. 03-15, "Board-Appointed Advisory Committees."

Section 5.7 Procedure: *Roberts' Rules of Order Revised* shall govern the procedure of all meetings. No action taken by the Committee shall be deemed void or invalid because of a failure to adhere to *Robert's Rules of Order Revised*.

ARTICLE VI.
DELIBERATIONS

Section 6.1 The Committee shall conduct meetings in three phases: (1) Issues Agendas, (2) Decision Agendas, and (3) Public Hearings and Transmittal (as necessary).

Clause 6.1.1 **Issues Agendas:** In the first phase of meetings, the Committee shall identify policy issues for discussion and potential recommendations to the BCC for placement on the general election ballot. By simple majority vote, the Committee shall approve policy issues to be considered and schedule Issues Agenda meetings at which the approved issues shall be discussed. Once the preliminary policy issues have been approved for discussion during Issue Agenda meetings, additional policy issues may be added and scheduled upon the request of 2/3 of Committee membership present.

Any issue may be stricken from further consideration at Issues Agenda meetings by a majority of those members present.

Clause 6.1.2 **Decision Agendas:** By a simple majority vote, the Committee shall approve those issues to be discussed during the second phase of meetings and schedule Decision Agenda meetings at which sample text of proposed amendments shall be considered. After a proposed amendment has been discussed, the Committee may, by a 2/3 vote of those members present, direct County staff to prepare proposed amendments for review at public hearings and inclusion in the BCC status report to be presented in March 2026.

Clause 6.1.3 **Public Hearings and Transmittal:** In accordance with the County Charter and Section 125.63, F.S., the Committee must hold at least three public hearings, at intervals not less than 10, nor more than 20, days apart. After all hearings, the Committee shall amend (if necessary) and approve the proposed Charter amendments, ballot titles, and summaries for recommendation to the BCC with the concurrence of 2/3 of Committee membership present. These public hearings, if necessary, would be held in June and July 2026.

The Committee shall direct the Chairperson to transmit the proposed amendments, ballot titles, and summaries to the BCC by Wednesday, August 5, 2026.

ARTICLE VII.
POLICY ON PUBLICITY

Section 7.1 Public statements by the Committee shall be coordinated through the Chairperson and County staff. Members of the Committee may make public or private statements of their personal feelings, attitudes or beliefs at any time. In making such statements, members of the Committee shall on every occasion make an affirmative statement that their views are not represented as the views of the Committee as a whole. The Chairperson of the Committee shall be responsible for announcing the adopted positions of the Committee.

BYLAWS OF THE LEON COUNTY CITIZEN CHARTER REVIEW COMMITTEE

ARTICLE VIII.
AMENDMENTS TO BYLAWS

Section 8.1 **Amendments:** These rules and policies shall be presented by staff and adopted as the Bylaws of the Committee at its first meeting. The Bylaws may be amended by an affirmative vote of 2/3 of the entire Committee's membership. The Amended Bylaws shall become effective upon the approval of the County Attorney as to the legality of the form and content of such amendment.

Approved As To Legality of Form and Content:

County Administrator's Office	County Attorney's Office
BY: _____	BY: _____
Vincent S. Long County Administrator	Chasity H. O'Steen County Attorney

Leon County
Board of County Commissioners

Notes for Agenda Item #27

Leon County Board of County Commissioners

Agenda Item #27

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Update on the County's Traffic Calming Program

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:	Charles Wu, Director of Engineering Services Cameron Williams, Management Analyst

Statement of Issue:

As requested by the Board, this item provides a status report on the County's Traffic Calming Program Policy related to the 75% petition threshold to install traffic calming devices on County roads and recommends proposed amendments to the policy. This item also includes an update on the petition for the installation of traffic calming devices on Williams Landing Road.

Fiscal Impact:

This item has no immediate fiscal impact. The Community Safety and Mobility Capital Improvement Budget includes an annual allocation of $100,000 to support traffic calming projects. The proposed policy changes are expected to increase the number of eligible traffic calming petitions, which could exceed current funding levels. If approved, staff will assess the Traffic Calming Program utilization and provide an update to the Board during a future budget development process if necessary.

Staff Recommendation:

Option #1: Accept the status update on the County's Traffic Calming Program.

Option #2: Amend the County's Traffic Calming Policy (Policy No. 21-1) to exclude undeveloped parcels when calculating the 75% petition threshold to initiate a traffic calming study; and, remove the requirement that projects score 50 points to qualify for traffic calming improvements (Attachment #1).

Report and Discussion

Background:

At its June 10, 2025 meeting, the Board requested a status report on the County's Traffic Calming Program Policy (Attachment #1), specifically the 75% petition threshold required for installing traffic calming devices on County roads. The request was prompted by a Traffic Calming petition from residents of Williams Landing Road. In addition to the status report, this item recommends proposed amendments to the Policy and provides preliminary findings from a recent speed study on Williams Landing Road.

The County's ongoing efforts to enhance traffic safety through the Traffic Calming Program advances the following FY 2022 – FY 2026 Strategic Initiative:

- *Explore innovative strategies to enhance pedestrian safety, including traffic safety studies and utilizing automated speed detection technology in school zones. (2025-96)*

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.*

Leon County's Traffic Calming Program, established in 1998, enables residents to report concerns about speeding in their neighborhoods. Accordingly, the County follows an established process — including eligibility review, public engagement, and, when warranted, installation of traffic calming measures — to align vehicle speeds with posted limits. On February 16, 2021, the Board adopted Policy No. 21-1, "Traffic Calming Program", formalizing the program's criteria and prioritization methods into an official policy.

To be eligible for consideration under the current Policy, a local residential public road must meet the following conditions:

- Petition for the entire roadway must include seventy-five percent (75%) of the property owners abutting the affected roadway(s). Affected properties on a roadway include all abutting properties that have any frontage on the road, including side and rear frontage, and undeveloped properties.
- Vehicle trips per day must be at least 150.
- 85th percentile speed must be at least five miles per hour (mph) over the posted speed limit.
- Only two lanes of traffic (one in each direction).
- Posted speed limit of less than 35 mph.
- Minimum road length is a quarter of a mile (1,320 feet).
- Abutting properties must be residential.
- If the area has an active Homeowner's Association (HOA), the HOA must provide a letter endorsing the installation of traffic calming features.

Analysis:

Concerned about speeding, residents of Williams Landing Road formally initiated the County's traffic-calming petition process, thereby commencing the collection of signatures. The first petition submitted contained 16 signatures (about 28% of the 57 abutting residential properties), which is well below the 75% requirement of the program (43 signatures). To assist, County staff supplied the lead petitioner with a roster of abutting properties and owner contact information. A second petition followed, securing 22 signatures (39%). Staff review confirmed that of the 35 properties still without signatures, 22 were undeveloped and 13 were developed.

The County's 75% petition threshold —identical to that of the City of Tallahassee— is the first step in the Traffic Calming Program and is intended to ensure strong neighborhood support before implementing road changes. This established 75% petition threshold is critical and ensures:

- **Broad consent for permanent changes.** Vertical deflection devices (e.g., speed humps, cushions, tables) are physically intrusive and change how a street functions. A 75% majority ensures changes reflect broad consensus, reducing the potential for petitions to remove devices after installation.
- **Protection for directly affected households.** Households adjacent to traffic-calming devices experience the most frequent and direct effects—noise, vibration, headlight sweep, and stop-and-go traffic. Accordingly, strong support from those affected residents is warranted before installations.
- **Consistency with the City and clarity for residents.** The County's current 75% threshold aligns with the City of Tallahassee's requirement and is consistent with most counties. Keeping parity minimizes confusion for residents and HOA boards, especially ones that straddle jurisdictions.
- **Fiscal Benefits**. The 75% petition threshold safeguards program stability and conserves resources. Lower thresholds risk approving marginal cases that are more likely to face removal petitions later, creating a costly "install now, remove later" cycle. Each removal is resource-intensive—requiring demolition, material haul-off, pavement repair or overlay, restriping, sign changes, and substantial staff time. This 75% standard minimizes program churn, discourages unnecessary removal petitions, and ensures that limited resources are used efficiently.

This 75% threshold currently applies to all properties abutting the subject roadway. However, in areas with many undeveloped parcels, this makes it significantly harder for local residents to reach the required percentage. This is especially true for Williams Landing Road, where 22 of the 57 abutting parcels (47%) are undeveloped, and several others developed properties are owned by individuals who live in other parts of the state or out of state. Because undeveloped parcels still count toward the petition requirement and respective owners are more likely to be nonresponsive, residents must collect signatures from a disproportionately large share of developed property owners. Reaching the 75% threshold becomes even more difficult when absentee owners are hard to contact—even when support may be strong among residents who do live in the area, and when traffic conditions may warrant calming devices.

To address this issue, staff recommends the Board amend Policy No. 21-1 so that consent signatures from owners of undeveloped parcels are not required when calculating the 75% petition threshold.

The Williams Landing Road petition currently includes 22 signatures, though several are from undeveloped parcels that would no longer be counted under the proposed revisions. This leaves 17 valid signatures from developed properties. Under the current policy, the neighborhood needs 21 more signatures to meet the 75% threshold, while under the proposed revisions it would need only six to advance to the next phase of the program, which includes data collection on vehicular speeds, traffic volumes, and crashes.

In addition to the above petition threshold revision, staff recommends eliminating the 50-point minimum currently required under section 3(C) of the policy's post-petition scoring matrix. This threshold serves as a redundant eligibility test after a request has already met the criteria in section 2 (including speed, traffic volume, and road characteristics). Removing it would clarify the process by consolidating eligibility standards in section 2, while still using the point system to prioritize projects. The scoring matrix itself would remain unchanged, continuing to rank projects based on objective criteria such as vehicle speeds (up to 30 points based on 85th percentile speeds), accident history (up to 25 points based on the average annual accident rate over a three-year period), proximity to schools (10 points), other pedestrian generators such as parks or community facilities (10 points), the absence of sidewalks in the affected area (10 points), and lot size density (up to 15 points depending on parcel size). Together, these factors provide a comprehensive prioritization tool, with a maximum of 150 possible points, ensuring that projects most in need of safety improvements rise to the top of the list.

Over the last decade, staff have processed 20 formal traffic calming petitions, yet only five satisfied the minimum eligibility requirements. Because so few projects advanced, the annual $100,000 allocation in the Community Safety and Mobility Capital Improvement Budget has been sufficient. Excluding undeveloped properties from the 75% petition threshold will raise the eligibility rate—and, in turn, the draw on that fund. If approvals begin to outpace the current $100,000 allocation, staff will prepare a future budget discussion item with data driven recommendations for Board consideration which may include reprioritizing projects, phasing installations, or augmenting the program budget to keep pace with the increased demand.

In June of 2024, staff conducted a preliminary speed study on Williams Landing Road to determine the 85th-percentile speed—the speed at or below which 85 percent of vehicles travel. The study recorded 34 mph northbound and 32 mph southbound. Under Policy 21-1, traffic-calming measures become eligible for consideration when the 85th-percentile speed surpasses the posted 30 mph limit by at least five mph (i.e., 35 mph or more); consequently, the observed speeds fell just below the activation threshold to allow further action. The 85th-percentile speed is widely used by transportation agencies, including the Federal Highway Administration (FHWA), to assess whether driver behavior aligns with a roadway's design and function. Both the FHWA's *Traffic Calming ePrimer* and *Safe System Approach for Speed Management* endorse this benchmark as an effective tool for identifying residential safety concerns. By using the same threshold, the County's program remains aligned with national best practices.

At the Board's direction, staff reviewed the existing Traffic Calming Program to identify opportunities for improvement. Based on this analysis, staff recommends amending the Policy to exclude undeveloped parcels from the 75% petition threshold calculation and to eliminate the 50-point minimum score requirement. These program-wide changes will make it easier for neighborhoods to qualify for traffic calming. While Williams Landing Road is one neighborhood that would benefit from the revisions, the updates are designed to make the program more accessible Countywide by ensuring traffic calming can be implemented when conditions warrant and broad resident support exists.

Options:

1. Accept the status update on the County's Traffic Calming Program.
2. Amend the County's Traffic Calming Policy (Policy No. 21-1) to exclude undeveloped parcels when calculating the 75% petition threshold to initiate a traffic calming study; and, remove the requirement that projects score 50 points to qualify for traffic calming improvements (Attachment #1).
3. Do not accept the status update on the County's Traffic Calming Program.
4. Do not amend the County's Traffic Calming Policy.
5. Board direction.

Recommendation:

Options #1 and #2.

Attachment:

1. Proposed Amendments to Leon County Policy No. 21-1, "Traffic Calming Program"

15.26

Board of County Commissioners
Leon County, Florida

Policy ~~No. 21-1~~25-XX

Title:	Traffic Calming Program
Date Adopted:	~~February 16, 2021~~September 15, 2025
Effective Date:	~~February 16, 2021~~September 15, 2025
Reference:	N/A
Policy Superseded:	~~None~~ Policy No. 21-1, "Traffic Calming Program", Adopted February 16, 2021

It shall be policy of the Board of County Commissioners of Leon County, Florida that a new policy entitled "Traffic Calming Program" is hereby adopted, to wit:

Section 1.
Purpose and Intent:

A. Traffic Calming is the concept of making traffic movements in residential neighborhoods more compatible with residential lifestyles. Speeding traffic and dangerous driving are not conducive to such activities as children playing in yards, riding bikes in streets, or adults taking an evening stroll after hard days at work. As residential areas grow and development occurs around residential areas, traffic patterns change. Residents find that what was once an idyllic neighborhood has turned into something more like an old-fashioned highway. As these events continue to occur, citizens and government come together to try and find solutions. Often the results are changes to the roads and streets that are affected by undesirable traffic situations. By making modifications to the area roads, traffic is forced to slow down to reasonable speeds. Drivers must be more attentive to their driving, reducing reckless disregard for a neighborhood.

B. The intent of this policy is to develop eligibility and implementation criteria for consideration for the Traffic Calming Program.

Section 2.
Program Eligibility

The following Criteria shall be utilized to evaluate for Traffic Calming:

A. Local Residential Public Roads:

1. Vehicle trips per day must be at least 150
2. 85th percentile speed must be at least 5 mph over the posted speed limit

3. Only two lanes of traffic (one in each direction)
4. Posted speed limit of less than 35 mph
5. A petition signed by at least 75% of the owners of developed (non-vacant) parcels abutting the affected roadway(s) must be submitted~~Petition for the entire roadway must include seventy-five (75%) of the property owners abutting the affected roadway(s)~~. Affected properties on a roadway include abutting properties that have any frontage on the road, including side and rear frontage.
6. Minimum road length a quarter of mile (1,320 feet)
7. Abutting properties must be residential
8. If the area has an active Homeowner's Association (HOA), the HOA must provide a letter endorsing the installation of traffic calming features.

B. Minor Collector Public Roads

1. Vehicle trips per day must be at least 3,500
2. 85th percentile speed must be at least 10 mph over the posted speed limit
3. Only two lanes of traffic (one in each direction)
4. Posted speed limit of less than 35 mph
5. Petition for the entire roadway section, requesting traffic calming no less than a quarter of a mile, must include seventy-five (75%) of the developed (non-vacant) propert~~y~~ies owners abutting the affected roadway(s). Affected properties on a roadway include abutting properties that have any frontage on the road, including side and rear frontage. The HOA may file a petition for traffic calming when there are no existing driveways connected to the road segment subject to traffic calming.
6. Minimum road length a quarter of mile (1,320 feet)
7. Must be located in a residential neighborhood
8. If the area has an active HOA, the HOA must provide a letter endorsing the installation of traffic calming features.

Section 3.
Program Procedures

A. Petition to Study:~~-~~ A petition signed by at least 75% of the owners of developed (non-vacant) parcels abutting the affected roadway(s) must be submitted~~Must be received from 75% or more of the property owners abutting the affected roadway(s)~~.

B. Data Collection by Traffic Engineering: Speeds, volumes, accidents, sidewalks, schools, other pedestrian generators and a condition diagram.

C. Priority Ranking: Once a petition to study is received and data is collected by Traffic Engineering, a roadway is ranked and placed on the Residential Area Traffic Calming Candidate Listing based on the following criteria. This ranking will determine the priority for each eligible roadway. Priority listing will be updated every six months.

1. **Speeds (Max: 30 Points)**

Speed Criteria (85th Percentile)	Points
<25 mph	0
25.0 - 29.9 mph	5
30.0 - 34.9 mph	10
35.0 - 39.9 mph	15
40.0 - 44.9 mph	20
45.0 - 49.9 mph	25
>50 mph	30

2. **Accident Rate (Max: 25 Points)**
   Number of accidents over 3-year period divided by 3

Average Annual Rate	Points
0.00 - 0.49	0
0.50 - 0.99	5
1.00 - 1.49	10
1.50 - 1.99	15
2.00 - 2.49	20
> 2.50	25

3. **School –** *within 1 mile* **(Max: 10 Points)**

4. **Other Pedestrian Generators –** *within 1 mile* **(Max: 10 Points)**

5. **No Sidewalks –** *in affected area* **(Max 10 points)**

6. **Lot Size Density (Max: 15 Points)**

Lot Size (AC.)	Points
>0.75	0
0.51 - 0.75	5
0.26 - 0.50	10
0.00 - 0.25	15

TOTAL POSSIBLE POINTS: 150
~~POINT SCORE MUST EXCEED 50 to qualify for Traffic Calming~~

D. Plan Development

1. Meeting with neighborhood to assess problems and needs.
2. Traffic Engineering Staff will develop preferred plan(s) or "No Build" alternative.
3. A combination of the following improvements may be considered based on road condition and physical characteristics of the neighborhood: speed tables, speed humps, convert to full stops, pavement treatment, pavement markings, and raised intersections.

E. Follow-up Neighborhood Meeting: Neighborhood is presented with recommended plan to provide input and give approval to construct.

F. Final Design and Permitting

G. Construction

H. Post Construction Evaluation: After 120 days, staff will evaluate impact on speeds, volumes and safety. Results will be presented to neighborhood.

I. Removal of Traffic Calming Devices: Traffic Calming Devices may be removed after a minimum two (2) years of installation, with a petition approved by 75% or more of the developed (non-vacant) propert~~y~~ies owners abutting the affected roadway**.**

J. The Traffic Calming Program is subject to funding availability.

Leon County
Board of County Commissioners

Notes for Agenda Item #28

Leon County Board of County Commissioners

Agenda Item #28

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of a Florida Department of Environmental Protection Springs Restoration Grant and Approval of an Amendment to the Woodville Sewer System Project Grant Agreement

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

Statement of Issue:

This item seeks Board acceptance of $4,275,000 in additional state grant funding and approval of a fourth amendment to the existing Florida Department of Environmental Protection (FDEP) Springs Restoration Grant Agreement for the Woodville Sewer System Project to extend the term of the Agreement to fully expend the grant funds. The additional state funds will support Phase 2 construction of Woodville Sewer System Project.

Fiscal Impact:

This item has a fiscal impact. This fourth FDEP Grant Amendment for the Woodville Sewer System Project provides $4,275,000 in additional state funding for construction. The grant requires a 50% local match, represented by the County's contribution of $2,137,500 which is available in the County share of Sales Tax Water Quality funding.

Staff Recommendation:

Option #1: Accept a Florida Department of Environmental Protection Springs Restoration Grant in the amount of $4,275,000 and Approve Amendment No. 4 to the Woodville Sewer System Project Agreement (Attachment #1), and authorize the County Administrator to execute the grant amendment, including any future modifications, subject to legal review by the County Attorney.

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

Report and Discussion

Background:

This item seeks Board acceptance of $4,275,000 in additional state grant funding and approval of a fourth amendment to the existing Florida Department of Environmental Protection (FDEP) Springs Restoration Grant Agreement for the Woodville Sewer System Project to extend the term of the Agreement to fully expend the grant funds (Attachment #1). The additional state funds will support Phase 2 construction of Woodville Sewer System Project. A Resolution and associated Budget Amendment are included to formally recognize the increased funding (Attachment #2).

This Grant Agreement advances the following FY 2022 – FY 2026 Strategic Initiatives and Bold Goal:

- *Continue to work with the state to seek matching grants to convert septic to sewer systems and support septic system upgrades. (2022-11, rev. 2023)*
- *Ensure County's water quality and stormwater regulations, programs and projects are evaluated and implemented holistically to advance the County's adopted strategic priority: to protect the quality and supply of our water. (2022-16)*
- *Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone (BG2)*

These particular Strategic Initiatives and Bold Goal align with the Board's Environment Strategic Priority:

- *(EN1) Protect the quality and supply of our water.*
- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*

The Woodville Sewer System Project is a multi-year, multi-phase initiative to convert properties in the Primary Springs Protection Zone from septic to central sewer, thereby reducing nutrient loading to the aquifer, Wakulla Springs, and other connected water resources. Since 2018, Leon County and FDEP have partnered under the Leon County Water Quality and Springs Protection Infrastructure Improvement Plan, jointly committing more than $56 million toward water quality and springs protection projects in the Primary Springs Protection Zone (which include the Woodville Sewer System Project). This strong track record of partnership, successful project delivery, and clear environmental results has positioned Leon County as a trusted recipient of continued state investment.

To secure this additional $4.275 million in funding, Leon County consistently demonstrated progress and accountability to FDEP through quarterly project status updates, detailed design and construction milestones, and effective use of prior state funding. These regular updates kept FDEP apprised of the County's successes in advancing the Woodville Sewer System Project and reinforced confidence in the County's ability to deliver on this multi-phase initiative. Following the Legislature's appropriation in 2025, FDEP notified the County of the availability of this new funding, and staff immediately began the coordination required to formalize the award, which is now reflected in the current amendment.

The Woodville Sewer System Project is a four-phase, $110 million initiative designed to provide central sewer service to approximately 1,000 properties. Phase 1, an $18 million investment, began construction in June 2023 and is expected to be completed by September 2025, serving 152 properties. Phase 2 represents a $34 million investment to serve 357 properties, while Phase 3 is estimated at $21 million and Phase 4 at $37 million. Building on the County's success in launching Phase 1 and its close coordination with FDEP, the Board's February 2024 amendment brought total state funding to $15.5 million, which, combined with the County's match, fully funded Phase 1 and positioned the County to secure this fourth amendment providing an additional $4.275 million toward Phase 2. The remaining three phases will require about $92 million in additional funding to complete.

The County continues to actively pursue additional grant opportunities to leverage state and federal funding for the three remaining phases. In February 2025 a Springs Restoration grant application was submitted to the Northwest Florida Water Management District for $10 million in additional funding to support and fully-fund construction of Phase 2. Notification of this grant award is anticipated by late 2025.

Once each phase of the sewer systems are constructed and conveyed to the City of Tallahassee for ownership and operation, property owners will be subject to the City's applicable utility charges. These include a one-time sewer connection (tap) fee plus the actual cost of construction at the time of connection, and an ongoing readiness-to-serve fee that is assessed once service is available, regardless of whether the property immediately connects. Property owners that elect to connect during construction do not pay these connection costs, which on average total $13,000 (as that cost is covered by the County) and then transition directly into regular usage-based sewer service charges, while those that defer connection still remain subject to the monthly readiness-to-serve fee until they connect. For example, during Phase 1, 152 eligible properties were provided with the opportunity to connect as part of construction; however, 57 property owners deferred and will be responsible for readiness-to-serve charges and will incur the connection cost if their septic system fails and they are required to connect.

These cost structures reflect the rates and policies established by the City of Tallahassee, as authorized under state law, and ensure the long-term viability of the sewer system. More importantly, they allow the County and its partners to continue advancing the strategic priority of protecting environmentally sensitive areas within the Primary Springs Protection Zone.

Building on these efforts, Leon County also works proactively to secure outside funding to reduce the local burden of such major infrastructure investments. 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 reports and invoices, satisfactory compliance with grant closeouts, and 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 state and federal lobbyists also garners access to recently announced federal funding opportunities and OMB routinely monitors the federal Grants.gov portal for granting opportunities. The County aggressively seeks state and federal grant funding to support County projects and initiatives and has achieved considerable success in leveraging County dollars. With receipt of ARPA (American Rescue Plan Act) funding, the total County grant leverage ratio is $5.29 to $1; excluding the septic-to-sewer grants which require significant County match, the leveraging ratio would be $23.63 to $1.

Analysis:

Approval of Amendment No. 4 will provide $4,275,000 in additional FDEP funding, matched by $2,137,500 in local sales tax revenues (drawn from the County's share of Sales Tax Water Quality funding), and extend the grant term. These funds will cover a portion of the approximate $34 million overall cost of Phase 2 of the Woodville project, which is planned to provide central sewer service to 357 additional properties and achieve further water quality improvements in the Primary Springs Protection Zone.

The Woodville Phase 2 design is complete and right-of-way easement acquisition is currently underway. Construction, however, can only begin when the project is fully funded, as additional grant awards will be required to close the current funding gap. To that end, the County continues to actively pursue new funding opportunities to leverage state and federal resources for the three remaining phases. In February 2025, the County submitted a Springs Restoration grant application to the Northwest Florida Water Management District requesting $10 million in additional funding to support construction of Phase 2, with notification of the award anticipated by late 2025. This effort represents continued progress toward securing the approximately $34 million needed for Phase 2, at which time staff will bring an item to the Board to authorize bidding and construction.

This item seeks Board approval to amend the existing FDEP Springs Restoration Grant Agreement to accept $4,275,000 in additional funding and extend the Agreement's term to ensure the full expenditure of grant funds. This amendment advances the multi-phase Woodville Sewer System Project, which is designed to expand sewer service in environmentally sensitive areas, protect the aquifer, and restore the ecological health of Wakulla Springs.

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Options:

1. Accept a Florida Department of Environmental Protection Springs Restoration Grant in the amount of $4,275,000 and Approve Amendment No. 4 to the Woodville Sewer System Project Agreement (Attachment #1), and authorize the County Administrator to execute the grant amendment, including any future modifications, subject to legal review by the County Attorney.
2. Approve the Resolution and associated Budget Amendment (Attachment #2).
3. Do not approve the Florida Department of Environmental Protection Springs Restoration Grant Agreement Amendment No. 4 for the Woodville Sewer System Project.
4. Board direction.

Recommendation:

Option #1 and #2

Attachments:

1. FDEP Springs Restoration Grant Amendment No. 4 for the Woodville Sewer System Project
2. Resolution and Budget Amendment

AMENDMENT NO. 4
TO AGREEMENT NO. LP37114
BETWEEN
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
AND
LEON COUNTY

This Amendment to Agreement No. LP37114 (Agreement), as previously amended, is made by and between the Department of Environmental Protection (Department), an agency of the State of Florida, and Leon County (Grantee), on the date last signed below.

WHEREAS, the Department entered into the Agreement with the Grantee for Woodville Sewer System Project Phase I (Project), effective January 18, 2019; and,

WHEREAS, $4,275,000 in additional funding for this Project is provided under Line Item 1732 of the 2024-2025 General Appropriations Act; and the total funding for this Agreement is now $19,725,000; and,

WHEREAS, the reimbursement period for the additional funding provided under Line Item 1732 of the 2024-2025 General Appropriations Act begins on July 1, 2024; and,

WHEREAS, an extension to the Agreement is needed to provide additional time to complete the Project; and,

WHEREAS, the parties have agreed to amend the Agreement as set forth herein.

NOW THEREFORE, the parties agree as follows:

1. Section 3. of the Standard Grant Agreement is hereby revised to change the Date of Expiration to December 31, 2026. The Department and the Grantee shall continue to perform their respective duties during this extension period pursuant to the same terms and conditions provided in the Agreement.

2. Section 5. of the Standard Grant Agreement is hereby revised to the following:

Total Amount of Funding:	**Funding Source?**	**Award #s or Line Item Appropriations:**	**Amount per Source(s):**
$19,725,000	☑ State ☐ Federal	Springs, GAA LI 1600, FY 16-17, LATF	$1,500,000
	☑ State ☐ Federal	Springs, GAA LI 1657, FY 19-20, LATF	$3,750,000
	☑ State ☐ Federal	Springs, GAA LI 1605, FY 21-22, LATF	$3,500,000
	☑ State ☐ Federal	Springs, GAA LI 1657, FY 22-23, LATF	$1,800,000
	☑ State ☐ Federal	Springs, GAA LI 1698, FY 23-24, LATF	$4,900,000
	☑ State ☐ Federal	Springs, GAA LI 1732, FY 24-25, LATF	$4,275,000
	☐ Grantee Match		
		Total Amount of Funding + Grantee Match, if any:	$19,725,000

3. Section 11. of Attachment 2 is hereby revised as follows:

Subcontracting
The Grantee may subcontract work under this Agreement without the prior written consent of the Department's Grant Manager except for certain fixed-price subcontracts pursuant to this Agreement, which require prior approval. Regardless of any subcontract, the Grantee is ultimately responsible for all work to be performed under this Agreement. Upon request by the Department's Grant Manager, the Grantee will submit a copy of the executed subcontract.

4. Attachment 3-3, Revised Grant Work Plan, is hereby deleted in its entirety and replaced with Attachment 3-4, Revised Grant Work Plan, as attached to this Amendment and hereby incorporated into the Agreement. All references in the Agreement to Attachment 3 shall hereinafter refer to Attachment 3-4, Revised Grant Work Plan.

5. Attachment 5-3, Revised Special Audit Requirements, is hereby deleted in its entirety and replaced with Attachment 5-4, Revised Special Audit Requirements, attached hereto and made a part of the Agreement. All references in the Agreement to Attachment 5 shall hereinafter refer to Attachment 5-3, Revised Special Audit Requirements.

6. Exhibit A-1, Progress Report Form, is hereby deleted in its entirety and replaced with Exhibit A-2, attached hereto and made a part of the Agreement. All references in the Agreement to Exhibit A shall hereinafter refer to Exhibit A-2.

7. All other terms and conditions of the Agreement remain in effect. If and to the extent that any inconsistency may appear between the Agreement and this Amendment, the provisions of this Amendment shall control.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

The parties agree to the terms and conditions of this Amendment and have duly authorized their respective representatives to sign it on the dates indicated below.

LEON COUNTY

By: _____
Authorized Signature

Vincent S. Long, County Administrator
Print Name and Title

Date: _____

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

By: _____
Secretary or Designee

Angela Knecht, Division Director
Print Name and Title

Date: _____

_____
Zach Easton, DEP Grant Manager

_____
Nathan Jagoda, DEP QC Reviewer

List of attachments/exhibits included as part of this Amendment:

Specify Type	Letter/ Number	Description
Attachment	3-4	Revised Grant Work Plan
Attachment	5-4	Revised Special Audit Requirements
Exhibit	A-2	Progress Report Form

ATTACHMENT 3-4
REVISED GRANT WORK PLAN

PROJECT TITLE: Woodville Sewer System Project Phase I

PROJECT LOCATION: The Project location will include multiple sites located near Woodville Highway, and adjacent residential streets within the general area of the project's coordinates (30.3142, -84.2475). See Figure 1 for a site plan.

PROJECT BACKGROUND: The Woodville Sewer System Project Phase I will make service connections available for residential households and businesses currently served by onsite sewage treatment and disposal systems (OSTDS) to the City of Tallahassee TP Smith Water Reclamation Facility. This will result in a significant reduction in nutrient leaching into the Floridan aquifer in the Wakulla Springs contribution area. The need for this project was identified in the Florida Department of Environmental Protection's (Department's) Upper Wakulla River and Wakulla Springs Basin Management Action Plan (BMAP), the 2030 City of Tallahassee Master Sewer Plan, and the Onsite Treatment and Disposal and Management Options Final Report. Wakulla Springs is an important recreational destination which receives approximately 200,000 visitors annually.

PROJECT DESCRIPTION: Leon County (Grantee) will complete Phase I of the Project, which includes the design, permitting and construction of a collection and transmission system to make central sanitary sewer service connections available for approximately 1,011 residences and businesses, located in the areas indicated in the site plan. The collection system will be designed and constructed in accordance with City of Tallahassee (City) standards. The transmission system, master pump station, lift stations and force main, will connect to the existing City collection system near Capital Circle Southeast. The City will own and operate the system after construction and approval.

This project grant is part of the Leon County Water Quality and Springs Protection Infrastructure Improvement Plan (Figure 2), which may be amended, and requires pledged local contributions of up to 50% of the project costs for long-term water quality and springs restoration capital projects. The Grantee will provide to the Department a status update on the plan each year to include an anticipated date that additional funding will be needed for the projects listed in Attachment 3-3, Figure 2, Leon County Water Quality and Springs Protection Infrastructure Improvement Plan. Based on the Grantee's project schedule, and subject to legislative appropriation of infrastructure funding for water quality and springs restoration each year, the Department may amend this Agreement to provide project funding to the Grantee for the next phase of the Leon County Water Quality and Springs Protection Infrastructure Improvement Plan. Under this Agreement, Leon County project identified in Figure 2 will have priority consideration as funds become available and these projects do not have to be submitted each year through the Water Management District/Department springs evaluation process.

The DEP Grant Funds associated with this Agreement were awarded based on local contributions pledged towards the total project costs: $9,862,500 from Leon County. Documentation of these local contributions will be required in the Final Quarterly Progress Report.

TASKS: All documentation should be submitted electronically unless otherwise indicated and should be submitted prior to the expiration of the grant agreement.

Task 1: Preconstruction Activities

Deliverables: The Grantee will work with the City of Tallahassee to complete the design of the proposed lift station(s), force mains, and gravity mains and obtain all necessary permits for construction of the project.

Documentation: The Grantee will submit a signed acceptance of the completed work and a summary of design activities to date, indicating the percentage of design completion of the time period covered in the payment request. For the final documentation, Grantee will also submit a copy of the final design and a list of all required permits identifying issue dates and issuing authorities.

Performance Standard: The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, a payment request may be processed.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement no more frequently than monthly.

Task 2: Construction

Deliverables: The Grantee will construct the sewer system upgrades in accordance with the final design. The Grantee will submit through the Department's GIS web-interface data collection tool, parcel-level data identifying collection system extensions; lift stations and other infrastructure associated with the grant; and both the parcels connected to sewer and the parcels where sewer has been made available for connection but not yet connected along with associated grant information.

Documentation: The Grantee will submit 1) a copy of the final design; and 2) a signed summary of activities completed for the period of work covered in the payment request, using the format provided by the Department's Grant Manager. For the final documentation, the Grantee will also submit: 3) an email from the Department's GIS web-interface data collection tool, confirming that data for the project has been submitted. Upon request by the Department's Grant Manager, the Grantee will provide additional supporting documentation relating to this task.

Performance Standard: The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, a payment request may be processed.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement no more frequently than monthly.

PROJECT TIMELINE & BUDGET DETAIL: The tasks must be completed by the corresponding task end date. Cost reimbursable grant funding must not exceed the budget amounts as indicated below.

Task No.	Task Title	Budget Category	Grant Amount	Task Start Date	Task End Date
1	Preconstruction Activities	Contractual Services	$1,500,000	07/01/2016	09/30/2025
2	Construction	Contractual Services	$18,225,000	07/01/2019	06/30/2026
		Total:	$19,725,000		

Note that, per Section 8 of Attachment 1 in the Agreement, authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of the Department if the Legislature reduces or eliminates appropriations. Extending the contract end date carries the risk that funds for this project may become unavailable in the future. This should be a consideration for the Grantee with this and future requests for extension.

Figure 1. Site Plan

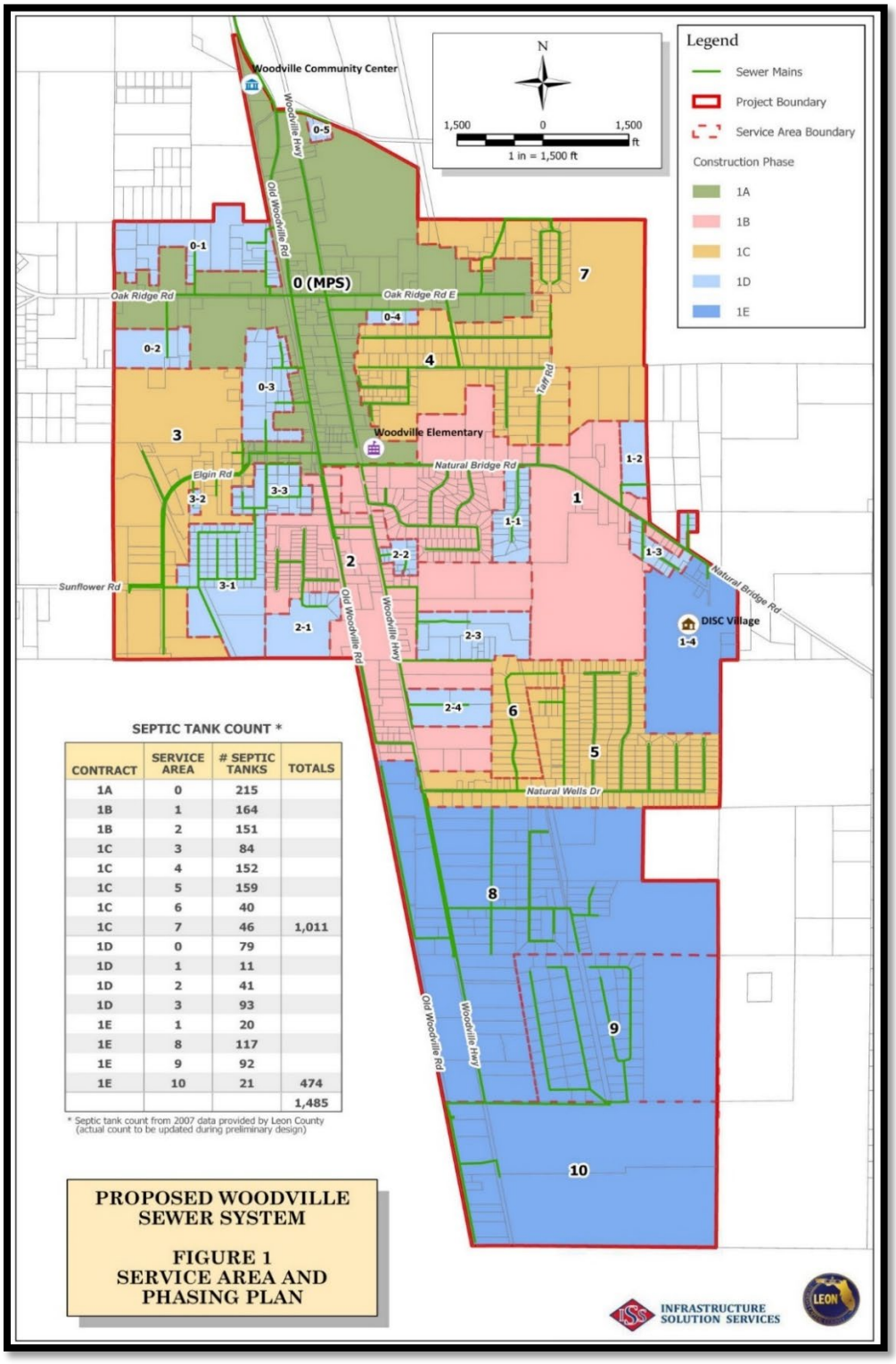


Figure 2. Leon County Water Quality and Springs Protection Infrastructure Improvement Plan

Leon County Water Quality and Springs Protection Infrastructure Improvement Plan														
				COST by GRANT YEAR										
Project Name	Project Number	Total Project Cost	Funding	Pre-SFY17	SFY16-17	SFY17-18	SFY18-19	SFY19-20	SFY20-21	SFY21-22	SFY22-23	SFY23-24	SFY24-25	SFY25-26	
Leon County Septic to Sewer Project (Springs FY14-15)	LP37110	$75,000	STATE	$75,000											
			MATCH	$0											
Lake Munson Target Area WW Improvements (Springs FY14-15)	LP37112	$1,000,000	STATE	$500,000											
			MATCH	$500,000											
Woodside Heights Sewer Connection (Springs FY15-16)	LP37112	$4,600,000	STATE	$1,950,000	$350,000										
			MATCH	$1,950,000	$350,000										
Advanced Septic Systems Pilot Project (Springs FY16-17)	LP01102	$1,500,000	STATE	$750,000	$750,000										
			MATCH	$0	$0										
Woodville Sewer System Project Phase I-A (Springs FY16-17)	LP37114	$3,000,000	STATE		$1,500,000										
			MATCH		$750,000										
Woodville Sewer System Project Construction 1A (Springs FY19-20)	LP37114	$5,625,000	STATE					$3,750,000							
			MATCH					$1,875,000							
Woodville Sewer System Project Construction 1B (Springs FY21-22)	LP37114	$7,950,000	STATE							$3,500,000	$1,800,000				
			MATCH							$1,750,000	$900,000				
Woodville Sewer System Project Construction 1C-1 (Springs FY22-23)	LP37114	$7,350,000	STATE									$4,900,000			
			MATCH									$2,450,000			
Woodville Sewer System Project Construction 1C-2 (Springs FY23-24)	LP37114	$7,162,500	STATE										$4,275,000	$500,000	
			MATCH										$2,137,500	$250,000	
Northeast Lake Munson Sewer System Project (Springs FY17-18)	LP0110E	$11,321,603	STATE		$4,600,000							$2,947,735			
			MATCH		$2,300,000							$1,473,867.50			
Belair/Annawood Sewer System Project (Springs FY17-18)	LP01108	$4,041,000	STATE		$1,750,000			$444,000			$500,000				
			MATCH		$875,000			$222,000			$250,000				
Septic System Upgrades, SUIP (Springs FY21-22 & FY22-23)	LPF3701	$2,222,222.22	STATE							$1,111,111.11	$1,111,111.11				
			MATCH							$0	$0				Totals:
Septic Systems Upgrade/Removal TOTALS		$55,847,324.72	STATE	$3,275,000	$8,950,000	$0	$0	$4,194,000	$0	$4,611,111.11	$3,411,111.11	$7,847,735	$4,275,000	$500,000	$37,063,957.22
			LOCAL	$2,450,000	$4,275,000	$0	$0	$2,097,000	$0	$1,750,000	$1,150,000	$3,923,867.50	$2,137,500	$250,000	$18,033,367.50
Septic tanks addressed per project:				235	376	100	286	396	274	421	100	100			2,288

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Revised Special Audit Requirements
(State and Federal Financial Assistance)

Attachment 5-4

The administration of resources awarded by the Department of Environmental Protection *(which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the agreement*) to the recipient *(which may be referred to as the "Recipient", "Grantee" or other name in the agreement)* may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by DEP Department staff, limited scope audits as defined by 2 CFR 200.425, or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in 2 CFR §200.330

1. A recipient that expends $1,000,000 or more in Federal awards in its fiscal year, must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of Environmental Protection. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR 200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR Part 200.514 will meet the requirements of this part.

2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508-512.

3. A recipient that expends less than $1,000,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F-Audit Requirements. If the recipient expends less than $1,000,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F-Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from non-federal entities).

4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at https://sam.gov/content/assistance-listings.

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(1)(n), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of $750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and the current Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through the Department of Environmental Protection by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and the current Rules of the Auditor General.

3. If the recipient expends less than $750,000 in state financial assistance in its fiscal year (for fiscal year ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than $750,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).

4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at https://apps.fldfs.com/fsaa for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at http://www.leg.state.fl.us/Welcome/index.cfm, State of Florida's website at http://www.myflorida.com/, Department of Financial Services' Website at https://www.myfloridacfo.com/ and the Auditor General's Website at http://www.myflorida.com/audgen/.

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)

PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and required by PART I of this form shall be submitted, when required by 2 CFR 200.512, by or on behalf of the recipient directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR 200.36 and 200.512

   A. The Federal Audit Clearinghouse designated in 2 CFR §200.501(a) (the number of copies required by 2 CFR §200.501(a) should be submitted to the Federal Audit Clearinghouse), at the following address:

By Mail:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at http://harvester.census.gov/facweb/

2. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

A. The Department of Environmental Protection at one of the following addresses:

By Mail:
Audit Director
Florida Department of Environmental Protection
Office of Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:
FDEPSingleAudit@dep.state.fl.us

B. The Auditor General's Office at the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

The Auditor General's website (http://flauditor.gov/) provides instructions for filing an electronic copy of a financial reporting package.

3. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at one of the following addresses:

By Mail:
Audit Director
Florida Department of Environmental Protection
Office of Inspector General, MS 40
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

Electronically:
FDEPSingleAudit@dep.state.fl.us

4. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with 2 CFR 200.512, section 215.97, F.S., and the current Rules of the Auditor General, as applicable.

5. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with 2 CFR 200, Subpart F-Audit Requirements, or the current Rules of the Auditor

General, should indicate the date and time the reporting package was delivered to the recipient and any correspondence accompanying the reporting package.

PART V: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of the award and this Agreement for a period of **five (5)** years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of **three (3)** years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

EXHIBIT – 1

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Note: If the resources awarded to the recipient represent more than one federal program, provide the same information shown below for each federal program and show total federal resources awarded

Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:					
Federal Program A	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				$	
Federal Program B	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				$	

Note: Of the resources awarded to the recipient represent more than one federal program, list applicable compliance requirements for each federal program in the same manner as shown below:

Federal Program A	First Compliance requirement: i.e.: (what services of purposes resources must be used for)	
	Second Compliance requirement: i.e.:(eligibility requirement for recipients of the resources)	
	Etc.	
	Etc.	
Federal Program B	First Compliance requirement: i.e.: (what services of purposes resources must be used for)	
	Second Compliance requirement: i.e.: (eligibility requirement for recipients of the resources)	
	Etc.	
	Etc.	

Note: If the resources awarded to the recipient for matching represent more than one federal program, provide the same information shown below for each federal program and show total state resources awarded for matching.

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Matching Resources for Federal Programs:					
Federal Program A	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category
Federal Program B	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

Note: If the resources awarded to the recipient represent more than one state project, provide the same information shown below for each state project and show total state financial assistance awarded that is subject to section 215.97, F.S.

State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:						
State Program A	State Awarding Agency	State Fiscal Year[1]	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
Original Agreement	Department of Environmental Protection	2016-2017	37.052	Florida Springs Grant Program - LI 1600	$1,500,000	087870
Amendment 1	Department of Environmental Protection	2019-2020	37.052	Florida Springs Grant Program - LI 1657	$3,750,000	087870
Amendment 2	Department of Environmental Protection	2021-2022	37.052	Florida Springs Grant Program - LI 1605	$3,500,000	087870
Amendment 2	Department of Environmental Protection	2022-2023	37.052	Florida Springs Grant Program - LI 1657	$1,800,000	087870
Amendment 3	Department of Environmental Protection	2023-2024	37.052	Florida Springs Grant Program - LI 1698	$4,900,000	087870
Amendment 4	Department of Environmental Protection	2024-2025	37.052	Florida Springs Grant Program - LI 1732	$4,275,000	087870
State Program B	State Awarding Agency	State Fiscal Year[2]	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category

Total Award	$19,725,000	

[1] Subject to change by Change Order.
[2] Subject to change by Change Order.

Note: List applicable compliance requirement in the same manner as illustrated above for federal resources. For matching resources provided by the Department for DEP for federal programs, the requirements might be similar to the requirements for the applicable federal programs. Also, to the extent that different requirements pertain to different amount for the non-federal resources, there may be more than one grouping (i.e. 1, 2, 3, etc.) listed under this category.

For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [https://sam.gov/content/assistance-listings] and/or the Florida Catalog of State Financial Assistance (CSFA) [https://apps.fldfs.com/fsaa/searchCatalog.aspx], and State Projects Compliance Supplement (Part Four: State Projects Compliance Supplement [https://apps.fldfs.com/fsaa/compliance.aspx]. The services/purposes for which the funds are to be used are included in the Agreement's Grant Work Plan. Any match required by the Recipient is clearly indicated in the Agreement.

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Exhibit A-2
Progress Report Form

The current **Exhibit A, Progress Report Form** for this grant can be found on the Department's website at this link:

https://floridadep.gov/wra/wra/documents/progress-report-form

Please use the most current form found on the website, linked above, for each progress report submitted for this project.

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 15th day of September, 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: BAB25025
Date: 9/15/2025

Agenda Item No:
Agenda Item Date: 8/20/2025

County Administrator
Vincent S. Long

Assistant County Administrator
Ken Morris

Request Detail

Revenues

Account Information							
Fund	*Org*	*Acct*	*Prog*	*Title*	Current Budget	Change	Adjusted Budget
125	062003	334354	000	Woodville Sewer Project	13,671,524	4,275,000	17,946,524
				Subtotal:		4,275,000	

Expenditures

Account Information							
Fund	*Org*	*Acct*	*Prog*	*Title*	Current Budget	Change	Adjusted Budget
125	062003	56900	535	Woodville Sewer Project	13,671,524	4,275,000	17,946,524
352	067003	56900	535	Blueprint 2020 Water Quality & Stormwater	4,250,000	(2,137,500)	2,112,500
352	062003	56900	535	Woodville Sewer Project	-	2,137,500	2,137,500
				Subtotal:		4,275,000	

Purpose of Request

This budget amendment appropriates additional grant funds from the Florida Department of Environmental Protection (FDEP) in the amount of $4,275,000 for the Woodville Sewer project and appropriates the required 50% local match funding in the amount of $2,137,500 from the Sales Tax Water Quality funds.

Division/Department
2604/26

Brandy Furbee, Budget Manager

Roshaunda Bradley, Budget Director

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

Leon County
Board of County Commissioners

Notes for Agenda Item #29

Leon County Board of County Commissioners

Agenda Item #29

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Full Board Appointments to the Council on Culture and Arts Board, the Investment Oversight Committee, and the Tallahassee-Leon County Commission on the Status of Women & Girls

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

Statement of Issue:

This item seeks the full Board's consideration of the appointment of citizens to the Council on Culture and Arts Board, Investment Oversight Committee, and the Tallahassee-Leon County Commission on the Status of Women & Girls.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Provided on the following page.

Staff Recommendation:

Option #1: Ratify the Commission on the Status of Women & Girls' reappointment of three citizens, Kay Meyer-Ignacio, Kimberly Berry, and Dr. Wachell "Shelly" McKendrick, to the Tallahassee-Leon County Commission on the Status of Women and Girls, for two-year terms ending September 30, 2027 (Attachments #1, #2, and #3).

Option #2: Appoint one citizen to the Investment Oversight Committee for a three-year term ending September 30, 2028. Eligible applicants are: Jarvis Benjamin Watkins and Matt Allen (Attachments #5 and #6).

Option #3: Appoint one nominated citizen, Erika Branchcomb, to the City At-Large seat on the Council on Culture & Arts Board for a four-year term ending September 30, 2029, as recommended by the Mayor of the City of Tallahassee (Attachment #7).

Option #4: Appoint one nominated citizen, Carol Hill, to the City Business / Economic Development seat on the Council on Culture & Arts Board for a four-year term ending September 30, 2029, as recommended by the Mayor of the City of Tallahassee (Attachment #8).

Option #5: Appoint one nominated citizen, Haiqiong Deng, to the City Heritage Community seat on the Council on Culture & Arts Board for a four-year term ending September 30, 2029, as recommended by the Mayor of the City of Tallahassee (Attachment #9).

Option #6: Appoint one nominated citizen, Brinda Pamulapati, to the City Practicing Artist seat on the Council on Culture & Arts Board for a four-year term ending September 30, 2029, as recommended by the Mayor of the City of Tallahassee (Attachment #10).

Option #7: Reappoint one citizen, Reenee Williams, as recommended by the Council on Culture and Arts Board, to the Business/Economic Development seat, for a four-year term ending September 30, 2029 (Attachment #11).

Option #8: Appoint one citizen to the County Tourism seat on the Council on Culture and Arts Board for a four-year term ending September 30, 2029, from the slate of three COCA nominees (Attachment #12). The nominees are: Janet Chernoff, Giavona Williams, and Erika Zambello.

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 Citizen Committees.

Analysis:

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

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

Composition: The CSWG has 21 members.

- Seven members appointed by the Board of County Commissioners with each County Commissioner having one appointment;
- Seven members appointed by the City Commission with each City Commissioner making one appointment and the full City Commission making two appointments; and
- Seven members appointed by the CSWG and ratified by the Board of County Commissioners and the City Commission.

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

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
21	2	Female – 19 Male – 0	Black – 11 White – 4 Hispanic – 1 Not Available – 3

Vacancies: The terms of nine CSWG members expire on September 30, 2025. Three of the expiring terms are members appointed by individual County Commissioners which are addressed in a separate agenda item, three are members appointed by CSWG, and three are members appointed by the City Commission. This item seeks the Board's ratification of the three CSWG appointments.

The terms of CSWG appointed members Kay Meyer-Ignacio, Kimberly Berry, and Dr. Wachell "Shelly" McKendrick are due to expire on September 30, 2025. All three members are seeking reappointment and their applications and resumes are included as Attachments #1, #2, and #3.

The CSWG Full Board met on August 29, 2025, and voted to reappoint the three members listed in Table #1 (Attachment #4). Pursuant to Joint Resolution 15-56 and 15-R-28, the appointments for the members appointed by CSWG require ratification by both the Board and City Commission. This item seeks the Board's ratification of the three CSWG appointments. It is anticipated that the City Commission will ratify the appointments at its October 2025 meeting, in addition to appointing three City CSWG members.

Table #1: Commission on the Status of Women & Girls – CSWG appointments

Vacancies *Status*	**Term Expiration**	**Eligible Applicant** **Application Attachment #**	**Gender – Race**	**Recommended Action**
Kay Meyer-Ignacio served one term *Seeking reappointment*	9/30/2025	1. Kay Meyer-Ignacio	Female – White	Ratify the CSWG reappointment for a two-year term expiring on September 30, 2027.
Kimberly Berry served one term *Seeking reappointment*	9/30/2025	2. Kimberly Berry	Female – Black	Ratify the CSWG reappointment for a two-year term expiring on September 30, 2027.
Dr. Wachell "Shelly" McKendrick served two terms *Seeking reappointment*	9/30/2025	3. Dr. Wachell "Shelly" McKendrick	Female – Black	Ratify the CSWG reappointment for a two-year term expiring on September 30, 2027.

Investment Oversight Committee (IOC)

Purpose: The purposes of the IOC are to review, report, and recommend changes in investment practices of Leon County; review the County's portfolio activity for compliance with the investment plan; and review investment policies and make recommendations to the Board for amendments.

Composition: The IOC consists of five members; two citizens appointed by the Board, one citizen appointed by the Clerk of the Circuit Court & Comptroller (Clerk), the County Administrator or designee, and the Clerk or designee. Appointed members must have experience in matters involving portfolio management or institutional fixed income investments. Appointed members serve three-year terms, expiring on July 31, and may be reappointed up to two times.

Diversity of Current Membership:

Total Seats	**Vacant Seats**	**Gender**	**Race**
5	1	Male – 3 Female – 1	White – 4

Vacancies: The term of IOC member Renee McNeill expired on July 31, 2025. All eligible applicants are listed in Table #2.

Table #2: Investment Oversight Committee

Vacancies *Term Status*	**Term Expiration**	**Eligible Applicants** **Application Attachment #**	**Gender – Race**	**Recommended Action**
Renee McNeill *Served two terms* *Not seeking reappointment*	7/31/2025	5. Jarvis Benjamin Watkins 6. Matt Allen	Male – White Male - White	Appoint one eligible citizen for the remainder of a three-year term ending July 31, 2028.

Council on Culture & Arts Board (COCA)

Purpose: The responsibility of COCA is to stimulate greater awareness and appreciation of the importance of the arts; encourage and facilitate greater and more efficient use of governmental and private resources for the development and support of the arts; promote the development of resident artists, art institutions, community organizations sponsoring art activities and audiences.

Composition: In accordance with Section 265.32(2)(b), Florida Statutes, COCA is comprised of 15 members appointed by the Board and two ex officio members: one County Commissioner and one City Commissioner. On October 14, 2003, the Board authorized the Mayor of the City of Tallahassee (Mayor) to recommend seven COCA members in consideration for the City's contribution to COCA. Of the 15 Board appointments, eight members are appointed by the Board from a list of recommended applicants from COCA, while seven members are recommended by the Mayor, also from a list of recommended applicants from COCA, and appointed by the Board. In addition, there are five nonvoting ex officio members serving as liaisons, including representatives from FSU, FAMU, TSC, Leon County Schools, and the Tourist Development Council.

Currently, Chairman Brian Welch is serving as the Board's ex officio member on the COCA Board.

Per COCA's bylaws, the 15 Council members shall include two Practicing Artists, two members from the Heritage Community, and at least one member each from Volunteer, Business/ Economic Development, Tourism, Finance, or Marketing.

Pursuant to Section 265.32, Florida Statutes, members are appointed for a four-year term, and no Council member may serve more than two full terms without a two year period of non-membership following the expiration of the members' second term. Members must be qualified electors residing in the County. In filling a vacancy, the replacement Council member shall be selected by the Board from a list of three candidates submitted by the remaining members of the Council. The Council considers suggestions or recommendations made by members of the public; representative civic, labor, and cultural associations; and groups concerned with encouraging the development and appreciation of the arts before submitting the list of candidates to the Board. In the event that none of the three candidates nominated by the Council meets Board approval, the Council shall submit another and entirely different list for Board consideration to fill the vacancy.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
17	0	Female – 12 Male – 4 N/A – 1	White – 10 Black – 3 Asian – 2 N/A – 2

Vacancies: The terms of six members, Amanda Clements, Reenee Williams, Hadley Peterson, Carol Hill, Haiqiong Deng, and Brinda Pamulapati, are set to expire on September 30, 2025.

For the City nominated seats, the Mayor has recommended Erika Branchcomb to fill the City At-Large seat (Attachment #7), Carol Hill to fill the City Business/Economic Development seat (Attachment #8), Haiqiong Deng to fill the City Heritage Community seat (Attachment #9), and Brinda Pamulapati to fill the City Practicing Artist seat (Attachment #10).

Ms. Williams, the County Business/Economic Development representative, is eligible for and seeking reappointment. Her application, resume, and nomination letter are included in Attachment #11, which also includes two other applications for consideration. Ms. Clements, the County Tourism representative, is not seeking reappointment. COCA has submitted a letter nominating three applicants for the County's Tourism seat (Attachment #12). All of the COCA nominees are listed in Table #3.

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Table #3: Council on Culture & Arts Board

Vacancies Category *Status*	**Term Expiration**	**Nominees Application Attachment #**	**Gender – Race**	**Recommended Action**
Hadley Peterson City At-Large seat *Not seeking reappointment*	9/30/2025	7. Erika Branchcomb*	Female – Asian or Pacific Islander	Appoint **one** nominated citizen, Erika Branchcomb, as recommended by the Mayor, for a four-year term ending September 30, 2029.
Carol Hill City Business / Economic Development seat *Seeking reappointment*	9/30/2025	8. Carol Hill*	Female – Black	Appoint **one** nominated citizen, Carol Hill, as recommended by the Mayor, for a four-year term ending September 30, 2029.
Haiqiong Deng City Heritage Community seat *Seeking reappointment*	9/30/2025	9. Haiqiong Deng*	Female – Asian or Pacific Islander	Appoint **one** nominated citizen, Haiqiong Deng, as recommended by the Mayor, for a four-year term ending September 30, 2029.
Brinda Pamulapati City Practicing Artist seat *Seeking reappointment*	9/30/2025	10. Brinda Pamulapati*	Female – Asian or Pacific Islander	Appoint **one** nominated citizen, Brinda Pamulapati, as recommended by the Mayor, for a four-year term ending September 30, 2029.
Reenee Williams County Business/Economic Development seat *Seeking reappointment*	9/30/2025	11. Reenee Williams	Female – White	Reappoint **one** citizen, Reenee Williams, for a four-year term ending September 30, 2029.
Amanda Clements County Tourism seat *Not seeking reappointment*	9/30/2025	12. Janet McKnight Chernoff Giavona Williams Erika Zambello	Female – White Female – Black Female – White	Appoint **one** citizen for a four-year term ending September 30, 2029.

***** *Nominees recommended by the Mayor of the City of Tallahassee.*

Options:

1. Ratify the Commission on the Status of Women & Girls' appointment of three citizens, Kay Meyer-Ignacio, Kimberly Berry, and Dr. Wachell "Shelly" McKendrick, to the Tallahassee-Leon County Commission on the Status of Women and Girls, for two-year terms ending September 30, 2027 (Attachments #1, #2, and #3).
2. Appoint one citizen to the Investment Oversight Committee for a three-year term ending September 30, 2028. Eligible applicants are: Jarvis Benjamin Watkins and Matt Allen (Attachments #5 and #6).
3. Appoint one nominated citizen, Erika Branchcomb, to the City At-Large seat on the Council on Culture & Arts Board for a four-year term ending September 30, 2029, as recommended by the Mayor of the City of Tallahassee (Attachment #7).
4. Appoint one nominated citizen, Carol Hill, to the City Business/Economic Development seat on the Council on Culture & Arts Board for a four-year term ending September 30, 2029, as recommended by the Mayor of the City of Tallahassee (Attachment #8).
5. Appoint one nominated citizen, Haiqiong Deng, to the City Heritage Community seat on the Council on Culture & Arts Board for a four-year term ending September 30, 2029, as recommended by the Mayor of the City of Tallahassee (Attachment #9).
6. Appoint one nominated citizen, Brinda Pamulapati, to the City Practicing Artist seat on the Council on Culture & Arts Board for a four-year term ending September 30, 2029, as recommended by the Mayor of the City of Tallahassee (Attachment #10).
7. Reappoint one citizen, Reenee Williams, as recommended by the Council on Culture and Arts Board to the Business/Economic Development seat, for a four-year term ending September 30, 2029 (Attachment #11).
8. Appoint one citizen to the County Tourism seat on the Council on Culture and Arts Board for a four-year term ending September 30, 2029, from the slate of three COCA nominees (Attachment #12). The nominees are: Janet Chernoff, Giavona Williams, and Erika Zambello.
9. Reject the slate of Council on Culture and Arts Board and City nominees and request both organizations submit a new slate of nominees.
10. Board Direction.

Recommendations:

Options #1 – #8

Attachments:

1. Kay Meyer-Ignacio application and CV
2. Kimberly Berry application and resume
3. Dr. Wachell "Shelly" McKendrick application and resume

4. Tallahassee-Leon County Commission on the Status of Women & Girls appointment nomination email
5. Jarvis Benjamin Watkins application and resume
6. Matt Allen application and resume
7. Erika Branchcomb application, resume, and COCA nomination letter
8. Carol Hill application, resume, and COCA nomination letter
9. Haiqiong Deng application, resume and COCA nomination letter
10. Brinda Pamulapati application, resume and COCA nomination letter
11. Reenee Williams application, resume, and COCA nomination letter
12. COCA nomination letter for the County Tourism seat including applications for Janet Chernoff, Giavona Williams, and Erika Zambello application, resume, and COCA nomination letter

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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: Mrs. Kay Meyer Ignacio | **Date:** 7/28/2025 4:52:41 PM

Home Address:	4727 Highgrove Rd Tallahassee, FL 32309	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(850) 510-7634	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	kay.ignacio00@gmail.com	**How many years have you lived in Leon County?**	34

(EMPLOYMENT INFORMATION)

Employer:	211 Big Bend	**Work Address:**	PO Box 10950 Tallahassee, FL 32309
Occupation:	Interim CEO		
Work/Other Phone:		**Work Email:**	kmeyer@211bigbend.org

(OPTIONAL)

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

Race: White **Gender:** F **Age:** 48

District: District II **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Jennifer Taylor	**Name:**	
Address:	1393 Ferzon Way Tallahassee, FL 32312	**Address:**	
Phone:	(850) 508-3622	**Phone:**	

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* *Yes*

If yes, on what Committee(s) are you a member? *Tallahassee Leon County Commission on the Status of Women and Girls*

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

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

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

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

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

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

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

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

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

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

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

Signature: *Mrs. Kay Meyer Ignacio*

The application was electronically sent: 7/28/2025 4:52:41 PM

KAY MEYER

211 Big Bend • Interim CEO
(850) 510-7634 • hiitskay@gmail.com

SUMMARY OF QUALIFICATIONS

Vision-driven change agent with a career-long record of effective communication, marketing, advocacy, management, and proven success in leading organizations. Demonstrated experience in developing and implementing strategies to achieve mission-driven goals, building partnerships with stakeholders, and fostering a collaborative and inclusive work environment. Skilled in communication, marketing, team management, and program development. Passionate about driving positive change and committed to making a meaningful impact in the community.

- Communications
- Public Relations
- Outreach
- Leadership
- Strategic Marketing
- Contract Monitoring and Deliverables
- ROI and Capacity Building
- Team Building
- Records and Database Management
- Social Media Planning & Management
- Community Engagement
- Brand Development & Management
- Cross Functional Collaboration
- Government Advocacy and Awareness
- Planning and Prioritization
- Technology including but not limited to Adobe, Canva, Microsoft Office 365, various CRM's, DocuSign/e-signature tools, Slack, Bloomerang, Clover, Publisher, AI driven graphic editing tools

PROFESSIONAL EXPERIENCE

Interim CEO December 2024- current
211 Big Bend Tallahassee, FL

- Collaborating with agency partners to evaluate Open Enrollment options and managed seamless rollout plans for employee benefits.
- Successfully maintained all employee health benefits, mitigating a 20% rate hike without reducing coverage.
- Engaged with the local Redevelopment Agency and Southside Improvement Authority to explore building improvement opportunities or relocation options.
- Proactively navigated unexpected state and federal budget shortfalls, implementing strategic adjustments to sustain operations.
- Conducted interviews and evaluations of external contracted grant writers to enhance funding opportunities.

Director of Advancement and Social Enterprise Strategies October 2021-December 2024
211 Big Bend Tallahassee, FL

- Implemented the local rollout of the 988 Suicide & Crisis Lifeline number communication, marketing, and messaging, providing suicide and crisis prevention and intervention services for eight counties in the Big Bend region, in collaboration with 211 Big Bend leadership, Florida 211 and 988 partners, Vibrant, and the Florida Department of Children & Families.
- Develop 211 Big Bend Outreach Program to cover eight counties and continue to build increased awareness of 211 Big Bend and the 988 Suicide and Crisis Lifeline.
- Expand the outreach program to encompass volunteers, staff, Board of Directors, and community stakeholders.
- Assist with development of partnerships to ensure coordination and interoperability with various technology platforms across the health and human service ecosystem.
- Collaborate with President to identify special projects and partnerships that elevate 211 Big Bend in the community service area.
- Develop fundraising plan for board and staff.
- Stay current on trends in social determinants of health platforms and potential integrations.
- Restructured annual "A Night of Hope" benefit event, Including implementation of new technology, which resulted in exceeding all prior years' fundraising goals and event attendance.
- Led agency fund development, community relations, marketing, communications, outreach and facility operations.
- Work closely with state 988 coalition to streamline messaging and promote toolkit creation for entire 211 networks and crisis centers across Florida.
- Created and developed informational materials and graphics explaining and clarifying to the public the different services provided through 988, 911, and 211 to avoid confusion and misinformation.
- Represented 211 Big Bend in meetings with key legislators and staff during the 2022 Session of the Florida Legislature and advocated for mental health and suicide prevention funding requests as part of the Florida Alliance for Information & Referral Services (FLAIRS)/211 members.
- Achieved nationwide exposure for 211 Big Bend by developing a community partnership with Tallahassee Community College Athletics and being featured on ESPN Basketball Night.
- Revamped 211 Big Bend website for optimal user experience and ADA compliance.
- Hosted elected officials to 211 Big Bend to learn more about the agency and tour the facility, fostering strong relationships with key stakeholders.
- Represents 211 Big Bend in the Tallahassee Mass Violence Victim Response Planning Workgroup as part of the Office of the Attorney General to identify services that could assist victims and their families after a mass incident.
- Developed and implemented community impact reports for programs and services, which highlighted the positive impact of the organization's efforts.
- Ensured program messaging compliance with Help Me Grow Florida and Department of Children & Families contracts and required deliverables.
- Fostered a work culture of collaboration and inclusion, leading to increased morale and reduced turnover.
- Recipient of the 2023 211 Big Bend President's Award for outstanding contributions to the organization.

Director, Administration and Communication April 2019 to October 2021
Tallahassee Leon Federal Credit Union Tallahassee, FL

- Designed 2021 marketing plan.
- Revamped Tallahassee-Leon FCU website for optimal user experience and ADA compliance.
- Launched the first-ever internal manager retreat, aimed at empowering and exciting credit union managers.

- Conducted weekly manager meetings and bi-weekly staff meetings to monitor progress.
- Oversaw all administrative functions and performance of staff.
- Established and maintained collaborative relationships with employees and fostered high employee morale, productivity, and effectiveness.
- Successfully mentored over 30 employees, resulting in increased productivity and retention rates.
- Ensured timely and accurate payroll processing and HR and associate file maintenance for employees.
- Created and implemented training programs for employees on company policies, procedures and best practices.
- Identify areas for improvement in employee performance and work with individuals to develop and implement action plans.
- Identified potential new hires by reviewing and interviewing applicants for open positions.
- Authored informative and engaging marketing materials to implement the marketing plan.
- Coordinated the distribution of marketing materials to branches and Select Employee Group, the benefit management process.
- Created a new Credit Union website in collaboration with developers to implement design.
- Served as lead project manager on credit union initiatives, including marketing plans and strategic planning and implementation.
- Led manager planning sessions, which encouraged ownership and positive branch production.
- Formulated company COVID-19 policies in compliance with the Families First Coronavirus Response Act (FFCRA) and other state and federal laws.
- Communicated across internal and external levels with managers and corporate representatives concerning policy changes.
- Liaised between the President and board of directors and attended board meetings.
- Prioritized workload according to urgency and team strengths to meet all deadlines.

New Business Development Agent February to November 2017
Compass Marketing and Consulting Tallahassee, FL

- Secured over $150,000 in new client revenue shortly after hire, exceeding the performance of previous employees by 5x.
- Tailored new proposal booklet layouts to each potential client, incorporating branding and specifics.
- Cultivated an extensive list of companies based on Chamber of Commerce involvement, activating the pipeline to pitch Compass services to help navigate local small businesses.
- Performed thorough research on all aspects of client businesses, from search results to social media, web, and print presences before making informed recommendations.
- Negotiated budget with clients based on goals and steps of each custom strategic plan.
- Collaborated with team members to develop all aspects of campaign, from logo to website changes, etc.

Owner and Entrepreneur 1998 to 2022
Kay Meyer Photography Tallahassee, FL

Approach projects and new opportunities with an entrepreneurial spirit, fresh perspective, and genuine hustle. Established and built a successful photography business that provided for family while pursuing passion for capturing beautiful moments. With a focus on high-quality images and exceptional customer service, earned a reputation as a trusted and reliable photographer. Donating services to support local charities and organizations, including contributions to the Chamber of Commerce. As professional life continues to grow, the focus shifted to photography as a creative outlet, while still maintaining my commitment to providing excellent service to former clients.

PROFESSIONAL AFFILIATIONS

- Commissioner- Council on the Status of Women and Girls elected by Leon County Commissioners, City of Tallahassee Commissioners and the Mayor
- Board Member United Partners of Human Services (UPHS)
- Jim Moran Class VIII Non-Profit Executive Program
- Tallahassee Mass Violence Victim Response Planning Workgroup
- 988 State Marketing Coalition
- 988 Planning Coalition
- Suicide Prevention Marketing & Dissemination Workgroup
- Association of Fundraising Professionals, Vice President
- Leadership Tallahassee Class 38, Elected “Big Cheese” Social Chair
- Tallahassee Chamber of Commerce Member
- Credit Union National Association (CUNA) (2019-2021)
- Society for Human Resource Management (SHRM) (2019-2021)

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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: Mrs. Kimberly Berry | **Date:** 7/10/2025 9:12:11 PM

Home Address:	5660 Santa Anita Drive Tallahassee, FL 32309	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(850) 321-9789	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	kimsberry27@gmail.com	**How many years have you lived in Leon County?**	28

(EMPLOYMENT INFORMATION)

Employer:	Synergy Enterprises, Inc.	**Work Address:**	
Occupation:	Principal Consultant		
Work/Other Phone:		**Work Email:**	

(OPTIONAL)

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

Race: Black or African American **Gender:** F **Age:** 46

District: District II **Disabled?** Yes

(RESUME AND REFERENCES)

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

Name:	Dearline Thomas-Brown, RN	**Name:**	
Address:	1998 Indian Springs Court, Tallahassee, FL 32303	**Address:**	
Phone:	(850) 544-0885	**Phone:**	

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

Have you served on any previous Leon County committees?* *Yes*

If Yes, on what Committee(s) have you served? *Tallahassee-Leon County Commission on the Status of Women and Girls*

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

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

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

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

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

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

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

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

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

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

Signature: Mrs. Kimberly Berry

The application was electronically sent: 7/10/2025 9:12:11 PM

KIMBERLY SCRIVEN BERRY
850-321-9789
kimsberry27@gmail.com
https://www.linkedin.com/in/kimscrivenberry/

As a team leader in evidence-based education policy, programs, and practices, I develop high-impact technical assistance through needs sensing, product development, and training for adults. Over the past two decades, I have worked to build the capacity of thousands of emerging and experienced professionals to implement federally- and state-funded education programs. I see myself moving into a role as an executive-level leader with an organization that is passionate about improving the lives of students, families, and communities by supporting the adults that work with them each day.

EDUCATION

ABD, Educational Leadership and Policy Studies
Concentration: Educational Policy and Evaluation
Florida State University

2005, ***Master of Science***, Early Childhood Education
Florida State University

2002, ***Bachelor of Science***, Sociology
Minor: Political Science
Florida Agricultural and Mechanical University

EMPLOYMENT EXPERIENCE

Principal – Technical Assistance and Program Implementation/Senior Research Associate – Training and Technical Assistance*, Synergy Enterprises, Inc.*
2022 to present

- Serve as the Deputy Project Director of the T4PA Technical Assistance Center (T4PA Center) funded by the U.S. Department of Education (ED) Office of Safe and Supportive Schools (OSSS) which is responsible for providing technical assistance to all State education agencies (SEAs) implementing the Title IV, Part A (Title IV-A): Student Support and Academic Enrichment program under the Elementary and Secondary Education Act (ESEA)
- Lead a team of Technical Assistance Liaisons and Coordinators in providing support in the administration of subgrants and implementing the priority content areas of Title IV-A: well-rounded education, safe and healthy students, and effective use of technology
- Facilitate the Resource Development task of the T4PA Center through the development of informational products, including fact sheets, written technical assistance, toolkits, and implementation guides
- Develop cohort meetings and working group discussions of State Coordinators, Federal Program Officers (FPO) and other state and federal agency staff in small-group, in-person and virtual settings to help identify emerging issues and areas of needed support

Bureau Chief/Assistant Bureau Chief/Director*, Bureau of Family and Community Outreach, Florida Department of Education (FDOE)*
2017 to 2022

- Administered competitive and noncompetitive annual awards of $69 million under Title IV, Part B: Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) program and $20 million of State Appropriations on School and Instructional Enhancements
- Managed approximately 35 staff responsible for the contract management, technical assistance, monitoring and evaluation of grant projects
- Provided statewide technical assistance and support to over 300 afterschool, summer, mentoring and pre-collegiate grant projects/programs, including the College Reach Out Program (CROP), 21st CCLC, Boys & Girls Clubs, Big Brothers Big Sisters, YMCA, College Board, and other local non-profit organizations

Program Development Unit Lead-21st CCLC Team, *Florida Department of Education (Contractor through University of South Florida/Children's Forum)*
2013 to 2017
- Led a staff of nine Program Development Specialists in providing contract management, monitoring and technical assistance to approximately 190 subrecipients
- Led the organization of the annual conference for 21st CCLC subrecipients
- Managed travel, leave, onboarding, offboarding, and other administrative matters for a team of 20 employees

Program Director, Differentiated Accountability, Florida Department of Education
2010
- Prepared tools, evaluation procedures, correspondence, and technical assistance related to school improvement and Differentiated Accountability
- Directed the development and preparation of State Board of Education reports related to Differentiated Accountability
- Developed procedures and guidance related to the annual statewide submission of School Improvement Plans and District Improvement and Assistance Plans

Research and Evaluation Coordinator, *Florida Department of Education (Contractor through University of North Florida)*
2008-2010
- Collected programmatic, financial, and evaluation data from Florida's 67 school districts and four developmental research schools on their efforts to provide safe school environments for K-12 students
- Developed training and materials for Family and Community Outreach initiatives such as Zero Tolerance, Gang Reduction Strategy, Child Abuse Prevention, and other topics
- Conducted bill analyses during the Florida legislative session

Assistant Program Specialist/Social Research Assistant, SERVE Center at the University of North Carolina at Greensboro
2003-2008
- Provided training and technical assistance for afterschool, early childhood, literacy, and school improvement facilitators at the local, state, regional and national levels
- Conducted interviews and site visits to inform and develop web- and print-based training materials on homework assistance and school improvement for 21st CCLC site coordinators and project directors
- Completed literature reviews and research briefs on Evidence-based Education for the six-state region served by the Regional Education Laboratory housed at SERVE (REL-SE)

Alumni Records Assistant, Florida State University College of Law
2001-2003
- Conducted alumni research for the Office of Development and Alumni Relations for use in solicitations for the Annual Fund, Scholarships and Major Gift Contributions
- Assisted Development Director in preparation for the Alumni Board Meeting, Board of Visitors and Homecoming
- Generated gift acknowledgements to thank donors for contributions

SELECTED PRESENTATIONS AND PANELS
- *Building LEA Capacity to Assess Title IV-A Needs, 2024 Title IV-A SEA Directors Annual Meeting,* April 2024
- *Building Relationships: Partnership Panel on ESSER Funds*, Beyond School Hours 2022, February 2022
- *Discretionary Afterschool Programs in Florida*, Florida Afterschool Network Public Policy Forum, August 2021
- *Collaboration with the School Day*, 21st CCLC State Education Agency Coordinators' Meeting, July 2021

PUBLICATIONS

Berry, K., & Herrington, C. (2013). Tensions across federalism, localism and professional autonomy: The use of social media and stakeholder response to increased accountability. *Educational Policy*, *27*(2), 390-409.

Berry, K. & Herrington C. (2011). States and their struggles with NCLB: Does the Obama administration get it right? *Peabody Journal of Education*, *86*(3), 272-290.

Johnson, T., McClure, P., McComb, E., & Scriven, K. (2007). Homework Toolkit. Austin, TX: National Partnership for Quality Afterschool Learning.

Speas, J., Ogletree, R., Robertson, C., Tillman, J., Scriven, K., & Davis, B. (2005). Schoolwide Title I Planning Guide. Greensboro, NC: SERVE Center at UNCG.

COMMUNITY INVOLVEMENT AND BOARD EXPERIENCE

- Commissioner, Tallahassee-Leon County Commission on the Status of Women and Girls
  - Committees: Employment and Earnings, Summit
- President, The National Pan-Hellenic Council of Tallahassee
- Member, Junior League of Tallahassee
  - Committees: HOPE Community; Fundraising
- Member, NAACP
- Member, Zeta Phi Beta Sorority, Incorporated
  - Offices Served: President, First Vice President, Second Vice President, Treasurer, Chaplain
- Past Advisory Board Member, Camp Kesem at Florida State University
- Past Board Member (Ex Officio), Florida Afterschool Alliance
- Past Advisory Council Member (Ex Officio), Florida Afterschool Network
- Past Member, Roberts Elementary School Advisory Council
- Past Member, Montford Middle School Advisory Council
- Past Co-Chair, March for Babies Executive Leadership Team Tallahassee

LEADERSHIP DEVELOPMENT TRAINING

- 2022, Zeta Organizational Leadership Program, Cohort 10
- 2020, Brian Dassler Leadership Academy, Florida Department of Education

CERTIFICATIONS

- Florida Certified Contract Manager, State of Florida
- Full Focus Certified Planner Professional
- Risk Management, Zeta Phi Beta Sorority Incorporated
- Youth Mental Health First Aid

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

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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: Dr. Wachell McKendrick | **Date:** 7/28/2025 10:33:42 PM

Home Address:	8327 Hinsdale Way Tallahassee, FL 32312	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	No
Home Phone:	(850) 671-1920	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	smckendrick@turnabout.org	**How many years have you lived in Leon County?**	24

(EMPLOYMENT INFORMATION)

Employer:	Turn About Incorporated Of Tallahassee	**Work Address:**	1401 High Road Tallahassee, FL 32312
Occupation:	Executive Director		
Work/Other Phone:		**Work Email:**	wmckendrick@turnabout.org

(OPTIONAL)

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

Race: Black or African American **Gender:** F **Age:** 65

District: District IV **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Dr. Jeanne O'Kon	**Name:**	Dr. Brenda Jarmon
Address:	3674 Union Glover Road, Tallahassee, FL	**Address:**	1428 Deer Haven Lane, Tallahassee, Fl 32303
Phone:	(850) 264-4903	**Phone:**	(850) 422-0378

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?* *Yes*

If Yes, on what Committee(s) have you served? *Tallahassee-Leon County Commission on the Status of Women and Girls*

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

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

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

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

Signature: *Dr. Wachell McKendrick*

The application was electronically sent: 7/28/2025 10:33:42 PM

Wachell McKendrick, PhD, MSW, CAP
8327 Hinsdale Way, Tallahassee, FL 32312
wmckendrick@turnabout.org

Education

PhD Florida State University, Tallahassee, Florida, 2011
Major: Family Relations

MSW Barry University, Miami, Florida, 2001.
Major: Social Work

B.A. Armstrong Atlantic Southeastern University, Savannah, Georgia, 1981.
Major: Psychology

Certifications

Certified Addiction Professional (CAP) #1622- Florida Certification Board, 1996
Internationally Certified Alcohol and Drug Counselor (ADC) - International Certification and Reciprocity Consortium, 1996

Academic Appointments

2003 – 2010 Florida A&M University, Tallahassee, Florida; Adjunct Instructor
2004 – 2010 Tallahassee Community College, Tallahassee, Florida; Adjunct Instructor
2006 – 2010 Florida State University, Tallahassee, Florida, Research Assistant and Teaching Assistant
2010 - 2013 Florida A&M University, Tallahassee, Florida; Visiting Professor –Masters' Program
2013 - 2016 Florida A&M University, Tallahassee, Florida; MSW Program Director, Assistant Professor
2013- 2020 Florida A&M University, Tallahassee, Florida; Assistant Professor

Peer Reviewed Presentations

McKendrick, W. (2023, November**).** *Interpersonal violence and substance abuse: Interrelationship and treatment interventions.* Workshop presentation at East Coast Symposium on Addictive Disorders: Ponte Vedra Beach, FL.

McKendrick, W. (2022, September**).** *Interpersonal violence and substance abuse: Interrelationship and treatment interventions.* Workshop presentation at Cape Cod Symposium on Addictive Disorders: Hyannis, MA.

McKendrick, W. (2018, April**).** *Interpersonal Violence: An Exploration of Effects in the Workplace and Increasing Safety*. Workshop presentation at Society of Business, Industry, and Economics Annual Conference: Destin, FL.

McKendrick, W. (2017, November). *Interpersonal Violence among African American Women.* Accepted poster session presented at North American Association of Christian Social Workers Annual Conference: Charlotte, NC.

Bernadin, S.L. & **McKendrick, W.,** Caldwell, C. (2017, March). *Using Predictive Variable Analysis to Investigate Non-Academic Factors that Contribute to the Persistence of Undergraduate Engineering Students.* Workshop presentation at 2017 Southeastern Conference of American Society for Engineering Education: San Juan, Puerto Rico.

McKendrick, W. (2015, June). *Interpersonal Violence.* Workshop presentation at Florida A&M University, College of Pharmacy and Pharmaceutical Sciences Institute of Public

Health's 20th Anniversary Symposium: Improving Mental Health for Women of Color – Connecting People and Reducing the Stigma: Tallahassee, FL.

Bernadin, S.L. & **McKendrick, W.** (2015, April). *A Study of Non-Academic Factors Contributing to the Success of Undergraduate Engineering Students.* Workshop presentation at 2015 Southeastern Conference of American Society for Engineering Education: Gainesville, FL.

Harris-McCoy, D., Meyer, A., McWey, L., Henderson, T., **McKendrick, W.,** (2010, November). *The adoption and safe families act, substance using parents, and foster care.* Poster session presented at National Council on Family Relations Annual Conference: Minneapolis, MN.

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McKendrick, W. (2010, November). *African American parenting styles and adolescent daughter outcomes: A critical review.* Roundtable session presentation at National Council on Family Relations Annual Conference: Minneapolis, MN.

Meyer, A., **McKendrick, W.,** & McWey, L. (2009, May). *Substance use foster care, and termination of parental rights.* Poster presentation at the annual Florida Association for Marriage and Family Therapy conference, Deerfield Beach, FL.

Referred Publications

McKendrick, W. (*In progress*). *Mothers and sons: Gender and African-American maternal parenting styles*.

McKendrick, W. (*In progress*). *Interpersonal violence: An exploration of effects in the workplace and increasing safety*.

McKendrick, W. (2020). *Interpersonal violence among African American young adult women and the violence interruption process as a bystander intervention*. Journal of African American Studies.

McKendrick, W. (2018). *Interpersonal violence among African American young adult women and the violence interruption process as a bystander intervention,* North American Association of Christian Social Workers Annual Conference Proceedings, https://www.nacsw.org/Convention/Proceedings2017/McKendrickWInterpersonalViolenceFL.pdf

Bernadin, S.L., **McKendrick, W.**, & Caldwell, C. (2017). *Using predictive variable analysis to investigate non-academic factors that contribute to the persistence of undergraduate engineering students,* The American Society for Engineering Education (ASEE) Regional Conference Proceedings, http://zone2.asee.org/sessions/program/s12.html

Bernadin, S.L. & **McKendrick, W.** (2015). *The impact of non-academic factors on the success of undergraduate engineering students,* American Society for Engineering Education Proceedings, http://se.asee.org/proceedings/ASEE2015/papers2015/103.pdf.

Meyer, A.S., McWey, L.M., **McKendrick, W.,** & Henderson, T. L. (2010). *Substance abusing parents, foster care, and termination of parental rights: The importance of risk factors for legal outcomes,* Child and Youth Services Review, 32, 639-649.

Professional Experience

- Executive Director – *Turn About, Inc.* April, 2019 – Present; Tallahassee, Florida 32301
- Accreditation Consultant – *Wachell McKendrick, PhD, MSW, CAP* 2021-Present; Tallahassee, Florida 32312
- Assistant Professor – *Florida Agricultural and Mechanical University, Department of Social Work,* 2013 – 2020; Tallahassee, Florida 32307.
- Interim Executive Director - *Turn About, Inc.* 2017- 2019; Tallahassee, Florida 32308
- MSW Program Director/Assistant Professor - *Florida Agricultural and Mechanical University, Department of Social Work,* 2013-2016; Tallahassee, Florida 32307.
- Visiting Assistant Professor – *Florida Agricultural and Mechanical University*, *Department of Social Work,* 2010-2013; Tallahassee, Florida 32307.
- Quality Assurance/ Intern Supervisor - *Turn About, Inc.* 2009 - 2014, Tallahassee, Florida 32308
- Adjunct Instructor – *Tallahassee Community College, Department of Behavioral Sciences*. 2004-2010; Tallahassee, Florida 32307
- Adjunct Instructor **–** *Florida Agricultural and Mechanical University Department of Social Work***.** 2003 - 2010; Tallahassee, Florida 32307.
- Field Instructor – *Florida State University, College of Social Work.* 2003-2006; 2010 -2016, present, Tallahassee, Florida 32306.
- Field Instructor – *Florida Agricultural and Mechanical University, Department of Social Work.* 2003-2006; 2010-present, Tallahassee, Florida 32307
- Executive Counselor – *Turn About, Inc.* 2002-2006; (Victim Advocate 2003-2006). Tallahassee, Florida 32308.
- Corrections Coordinator/ Clinical Supervisor - *Spectrum Programs. Inc.* 2001; Miami, Florida 33126.
- Therapist/ School Social Work - *AmeriCorp National Service*. 2000-2001; Miami Shores, Florida 33126.
- Instructor – *Comprehensive Training Center.* 2000-2001; Davie, Florida

Community/Volunteer Service

- Appointment to Commission on Accreditation of Rehabilitation Facilities, International (CARF) - Surveyor (2022)
- Appointment to Commission on the Status of Women and Girls in Leon County (2021-Present)
- Executive Board Member – Spearman Foundation (2021-Present)
- Executive Board Member Rotary International Northside (2020-Present)
- Rotary International Northside (2019-Present)
- Leon County Sheriff's Office – Detention Center Programs Evaluation (2018-Present)
- Executive Board Member, Girls 2 Divas Mentoring, Inc. (2017- Present).
- Executive Board Member, Mission Possible Enrichment Center, Inc., Abundant Life and Restoration Ministries (2016-Present)
- Advisory Board Member, Black Women Empowerment Collective (2016 - 2021)

- Executive Board Member, Literacy Volunteers of Leon County (2015 – 2018; 2019-2022)
- Member of International Missions Team - Abundant Life and Restoration Ministries (2013-Present)
- Citizens Review Team – Community Human Services Partnership (2011- 2017)
- Florida Certification Board Oral Case Examiner (2003 -2007)
- Co-Advisor Student Social Work Association (2003-2004)
- School Advisory Committee - Gilchrist Elementary (2001-2003)

Professional Memberships

- Florida Certification Board
- Council on Social Work Education
- National Association of Christian Social Workers
- Rotary International, Northside Tallahassee Chapter

Honors and Awards

- Nominated as *25 Women You Want to Meet*, Club 25, Tallahassee, Florida (2016)
- Woman of the Month – National Council of Negro Women, Florida State University Chapter (2009)
- Phi Alpha Honor Society – Social Work Honorary Status (2008)
- Florida Alcohol and Drug Association Professional of the Year (1996)

From: Stephanie Shumate <stephanie.shumate@theoasiscenter.net>
Sent: Friday, August 29, 2025 3:50 PM
To: Lisa Davis <DavisLis@leoncountyfl.gov>; Nicki Hatch <HatchN@leoncountyfl.gov>
Cc: Gabby Seibert <CSWGstaff@theoasiscenter.net>
Subject: CSWG Internal Appointments

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Good afternoon, Lisa and Nikki!

We just finished our August Full Commission Meeting this afternoon. We did have quorum and were able to vote on the internal CSWG appointments.

The CSWG voted unanimously to reappoint all three of the Commissioners who were up for reappointment:
Kimberly Berry
Dr. Wachell “Shelly” McKendrick
Kay Meyer-Ignacio

Please let me know if you have any questions or need anything else from me in order to move forward with getting these women ratified by the County Commission.

Thanks so much and have a great weekend!

Best,
Stephanie Shumate



The Oasis Center for Women & Girls now offers free AFTER HOURS counseling to women raising children on their own and soon-to-be-moms facing the same. Licensed Therapists and safely supervised children's activities. Tuesday and Thursday evenings and Saturdays 10-4. Daytime hours are available if requested. Scan the QR code for contact information. The program is funded by the Children's Services Council of Leon County.

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
INVESTMENT OVERSIGHT COMMITTEE

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. Jarvis Benjamin Watkins | **Date:** 6/25/2025 12:06:17 PM

Home Address:	1330 Preakness Point, Tallahassee FL 32308 Tallahassee, FL 32308	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 570-8718	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	ben.watkins@sbafla.com	**How many years have you lived in Leon County?**	67

(EMPLOYMENT INFORMATION)

Employer:	State of Florida, Division of Bond Finance	**Work Address:**	1801 Hermitage Blvd Tallahassee, FL 32308
Occupation:	Director		
Work/Other Phone:	(850) 570-8718	**Work Email:**	ben.watkins@sbafla.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:** 67

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	A. Lawton Langford	**Name:**	Chris Spencer
Address:	5002 Brill Pt, TLH 32312	**Address:**	(work) 1801 Hermitage Blvd, TLH 32308
Phone:	(850) 510-0200	**Phone:**	(850) 413-1250

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? *Chair, Investment Oversight Committee*

Have you served on any previous Leon County committees?* *Yes*

If Yes, on what Committee(s) have you served? *Investment Oversight 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*

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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 of Leon County.

Members may not be employed by any office of Leon County government.

Are you employed by an office of Leon County government? *No*

Members must have experience in either of the following areas. Please indicate your area of expertise.

- [x] Experience involving portfolio management

  Please explain: *Current role as DIrector of the Division of Bond Finance extends to portfolio management*

- [x] Experience involving institutional fixed income investments

  Please explain: *Current role as DIrector of the Division of Bond Finance extends to fixed income investments*

Appointed members may not engage in any private financial dealings with the County directly related to the County's investment operations during their tenure on the committee and for a period of two (2) years thereafter.

Do you understand the above statement and agree to the terms? *Yes*

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

Signature: *Mr. Jarvis Benjamin Watkins*

The application was electronically sent: 6/25/2025 12:06:17 PM

J. BEN WATKINS III

EMPLOYMENT EXPERIENCE

Director - State of Florida Division of Bond Finance **July 1995 – Present**
Mr. Watkins has been Director of the Division of Bond Finance since July, 1995. The Division of Bond Finance is responsible for issuing bonds for the State of Florida and advising on other debt management policies for the State. The Division administers bonding programs for the Departments of Education, Transportation, Environmental Protection and Management Services as well as borrowings for the Board of Regents, Florida Turnpike System, Florida Hurricane Catastrophe Fund and State Comptroller's consolidated equipment financing program. The Division is also responsible for allocating the private activity bond volume cap, maintaining a local government reporting system for bond issues, calculating federal arbitrage rebate liabilities and developing a system to insure compliance with the SEC's secondary market disclosure requirements.

Associate – Macfarlane Ausley Ferguson & McMullen, Tallahassee, Florida **April 1994 – June 1995**
Practice area included all types of public finance including general obligation bonds, revenue bonds, COPs, limited tax/special assessment bonds and tax-exempt loans and leases. Experience as bond counsel and disclosure/underwriter's counsel in connection with bond transactions. Experience with securitization of cash flows from portfolio of Small Business Administration loans, notes and mortgages from the sale of Jim Walter Homes.

Associate – Sutherland, Asbill & Brennan, Atlanta, Georgia **April 1987 – April 1994**
Extensive experience as bond counsel, bank counsel and underwriter's counsel on taxable and tax-exempt financings. Typical responsibilities included structuring financings, financial and disclosure due diligence, advising on tax issues and securities law matters, drafting and negotiating documents including indentures, loan agreements, lease agreements, reimbursement agreements, letters of credit, guaranties, pledge agreements, security deeds, official statements, prospectuses, other disclosure documents and closing transactions. Experience with tax-exempt derivative products such as interest rate SWAPs, inverse floaters, interest rate caps, etc., and innovative financing techniques involving reimbursement bonds, working capital deficit financings and asset sales.

Director of JVs and Partnerships – W. B. J. Properties, Atlanta, Georgia **Feb. 1983 – Jan. 1984**
Responsible for administrative, financial and tax matters for joint ventures and partnerships associated with real estate developer and franchisor/management company for Ritz Carlton Hotels Company. Administrative responsibilities included negotiating joint venture agreements and maintaining relationships with joint venture partners, i.e., life insurance companies; supervising accounting department, construction accounting and cash management personnel. Financial responsibilities included monthly financial reporting, cash flow projections, financial reporting to joint venture partners, financial statement preparation, analytical review and reporting on operations.

Supervising Senior – KPMG Peat Marwick, Atlanta, Georgia **October 1979 – January 1983**
Certified Public Accountant since May 1979. Responsible for planning, coordinating and supervising audit engagements on businesses including primarily commercial, manufacturing and real estate concerns. Quarterly review for 10-Q and annual audit for 10-K for SEC reporting clients.

EDUCATION

University of Florida College of Law **January 1984 – December 1986**
Graduated in top eight percent of class with honors. Chief Tax Editor and Member, Florida Law Review; Student Member of Faculty Selection Committee; Business Manager, Student Government Productions.

Auburn University
Graduated 1979 with high honors; BSBA with concentration in accounting

PROFESSIONAL MEMBERSHIPS AND ACTIVITIES

Municipal Securities Rulemaking Board
- Vice Chairman 2003 – 2004
- Municipal Securities Rulemaking Board – Member 2001-2004
- Nominating Committee 2000

Government Finance Officers Association
- Committee on Governmental Debt and Fiscal Policy 1996-2001; 2007 to present
- Debt Committee – Chair, Web Site Development Working Group 2002
- Debt Committee – Chair, Financial Policies Subcommittee 1998
- Debt Committee – Co-Chair, Working Group on IRS Audits 1998
- Chair – Joint Task Force with the National Association of Bond Lawyers on Tax Reform 2002
- Published Article in the Government Finance Review Magazine – "Using Your Website for Disclosure"
- Published Article in the Government Finance Review Magazine – "What to do When the IRS Calls"

National Association of State Treasurers
- State Debt Management Network since 1997
- State Debt Management Network – Executive Board 1998, 1999
- State Debt Management Network – Program Committee 1998
- Recipient of Tanya Gritz Award for Excellence in Public Finance 2001
- Representative on Muni Council

National Association of Bond Lawyers

National Federation of Municipal Analysts – 2009 Industry Contribution Award for Work on Disclosure Practices

The Bond Market Association – Recognized on the 2001 Muni Division's Honor Roll

Florida Public Finance Forum – Acting Chair 1997

Member of the State Bar of Florida and the State Bar of Georgia since 1987

COMMUNITY ACTIVITIES

Tall Timbers Research, Inc. – Board Member; Finance and Investments Committee
Leon County School Board – Capital Improvement Review Team – Chair, Oversight Committee 2002 – 2007
Governor's Mentoring Program
Friends of Leon County Public Library – Treasurer
Coach 6-8 year old Girls Volleyball and T-Ball Teams
Florida Forest Stewardship Advisory Committee
Florida Council for Advisors for Research and Extension in Natural Resources
Economic Club of Florida- Chairman
Maclay School Board of Trustees – Board Member
Leon County Investment Oversight Committee - Chairman

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
INVESTMENT OVERSIGHT COMMITTEE

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. Matt Allen

Date: 8/6/2025 9:58:00 AM

Home Address:	802 Jamestown Court 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:	(229) 224-0808	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	investmattallen@gmail.com	**How many years have you lived in Leon County?**	7

(EMPLOYMENT INFORMATION)

Employer:	BeanWealth	**Work Address:**	Remtoe
Occupation:	CEO/Founder		
Work/Other Phone:		**Work Email:**	mallen@beanwealth.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:** 30

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Robert Schenck	**Name:**	Chris Spencer
Address:	1147 Live Oak Plantation Rd Tallahassee, FL 32312	**Address:**	3749 Four Oaks Blvd Tallahassee, FL 32311
Phone:	(352) 585-7338	**Phone:**	(727) 641-5522

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.

As a young professional committed to making Tallahassee my long-term home, I believe it's important to actively contribute to the future of our community. The Investment Committee is the best fit for my background and interests, allowing me to apply my investment research and financial experience in a way that directly benefits the city. It's a meaningful opportunity for me to give back, support responsible financial stewardship, and stay engaged in the growth and well-being of Tallahassee.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

Members must be a resident of Leon County.

Members may not be employed by any office of Leon County government.

Are you employed by an office of Leon County government? *No*

Members must have experience in either of the following areas. Please indicate your area of expertise.

- [x] Experience involving portfolio management

Please explain: *I have extensive experience supporting portfolio management through my roles leading investment research at Grit Capital, BeanWealth, and The Common Capitalist. While I have not served as a traditional portfolio manager, my work has directly informed investment decisions for both retail and institutional investors. At Grit Capital, I led multi-asset class research including equities, fixed income, and macro strategy, producing insights used by portfolio managers, family offices, and wealth advisors. At BeanWealth, I oversee the creation of institutional-grade research that supports portfolio construction decisions for both professional and retail investors. This includes fundamental equity analysis, thematic sector reports, and asset allocation commentary tailored to market conditions. I've also worked closely with public companies on investor-facing strategy, which deepens my understanding of how capital allocation and risk management decisions impact portfolios.*

☑ Experience involving institutional fixed income investments

Please explain:

Appointed members may not engage in any private financial dealings with the County directly related to the County's investment operations during their tenure on the committee and for a period of two (2) years thereafter.

Do you understand the above statement and agree to the terms? *Yes*

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

Signature: Mr. Matt Allen

The application was electronically sent: 8/6/2025 9:58:00 AM

Matthew A. Allen

380 E. Bradford Rd, Tallahassee, FL, 32303 | 229-224-0808| investmattallen@gmail.com

Professional Experience:

BeanWealth **Tallahassee, FL**
CEO/Founder *Sept 2024- Present*

- Built a modern investment research firm delivering institutional-grade reports and insights across equities, macro trends, and digital assets
- Lead investor relations campaigns for public companies by combining high-quality research with digital media distribution to retail and professional investors
- Produce detailed deep dives, earnings analysis, and sector outlooks tailored to hedge funds, RIAs, family offices, and serious individual investors
- Manage digital strategy across newsletters, social media, and podcast channels to expand reach and credibility among finance audiences
- Advise public company executives on messaging, retail engagement, and investor-facing content to support shareholder value
- Scaled BeanWealth into a trusted research and media brand positioned at the intersection of Wall Street and digital investor education

Grit Capital **Remote**
VP of Research *Dec 2021 - Aug 2024*

- Produced actionable equity research reports for both retail and institutional investors, covering U.S. and global markets
- Led investment research across equities, fixed income, and macroeconomic themes to guide client portfolio strategy
- Managed a team of analysts and contributors to deliver timely insights on earnings, valuations, and sector trends
- Presented research findings to high-net-worth clients, family offices, and institutional partners
- Oversaw compliance of all published materials with regulatory standards and internal quality controls
- Developed editorial calendar and coordinated coverage for breaking news, market events, and investment ideas

The Common Capitalist **Remote**
Founder *May 2018- Nov 2021*

- Founded a retail-focused investment research platform delivering accessible equity insights to everyday investors
- Created in-depth stock reports, macroeconomic breakdowns, and educational content tailored for non-institutional audiences
- Grew a loyal subscriber base through consistent publishing, community engagement, and social media distribution.
- Successfully scaled operations and positioned the company for acquisition by Grit Capital in 2024

Education

Bachelor of Arts **Valdosta State**
December 2016

- Concentration in Political Science
- Minor in Finance
- Minor in Economics

June 26, 2025

Mayor John E. Dailey
Office of the Mayor
City of Tallahassee
300 S. Adams Street
Tallahassee, FL 32301

Dear Mayor Dailey,

The Council on Culture & Arts (COCA) has a City-appointed board seat in the At-Large category that will become vacant at the end of the current term on September 30, 2025. In accordance with COCA's bylaws and appointment procedures, we are submitting a slate of candidates for your consideration to fill this seat for a four-year term beginning in FY26 (October 1, 2025).

Hadley Peterson, the current COCA Board Member, has opted to step down after this term. Ms. Peterson has enjoyed the appointment and looks forward to continuing their support of COCA in other ways.

Three qualified individuals have expressed interest in serving on the COCA Board of Directors. Their applications and resumes are attached for your review. Each candidate brings a unique perspective and valuable experience that would contribute meaningfully to COCA's mission and the cultural vitality of our community.

On behalf of the Council, I present the slate to you and respectfully request that you review the attached materials and recommend one candidate for appointment to the City Commission. If possible, we'd appreciate having the candidate selected and moved forward to the City Commission agenda for your August 20 meeting.

If I can be of further assistance to you during this process, please don't hesitate to contact me at 850-224-2500 x2 or kathleen@tallahasseearts.org.

Our thanks to you, Mayor, for your continued support of arts & culture in Tallahassee.

Sincerely,



Kathleen Spehar
Executive Director
Council on Culture & Arts

Board Applicants – At-Large (City)

Name	Occupation	Ethnicity	Gender
Erika Branchcomb	Senior Communications Specialist at the Florida League of Cities	Asian	Female
Segundo Fernandez	Managing Partner at Oertel, Fernandez, Bryant & Atkinson PA	Prefer not to say	Prefer not to say
Michael Kevin Killoren	Retired	Caucasian / Non-Hispanic	Male
TBD+			

^ Seeks reappointment
*Indicates staff choice
+Alternate

Application Form

Profile

Date

3/27/24

Erika (First Name) | M (Middle Initial) | Branchcomb (Last Name)

erika.branchcomb@gmail.com (Email Address)

Mobile: (850) 556-2717 (Primary Phone) | Business: (850) 701-3653 (Alternate Phone)

Preferred Mailing Address

☑ Home Address

2115 Lake Forest Dr (Home Address)

Tallahassee (City) | FL (State) | 32303 (Postal Code)

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

☑ No

Work Address - Address Line 1

301 S Bronough St

Work Address - Address Line 2

Ste 300

Work Address - City

Tallahassee

Work Address - State

☑ FL

Work Address - Postal Code

32301

Florida League of Cities	Senior Communications Specialist	Communications & Marketing
Employer	Job Title	Occupation

Which Boards would you like to apply for?

Council On Culture & Arts: Submitted

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

Erika Branchcomb is a distinguished communications professional, with a career spanning over a decade across the private sector and nonprofit industries. Her current role as a Senior Communications Specialist at the Florida League of Cities since 2012 has seen her managing websites, mobile apps, and various marketing and publication projects, showcasing her adeptness in branding, marketing, and digital communications. Erika's commitment to excellence is evident through her effective project management and content development, ensuring brand consistency and quality across platforms. Before her tenure with the Florida League of Cities, Erika enriched her experience as a Marketing & Communications Consultant and as a Marketing Communications Manager at the Florida Chamber of Commerce, where she developed targeted marketing campaigns and managed member communications. Her foundational years at Capital City Bank as a Communications Specialist helped her hone her skills in promotional campaigns, content management, and corporate communications. Erika's academic achievements include a Bachelor of Arts in Communication Arts from the University of West Florida, complemented by certificates in AI from Ragan Communications and in Editing from ACES/Poynter News University. Beyond her professional endeavors, Erika is deeply involved in community service, currently serving as chair for the 2-1-1 Big Bend Board of Directors and having held positions with the Children’s Home Society board and as a marketing and publicity chair for the American Cancer Society’s Leon County Relay for Life. She was also a KCCI Community Catalyst in 2021.

Reference 1 (at least one)

B [redacted]

Reference 2

Dan Taylor [redacted]

Reference 3

F [redacted] Braswell [redacted]

2024_EB_Resume.pdf
Upload a Resume

Education:

University of West Florida

Degree received

BA in Communications Arts

Demographics

Ethnicity *

☑ Asian or Pacific islander

Gender *

☑ Female

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

none

Are you a City resident?

○ Yes ◉ No

Are you a City utility customer?

○ Yes ◉ No

Are you a City property owner?

○ Yes ◉ No

Are you a Leon County resident?

◉ Yes ○ No

Are you a Leon County property owner?

◉ Yes ○ No

Can you serve a full three-year term?

◉ Yes ○ No

Can you regularly attend meetings?

◉ Yes ○ No

Schedule Conflicts (Please enter None if no conflicts):

none

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

○ Yes ◉ No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

○ Yes ◉ No

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

☑ I Agree

Erika Branchcomb

COMMUNICATIONS | MARKETING | BRANDING

ABOUT ME

Accomplished, results-driven communications professional with proven writing, editing and project management expertise and a successful track record overseeing special projects and coordinating marketing initiatives. Highly experienced in managing websites, publications, marketing materials and app development.

EXPERIENCE

SENIOR COMMUNICATIONS SPECIALIST

Florida League of Cities | October 2012 - Present

- Manage websites and mobile apps for Florida League of Cities and Quality Cities online magazine.
- Develop, edit, and oversee League and FMIT publications, marketing materials, and projects.
- Execute successful email campaigns, including newsletters and eblasts.
- Ensure unwavering brand consistency and top-notch quality.

MARKETING & COMMUNICATIONS CONSULTANT

Florida Certification Board/Freelance | Dec 2011 – October 2012

MARKETING COMMUNICATIONS MANAGER

Florida Chamber of Commerce | March 2010 – November 2011

- Developed and executed targeted member communications, marketing plans, campaigns, and initiatives.
- Served as writer and editor for electronic newsletters and annual publications, driving engagement.
- Crafted persuasive scripts for special events and presentations, enhancing brand messaging.

COMMUNICATIONS SPECIALIST

Capital City Bank | February 2006 – March 2010

- Implemented successful promotional campaigns to enhance brand visibility.
- Managed content creation for intranet and developed corporate communications.
- Oversaw print advertising and served as editor and contributor for printed and electronic newsletters.

CONTACT

erika.branchcomb@gmail.com
850.556.2717
linkedin.com/in/ebranchcomb
Tallahassee, FL

EDUCATION

Certificate in AI
Ragan Communications

Certificate in Editing
ACES/Poynter News University

Bachelor of Arts, Communications
University of West Florida

SKILLS

Writing/Editing
Project Management
Web Development/Management
Publications
App Development/Management
Direct Email Marketing
Brand Management
Corporate Communications
Content Management Systems

COMMUNITY

Board of Directors, 2-1-1 Big Bend, 2022-24 Chair

2021 Community Catalyst, Knight Creative Communities Institute

Board of Directors, Children's Home Society, Jun 2011 – Feb 2017

Posted on September 8, 2025

Application Form

Profile

Date

04/04/2024

Segundo (First Name) | J (Middle Initial) | Fernandez (Last Name)

sfernandez@ohfc.com
Email Address

Mobile: (850) 544-5300 (Primary Phone) | Business: (850) 521-0700 (Alternate Phone)

Preferred Mailing Address

☑ Work Address

702 Lothian Drive
Home Address

Tallahassee (City) | FL (State) | 32312 (Postal Code)

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

☑ No

Work Address - Address Line 1

PO Box 1110

Work Address - City

Tallahassee

Work Address - State

☑ FL

Work Address - Postal Code

32302

Oertel, Fernandez, Bryant & Atkinson PA (Employer) | Managing Partner (Job Title) | Attorney (Occupation)

Which Boards would you like to apply for?

Council On Culture & Arts: Submitted

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

While maintaining a full time law practice, I pursued and obtained a Master of Arts and PhD degree in Art History from Florida State University in 2018. In the 47 years that I have been a resident of Tallahassee/Leon County, I have has a varied experience in serving on a number of community and not-for-profit organization boards, including • Member and Chair, Historic Tallahassee Preservation Board (appointed by Gov. Lawton Chiles and confirmed by the Florida Senate) • Member, Board of Directors Museum of Art – Tallahassee (MART) • Member and Chair, Dean's Advisory Board, FSU College of Fine Arts • Member, Board of Directors, Tallahassee Museum of History and Natural Science • Member and Chair, Tallahassee Symphony • Member and Chair, Board of Directors of Goodwood Museum • Member and President, Holocaust Education Resource Council (HERC) These Boards of which I have been a member and/or Chair have almost exclusively focused on the Arts and Education. I am a firm believer in the role of the Arts in the cultural and economic life of the community I live in and where I have married and have raised eight children.

Reference 1 (at least one)

Timothy P. Atkinson 326 Meadow Ridge Dr Tallahassee, FL 32312 (850) 544-5304

Reference 2

C. Preston McLane 2048 Ermine Drive Tallahassee, FL 32308 (850) 544-1262

Reference 3

Elizabeth Ricci 9918 Buck Point Road Tallahassee, FL 32312 (850) 544-9970

Segundo_J_Fernandez_Resume.pdf
Upload a Resume

Education:

University of Miami

Degree received

Bachelor's Degree in Biology

Graduate School Attended

Samford University, University of Miami, Florida State University, Florida State University

Degree received

J.D., LL.M. in Ocean and Coastal Law, M.A. in Art History, Ph.D in Art History

Demographics

Ethnicity *

☑ Prefer not to Answer

Gender *

☑ Prefer not to say

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

None

Are you a City resident?

◉ Yes ○ No

Are you a City utility customer?

◉ Yes ○ No

Are you a City property owner?

◉ Yes ○ No

Are you a Leon County resident?

◉ Yes ○ No

Are you a Leon County property owner?

◉ Yes ○ No

Can you serve a full three-year term?

◉ Yes ○ No

Can you regularly attend meetings?

◉ Yes ○ No

Schedule Conflicts (Please enter None if no conflicts):

None

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

○ Yes ◉ No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

○ Yes ◉ No

Charge, Date of Disposition, County/State

N/A

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

☑ I Agree

SEGUNDO J. FERNANDEZ

Areas of Experience

- Independent Scholar, Art History and Art Exhibition Curation
- Governmental and Administrative Law
- Environmental Law; Water Resource Development, Permitting, and Regulation and Litigation
- Executive and Legislative Lobbying
- Appellate Practice
- Comprehensive Land Use Planning and Land Development

Education

- University of Miami, B.S. in Biology, 1973
- Cumberland Law School of Samford University, J.D. *cum laude*, 1976
- University of Miami, LL.M. in Ocean and Coastal Law, 1977
- Florida State University, M.A. in Art History, 2009
- Florida State University, Ph.D. in Art History, 2018

Art History Exhibition Curation and Publications

- The Melting Touch of Nature: 250 Years of British Landscape Drawings & Watercolours from the Fernandez Collection, 2001 Exhibition at Brenau University, Gainesville, Georgia
- Organizer/Curator, Cuban Art from the Fernandez Collection, 2003 Exhibition at Brenau University, Gainesville, Georgia
- Author, Kauffman and Reynolds: *Infant Academy* Unmasked, Florida State University: Athanor XXVIII (2009)
- Organizer/Guest Curator, Cuban Art in the 20th Century, 2016 Exhibition at the Florida State University Museum of Fine Arts, Tallahassee, Florida, and at the Coral Gables Museum, Coral Gables, Florida
- Author, Cuban Modernism and the International Avant Garde, essay in Cuban Art in the 20th Century Exhibition Catalogue (Florida State University: Tallahassee, Florida, 2016)
- Author, David Cox (1783-1859) Reconsidered: Landscape, Theater, and the Book of Nature (Dissertation, Florida State University, 2018)
- Lender, numerous British Watercolour works, exhibitions at Florida State University Museum of Fine Arts; University of Florida Harn Museum of Art; Appleton Museum, Ocala, Florida
- Organizer/Curator, 20th Century Icelandic Painting, Art from the land of fire and ice, 2023 Exhibition at Gadsden Arts Center & Museum, Quincy, Florida

Legal Practice Areas

- Representation of cities, counties, and water supply entities in water resource development, permitting, and regulation before FDEP and the various Water Management Districts, development of water supply plans, the permitting of consumptive use permits for water production facilities, and the relationship between water use permitting and land development regulation by state, regional and local governments.

- Land use practice includes representation of private industry, land developers, chemical manufacturers and mining concerns in areas of air and water pollution, water resources, infrastructure permitting, and solid and hazardous waste matters. Representing client projects in hearings and other local matters before local, state and federal administrative bodies; outside counsel to a number of local governments on similar issues.
- Environmental practice representing clients at the federal, state and local levels in virtually all areas of environmental law. Represents clients from both the public and private sectors including environmental counseling, permitting and litigation under the CWA, CAA, RCRA, CERCLA, as well as under state and local environmental programs.
- Lead counsel in complex litigation involving the US EPA, Florida FDEP, and Florida Water Management Districts before the Division of Administrative Hearings involving water resource management and quality protection.
- Administrative law practice at state, local and federal levels. Representation in regulatory matters including rulemaking, permitting, negotiations, administrative litigation, compliance proceedings and enforcement proceedings.

State Bar and Court Memberships

- State of Florida; U.S. District Court, Northern District of Florida; U.S. District Court, Middle District of Florida; U.S. District Court, Southern District of Florida; U.S. Court of Appeals, Eleventh Circuit; U.S. Supreme Court

Agency Experience

- Deputy General Counsel with the Florida Department of Environmental Regulation from 1980 to 1983.
- Assistant General Counsel with the Florida Department of Environmental Regulation from 1977 to 1980

Professional, Trade and Civic Activity (present and former)

- The Florida Bar - Environmental and Land Use, and Administrative Law Sections
- Trinity Catholic School, School Board Chair
- Florida State University College of Fine Arts, Executive Committee Member and Chair, Dean's Advisory Board
- Reclaimed Water Working Group, Participant (2009-2012)
- Member, Tallahassee Kiwanis Club; Chair, Historic Tallahassee Preservation Board; Tallahassee Trust for Historic Preservation, Inc., Board member and President; Board of Directors, Tallahassee Symphony Orchestra, Past President; Board of Directors, Goodwood Museum and Gardens, Past President
- Florida State University Moot Court Team Environmental Law Team Coach (2009-present)
- Florida State University, Friends of Art History.
- Member, Florida Association of Environmental Professionals
- Member, Florida Ground Water Association

City of Tallahassee Boards & Commissions

Submit Date: May 11, 2025

Application Form

Profile

Date

May 11, 2025

Michael
First Name

K
Middle Initial

Killoren
Last Name

killoren.michael@gmail.com
Email Address

Mobile: (206) 450-6824
Primary Phone

Mobile: (206) 450-6824
Alternate Phone

418 E Carolina St
Home Address

Tallahassee
City

FL
State

32301
Postal Code

Preferred Mailing Address

☑ Home Address

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

☑ No

Work Address - Address Line 1

N/A

N/A
Employer

N/A
Job Title

Retired
Occupation

Which Boards would you like to apply for?

Council On Culture & Arts: Submitted

Date of Birth

July 10, 1956

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

For more than 35 years, my professional career was devoted to local arts development and expanding public access and participation in arts and culture at the local, regional, state, and national level. In my public sector work as a Local Arts Agency professional, my focus was on racial and social justice. During my tenure at the National Endowment for the Arts, I was the national field expert and Discipline Director for Local Arts Agencies, like COCA, nationwide. I would be honored to serve and support COCA's work.

Reference 1 (at least one)

Kenneth Reshard, artist 850-321-9388 3930 Caldwell Drive, Tallahassee. FL. 32310

Michael_Killoren_Resume.docx
Upload a Resume

Education:

webster College

Degree received

BA Media Arts

Graduate School Attended

Indiana University, Bloomington

Degree received

ABD

Demographics

Ethnicity *

☑ Caucasian/Non-Hispanic

Gender *

☑ Male

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

None

Are you a City resident?

◉ Yes ○ No

Are you a City utility customer?

◉ Yes ○ No

Are you a City property owner?

◉ Yes ○ No

Are you a Leon County resident?

◉ Yes ○ No

Are you a Leon County property owner?

◉ Yes ○ No

Can you serve a full three-year term?

◉ Yes ○ No

Are you younger than eighteen (18) years of age?

○ Yes ◉ No

Are you a City of Tallahassee employee?

○ Yes ◉ No

Can you regularly attend meetings?

◉ Yes ○ No

Schedule Conflicts (Please enter None if no conflicts):

None

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

○ Yes ◉ No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

○ Yes ◉ No

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

☑ I Agree

Michael Kevin Killoren

418 E Carolina ST, Tallahassee, FL 32301 206.450.6824 mkillorendc@gmail.com

Professional Local Arts Advancement Experience

CEO / Executive Director
Morean Arts Center, St. Petersburg, FL
June, 2017 – September, 2018.

Director, Local Arts Agencies, Challenge America, Arts Engagement in American Communities
National Endowment for the Arts, Washington, D.C.
October 2010 – May 2017.

Director, Mayor's Office of Arts & Cultural Affairs
City of Seattle, WA
July 2002 – October, 2010.

Director of Cultural Tourism (First)
Seattle's Convention and Visitors Bureau
April 2001 – July, 2002.

Executive Director - King County Arts Commission, Seattle WA
July, 1999 – April 2001.

Arts Program Coordinator - King County Arts Commission, Seattle, WA
February 1995 - July 1999.

Managing Director - Alice B. Theatre
Seattle WA
October 1993 - January 1995

Programming Manager - Sheldon Arts Foundation
St. Louis, MO
May 1990 - September, 1993.

Education

Graduate studies, Telecommunications, Indiana University, Bloomington, IN 1987-1989
B.A., Media Arts, Webster College, St. Louis, MO May, 1979 with honors.

Select Community Service

- Grants panel adjudicator, juror: COCA, Florida DCA, FL Craft Art, others
- Ray Hanley Award for Innovation, Americans for the Arts, 2017

- President, Vice-President, U.S. Urban Arts Federation (top 60 US cities by population)– Americans for the Arts (2002 – 2010)
- Board of Directors, Southeast Effective Development (SEED), economic development corporation / cultural services agency, Seattle (2005 - 2010)

June 26, 2025

Mayor John E. Dailey
Office of the Mayor
City of Tallahassee
300 S. Adams Street
Tallahassee, FL 32301

Dear Mayor Dailey,

The Council on Culture & Arts (COCA) has City-appointed board seats whose first terms will end on September 30, 2025. As these Board members have not reached their term limits, per COCA bylaws, they are eligible for a second consecutive term.

Ms. Carol Hill currently sits in the City's Business seat. She's been a representative of COCA at community events, especially connecting COCA with a wider array of professional artists and businesses. She has requested reappointment to a second term on the COCA Board of Directors, which was unanimously approved at the May 22 COCA Board of Director's meeting.

On behalf of the Council, I respectfully request the reappointment of Ms. Hill to the COCA Board of Directors for another four-year term, starting in FY26 (October 1, 2025). I have included attendance records for Ms. Hill. If possible, I'd appreciate having the candidate selected and moved forward to the City Commission agenda for your August 20 meeting.

If I can be of further assistance to you during this process, please don't hesitate to contact me at 850-224-2500 x2 or kathleen@tallahasseearts.org.

Our thanks to you, Mayor, for your continued support of arts & culture in Tallahassee.

Sincerely,



Kathleen Spehar
Executive Director
Council on Culture & Arts

Committee Name: Council on Culture & Arts (COCA)

Committee Member Name: Carol Hill

01.19.2023 BOD	02.15.2023 EC	03.30.2023 BOD	05.18.2023 BOD	09.07.2023 BOD	11.16.2023 BOD	01.18.2024 BOD	03.21.2024 BOD	05.16.2024 BOD	07.18.2024 BOD	09.04.2024 BOD	11.21.2024 BOD
X	A/E	X	X	X	X	X	A/E	X	MC	X	X

01.16.2025 BOD	03.20.2025 BOD	05.22.2025 BOD
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:
As a COCA Board Member, theatre artist and member of the local community, Carol Hill has supported arts, culture and heritage in her personal and professional work. She has attended community events, working the COCA table or connected a wide variety of artists to COCA. She has helped advocate for arts & culture funding on the state and federal level. With her professional fund development experience, she serves on COCA's grant subcommittee.

Board Applicants – Business (City)

Name	Occupation	Ethnicity	Gender
Carol Hill^*	Director of Student Services and Development at FAMU, College of Social Sciences, Arts and Humanities	Black / African American	Female
Walter Liebrich	Executive Director at Fiddlehead Agrivoltaic Farms	Caucasian / Non-Hispanic	Male
Lorraine Sheridan	Retired	Caucasian / Non-Hispanic	Female
TBD+			

^ Seeks reappointment
*Indicates staff choice
+Alternate

Application Form

Profile

Date

August 2, 2021

Carol
First Name

A
Middle Initial

Hill
Last Name

carolhill2011@gmail.com
Email Address

Home: (850) 404-4012
Primary Phone

Home: (478) 410-8594
Alternate Phone

3480 ROSEMONT RIDGE ROAD
Home Address

TALLHASSEE
City

FL
State

32312
Postal Code

Preferred Mailing Address

☑ Home Address

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

☑ No

Work Address - Address Line 1

1601 S. Martin Luther King Jr Blvd

Work Address - City

Tallahassee

Work Address - State

☑ FL

Work Address - Postal Code

32307

Florida A&M University, College of Social Sciences Arts and Humanities
Employer

Director of Student Services and Development
Job Title

Which Boards would you like to apply for?

Council On Culture & Arts: Appointed

Date of Birth

06/29/1976

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

I have been deeply rooted in the Tallahassee community for the last 30 years. I am an alumna of Florida A&M University where I earned a bachelor's degree in Theatre Performance and a Master's Degree in Business Administration. I am a member of the Tallahassee Junior League and I currently serve on 3 non-profit Philanthropic boards (Oasis Center for Women and Girls, Southern Shakespeare Company, and The Light House of the Big Bend) I am one of the founding members of Essential Theatrical Associates (ETA), an emerging theater company which focuses on the enrichment of the community through positive activism, bold inclusive choices, and deliberate diversity. I am the Director of Development for the FAMU-FSU College of Engineering

Reference 1 (at least one)

Valencia Matthews, [redacted]

Carol_Hill_Resume__Nov_2024.docx
Upload a Resume

Education:

Florida A&M University

Degree received

Bachelor's Theatre Performance

Graduate School Attended

Florida A&M University

Degree received

Master's, Business Administration

Demographics

Ethnicity *

☑ African American

Gender *

☑ Female

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

None known at this time

Are you a City resident?

○ Yes ◉ No

Are you a City utility customer?

○ Yes ◉ No

Are you a City property owner?

○ Yes ◉ No

Are you a Leon County resident?

◉ Yes ○ No

Are you a Leon County property owner?

◉ Yes ○ No

Can you serve a full three-year term?

◉ Yes ○ No

Are you younger than eighteen (18) years of age?

○ Yes ◉ No

Are you a City of Tallahassee employee?

○ Yes ◉ No

Can you regularly attend meetings?

◉ Yes ○ No

Schedule Conflicts (Please enter None if no conflicts):

None known at this time

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

○ Yes ◉ No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

○ Yes ◉ No

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

☑ I Agree

CAROL A HILL

478-410-8594
carolhill2011@gmail.com
3480 Rosemont Ridge Rd
Tallahassee, FL 32312

SUMMARY

A goal oriented and results-driven leader, focused on achieving success through the efforts of relationship management and operational efficiency. A highly motivated developer of strategic actions which are geared towards addressing and accomplishing organizational goals.

EXPERIENCE

Director of Career Services and Development
Florida A&M University ***Sept 2023 to Present***

- Development and implementation of the College of Social Science Arts and Humanities Career Readiness programs.
- Works directly with the Dean of the College to promote academic and workforce alignment between students and industry.
- Researching and securing funding for student and faculty enrichment programs.

Regional Director of Development
Washington and Lee University **Dec 2021 to August 2023**

- Collaboration with colleagues, faculty, and senior administration to engage and persuasively present the University's mission and capital campaign goals to both induvial and corporate donors.
- Successful management of the strategic donor giving cycle, focused on identifying, cultivating, soliciting, and stewarding highly rated donor prospects.
- Management of portfolio of 200 donor prospects with a wealth capacity of $500K to $5Million.
- National travel to solicit and successfully close major gifts of five to seven figures.

Director of Development
Florida State University Foundation **March 2019 to Dec 2021**

- Direct support to the Dean of the College of Engineering in all areas of fundraising operations.
- Comprehensive development, implementation, and management of Dean's Advisory Council, Alumni engagement activities, and donor stewardship events to cultivate and increase donor giving.
- Cultivation of engagement strategies for a portfolio of 250 donors.
- Development, implementation, and management of Dean's Advisory Council, Alumni engagement and activities, and donor stewardship events.
- Accomplished fundraising efforts which close over $4.5 million in funding from individual and corporate donors.

Director of Resource Development
United Way of the Big Bend **July 2017 to June 2018**

- Effectively managed relationships with community leaders and partner agencies to raise funds.
- Actively lead, mentored, and developed campaign staff and volunteers to execute fundraising goals.

Area Sales Leader

Marriott International **Jun 2010 to Jul 2014**

- Successfully resolved business challenges and identified growth opportunities which captured 35% more market share in the area.
- Effectively steered change management initiative to transition 83 associates into new roles.
- Carefully appraised budgets increased profits by 20% in one quarter through lean business practices.

Area Sales Director

Marriott International **Dec 2006 to Jun 2010**

- Strategically established corporate partnerships to increase profitability.
- Successfully developed sales and marketing strategies to ensure optimal sales and revenue growth.
- Translated sales and marketing strategies into business goals by implementing new tracking initiatives for employee performance.

Sales Director

Marriott International **Sep 2002 to Dec 2006**

- Successfully conducted market research analysis and sales action planning for new hotel openings.
- Actively hired, trained, and developed new employees, both natural citizens and those with HB1 Visas.

EDUCATION AND TRAINING

Bachelor of Arts
Florida A&M University
Tallahassee, Florida

MBA
Florida A&M University
Tallahassee, Florida

Application Form

Profile

Date

4/22/2025

Walter (First Name) | G (Middle Initial) | Liebrich (Last Name)

wliebrich@gmail.com
Email Address

Home: (850) 521-0948 (Primary Phone) | Alternate Phone

2912 Pound Drive
Home Address

TALLAHASSEE (City) | FL (State) | 32312 (Postal Code)

Preferred Mailing Address

☑ Home Address

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

☑ No

Fiddlehead Agrivoltaic Farms (Employer) | Executive Director (Job Title) | Food and Energy Security (Occupation)

Which Boards would you like to apply for?

Council On Culture & Arts: Submitted

Date of Birth

12/01/1979

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

I recently sat on the Board for ReThink Energy for about three years. ReThink Energy Florida's mission is to educate, engage, and empower Floridians to take action and achieve a just transition to clean energy for a healthier, more sustainable environment through youth education, adult engagement, and community organizing.

Reference 1 (at least one)

Kim Ross, Executive Director for ReThink Energy, 850-766-1300

Reference 2

Kelly McGrath, Attorney, Restorative Justice Facilitator, 850-766-2769

Walter_Liebrich_resume.docx
Upload a Resume

Education:

University of Florida

Degree received

B.A. in Political Science

Graduate School Attended

FSU Askew School of Public Administration

Degree received

M.P.A.

Demographics

Ethnicity *

☑ Caucasian/Non-Hispanic

Gender *

☑ Male

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

None

Are you a City resident?

◉ Yes ○ No

Are you a City utility customer?

◉ Yes ○ No

Are you a City property owner?

◉ Yes ○ No

Are you a Leon County resident?

◉ Yes ○ No

Are you a Leon County property owner?

◉ Yes ○ No

Can you serve a full three-year term?

◉ Yes ○ No

Are you younger than eighteen (18) years of age?

○ Yes ◉ No

Are you a City of Tallahassee employee?

○ Yes ◉ No

Can you regularly attend meetings?

◉ Yes ○ No

Schedule Conflicts (Please enter None if no conflicts):

Traveling most of July 2025

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

○ Yes ◉ No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

○ Yes ◉ No

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

☑ I Agree

EDUCATION

Florida State University
Master of Arts, Reubin D. Askew School of Public Administration and Policy, 2004

- Pi Alpha Alpha Academic Honors Society
- Specialization in Renewable Energy Leadership and Strategic Management
- Master's Thesis on Florida's Solar Energy Policies, including advocating for solar net metering policies before any Floridian could legally be allowed to interconnect to the grid

University of Florida
Bachelor of Arts, Political Science, 2002

CAREER HISTORY

Fiddlehead Agrivoltaic Farms

Executive Director
11/2024- Present
As the executive director of Fiddlehead Agrivoltaic Farms, I am combining my two treasured life long passions of growing fruits and vegetables with my deep understanding of solar development. While building this not-for-profit, I have developed relationships with key governmental stakeholders which has allowed me to leverage discussions around new regulatory structures for farmers to embrace net metering and Power Purchase Agreements with a reasonable return on investment. I am leading the charge on the ground to allow for expanded roles of agrivoltaics in our community. https://www.fiddleheadfarmstlh.com/

IGT Solar

Solar Energy Specialist- residential and commercial including whole home backup
8/2021- 11/2024
I engage in community outreach and education about solar energy and energy independence and provide direct sales and customer service of residential and commercial solar energy systems, including off grid battery backup applications. I am also active in governmental advocacy opposing legislation aimed at changing status quo net metering policies. In addition to residential rooftop solar, I also help commercial customers reduce their demand meter charges through solar energy. I am an intellectually curious community leader on the solar energy front and am actively involved with multiple organizations including:

- Treasurer on the Board of Director for ReThink Energy
- Expert user of Aurora Solar Engineering CRM
- Tallahassee 100% Together Coalition
- Maclay School Parent Organization
- Tally 100 Steering and Technical Committee (100% renewable by 2050)
- Advocacy and education engaging the City Tallahassee to implement the SolarAPP instant solar permitting
- Leadership Tallahassee Class 42

Treasurer on the Board of Directors for ReThink Energy

Treasurer
02/2022- 03/2025
ReThink Energy Florida's Mission is to educate, engage, and empower Floridians to take action and achieve a just transition to clean energy for a healthier, more sustainable environment through youth education, adult engagement, and community organizing. In this role, long term strategy is required to build community coalitions. My governmental advocacy actively opposes legislation aimed at changing status quo net metering policies.

Executive Office of the Governor, Office of Policy and Budget

Health and Human Services Unit (Senior Analyst for the Department of Health)
01/2007- 08/2021

I was the Governor's Senior Legislative analyst on all budget and policy issues related to the Department of Health, including all budgetary and policy issues related to the Office of Medical Marijuana Use (OMMU) and the development of its regulatory compliance structure. I specialized in analyzing all legislative and budgetary issues relating to the development of the vertical integration for the seed to sale regulatory structure in Florida or Chapter 381.986, Florida Statutes. Both the policy and budget issues must be distilled and clearly articulated for briefing the Governor. The Governor's Office of Policy and Budget provides systematic management and integration of planning, policy development, budgeting, and program evaluation in support of the Governor, state agencies, and the Florida Legislature. I have 15 years of experience working in the Legislative process.

Department of Children and Families, State of Florida Mental Health Program Office

Statewide Program Manager, Project H.O.P.E.
Hurricane Wilma Grant
05/2005 – 12/2007 (grant expired)

Project H.O.P.E. is a federally funded crisis counseling program funded through Health and Human Services: Substance Abuse and Mental Health Services Administration (SAMHSA). In this position, I was responsible for six Project H.O.P.E. teams in South Florida under the grant for Hurricane Wilma, which occurred in 2005. These teams of crisis counselors engaged in individual, group, referral, and educational outreach to survivors of Hurricane Wilma. I was the lead coordinator for the crisis counseling response at the state level, which required regular site visits to service providers to analyze program activity for compliance with federal reporting requirements.

Florida Solar Energy Industries Association

Assistant to Bruce Kershner lobbyist for the Florida Solar Energy Industries Association (FLASEIA)
12/2003- 06/2005

My primary responsibilities included tracking legislative and budget issue related to renewable and solar energy. I also wrote the weekly FLASEIA legislative updates to the members.

AWARDS AND RECOGNITIONS

- Eagle Scout, Boy Scouts of America
- Leadership Tallahassee Class 42 (2024-25)
- Pi Alpha Alpha Honors Society
- Finalist for the Presidential Management Fellows Program, 2004
- Presented policy paper advocating federal procurement of solar energy at the Southeastern Conference of Public Administration in 2002
- State Champion, Policy Debate Florida Forensics League, 1998

REFERENCES:

Kim Ross, Executive Director of ReThink Energy Florida
850-766-1300

Kelly McGrath, Attorney, Restorative Justice Facilitator
850-766-2769

City of Tallahassee Boards & Commissions

Submit Date: May 12, 2025

Application Form

Profile

Date

May 11 2025

Lorraine
First Name

Sheridan
Last Name

lorrainebusinessmanager@gmail.com
Email Address

Mobile: (813) 766-1468
Primary Phone

Alternate Phone

1441 Country Club Drive
Home Address

Tallahassee
City

FL
State

32301
Postal Code

Preferred Mailing Address

☑ Home Address

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

☑ No

Which Boards would you like to apply for?

Council On Culture & Arts: Submitted

Date of Birth

12/17/1963

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

I've been a Leon County resident for over 35 years ever since moving from Miami to attend FSU. After graduation with a degree in Economics, I held various management roles in the Insurance and Employee Benefits industry culminating in appointment as CEO of FBMC, a local privately held Tallahassee company. I raised two sons in Leon County Public Schools and have enjoyed a rich community experience attending the Tallahassee Symphony, Opening Nights, FSU sports, and Tallahassee Theater events. I've been an member of The Economics Club and an Executive Committee member of The Florida Sterling Council in addition to numerous professional associations including Vistage, a mentorship program for Tallahassee based CEO's and entrepreneurs. I left Tallahassee in 2019 to pursue a career advancement and am thrilled to return and seek opportunities to volunteer and participate actively in the community, with a particular interest in the arts. I've recently accepted a position as Secretary of The Tallahassee Area Musicians Guild, a non profit focused on supporting and advancing local area artists. Skill strengths are organizational effectiveness, team building and consensus, relationship management and stakeholder governance. I love the arts and believe they play a vital role in a well -rounded, healthy community as well as a key driver in tourism revenue.

Reference 1 (at least one)

Michael Sheridan, 850 528 0715, 535 Woodfern Court, Tallahassee 32312

Reference 2

John Marks, 850 597 2803

Reference 3

Ron Sachs, 850 321 8048

2025_resume.pdf
Upload a Resume

Education:

Florida State University

Degree received

Bachelor of Science, Economics

Graduate School Attended

Harvard University

Degree received

Executive Education, OPM

Demographics

Ethnicity *

☑ Caucasian/Non-Hispanic

Gender *

☑ Female

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

None

Are you a City resident?

◉ Yes ○ No

Are you a City utility customer?

◉ Yes ○ No

Are you a City property owner?

○ Yes ◉ No

Are you a Leon County resident?

◉ Yes ○ No

Are you a Leon County property owner?

○ Yes ◉ No

Can you serve a full three-year term?

◉ Yes ○ No

Are you younger than eighteen (18) years of age?

○ Yes ◉ No

Are you a City of Tallahassee employee?

○ Yes ◉ No

Can you regularly attend meetings?

◉ Yes ○ No

Schedule Conflicts (Please enter None if no conflicts):

None

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

○ Yes ◉ No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

○ Yes ◉ No

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

☑ I Agree

LORRAINE SHERIDAN

PROFILE

Executive business leader with 30+ years of experience managing front line and C-Suite teams to achieve success. Primary industry expertise in Insurance and Employee Benefits as well as working knowledge in media, public relations and marketing fields. Since retiring from an executive leadership position in 2021 to become a caretaker, I've focused on Board membership as well as mentor and community volunteer work.

WORK EXPERIENCE

Board Member, BeneBay, Tampa, Florida — 2021-Present

Director, Benefits Advocate Center, Gallagher
Las Vegas, Nevada — 2019–2021

Created and built a centralized Customer Advocacy Center. Developed the structure and systems and hired and trained over 150 personnel. Personally recruited and mentored a management team successful in delivering award-winning employee benefits services. Maintained the highest levels of Net Promoter Score, employee satisfaction, and client retention.

Director, Marketing and Engagement, Arthur J Gallagher — 2016–2018

Responsible for marketing initiates and campaigns as well as the management of recruitment and retention strategy of 300+ Benefit Counselors. Provided overall leadership of Call Center Operations including customer service, benefits enrollment, and policy retention.

Executive Vice President, Executive Producer, Creative Minds, Big Picture 2012-2015

Produced audio and visual communications/broadcasts via internet, podcast, radio, and mobile platforms. Managed in-studio and on-site production logistics of talent, equipment, audience, and resources. Improved website and multi-media content reach, user interface, and advertising optimization.

President and CEO, FBMC Benefits Management- 1997-2011

Led the company to become recognized by Business Insurance as one of the 100 largest US Insurance Brokers and the 3rd ranked Employee Benefits Third-Party Administrator in the U.S. Grew employee benefits and insurance product management and consulting revenue from $12M to $31M.

Dominated the mid to large size public sector employer benefits market, including 12 State Governments and multiple large Cities and School Districts.

Managed the acquisition of two privately held broker/TPA firms, met every annual Board approved expense budget and increased stock value. Motivated 400+ full-time permanent employees by personally leading monthly employee meetings, conducting annual employee satisfaction surveys and implementing individual, team, and company based incentive rewards directly tied to performance based metrics.

EDUCATION

Harvard University, Executive Education, Owner President Management (OPM) 1997-2000

Florida State University — Bachelor of Science, Economics 1987

AFFILIATIONS & ORGANIZATIONS

Secretary, Tallahassee Area Musicians Guild, 2025

First Service Administrators (FSAI), Board Chair, 2011-2013

Positive Impact Magazine, Board Member/Advisor, 2012-2014

Executive Committee, Secretary Treasurer, Florida Sterling Council 2005-2010

Benefits Marketing Association, Board and Advisory Member, 2005- 2014

CEO Member, Vistage International 2006-2010

Tallahassee Start Walk Chair, American Heart Association 2009-2010

State and Local Government Benefits Association Member 1998-2011

Economics Club of Florida Member 1997-2011

June 26, 2025

Mayor John E. Dailey
Office of the Mayor
City of Tallahassee
300 S. Adams Street
Tallahassee, FL 32301

Dear Mayor Dailey,

The Council on Culture & Arts (COCA) has City-appointed board seats whose first terms will end on September 30, 2025. As these Board members have not reached their term limit, per COCA bylaws, they are eligible for a second consecutive term.

Ms. Haiqiong Deng currently sits in the City's History / Heritage seat. She has been an active board member at community events and on COCA subcommittees. Ms. Deng is currently serving on COCA's Executive Committee and has agreed to do so for another year.

On behalf of the Council, I respectfully request the reappointment of Ms. Deng to the COCA Board of Directors for another four-year term, starting in FY26 (October 1, 2025). I have included Ms. Deng's attendance records. If possible, I'd appreciate having the candidate selected and moved forward to the City Commission agenda for your August 20 meeting.

If I can be of further assistance to you during this process, please don't hesitate to contact me at 850-224-2500 x2 or kathleen@tallahasseearts.org.

Our thanks to you, Mayor, for your continued support of arts & culture in Tallahassee.

Sincerely,



Kathleen Spehar
Executive Director
Council on Culture & Arts

Committee Name: Council on Culture & Arts (COCA)

Committee Member Name: Haiqiong Deng

10.28.2021 BOD	11.18.2021 BOD	01.20.2022 BOD	03.24.2022 BOD	05.12.2022 BOD	06.23.2022 EC	07.14.2022 BOD	09.08.2022 BOD	11.17.2022 BOD	01.19.2023 BOD	03.30.2023 BOD	05.18.2023 BOD
X	X	X	X	X	X	A/E	X	A/E	X	A/E	X

09.07.2023 BOD	10.12.2023 EC	11.16.2023 BOD	12.07.2023 EC	01.18.2024 BOD	02.15.2024 EC	03.21.2024 BOD	04.18.2024 EC	05.16.2024 BOD	06.27.2024 EC	07.18.2024 BOD	08.29.2024 EC
X	X	X	X	X	X	X	X	X	A/E	MC	X

09.04.2024 BOD	10.17.2024 EC	11.21.2024 BOD	12.19.2024 EC	01.16.2025 BOD	02.20.2025 EC	03.20.2025 BOD	04.17.2025 EC	05.22.2025 BOD	06.19.2025 EC
X	X	A/E	A/E	A/E	X	X	X	A/E	A/E

X – Member in attendance.
A – Member absent
A/E – Member absent/excused
MC – Meeting cancelled
TE- Term Expired

Additional Information or Remarks:

As a COCA Board Member, musician and long-time member of the local community, Haiqiong Deng has been a wonderful representative of arts, culture and heritage. She volunteers at community events, donates her musical services, and has brought her Chinese music ensemble, in service to the City, to a variety of City events. She has helped advocate for arts & culture funding on the state and federal level, and she continues to help promote and engage artists from a wide variety of backgrounds in Tallahassee events.

Board Applicants – History / Heritage (City)

Name	Occupation	Ethnicity	Gender
Jean Calixte	Florida Cessation Invention Manager at the Florida Department of Health	Black / African-American	Male
Haiqiong Deng^*	Visiting Professor at the FSU College of Music	Asian	Female
Kristy Tillman	Production Design Director at Netflix	Caucasian / Non-Hispanic	Female
TBD+			

^ Seeks reappointment
*Indicates staff choice
+Alternate

Application Form

Profile

Date

10.20.2023

Jean
First Name

Calixte
Last Name

mr.calixte1@gmail.com
Email Address

Preferred Mailing Address

☑ Home Address

3331 Lenox Mill Road, Tallahassee, FL 32309
Home Address

TALLAHASSEE
City

FL
State

32309
Postal Code

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

☑ No

Work Address - Address Line 1

4052 BALD CYPRESS WAY

Work Address - City

Tallahassee

Work Address - State

☑ FL

Work Address - Postal Code

32399

Department of Health
Employer

Florida Cessation Invention Manager
Job Title

Senior Management Analyst
Occupation

Which Boards would you like to apply for?

Board of Adjustment & Appeals: Submitted
Affordable Housing Advisory Committee: Submitted
Audit Committee: Submitted
Council On Culture & Arts: Submitted
Frenchtown/Southside CRA Advisory Committee: Submitted
Tallahassee Human Relations Committee: Submitted
Special Events Advisory Committee: Submitted
Tallahassee Housing Authority: Submitted

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

I have over 21 years of military service. I have a master's in business administration and trained in Project Management Professional (PMP). I'm also a small business and work with the Department of Health as the Cessation Intervention manager of the State of Florida.

Reference 1 (at least one)

Fatou Calixte [redacted]

Reference 2

Richard Williams [redacted]

Jean_R_Calixte_Resume_9.27.23.pdf
Upload a Resume

Education:

University of Mary

Degree received

Master of Business Administration

Graduate School Attended

University of Mary

Degree received

Master of Business Administration

Demographics

Ethnicity *

☑ African American

Gender *

☑ Male

Question applies to Transit Advisory Committee,Tallahassee Human Relations Committee

Physically Challenged?

◉ Yes ○ No

Question applies to multiple boards

Florida law requires that members of certain boards/committees file a financial disclosure form. Are you willing to file such a form, if required? *

☑ yes

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

none

Are you a City resident?

◉ Yes ○ No

Are you a City utility customer?

◉ Yes ○ No

Are you a City property owner?

◉ Yes ○ No

Are you a Leon County resident?

◉ Yes ○ No

Are you a Leon County property owner?

◉ Yes ○ No

Can you serve a full three-year term?

◉ Yes ○ No

Can you regularly attend meetings?

◉ Yes ○ No

Schedule Conflicts (Please enter None if no conflicts):

None

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

○ Yes ◉ No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

○ Yes ◉ No

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

☑ I Agree

Jean Raymond Calixte

Tallahassee, FL | 804-943-4605| mr.calixte1@gmail.com | www.linkedin.com/in/raymond-calixte-mba-dml

Accomplished operations manager with 15 years of experience in project management, workforce optimization, logistics oversight, grants administration, contract management, budget analysis, resource allocation, and quality control. Proficient in managing short- and long-term work volumes while analyzing patterns and accurately reporting government/public sector performance. Excellent communication, leadership, analytical, and interpersonal competencies with 20 years of risk management experience.

Professional Experience

Department of Environmental Protection | Tallahassee, FL
Community Assistance Consultation | October 2022 - Present

- Deliver technical assistance to 89 grantees in preparing applications throughout the grants and contracts process as managers with public access to acquired properties, maintaining 100% process implementation.
- Providing guidance and training to contract specialists on contract methods, including simplified acquisitions, sealed bidding, negotiations, cost sharing, multiple awards, commercial items, and special provisions.
- Implemented procedures for grantees with 100% compliance with grant agreements and provided public access to the properties, increasing grant funding by 50 percent within the first month.
- Review and revise the rule to define compliance and provide implementation tools, saving $250,000 in noncompliance penalties.
- Interpreting and applying Federal laws (or similar), acquisition regulations, policies, contract law, and procedures applicable to acquisition and contract administration, including change orders, supplemental agreements, terminations, claims, and contract closures.
- Plan and conduct weekly workshops with administered grant programs and verify the eligibility of grant expenditures in furtherance of approved grant projects with 100% data integrity.
- Providing guidance regarding complex contracts to other Contract Specialists in a contracting office to include firm-fixed-price with economic price adjustments and cost reimbursement.
- Streamline applications for local government state agencies for grant-in-aid assistance for the Land and Water Conservation Fund Program and Florida Recreation Development Assistance Program.
- Develop and maintain positive business relationships with team members, stakeholders, and business partners, increasing satisfaction with survey results.

Federal Emergency Management Response | Remote
Logistics Management Manager | August 2021 - Present

- Managed inventory of 2430 inventory items with a 99% accuracy rate through the implementation of a new ordering and management system
- Identifying, developing, and implementing job aids, tools, and procedures to enhance claims office operations.
- Achieved 100% inventory accuracy rate by effectively using physical inventory counts and implementing 15 new inventory control systems.
- Diminished the company's exposure to supplier risk by creating an audit program to verify that suppliers are meeting quality standards.
- Established and maintained the formal property of record company budgets; managed hand receipts and used a barcode reader to conduct inventories with 100% accuracy.
- Performed effective inventory asset management to create and execute property transfer reports as per all accountable property guides.

Logistics Management Division | Fort Irwin, CA
Senior Logistic Coordinator and Liaison Officer | November 2019 - March 2021

- Established and managed $23M worth of government and federal contacts to ensure daily operations for 3000 service members and contractors were met.
- Spearheaded, coordinated, and supervised the disposition of over $1.5 million of federal government equipment supplies and assets during combat operations, reducing the expenditure budget by 36%
- Coordinating across local agencies to ensure consistent application of policies and doctrine, information sharing, problem-solving, conducting formal analysis, and staff training.
- Oversaw over $680M worth of federal government equipment by managing tactical and non-tactical vehicle assets and preparing monthly presentations on the fleet to ensure that 98% of all vehicles were always operational.
- Supervised the movement and logistical support for 4000+ re-deployers, contractors, and personnel over 3+ continents while coordinating a joint task force to request air and ground transportation in the theatre of operations.
- Developed, implemented, and organized the movement tracking system training, which provided 100% location accuracy and combat effectiveness on the battlefield.

Inspector General Office | Fort Shafter, HI
Assistant Inspector General and Liaison Officer | May 2016 - November 2019

- Assists in developing comprehensive Senior Executive/Leader orientation, career, and professional development programs.
- Composed and developed monthly and quarterly reports detailing mission progress while providing the inspector general with a continuing objective assessment of assistance and investigation of cases.
- Directed and assisted the operations of 117,000+ soldiers and DA civilians by reviewing and processing

inspector general action requests with 100% accuracy.

- Monitored and coordinated all actions relating to assistance and investigation within the Pacific region consisting of four states; also worked closely with the inspector general to accomplish operational and command objectives.
- Reviewed government contracts and legal agreements for Hawaii, Guam, Alaska, and California
- Expedited assistance to soldiers, civilians, and family members of the military community by developing and maintaining relationships to foster key partnerships.

Logistic Training Department | Fort Lee, VA
First-Line Supervisor | December 2012 - May 2016

- Trained and supervised 43 employees in the company's customer services process, achieving a reduction in customer service-related complaints by 50%
- Handled crisis intervention for veterans and stakeholders to address emergent situations; also provided community support and resources.
- I supervised the implementation of new technology to improve workflow within the department and reduce employee turnover by 35%.
- Maintained a working knowledge of current trends and development in holistic approaches in wellness and recovery.
- Participates in the service, training, consultation, and other professional activities of government and federal services and functions as a full team member and leader.

Additional Experience

Wiesbaden, DE | Senior Logistic Coordinator and Liaison Officer

Schweinfurt, DE | Logistics Manager and Movement Officer

Mainz, DE | Military Intelligence Logistic Coordinator

Baumholder, DE | Logistics Manager

Core Competencies

Conflict Management, Secret Clearance, Risk Mitigation, Material Management, Time Management, Supply Chain Management, Analytical Thinking, Attention to Detail, Budgeting, System (GCSS-Army) Enhanced (PBUSE), Contract and Grant writing, Scope of Work, Project Manager, PMP, Planner, FEMA Middle Management Certified, Microsoft Office, SAP Business, Risk Management, Counselor, and Career and Vocation Manager, SAP, Microsoft SQL Server, Microsoft PowerPoint and Microsoft Dynamics, Counselor

Technical Skills Education & Certifications

Master of Business in Project Management, University of Mary
Bachelor of Arts in Criminal Justice, Saint Leo University
Associate in Arts in Liberal Arts, University of Maryland

Master Leader Course, Army Logistics University
Senior Leader Course, Army Logistics University
Advance Leader Course (Honor Graduate), Army Logistics University
FEMA Principles of Middle Management, FEMA Emergency Management Institute
Project Management, Project Management Institute
Operational Contract Support Course, Army Logistics University
Contracting Officer Course, Army Logistics University

Application Form

Profile

Date

7/29/2021

Haiqiong
First Name

Deng
Last Name

haiqiongdeng@gmail.com
Email Address

Mobile: (850) 264-1389
Primary Phone

Alternate Phone

1166 Sandler Ridge Rd.
Home Address

Tallahassee
City

FL
State

32317
Postal Code

Preferred Mailing Address

☑ Home Address

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

☑ No

Work Address - Address Line 1

122 N Copeland St

Work Address - City

Tallahassee

Work Address - State

☑ FL

Work Address - Postal Code

32304

FSU College of Music
Employer

Visiting Professor
Job Title

Musician, independent scholar
Occupation

Which Boards would you like to apply for?

Council On Culture & Arts: Appointed

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

Music, as a vital part of the culture, is one of the most effective ways to enhance understanding, communication, and human relationships. As a professional concert artist on the traditional Chinese twenty-one string guzheng) and the seven-string guqin, I have been active in promoting traditional and new music in North America in the last two decades. I have performed and lectured in a wide range of venues including universities, museums, traditional folk, and new music festivals, communities, and K-12 schools. I have also premiered and recorded dozens of new compositions at national and international new music festivals and conferences by composers from several countries, including the United States, Canada, and China. In the meantime, I have explored diverse world music traditions. Tallahassee has been my home for the last two decades. I started my own family here, received my Ph.D., and taught at FSU for 17 years. I have been inspired and invigorated by this scenic and dynamic place. The possibility of becoming a board member at COCA allows me to better serve the diverse communities in Tallahassee. My musical experience has equipped me insightful listening skills in people's voices. I believe through listening, communicating, and advocating, we can create a more diverse and vibrant culture that is unique to Tallahassee. Bio: Haiqiong Deng is a scholar of Chinese music and master player of the 21-string Chinese guzheng. She was the recipient of 2018 Florida State University College of Music Research Fellow, 2017 Florida Cultural Heritage Award, 2017 The Ruby Chao Yeh Award from Association for Chinese Music Research, 2013 Florida Individual Artist Fellowship, 2012 the Master Artist of the Florida Folklife Apprenticeship Award, and the winner of the Outstanding Performance Prize at the 1995 Chinese National Zheng Competition in Shanghai. Both of her CDs, Mountain, Water, Sentiments: Traditional Chinese Zheng Masterpieces Performed by Haiqiong Deng and Stringing Echoes: Classical Indian Music by Sitar and Zheng were nominated for the 13th Annual Independent Music Awards in "World Traditional" Category in 2014. Haiqiong received her Bachelor of Music in guzheng Performance from the Shanghai Conservatory of Music (1997), Master of Arts in Arts Administration (2004) and Ethnomusicology (2006), and Ph.D. in Musicology (2020) from the Florida State University. Haiqiong taught at Florida State University, University of South Florida, and Tallahassee Community College. She also directed the FSU Chinese Music Ensemble for seventeen years.

Reference 1 (at least one)

Denise Von Glahn

Reference 2

Jimmy Yu

Reference 3

Michael Bakan

Haiqiong_Deng_CV.pdf
Upload a Resume

Education:

Florida State University

Degree received

Ph.D. in Musicology

Demographics

Ethnicity *

☑ Asian or Pacific islander

Gender *

☑ Female

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

None

Are you a City resident?

◉ Yes ○ No

Are you a City utility customer?

◉ Yes ○ No

Are you a City property owner?

◉ Yes ○ No

Are you a Leon County resident?

◉ Yes ○ No

Are you a Leon County property owner?

◉ Yes ○ No

Can you serve a full three-year term?

◉ Yes ○ No

Are you younger than eighteen (18) years of age?

○ Yes ◉ No

Are you a City of Tallahassee employee?

○ Yes ◉ No

Can you regularly attend meetings?

◉ Yes ○ No

Schedule Conflicts (Please enter None if no conflicts):

None

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

○ Yes ◉ No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

○ Yes ◉ No

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

☑ I Agree

HAIQIONG DENG

CURRICULUM VITAE

1166 Sandler Ridge Rd., Tallahassee, FL 32317
850.264.1389

EDUCATION

2020	Ph.D. – Musicology/Ethnomusicology, Florida State University Dissertation: "Making the Intangible Tangible: Rediscovering Music and Wellbeing through the Guqin Culture of Modern China." Advisor: Professor Michael Bakan
2006	M.M. – Ethnomusicology, Florida State University Thesis: "Musical Change and Continuity of *Huayin*: The Essence of Chinese Zheng Music." Advisor: Professor Benjamin Koen
2003	M.M. – Arts Administration, Florida State University Advisor: Professor Anne Hodges
1997	B. A. – Zheng Performance, Shanghai Conservatory of Music Major Professor: Wang Wei

TEACHING EXPERIENCE

2001-current	Director of Florida State University Chinese Music Ensemble
2024-2025	Visiting Professor *Survey of Western Music History I, Antiquity to 1750* *Survey of Western Music History II, Music after 1750*
2024 Spring	Visiting Professor, Florida State University (Department of Modern Languages and Linguistics) *The Art of the Qin*
2015-2016	Graduate Instructor: Florida State University (College of Music) *Music in World Cultures* *Music Literature, Listening, and Understanding* *Modern Popular Music*
2008-2009	Visiting Professor, Tallahassee Community College *Popular Music* *Music Appreciation*
2008	Visiting Professor, University of South Florida (College of Music) *Music of China*

HONORS & GRANTS

2024	Two Global Music Awards
2022-23	Recording Artist selected for Innova Records by American Composer Forum
2021-2022	Florida Department of State, Specific Cultural Project Grant
2018	Florida State University College of Music Research Fellow
2018	Tallahassee Music Guild Scholarship
2017	The Ruby Chao Yeh Award (Association for Chinese Music Research)
2017	The Florida Cultural Heritage Award
2017	Pi Kappa Lambda National Music Honor Society
2014-2016	Florida State Touring Roster Artist

2014	The Independent Music Awards, "World Traditional" (Nomination)
2013	The Florida Individual Artist Fellowship
2012	Master Artist of the Florida Folklife Apprenticeship Award
2004	Outstanding Achievement to the Arts, Ba Ban Chinese Music Society, NY
2001-03	Scholarship from Singapore Lee Foundation, Singapore
2001	U.S. Performance Tour Grand, the Singapore Arts Council, Singapore
1995	Outstanding Performance, Chinese National Zheng Competition

PUBLICATIONS

2025 "Listening to the Guqin: A Cross-cultural Discussion," Forthcoming 2025, *CHIME Journal* of the European Foundation for Chinese Music Research, "Chinese Music and Musical Instruments" special issue, edited by the Macau Scientific and Cultural Centre in Lisbon, Portugal.

2025 *The Anthology of Zheng Compositions*, Vol. 2, Shanghai Conservatory of Music Press

2018 "Chinese Music as Cross-Culture: A Review of the 21st CHIME International Conference in Lisbon," *Asian European Music Research-E Journal.* 1: 63.

Conference Presentations

2024 "Dialogue Between the Guzheng and World Music," 7th Lisbon Conference on Chinese Music and Musical Instruments, Lisbon & Mafra, Portugal

2023 "Sound Mind: Teaching Qin Music as an Embodied Way to Understand Chinese Culture and to Achieve Wellbeing," Society for Ethnomusicology 68th Annual Meeting, Ottawa, Canada.

2023 "Making the Intangible Tangible: Rediscovering Wellbeing through the Guqin Culture in Longren, China," *Ancient Echoes and New Sounds: Guqin in the 21st Century Forum* at US-China Music Institute at Bard College Conservatory of Music.

2020 "Making the Intangible Tangible: Rediscovering the Guqin Culture and Wellbeing in Longren, China," Association for Chinese Music Research Annual Meeting at the Society for Ethnomusicology Annual Conference, Virtual Presentation.

2020 "Reviving Wellbeing, Making the Intangible Tangible: Traditional Guqin Culture in Longren, China," Guqin Music Forum, UCLA, Los Angeles, CA.

2018 "Mindfulness in Sound: Self-cultivation and Oneness in the Art of the Seven-string Guqin," *25th National Conference of the Asian Studies Development Program, Nashville, TN.*

2017 "Music, Human, and Nature: A Traditional Chinese Music Erhu Piece through the Lens of Ecomusicology," The 20th European Foundation for Chinese Music Research International Conference, UCLA, Los Angeles, CA.

2016 "A Latin Tinge on Chinese Musical Expression: Tradition and Transformation of the 21-String Chinese Guzheng," Society for Ethnomusicology, Southeastern Regional Conference, University of North Texas, Denton, TX.

2004 "Convergence: East/West, Ancient/Modern-Contemporary Chinese Guzheng Music in the United States," The College Music Society, San Francisco, CA.

SOLO RECORDINGS

2024 *A Contemporary Voice on the Ancient Chinese Zheng*: *A Music Collaboration Featuring Two Asian-American Women—Composer Chihchun Chi-sun Lee and Zheng Player Haiqiong Deng*
Innova Records (Global Music Award)

2013 *Mountain, Water, Sentiments*: *Traditional Chinese Zheng Masterpieces Performed by Haiqiong Deng*
Self-released (Nominated for the 2014 Independence Music Award)

2003 *Ning: Guzheng Solo by Haiqiong Deng*
Celebrity Records

COLLABORATIVE RECORDINGS

2024 *The Moon is High*, self-released single (Global Music Award)
2019 *Concerto for the Zheng and Tuba with Percussion Orchestra: the McCormick Percussion Group*
Ravello Records
2019/2011/2007 *World Music: Traditions and Transformations*
Sony BMG
2013 *Stringing Echoes: Classical Indian Music by Sitar and Chinese Zheng*
Tribal Records (Nominated for the 2014 Independence Music Award)
2012 *Life Death Tears Dream*, Orchid Ensemble
(2012 International Independent Music Award)
2009 *Elegance: Music of Chihchun Chi-sun Lee*
Glorious Pantheons (The Golden Melody Awards [Taiwan Grammys])
2008 *Cross-Cultural Collisions, Reinventions & Fertilizations:* The Compositions of Michael Sidney Timpson
Capstone Records
2006 *Zheng Qin: Guzheng Trio Masterpieces*
Celebrity Records
2004 *Tales from the Cave: Music from China*
Delos International Records
2002 *Oriental Landscape: Evelyn Glennie with Singapore Symphony Orchestra*
BIS Records

SELECTED COMPOSITIONS

2023 *Memory-Voyage: For Zheng and Percussion*
https://studio.youtube.com/video/98kVxkl4LmM/edit
2022 *Fa Xi: For Zheng, Indian Flute, and Tabla*
Funding provided by the Singapore National Arts Council
https://www.youtube.com/watch?v=EmQSVqPWHE0
2022 *Memory: For zheng, pipa, and percussion*
Funding provided by the Singapore National Arts Council
https://www.youtube.com/watch?v=4aushuovyW4
2021 *Guru: For Zheng Trio and Tabla*
Funding provided by the Singapore National Arts Council
https://www.youtube.com/watch?v=JDhMEqdvClE
2018 *Kora* (FSU Intercultural Band, Omnimusica)
Premiered on March 2nd, 2018 at the Florida State University
https://www.youtube.com/watch?v=wsUY1K3Clho
2018 *Rock the World: The Power of Powerful Music* (For Chinese & Rock Music Ensembles)
Premiered on March 2nd, 2018 at the Florida State University
https://www.youtube.com/watch?v=0r0IpYh3zXQ
2014 *Layered Fantasy* (For Indonesian Gamelan and Chinese Zheng)
Premiered on March 28, 2014 at the Florida State University
https://www.youtube.com/watch?v=Hp5ycZ0k578

FEATURED ZHENG SOLOIST (SELECTED)

Intersection Contemporary Music Ensemble	Nashville, TN
University of South Florida Symphony Orchestra	Tampa, FL
Music from China	New York City
Duquesne University Symphony Orchestra	Pittsburgh, PA
Third Angle New Music Ensemble	Portland, OR
Orchid Ensemble	Vancouver, Canada
Tallahassee Symphony Orchestra	Tallahassee, FL
Singapore Symphony Orchestra	Singapore
Singapore City Orchestra	Singapore
Singapore Chinese Orchestra	Singapore
The McCormick Percussion Group	Tampa, FL
World Music: Traditions and Transformations by Michael B. Bakan	McGraw-Hill

ARTIST RESIDENCY & GUEST LECTURE (SELECTED)

2025	Taiwan National Concert Hall, Taiwan
	Taiwan National Arts Academy, Taiwan
	Taibei Arts Academy, Taiwan
	Tainan Arts Academy, Taiwan
	The Chinese Cultural University, Taiwan
	Shanghai Conservatory of Music, Shanghai, China
	Zhejiang Conservatory of Music, Hangzhou, China
	Xi'an Conservatory of Music, Xian, China
	The Elling Eide Center, Sarasota, FL
	Norton Museum of Art, West Palm Beach, FL
2024	Macau Scientific and Cultural Centre Museum, Lisbon, Portugal
	Heidelberg University, Heidelberg, Germany
	Michigan State University, East Lansing, MI
	Bard College, Annandale-On-Hudson, NY
2023	Middle Tennessee State University, Murfreesboro, TN
	Belmont University, Nashville, TN
	Dartmouth College, Hanover, NH
	Studio Channel Islands Art Center, Camarillo, California
	Florida Folk Festival, White Spring, FL
	Chipola College, Marianna, FL
	Florida Philippine Festival, Tampa, FL
	Monticello Opera House, Monticello, FL
2022	Western Washington University, Bellingham, WA
	West Virginia University, Morgantown, WV
	University of Michigan, Ann Arbor, MI
	The University of South Florida Osher Lifelong Learning Institute, Tampa, FL
	Singapore Chinese Music Festival, Singapore
	Penn State 2021 New-Music Festival and Symposium, PA
	Hot Air Music Festival, San Francisco Conservatory, CA
2020	University of Florida, Gainesville, FL
	UCLA Guqin Forum, Los Angeles, CA
2019	Community College of Denver, Denver, CO
	University of Denver, Denver, CO
	Opening Nights / The John F. Kennedy Center Education Program, Tallahassee, FL
2017	Gamble Rogers Concert Series, St. Augustine, FL
	Harn Museum of Art, Gainesville, FL

	The University of North Texas, Denton, TX
	Wake Forest University, Winston-Salem, NC
2016	Norton Museum of Art, West Palm Beach, FL
	University of South Florida, Tampa, FL
	Savannah State University, Savannah, GA
2015	Arab American Museum, Dearborn, MI
	Milwaukee Symphony's Arts in Community Education (ACE) Program, Milwaukee, WI
	Hiram College, Hiram, OH
	Michigan State University, Lansing, MI
	Austin Peay State University, Clarksville, TN
	Asbury University, Wilmore, KY
2014	Jefferson College, Hillsboro, MO
	Hope College, Holland, MI
	University of Akron, Akron, Ohio
	Baldwin Wallace University, Berea, Ohio
	University of Wisconsin, Green Bay, WI
	Marygrove College, Detroit, MI
	University of Michigan, Ann Arbor, MI
	Emory University, Atlanta, GA
	Bainbridge College, Bainbridge, GA
	University of North Carolina Asheville, Ashville, NC
	Washington and Lee University, Lexington, VA
	Colonial Theater, Bethlehem, NH
2013	New England Conservatory, Boston, MA
	Carson-Newman College, Jefferson City, TN
	Summerfolk Festival, Owen Sound, ON
2011	Music Garden, Harbourfront Center, Toronto, ON
	Cummer Museum of Art and Gardens, Jacksonville, FL
	Cleveland State University, Cleveland, OH
	Xavier University, Cincinnati, OH
	Eastern Kentucky University, Richmond, KY
2010	Berea College, Berea, KY
	CAPACOA, Ottawa, ON
	Serkin Center for the Performing Arts, Marlboro, VT
	The Boston Area Families with Adopted Children, Boston, MA
	Elms College, Chicopee, MA
	Colorado College, Colorado Springs, CO
	Asbury University, Wilmore, KY
	Transylvania University, Lexington, KY
	Lakeland College, Sheboygan, WI
	Silver Lake College, Manitowoc, WI
	Lotus Blossoms Festival, Bloomington, IN
	Mount Union College, Alliance, OH
	Marietta College, Marietta, OH
	Kent State Stark Campus, Canton, OH
	Illinois State University New Music Festival, Normal, IL
2009	Valdosta State University, Valdosta, GA
	Olin Arts Center, Lewiston, ME
	Third Angle New Music Ensemble and Portland Museum, Portland, OR
	Serkin Center for the Performing Arts, Marlboro, VT
	Wellesley University, Wellesley, MA

	Appleton Museum of Art, Ocala, FL
	International Composition, Competition, and Festival, Tampa, FL
	China Fest, Thomas Center, Gainesville, FL
	Inspirations—Talking Among Artists, Sarasota, FL
	Housewright Music Series, Goodwood Museum & Garden, Tallahassee, FL
2006	Hartwick College Summer Music Festival & Institute, Oneonta, NY
	Chinese Culture Symposium, North Kentucky University, Highland Heights, KY
	Darton College, Albany, GA
	The G. WIZ Science Museum, Sarasota, FL
2004	San Francisco Community Music Center, San Francisco, CA
	Clarion Music Center Benefit Concert, San Francisco, CA
	New Music Series, Composers' Showcase, Gainesville, FL
	The 7th International Festival of Women Composers, Indiana, PA
2003	Stetson University School of Music, Deland, FL
	The Association of Technology in Music Instruction, Miami, FL
	Carnegie Hall, New York City, NY
2001	Nagoya Gifu Cultural Center, Nagoya, Japan
	Singapore Symphony Orchestra, Singapore
	Singapore City Chinese Orchestra, Singapore
1999	Jubilee Hall, Singapore
1997	Chinese Conservatory, Beijing, China

MEDIA (SELECTED)

2024 Album review on *Zheng Tu, CHIME News,* May 2024
2022 "Dueling Banjos…or Dueling Guzheng?" *Bluegrass Today,* Dec. 23.
2021 "The Lessons of Music: Nurturing Mental Health in Cultures Around the Globe," *Mad in America: Science, Psychiatry and Social Justice*, Feb.14.
"Play the Ink EP 001: Chihchun Chi Sun Lee & Haiqiong Deng," Contemporary Art Music Projects Podcasts, Sep. 25.
2020 "Global Spice World Music: Haiqiong Deng, Guzheng and Guqin Master," *Western Washington University*, Feb. 6.
2019 "Artist Spotlight," *Tallahassee Magazine*, Nov. 1.
2017 *Echoes of Nature by Dr. Nan Liu & Haiqiong Deng*, WFSU Radio, Nov. 17.
"A Global Approach to Music at Wake Forest," *CVNC,* Apr. 18.
"Chinese Harp Player from FSU Plucks a Big Prize," *Tallahassee Democrat,* Jan. 20.
2016 *Second Cup: Haiqiong Deng Brings Down the House with Her Zheng*, ABC 27, Mar. 18**.**
2015 "*Traditional Chinese Music with a Tallahassee Twist,"* PBS, Nov. 19.
2008 *Haiqiong Deng at Maclay Gardens*, WFSUTV, Apr. 20.

PROFESSIONAL AFFILIATIONS (PAST & PRESENT)

Society for Asian Music
Society for Ethnomusicology
American Musicological Society
Association for Chinese Music Research
Association for Asian Studies
European Foundation for Chinese Music Research (CHIME)
International Council for Traditional Music
Society for Asian Music
College Music Society

Pi Kappa Lambda National Music Honor Society

COMMUNITY SERVICE

2021-2025	Executive Board of Directors, the Council on Culture & Arts, Tallahassee, FL
2021-2022	Presenting Concerts to Underrepresented Communities in Florida
2003-present	Tallahassee Chinese Association
2001-present	Asian Coalition of Tallahassee
2018-present	Tallahassee Chan Center
2014	*Artism* Music Project featuring Children with Autism

INDEPENDENT STUDY

2017 - current	Chan Buddhism with Master Guo Gu (Dr. Jimmy Yu)
2013 - current	Indian Classical Music with Nalini Vinayak
2019 - 2023	Music, Wellbeing, and Entrepreneurship with Dr. Benjamin Koen
1993 – 1997	Guqin with Master Lin Youren and Master Gong Yi

ENTREPRENEURSHIP

2021-present	INNER SPACE MUSIC ACADEMY—A live and virtual platform to enrich cultural understanding, teach Chinese music, and promote harmony and wellbeing around the world

City of Tallahassee Boards & Commissions

Submit Date: Jul 27, 2024

Application Form

Profile

Date

07/28/2024

Kristy
First Name

A
Middle Initial

Tillman
Last Name

ktillman@gmail.com
Email Address

Home: (628) 260-1651
Primary Phone

Alternate Phone

Preferred Mailing Address

☑ Home Address

9486 Shumard Drive
Home Address

Tallahassee
City

FL
State

32305
Postal Code

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

☑ No

Last employer, Netflix
Employer

Product Design Director, Netflix Studios
Job Title

Design Leader
Occupation

Which Boards would you like to apply for?

Council On Culture & Arts: Submitted

Date of Birth

02/20/1980

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

I was born and raised in Tallahassee, Florida and attended Florida A&M University. After a worldwide tour that took me to many cities across the globe I have returned to my beloved hometown, ready and eager to serve. I have lead design and worked in creative services at a variety of global influential institutions including: Netflix, Facebook/Meta, Slack, IDEO, PUMA. In these roles, I have worked on everything from software, physical products across many industries, ad campaigns, art curation and physical space design. Through this experience I have built many relationships that could be beneficial for Council work. In addition to my professional work, I have built and ran my own workshops in service of advancing the careers of underrepresented designers in the tech industry. I served on the board and as a mentor of Youth Design, a Boston based organization that provides high quality mentorship and internships to inner city high school students who are interested in a professional design career. I am the co-founder of The Detroit Water Project, a non profit initiative that garnered international press, including the National Geographic, for helping Detroit residents pay their water bills through direct charity during the Detroit water crisis. I am also a member of Gamma Sigma Sigma National Service Sorority.

Reference 1 (at least one)

Aminatou Sow, New York Times Best Selling Author (919) 537-2077

Reference 2

Kimberly Lyle, CEO of Dorchester Bay Economic Development Corporation (617) 869-0007

Reference 3

Anne Richardson, Council Member, City of Chattahoochee (850) 933-7245

Profile.pdf
Upload a Resume

Education:

Florida A&M University

Degree received

B.S. Business Admin

Graduate School Attended

Kansas City Art Institute

Degree received

B.F.A. Graphic Design

Describe any personal attitudes, life experiences, and prior examples that demonstrate you can make objective, impartial, evidence – based decisions about complaints against the police.

I don't have any experience having to do this, so I can only surmise that I would try my best to be impartial based on the facts and laws.

Have you, a close friend, or a family member ever worked in the criminal justice system or an organization that advocates a position regarding the police or the criminal justice system? If yes, please describe.

N/A

Have you, a close friend, or a family member ever had a significant life experience involving the police or the criminal justice system? If yes, please describe.

N/A

Please provide an example of your experience analyzing, interpreting, explaining, and applying relevant laws, regulations, ordinances, and policies.

I served as the parliamentarian for my sorority that is governed by Robert's Rules of Order.

Describe your comfort level in objectively reviewing cases of serious misconduct and fatal uses of force and making recommendations objectively if deemed needed.

I would be comfortable and try my best to be objective and impartial considering the facts/evidence presented.

The Police Chief is responsible for the ultimate findings and discipline in officer misconduct cases. Are you comfortable with reviewing completed police department internal affairs reports to provide recommendations but not having control of the ultimate outcome related to the police officer?

Yes

Please provide an example of your ability to collaborate and work on a team. What was the outcome of that effort?

I have professional experience managing large teams of up to 100 people and also being a part of larger divisions.

Would you be willing to take a two (2) hour equity/diversity training and complete the Tallahassee Police Department (TPD) Citizens Academy required of a CPRB member?

◉ Yes ○ No

Would you be willing to participate in three (3) ride-a-longs with a police officer of at least two (2) hours each?

◉ Yes ○ No

I confirm that I can and will remain unbiased in fact and appearance while performing my duties if I am selected to serve as a member of the CPRB.

◉ Yes ○ No

Demographics

Ethnicity *

☑ African American

Gender *

☑ Female

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

None

Are you a City resident?

○ Yes ◉ No

Are you a City utility customer?

◉ Yes ○ No

Are you a City property owner?

◉ Yes ○ No

Are you a Leon County resident?

◉ Yes ○ No

Are you a Leon County property owner?

◉ Yes ○ No

Can you serve a full three-year term?

◉ Yes ○ No

Are you younger than eighteen (18) years of age?

○ Yes ◉ No

Are you a City of Tallahassee employee?

○ Yes ◉ No

Are you related to a TPD officer and if so what is that relationship?

N/A

Are you currently employed by a law enforcement agency?

○ Yes ◉ No

Were you previously employed by TPD?

○ Yes ◉ No

Are you holding a political office or campaigning for office?

○ Yes ◉ No

Nomination: Section 2-254 of the City Code requires the City Commission to fill four (4) CPRB seats from nominations by community-based social or civic organizations including, but not limited to, the NAACP, the League of Women Voters, local chambers of commerce, the Urban League, the Tallahassee Bar Association, local organizations of clergy or local mental health, juvenile justice or university /college associations. If this is a nomination by a social or civic organization, please state the name of the organization.

N/A

Can you regularly attend meetings?

◉ Yes ○ No

Schedule Conflicts (Please enter None if no conflicts):

N/A

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

○ Yes ◉ No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

○ Yes ◉ No

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

☑ I Agree

Contact

ktillman@gmail.com

www.linkedin.com/in/kristytillman (LinkedIn)
todayyesterdaytomorrow.com/ (Blog)
tomorrowlooksbright.com/ (Other)

Top Skills

Graphic Design
Brand Design
Brand Development Strategy

Kristy Tillman

Leading design for Netflix Studios.
United States

Experience

Netflix

2 years 7 months

Director Of Product Design, Studio XD (Pitch to Post and Creative Production & Promotion)

July 2022 - Present (2 years 1 month)

In this expanded role, I am responsible for the entire Netflix enterprise design practice from pitch to play–Studio XD. We enable an innovative, technology-powered Studio for global planning, production, promotion, and delivery of content at scale.

The Studio XD team is composed of two pillars:
(1) Pitch to Post, which develops software to automate Netflix Studio's content productions from script to screen. We create products that improve the filmmaking process, creative outcomes, increase business efficiency, and make the process of creating with Netflix a competitive differentiator for talent and partners.

(2) The Creative Production & Promotion team designs technology solutions that equip Netflix to entertain the world by launching and promoting great content at scale.

Director Of Product Design, Creative Production & Promotion

January 2022 - July 2022 (7 months)

The Creative Production & Promotion organization is focused on designing enterprise scale solutions that enable Netflix to launch and promote stories around the world.

The designers work alongside Engineering, Data Science, Product Management, and Product Consumer Insights to build technology that supports:

Creation of media assets (trailers, artwork, social media posts, etc.) for promotional purposes on and off the service.

Localization of our consumer experiences around the globe including subtitling and dubbing of Netflix content.

Title set up, metadata, and efficient delivery and validation of assets at scale in the Netflix consumer experience.

Marketing campaign planning and publicity across paid, owned, and earned media channels.

Facebook
Director, Visual Systems
January 2021 - September 2021 (9 months)
Menlo Park, California, United States

Slack
4 years 1 month

Head of Global Experience Design
March 2018 - October 2020 (2 years 8 months)
San Francisco Bay Area

The first in this role, I am responsible for the translation of Slack's vision and culture into design strategy and human experiences across our global workplaces.

Head of Communication Design
October 2016 - March 2018 (1 year 6 months)
San Francisco Bay Area

Built and lead Slack's first multi-disciplinary creative studio of visual designers, interaction designers, illustrators, copywriters and design operations responsible for creating brand experiences through a variety of channels.

Lead key company wide projects and initiatives such as domestic and international brand marketing campaigns, the redesign of Slack.com, and large scale events.

Society of Grownups
Design Director
July 2014 - September 2016 (2 years 3 months)
Greater Boston Area

As the first designer at Society of Grownups I built and lead a team of product and brand designers responsible for digital product development,

financial curriculum development, brand collateral, and the in-person service experience.

IDEO
Communication Designer
March 2011 - July 2014 (3 years 5 months)
Greater Boston Area

Telling human-centered stories and translating complex ideas through graphic design, brand identity, prototyping and other mediums to evolve understanding across a diverse portfolio of projects spanning many industries including healthcare, consumer goods, education, automotive, and new venture design.

I normally do not respond to vague requests to discuss IDEO, especially with non alum.

Puma
Brand Designer
June 2010 - March 2011 (10 months)
Greater Boston Area

Designed a variety of in-store, packaging and special activation creative for PUMA and sister brand, Tretorn.

Reebok
Graphic Design Apprentice
August 2009 - June 2010 (11 months)
Canton, MA

Highly selective one year post-graduate apprenticeship. Designed original artwork for footwear, apparel, accessories and packaging.

Education

Florida Agricultural and Mechanical University
Business Administration and Management

Kansas City Art Institute
Graphic Design

Florida Agricultural and Mechanical University
Master of Applied Social Science, History

International Baccalaureate

IB Diploma

Rhode Island School of Design

Summer Institute for Graphic Design

June 26, 2025

Mayor John E. Dailey
Office of the Mayor
City of Tallahassee
300 S. Adams Street
Tallahassee, FL 32301

Dear Mayor Dailey,

The Council on Culture & Arts (COCA) has City-appointed board seats whose first terms will end on September 30, 2025. As these Board members have not reached their term limit, per COCA bylaws, they are eligible for a second consecutive term.

Ms. Brinda Pamulapati currently sits in the City's History / Heritage seat. She has been an active board member at community events and on COCA subcommittees. She has requested reappointment to a second term on the COCA Board of Directors, which was unanimously approved at the May 22 Board of Director's meeting.

On behalf of the Council, I respectfully request the reappointment of Ms. Pamulapati to the COCA Board of Directors for another four-year term, starting in FY26 (October 1, 2025). I have included Ms. Pamulapati's attendance records. If possible, I'd appreciate having the candidate selected and moved forward to the City Commission agenda for your August 20 meeting.

If I can be of further assistance to you during this process, please don't hesitate to contact me at 850-224-2500 x2 or kathleen@tallahasseearts.org.

Our thanks to you, Mayor, for your continued support of arts & culture in Tallahassee.

Sincerely,



Kathleen Spehar
Executive Director
Council on Culture & Arts

Committee Name: Council on Culture & Arts (COCA)

Committee Member Name: Brinda Pamulapati

05.18.2023 BOD	09.07.2023 BOD	11.16.2023 BOD	01.18.2024 BOD	03.21.2024 BOD	05.16.2024 BOD	07.18.2024 BOD	09.04.2024 BOD	11.21.2024 BOD	01.16.2025 BOD	03.20.2025 BOD	05.22.2025 BOD
X	X	X	X	X	X	MC	X	X	X	X	X

X – Member in attendance.
A – Member absent
A/E – Member absent/excused
MC – Meeting cancelled
TE- Term Expired

Additional Information or Remarks:
As a COCA Board Member, artist and long-time member of the local community, Brinda Pamulapati has been an effective leader and representative of arts, culture and heritage. She volunteers at community events, leads COCA's Diversity, Equity and Inclusion subcommittee, organizes and hosts local artist talks at her gallery for the community to enjoy around themes important to the City and community. She has advocated for arts & culture funding on the state and federal level, and she continues to help promote and engage artists from a wide variety of backgrounds in Tallahassee events.

Board Applicants – Practicing Artist (City)

Name	Occupation	Ethnicity	Gender
Kevin Curry	Assistant Professor at FSU	Caucasian / Non-Hispanic	Male
Sarah George	Event Manager at STAMP Event Co	Caucasian / Non-Hispanic	Female
Brinda Pamulapati^*	Owner at Venvi Art Gallery	Asian	Female
TBD+			

^ Seeks reappointment
*Indicates staff choice
+Alternate

Application Form

Profile

Date

4-5-2024

Kevin
First Name

Curry
Last Name

kcurry@fsu.edu
Email Address

Preferred Mailing Address

☑ Home Address

1229 Mitchell Ave
Home Address

Tallahassee
City

FL
State

32303
Postal Code

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

☑ No

Work Address - Address Line 1

Fine Arts Building 220

Work Address - Address Line 2

530 W. Call Street

Work Address - City

Tallahassee

Work Address - State

☑ FL

Work Address - Postal Code

32306-1150

Florida State University
Employer

Assistant Professor
Job Title

Artist / Professor of Art
Occupation

Which Boards would you like to apply for?

Council On Culture & Arts: Submitted

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

I have a BFA in graphic communication and an MFA in Sculpture. Before entering into the world of academia, I worked in advertising and graphic design for 22 years. I have served as the artist-in-residence at numerous artist residency nationally. I have previously completed a public art commission for the city of Denver, Colorado, and I'm familiar with the difficulties and intricacies of art in the public realm as well as it impact on communities. As an assistant professor at FSU and the area ahead of our Sculpture & Expanded Media Program, I'm keenly interested in expanding both the arts in Tallahassee and FSU's connection to the community. That Office issue I have served and continue to serve on multiple committees throughout the campus – I'm a collegial and communicative colleague who focuses on the issues at hand and how to best move forward.

Reference 1 (at least one)

Grace Ali Assistant professor, FSU gali@fsu.edu

Reference 2

Rob Duarte assistant professor, Graduate Director FSU [redacted]

CURRICULUM_VITAE_Curry_Art.docx
Upload a Resume

Education:

College for Creative studies

Degree received

BFA

Graduate School Attended

Southern Illinois, University, Carbondale, Illinois

Degree received

MFA

Demographics

Ethnicity *

☑ Caucasian/Non-Hispanic

Gender *

☑ Male

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

None

Are you a City resident?

◉ Yes ○ No

Are you a City utility customer?

◉ Yes ○ No

Are you a City property owner?

◉ Yes ○ No

Are you a Leon County resident?

◉ Yes ○ No

Are you a Leon County property owner?

◉ Yes ○ No

Can you serve a full three-year term?

◉ Yes ○ No

Can you regularly attend meetings?

◉ Yes ○ No

Schedule Conflicts (Please enter None if no conflicts):

None

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

○ Yes ◉ No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

○ Yes ◉ No

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

☑ I Agree

CURRICULUM VITAE

INVESTIGATOR NAME: Kevin Curry

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION	DEGREE *(if applicable)*	Completion Date YYYY	FIELD OF STUDY
College of Creative Studies	BFA	1983	Graphic Communication
Southern Illinois University Carbondale	MFA	2008	Sculpture

A. Positions

2010 – 2012 Adjunct Instructor, Department of Art, University of Denver

2011 – 2012 Adjunct Instructor, Department of Art, Regis University, Denver, CO

2012 – 2023 Specialized Teaching Faculty, Department of Art, Florida State University

2019 – 2021 Graduate Director, Department of Art, Florida State University

2021 – present Area Head of Sculpture, Department of Art, Florida State University

2023 – present Assistant Professor, Department of Art, Florida State University

B. Selected Publications related to the proposal

C. Research Support

D. Other data pertinent only to the research or activity proposed

2011 Public Art Sculpture Installation, City of Denver, Denver, CO

2013 Artist-In-Residence, Grand Canyon National Park, Sponsor: U.S. National Park Service

2014 – Present Steering Committee Member, Innovation Hub, Florida State University

2015 Artist-In-Residence, (USA Representative), Chilkoot Trail National Historic Site
Sponsors: Parks Canada, U.S. National Park Service, Yukon Arts Centre, Skagway Arts Council

2016	Artist-In-Residence, Vermont Studio Center, Johnson, VT
2016 – Present	Beta tester for “Polycon” software, designed by Michael Ang
2021	Public Art Sculpture Installation, Appalachian State University, Boone, NC
2022	Public Art Sculpture Installation, University of South Carolina, Asheville, SC

Relevant software and hardware experience:

- Autodesk Fusion 360, Meshmixer, and Tinkercad
- Pepakura (unfolding software)
- Beta-Tester for Polycom
- FreeCAD
- Trimble Sketchup

- All methods of 3D Printing
- Laser cutters
- CNC (for precision cutting of large scale materials)

Highly experienced in Photogrammetry – a technique which uses multiple still photographs to created highly detailed on-site 3D scans of objects, people and environments.

I am an FAA Licensed UAV (Unmanned Aerial Vehicle, “drone”) pilot, enabling me to capture 3D Scans of large, or remote obstacles and environments using my existing knowledge of photogrammetry.

Upcoming:

2023	December, Public Art Performance/Installation, Seattle, WA
2023	December, Public Art Performance/Installation, Orono, ME

City of Tallahassee Boards & Commissions

Submit Date: Mar 22, 2024

Application Form

Profile

Date

3/22/2024

Sarah
First Name

R
Middle Initial

George
Last Name

sarah.rose.george@gmail.com
Email Address

Preferred Mailing Address

☑ Home Address

927 E Jefferson St
Home Address

Tallahassee
City

FL
State

32301
Postal Code

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

☑ No

Work Address - Address Line 1

Remote

STAMP Event Co.
Employer

Event Manager
Job Title

Event Producer
Occupation

Which Boards would you like to apply for?

Council On Culture & Arts: Submitted

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

My passion for the arts began at an early age and was amplified by the diversity and abundance of creative thinkers I found in my 8 years living in NYC. To develop my career in the world of live arts, I earned both a Bachelor of Arts in Music and a Bachelor of Arts in Theatre at Florida State University in Tallahassee, Fl. I continued my studies with internships at award-winning theatre companies, NOLA Project in New Orleans as well as Labyrinth Theatre Company in New York City, followed by an event management internship STAMP Event Management in New York City. As Day-to-Day Manager for Grammy-winning artist, Esperanza Spalding, I facilitated the scheduling, coordination and production of concerts, and effectively guided collaborations with major arts institutions, international venues, booking agencies and artist management companies. As Project Manager for Spalding's Grammy-winning album, "12 Little Spells", I oversaw not only the planning and execution of the album creation and launch, but played an integral role in the 12-show album tour in 2018. Whether it's managing a project's budget, sourcing vendors, or figuring out how to rig a hanging projection screen, I'll do whatever needs to be done to successfully execute a project. After moving back to Tallahassee in 2020, I produced "A House Called Florida", alongside artist Allison Janae Hamilton and Forgotten Coast Productions. This film installation explores Black life and the southern environment, particularly around the Great Migration, and has been featured in Brooklyn, Los Angeles, Baltimore, and Mississippi museums. Now, I work remotely as an Event Manager for NYC-based event company, STAMP Event Co. Here, I work closely with many non-profit organizations (including GLAAD, ADCOLOR, The Opportunity Agenda, The Brigid Alliance, and Americares) to help them 1) reach their fundraising goals, 2) elevate their guest experience, and 3) increase organizational and brand awareness. It is my desire to take the skills I learned in my years of experience in arts, charitable organizations, and project management and give back to the community that made me.

Reference 1 (at least one)

Margaret Crisostomo Co-Founder of STAMP Event Co. (917) 592-2620
margaret@stampeventco.com

Resume_SarahRGeorge_2024.pdf
Upload a Resume

Education:

Florida State University

Degree received

BA Music / BA Theatre

Demographics

Ethnicity *

☑ Caucasian/Non-Hispanic

Gender *

☑ Female

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

None

Are you a City resident?

◉ Yes ○ No

Are you a City utility customer?

◉ Yes ○ No

Are you a City property owner?

◉ Yes ○ No

Are you a Leon County resident?

◉ Yes ○ No

Are you a Leon County property owner?

◉ Yes ○ No

Can you serve a full three-year term?

◉ Yes ○ No

Can you regularly attend meetings?

◉ Yes ○ No

Schedule Conflicts (Please enter None if no conflicts):

I will periodically have to travel for events, but I will know these dates well ahead of time.

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

○ Yes ◉ No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

○ Yes ◉ No

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

☑ I Agree

Sarah George

850.933.5376
sarah.rose.george@gmail.com
LinkedIn

SKILLS

Project Management, Event Production, Artist Management, Vendor Sourcing, Budget Management, Guest Management, Staffing, Inventory Management, Google Workspace, Microsoft Office, Slack, Asana

---

SELECTED EXPERIENCE

Event Manager, STAMP Event Co.; Remote- Apr 2022- Present
Lead nationwide events. Includes guest management, vendor sourcing and management, budget maintenance, venue management, and more. Clients include Google, ADCOLOR, GLAAD, The Brigid Alliance, The Opportunity Agenda, Sony Music Group, Viktor&Rolf, Americares, and more.

Event Consultant, Point Foundation; Remote- March 2017-June 2022
Provide seasonal event support and direction for annual fundraising galas (both in-person and virtual), Point Honors NYC and Point Honors LA. Includes general project management, guest management, talent coordination, auction coordination, deadline management, staff scheduling, and more.

Production Coordinator, XISM; Remote- Jan. 2022-Apr. 2022
Provide production support for Herbalife Honors 2022 virtual conference by remotely coordinating talent video shoots.

Associate Producer, Mitchell Gold + Bob Williams Home; Remote- Aug. 2021-Jan. 2022
Produce Spring catalog photoshoot for luxury home brand. Include location scouting, budget management, staffing, vendor sourcing, scheduling, inventory management, and more.

Associate Producer, Forgotten Coast Productions; Tallahassee, Fl- May 2021-June 2022
Provide administrative support for new art film premiering 2022. Includes budget management, staffing/ hiring, casting, vendor sourcing, deadline management, scheduling, and more.

Day-to-Day Manager, Esperanza Spalding; New York, NY- Feb. 2017- Dec. 2019
Manage daily operations of Esperanza Spalding Productions, led by world-renowned and award-winning artist, Esperanza Spalding. Includes project management, budget management, 'one-off' management, tour management, scheduling, social media management, and more. On the creative team for "Exposure", in which an entire album was written and recorded in 77 hours while being streamed on Facebook Live. Project Manager for album release and tour of Spalding's Grammy award-winning album, "12 Little Spells".

Production Assistant, STAMP Event Co.; New York, NY- Aug. 2016 - 2021

On-the-ground team for large-scale events such as TONY Awards Press Room, TONY Awards Nomination Luncheon, City Harvest Gala, Point Honors Gala, Friends of Hudson River Park Gala, Friends of Hudson River Park BBQ, StoryCorps Gala, International Center of Photography Luncheon, Trevor Project Gala, and Product of the Year Awards.

Event Project Manager, Baby Llama Productions; New York, NY—2016
Handle production and logistics for 300-person event. Includes budget management, staffing, payroll, scheduling, product and vendor sourcing, and overall execution.

Assistant Manager/ Retail Director, Hu Kitchen; New York, NY – 2013—2016
Work with a team to build a brand from the ground up; includes floor management, retail and direct operations ordering, inventory management, cash management, scheduling, staff hiring and training, and brand development. Stay up-to-date with NYC food trends in regards to ingredients, menu items, and new and exciting vendors.

EDUCATION

Florida State University, BA in Music, 2011
Florida State University, BA in Theatre, 2011
Institute for Integrative Nutrition, Certificate in Holistic Health, 2012

INTERNSHIPS

NOLA Project (New Orleans, LA) 2010
Labyrinth Theater Company (New York City, NY) 2013
STAMP Event Co. (New York City, NY) 2016

REFERENCES

Upon request

Application Form

Profile

Date

5/2/2025

Brinda
First Name

C
Middle Initial

Pamulapati
Last Name

brinda@venviartgallery.com
Email Address

Home: (850) 322-0965
Primary Phone

Alternate Phone

6378 Belgrand Drive
Home Address

Tallahassee
City

FL
State

32312
Postal Code

Preferred Mailing Address

☑ Home Address

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

☑ No

Work Address - Address Line 1

2901 E Park Ave Unit 2800

Work Address - State

☑ FL

Work Address - Postal Code

32301

Which Boards would you like to apply for?

Council On Culture & Arts: Submitted

Other Names used (e.g..: Maiden Name)

Brinda Pamulapati

Date of Birth

09/10/1974

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

As the owner and managing director of Venvi Art Gallery, Brinda has the pleasure of curating renowned artists for the gallery's shows. After earning her baccalaureate and master's degree in mathematics at Florida State University, Brinda works as a math faculty for online universities. Unusual shapes and textures paired with pure, vibrant colors are key characteristics of Brinda's work. The values in color and the emotions they evoke inspire her to explore different hues. Not only are these shades inspirational, but so is the intentional selection. Brinda selects colors that aim to shock or surprise the viewer. She loves the excitement she experiences while thinking about new ideas, compositions, and creating art. Brinda finds there are infinite things to learn from art; one cannot master art in one lifetime. An artist's life is constantly learning and always realizing something new. Served on the COCA Board of Directors since 2023.

Reference 1 (at least one)

Kathleen Spehar

Education:

Mathematics

Degree received

BS and MS

Graduate School Attended

Florida State University

Degree received

Masters

Demographics

Ethnicity *

☑ Asian or Pacific islander

Gender *

☑ Female

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

None

Are you a City resident?

◉ Yes ○ No

Are you a City utility customer?

◉ Yes ○ No

Are you a City property owner?

◉ Yes ○ No

Are you a Leon County resident?

◉ Yes ○ No

Are you a Leon County property owner?

◉ Yes ○ No

Can you serve a full three-year term?

◉ Yes ○ No

Are you younger than eighteen (18) years of age?

○ Yes ◉ No

Are you a City of Tallahassee employee?

○ Yes ◉ No

Can you regularly attend meetings?

◉ Yes ○ No

Schedule Conflicts (Please enter None if no conflicts):

None

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

○ Yes ◉ No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

○ Yes ◉ No

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

☑ I Agree

Brinda Pamulapati

CONTACT INFORMATION

GALLERY
Venvi Art Gallery
2901 E Park Ave. #2800
Tallahassee, FL 32301
Cell: 850.322.0965
www.VenviArtGallery.com

HOME
6378 Belgrand Dr.
Tallahassee, FL 32312
Phone: 850.878.0016
brinda@VenviArtGallery.com

Brinda Pamulapati is the artist, owner, and director at Venvi Art Gallery that opened in Tallahassee on November 7, 2015.
The purpose of the gallery is to exhibit exclusive originals of emerging and established artists and bringing museum quality exhibitions to the gallery.

EDUCATION

MS, Florida State University, Tallahassee, 2007
BS, Florida State University, Tallahassee, 2005
BSc, Madras University, India, 1995

SELECTED SHOWS

2021 –"Revitalization" Upcoming on August 6th 2021
2018 "Texture in Colors", Solo show, Venvi Art Gallery, Tallahassee, FL
2018 Live Auction, Charity Show, Jacksonville, FL
2017 FSU Museum of Fine Arts, Asia Coalition, Invitational Exhibition, Tallahassee, FL
2016 Tall Art, Juried Competition, Tallahassee, FL
Asia Coalition – Experience Asia, Invitational Exhibition, Tallahassee, FL
Creative Tallahassee, Group Show, City Hall, Tallahassee, FL
Yazi Gallery, Fall Group Exhibition, Toronto, Canada
2015 Venvi Art Gallery opening, Group Show, Tallahassee, FL
2014 Mc Donald House, Summer Group Exhibition, Toronto, Canada
2013 Live Auction, *Mother's Cry*, Charity Show, Jacksonville, FL

PERMANENT COLLECTIONS

Yazi Gallery - Jacob Pichhadze
Randi Zuckerberg

PUBLIC COLLECTIONS

City Hall, Tallahassee, FL

ARTICLES- In the news

Silk threads have family history in Brinda Pamulapati's 'Saree Series' at Venvi Gallery, July 2021

10 Artworks From Artnet's Gallery Network That Our Experts Are Loving This Week

Venvi Art Gallery, Tallahassee Family Magazine, Aug 2018
Local artist will exhibit abstract acrylics at Venvi Art Gallery: Tallahassee Democrat
Tallahassee Artist, Gallery Owner Presents 'Texture in Colors' April 6- May 12: Khaasbaat (Scroll down)
A Breath of Fresh Air: Tallahassee Magazine
Modern Renaissance Women Balancing Profession, Passion and Purpose, Brinda Pamulapati – Opening Your Mind, Heart and Soul Through Art : Tallahassee Woman Magazine
Abstract artist Brinda Pamulapati merges math and Painting: Tallahassee Democrat

Published Columns

Khaas Baat (Guest Art Columnist)

2017
HOW TO UNDERSTAND ART

2018
IF YOU DON'T UNDERSTAND ABSTRACT ART, IT'S NOT YOUR FAULT

PRICING ART

ART COLLECTING FOR BEGINNERS

JOURNEY FROM REALISM TO CUBISM

2019
THE JOURNEY FROM CUBISM TO ABSTRACTION

COMPOSITION AS PATTERNEXPRESSIONISM

CONNECTING THE DOTS: MATH, ART AND THE EVERYDAY

COMPOSITION AND NEGATIVE SPACE

OPENING OF PICTORIAL SPACE AND SUPREMATISM, Oct 2019

HANGING ARTWORK, Dec 2019

2020

STUDIO ART MEETS TEXTILES, Feb 2020

Continuing to write now…

DURING CORONAVIRUS LOCKDOWN, ESCAPE INTO THE WORLD OF VIRTUAL ART, April, 2020

ENTERTAINING CHILDREN WITH ART WHILE SOCIAL DISTANCING, Jun 2020

ART AS A MEDIUM OF EXPRESSION DURING CRISES, Aug 2020

FLOWER PAINTINGS: THEN AND NOW, Oct 2020

2021

THE EVOLUTION OF THE ART MARKET, July 2021

TV

Nov 24, 2016 - Abc27 WTXL – COCA Connection

RADIO

Dec 15, 2015 - Tallahassee Talks With Brien Sorne - Business Spotlight host, Miriam Dady, talks with Brinda Pamulapati of Venvi Art Gallery.

OTHERS

Served as Judge for many local arts organizations, selected few are:
Artist League MOFA 2018, Artopia 2017, 2018,2019, 2021.
Panel discussion in Gadsden Museum of Art.
COCA Cultural Grant Program Panel 2019

Represented Gallery:

Venvi Art Gallery
2901 E Park Ave. #2800
Tallahassee, FL 32301
Cell: 850.322.0965
www.VenviArtGallery.com



Permanent Collection: Yazi Gallery, Jacob Pichhadze



Permanent Collection: Randi Zuckerberg



Public Collection: City Hall, Tallahassee, FL



2017 - Asia Coalition Exhibition, FSU Museum of Fine Art, Tallahassee, FL

The Tall Art project highlights local artists

AMANDA KARIOTH THOMPSON
COUNCIL ON CULTURE & ARTS

The Council on Culture & Arts and the Tallahassee-Leon County Planning Department developed the Tall Art project as a unique opportunity to exhibit local art.

In 1998, a wayfinding signage system was implemented for Downtown Tallahassee. An updated signage system will soon help visitors and residents locate area attractions. The City of Tallahassee will complete the installation of new signs by 2020.

To help avoid any confusion by having two different sign systems, the old green wayfinding signs are scheduled to be removed. Many of the new wayfinding signs will reuse the solid foundation bolts which were set for the original signs back in 1998. To prevent these large bolts from becoming a safety hazard along our sidewalks, the City will leave the old sign poles in place and only remove the sign portion from the top.

The remaining 10 foot tall, six inch diameter pole will help prevent tripping, preserve the pole's foundation for when the new wayfinding sign is installed, and provide an interesting, temporary opportunity to showcase local art.

The Tall Art project provides a highly visible and unique display area for artwork by local artists. Artists were invited to submit artworks for consideration and the selected artworks have been reproduced in full color on a UV treated, fade resistant, weather proof, vinyl wrap that has been installed around the poles throughout Downtown Tallahassee.

Thirteen artists were selected to participate in the Tall Art project and they are Tammy Brown, Sara Chang, Terrie Corbett, Gerald Grow, Anne Hempel, Mary Jane Lord, Will Luck, John E. Metcalfe, Stewart Nelson, Lesley Nolan, Brinda Pamulapati, Daniel McCord Taylor, and Kathleen Wilcox. Their artworks represent a diversity of techniques including painting, photography, digital collage and illustration, glass, enamel, and hand-woven tapestry.

Each Tall Art installation will remain on display until the new sign is installed. Learn more about each artist, their artwork, and how to purchase it at TallahasseeArts.org/TallArt. For details on the new wayfinding signage system, visit talgov.com/planning or call the Planning Department at 891-6400.

COCA, the Council on Culture & Arts, is a nonprofit organization that serves as the facilitator and voice for the arts and cultural industry in Florida's capital area. Visit COCA at www.tallahasseearts.org.



COUNCIL ON CULTURE & ARTS

LEFT: Blossoms by Brinda Pamulapati. MIDDLE: Kite Day #2 by Mary Jane Lord. RIGHT: Pink Camellias by Sara Chang

2016 - Tall Art Project – City of Tallahassee, FL

June 26, 2025

Commissioner Brian Welch, Chair
Leon County Commission
Leon County Courthouse
301 S. Monroe Street
Tallahassee, FL 32301

Dear Commissioner Welch,

Council on Culture & Arts (COCA) has County-appointed board seats whose first terms will end on September 30, 2025. As these Board members have not reached their term limited, per COCA bylaws, they are eligible for a second consecutive term.

Ms. Reenee Williams currently sits in the County's Business / Economic Development seat. She has been an active board member and community advocate, assisting organizations and artists during recent natural disasters and connecting COCA with a wider variety of music organizations and artists. She has requested reappointment to a second term on the COCA Board of Directors, which was unanimously approved at the May 22 Board of Director's meeting.

On behalf of the Council, I respectfully request the reappointment of Ms. Williams to the COCA Board of Directors for another four-year term, starting in FY26 (October 1, 2025). I have included Ms. Williams' attendance records. In consultation with Ms. Lisa Davis, agenda coordinator, the County would include this reappointment on the September 16th County Commission meeting agenda.

If I can be of further assistance to you during this process, please don't hesitate to contact me at 850-224-2500 x2 or kathleen@tallahasseearts.org.

Our thanks to you, Commissioner Welch, for your continued support of arts & culture in Tallahassee.

Sincerely,



Kathleen Spehar
Executive Director
Council on Culture & Arts

Committee Name: Council on Culture & Arts (COCA)

Committee Member Name: Reenee Williams

09.07.2023 BOD	11.16.2023 BOD	01.18.2024 BOD	03.21.2024 BOD	05.16.2024 BOD	07.18.2024 BOD	09.04.2024 BOD	11.21.2024 BOD	01.16.2025 BOD	03.20.2025 BOD	05.22.2025 BOD
X	X	X	X	X	MC	X	A/E	A/E	X	X

X – Member in attendance.
A – Member absent
A/E – Member absent/excused
MC – Meeting cancelled
TE- Term Expired

Additional Information or Remarks:

Reenee has been an engaged and proactive board member. She's continually connecting COCA with a wider variety of resources through her Rapid Response Team, especially during the natural disasters in 2024. She's part of the local music community, and has introduced a wider variety of musicians, music organizations and businesses to COCA. She continues to serve on subcommittees and advocates for arts & culture funding on the state and national level.

Board Applicants – Business/Economic Development (County)

Name	Occupation	Ethnicity	Gender
Audra Peoples	Self-Employed	Caucasian / Non-Hispanic	Female
Rich S. Smith	CEO and Founder at Critical Business Group	Caucasian / Non-Hispanic	Male
Reenee Williams^*		Black / African American	Female

^ Seeks reappointment
*Indicates staff choice
[+]Alternate

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
COUNCIL ON CULTURE AND ARTS BOARD

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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. Audra L Peoples

Date: 5/12/2025 12:54:10 PM

Home Address:	4642 Highgrove Road 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) 212-0468	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	audey66@gmail.com	**How many years have you lived in Leon County?**	30

(EMPLOYMENT INFORMATION)

Employer:	self	**Work Address:**	4642 Highgrove Road Tallahassee, FL 32309
Occupation:	PR and events		
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:** F **Age:** 47

District: District II **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Liza McFadden	**Name:**	Tabitha Frazier
Address:	2617 Marston Rd Tallahassee, FL 32308	**Address:**	
Phone:	(850) 212-5753	**Phone:**	(850) 766-3217

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

Per section 265.32 Florida Statutes, each council member will be charged with the responsibility of serving the best interests of the arts in the county and no council member shall view his or her role as that of representing any particular geographic area of the county, interest group, arts institution, community organization, or audience. No individual committed to, or owing allegiance to, any particular arts faction shall be eligible to serve on the council.

If appointed, I agree to comply with the above statutory regulation. *Yes*

All members must be qualified electors residing in Leon County.

Are you a registered voter in Leon County? *Yes*

Members must meet one of the membership eligibility criteria listed below. Please indicate your area of expertise.

- [x] Business/Economic Development

  Please explain:
- [ ] Historic Preservation / Ethnic Heritage
- [x] Marketing

Please explain:

- [ ] Practicing Artist
- [ ] Tourism Industry
- [x] Community Volunteerism

Please explain:

- [ ] Resident of Leon County (At-large seat)

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

Signature: Ms. Audra L Peoples

The application was electronically sent: 5/12/2025 12:54:10 PM

Audra Peoples

4642 Highgrove Road
Tallahassee, FL 32309

audey66@gmail.com
850-212-0468

Experience

2022-Present | Department of Elder Affairs | Tallahassee, FL

Deputy Director, FL Long-Term Care Ombudsman Program

- Develop and implement marketing, communications and PR strategies to broaden awareness of program and increases public awareness that garners volunteer interest from constituents
- Write, edit and produce content for Annual Report, social media, webpage, email marketing campaigns, and volunteer newsletter
- Assist in program operations for the LTCOP
- Develop and maintain strong alliances with partner agencies and organizations on behalf of LTCOP

2021-2022 | Alzheimer's Association | Tallahassee, FL

Development Manager

- Recruited, trained, and managed volunteers to support all aspects of the Walk to End Alzheimer's in Tallahassee and Gainesville
- Built constituency to reach team and individual goals
- Monitored goals and created budget for both events
- Responsible for media outreach for multiple events and Purple Lighting Ceremony and Press Conference at the Capitol

2019-2021 | CESC, Inc. | Tallahassee, FL

Senior Director of Communications & External Affairs

- Responsible for leading all strategic communications, marketing, and graphic design for CESC's program areas at the Kearney Center, Westgate, The Dwellings, and CESC Health Services
- Manage all social media platforms, digital marketing channels, and websites resulting in increased social media following by 21% and a 35% increase in website traffic
- Lead all media relations efforts, including brand management and crisis communications
- Responsible for coordinating and participating in all advocacy efforts at the local, regional, and statewide levels

2018-2019 | Volunteer Florida | Tallahassee, FL

External Affairs Director

- Developed Volunteer Florida's communication strategies and public relations plans
- Directed the organization's communication efforts to promote and sustain current Volunteer Florida partnerships across a diverse spectrum of industries
- Directed and planned special events and service projects
- Planned legislative strategies used to manage intergovernmental relationships
- Managed and directed staff

2005-2018 Florida Power & Light and NextEra Energy Florida, Texas and Hawaii

Logistics Coordinator- Consultant

- Planned, coordinated and managed accommodations, travel, and logistics for large groups during regulatory proceedings
- Negotiated contracts and developed relationships with vendors
- Provided support to regulatory teams by preparing exhibits, handouts and performing other necessary hearing functions

2017–2018 Capital Events Tallahassee, FL

Senior Director of Events

- Coordinated events and promotions for Children's Week and Florida Senior Day and Capital Events Tradeshow
- Wrote weekly HTML emails, redesigned and managed 3 websites, designed promotional materials, and wrote press releases
- Worked with statewide media to promote the events at the Capitol
- Managed a 5-person staff

2010- 2017 Audra Peoples, LLC Tallahassee, FL

President

- Event Coordinator for The Titanic Gala and the Florida Wine Festival at The Brogan Museum
- Site selection and contract negotiations, event planning guidance for the Consortium on the Revolutionary Era-FSU conference
- Planned and coordinated the Chopped Junior events for Whole Child Leon

2014- 2016 Salter>Mitchell Tallahassee, FL

Public Relations

- Project Manager for the FAMU EnergyWaterFoodNexus Summit and The Able Trust website
- Responsibilities included writing press releases and marketing materials, graphic design editing, client relations, developing creative briefs, creating social media, monitoring traditional and social media

2012- 2014 Ability1st Tallahassee, FL

Special Events and Public Relations- Consultant

- Event Coordinator for the Groundbreaking, Walk Run Roll, Bikefest and the 1st Evening of Comedy
- Responsible for social media, press releases, articles published in the Tallahassee Democrat, Active Living and The Chronicle
- Worked with volunteer committees, built relationships with local businesses, worked with local media

2001-2003 The Able Trust Tallahassee, FL

Public Relations and Events Coordinator

- Assisted in managing the Foundation's statewide public awareness campaigns
- Coordinated statewide events, meetings, galas and symposiums
- Worked with local and statewide media on campaigns and press conferences promoting grants and grant presentations, events and initiatives of the Foundation
- Developed promotional materials, wrote press releases, assisted in designing and publishing newsletter

2000-2001 Governor's Square Tallahassee, FL

Public Relations and Events Coordinator

- Assisted in managing the mall's marketing campaigns
- Worked with local media on mall events
- Assisted in designing and publishing newsletter and promotional materials

Education

1995-1999 Florida State University Tallahassee, FL
B.S., Communications, Mass Media Studies

1998-1999 Florida A&M University Tallahassee, FL
Dual Enrollment, FAMU School of Journalism

Community

Leon Trees Executive Board Member, **Former,** Leon County Schools Foundation Board Member Theatre Tallahassee Board Member (2015-2017), The Brogan Museum Executive Board Member (2011-2014), Gilchrist Elementary PTO- Vice President of Special Events and Promotions (2013-2014), Florida Wine Festival, Silent Auction and Business Showcase Chair (2011-2012), FPRA Board Member (2002-2003), Advent Parish Day School Silent Auction Chair (2006-2007), Junior League of Tallahassee (2003-2005)

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
COUNCIL ON CULTURE AND ARTS BOARD

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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. Rich S Smith | **Date:** 4/26/2025 9:47:27 AM

Home Address:	4304 Four Oaks Blvd Tallahassee, FL 32311	**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) 509-0314	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	rich@criticalbusiness.co	**How many years have you lived in Leon County?**	19

(EMPLOYMENT INFORMATION)

Employer:	Critical Business Group	**Work Address:**	300 West Pensacola St Tallahassee, FL 32311
Occupation:	Owner		
Work/Other Phone:	(850) 509-0314	**Work Email:**	rich@criticalbusiness.co

(OPTIONAL)

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

Race: White **Gender:** M **Age:** 49

District: **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Kathleen Spehar	**Name:**	Susan Fiorito
Address:	914 Railroad Avenue	**Address:**	644 West Call Street
Phone:	(858) 224-2500 Ext.2	**Phone:**	(850) 644-7856

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.

Rich (Chip) Smith is the CEO and Founder of Critical Business Group (CBG), a consulting firm based in Tallahassee, Florida, that specializes in strategic business solutions for startups, small businesses, and nonprofits. Under his leadership, CBG offers services in business strategy, creative services, and operational optimization, assisting a diverse clientele that includes retail shops, restaurants, state agencies, and nonprofit organizations. Smith's approach emphasizes business automation and process improvements to drive growth and efficiency .

Beyond his role at CBG, Smith is deeply involved in the Tallahassee entrepreneurial ecosystem. He serves as the Board Chair of InnovateTLH and is the Executive Director and Co-Founder of Impact Week TLH, a nonprofit business conference and speaker series aimed at fostering collaboration and growth among local innovators and entrepreneurs . Additionally, he contributes as a mentor with the Venture Mentoring Team and as a community organizer with the Global Entrepreneurship Network (GEN) .

Smith is also a dedicated community partner and mentor at Florida State University's Jim Moran College of Entrepreneurship (JMC). He actively participates in events such as Mentor Appreciation Night and student networking sessions, providing guidance and support to aspiring entrepreneurs . His involvement with JMC underscores his commitment to nurturing the next generation of business leaders.

Through his various roles, Smith continues to support and inspire the Tallahassee business community, emphasizing collaboration, innovation, and community impact.

(COMMITTEE QUESTIONNAIRE)

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All members must be qualified electors residing in Leon County.

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  Please explain: *Business Owner*
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- [ ] Marketing
- [ ] Practicing Artist
- [ ] Tourism Industry
- [ ] Community Volunteerism
- [x] Resident of Leon County (At-large seat)

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

Signature: *Mr. Rich S Smith*

The application was electronically sent: 4/26/2025 9:47:27 AM

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
COUNCIL ON CULTURE AND ARTS BOARD

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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: Mrs. Reenee " the P.L.U G." Williams-Walter | **Date:** 5/1/2025 10:44:22 PM

Home Address:	P.o. box 2053 Tallahassee, FL 32316	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	No
Home Phone:	(850) 339-6869	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	fitnesswreenee@gmail.com	**How many years have you lived in Leon County?**	20

(EMPLOYMENT INFORMATION)

Employer:	CareerSource Capital Region	**Work Address:**	
Occupation:	Rapid Response Coordinator		
Work/Other Phone:	(850) 617-4616	**Work Email:**	reenee.williams@careersourcecapitalregion.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: **Gender:** F **Age:**

District: **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Kathleen Spehar	**Name:**	Joshua Harrison
Address:	914 Railroad Avenue Tallahassee, FL 32310	**Address:**	432 Callahan Lane San Francisco CA
Phone:	(850) 224-2500	**Phone:**	(850) 345-6091

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.

My first term on COCA just ended so I'm having to renew.

(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? *CSWG*

Have you served on any previous Leon County committees?* *Yes*

If Yes, on what Committee(s) have you served? *COCA and CSWG*

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?* *Yes*

If yes, please explain. *CareerSource Capital Region provides resources to share with the community*

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

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

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

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

Per section 265.32 Florida Statutes, each council member will be charged with the responsibility of serving the best interests of the arts in the county and no council member shall view his or her role as that of representing any particular geographic area of the county, interest group, arts institution, community organization, or audience. No individual committed to, or owing allegiance to, any particular arts faction shall be eligible to serve on the council.

If appointed, I agree to comply with the above statutory regulation. *Yes*

All members must be qualified electors residing in Leon County.

Are you a registered voter in Leon County? *Yes*

Members must meet one of the membership eligibility criteria listed below. Please indicate your area of expertise.

- [x] Business/Economic Development

Please explain: *I'm the Rapid Respnse Coordinator for CareerSource Capital Region*

- [ ] Historic Preservation / Ethnic Heritage
- [ ] Marketing
- [ ] Practicing Artist
- [ ] Tourism Industry
- [ ] Community Volunteerism
- [ ] Resident of Leon County (At-large seat)

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

Signature: Mrs. Reenee " the P.L.U G." Williams-Walter

The application was electronically sent: 5/1/2025 10:44:22 PM

June 26, 2025

Commissioner Brian Welch, Chair
Leon County Commission
Leon County Courthouse
301 S. Monroe Street
Tallahassee, FL 32301

Dear Commissioner Welch,

The Council on Culture & Arts (COCA) has a County-appointed board seat in the Tourism category that will become vacant at the end of the current term on September 30, 2025. In accordance with COCA's bylaws and appointment procedures, we are submitting a slate of candidates for your consideration to fill this seat for a four-year term beginning in FY26 (October 1, 2025).

Amanda Clements, the current COCA Board Member, has opted to step down after this term. Ms. Clements has enjoyed the appointment and looks forward to continuing her support of COCA in other ways.

Three qualified individuals have expressed interest in serving on the COCA Board of Directors. Their applications and resumes are attached for County Commission review. Each candidate brings a unique perspective and valuable experience that would contribute meaningfully to COCA's mission and the cultural vitality of our community.

In consultation with Ms. Lisa Davis, agenda coordinator, the County would include this reappointment on the September 16th County Commission meeting agenda.

If I can be of further assistance to you during this process, please don't hesitate to contact me at 850-224-2500 x2 or kathleen@tallahasseearts.org.

Our thanks to you, Commissioner Welch, for your continued support of arts & culture in Tallahassee.

Sincerely,

Kathleen Spehar
Executive Director
Council on Culture & Arts

Board Applicants – Tourism (County)

Name	Occupation	Ethnicity	Gender
Janet McKnight Chernoff	Retired	Caucasian / Non-Hispanic	Female
Giavona Williams	Founder of Grova Creative	Black/African American	Female
Erika Zambello	Communications Director at Audubon Florida	Caucasian / Non-Hispanic	Female

^ Seeks reappointment
*Indicates staff choice
+Alternate

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
COUNCIL ON CULTURE AND ARTS BOARD

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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. Janet Chernoff | **Date:** 4/28/2025 4:56:54 PM

Home Address:	3265 Whitney Drive East 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) 556-7836	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	janetchernoff58@gmail.com	**How many years have you lived in Leon County?**	39

(EMPLOYMENT INFORMATION)

Employer:	not applicable	**Work Address:**	3265 Whitney Drive East Tallahassee, FL 32309
Occupation:	retired		
Work/Other Phone:		**Work Email:**	janetchernoff58@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:** F **Age:** 66

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Jenny Jeffers	**Name:**	Cam Sherrington
Address:	2248 Trescott, Tallahassee	**Address:**	1729 Sharon Tallahassee, 32303
Phone:	(850) 264-1758	**Phone:**	(850) 445-7753

Resume Uploaded? No

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

I retired in the fall of 2024 so I no longer have a current resume. I worked with the State of Florida for 35 years. Twenty-seven of those years I worked with the Florida Park Service as the Group Sales Director at Wakulla Springs Lodge and State Park. I coordinated all events for the lodge and park including meetings, weddings, school field trips and tour groups. In 2011 I accepted a job with the Division of Blind Services as Adminstrative Services Coordinator. I worked with visually impaired blind vendors who worked in food service and vending in state and federal locations. My duties include recruiting candidates for the program and planning the quarterly committee of vendors meeting and Biennial Seminar. I finished my working career as the Event Coorinator with the Florida School Nutrition Association planning educational meetings and their annual seminar and food show.

I was on the membership committee for the Florida Capital Chapter of the Society of Government Meeting Planners and also was secretary for three years. I was secretary and President of SKAL, a tourism organization. Currently my husband and I volunteer with Theatre Tallahassee and the Southern Shakespeare Company.

Because I am retired, I have a flexible schedule and can be available for whatever duties the council needs.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

Per section 265.32 Florida Statutes, each council member will be charged with the responsibility of serving the best interests of the arts in the county and no council member shall view his or her role as that of representing any particular geographic area of the county, interest group, arts institution, community organization, or audience. No individual committed to, or owing allegiance to, any particular arts faction shall be eligible to serve on the council.

If appointed, I agree to comply with the above statutory regulation. *Yes*

All members must be qualified electors residing in Leon County.

Are you a registered voter in Leon County? *Yes*

Members must meet one of the membership eligibility criteria listed below. Please indicate your area of expertise.

- [ ] Business/Economic Development
- [ ] Historic Preservation / Ethnic Heritage
- [x] Marketing

  Please explain: *Degree in Advertising and Marketing and had marketing as part of my duties as Sales Director at Wakulla and Event Coordinator at Florida School Nutrition Association. I also was part of Marketing efforts on behalf of the Business Enterprise Program for the Division of Blind Services*
- [ ] Practicing Artist
- [x] Tourism Industry

  Please explain: *I worked at Wakulla Springs Lodge and State Park for 27 years and worked with Visit Tallahassee of promote the park and Tallahassee.*
- [ ] Community Volunteerism
- [ ] Resident of Leon County (At-large seat)

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

Signature: Ms. Janet Chernoff

The application was electronically sent: 4/28/2025 4:56:54 PM

jmchernoff@juno.com Phone: (850) 556-7836

Janet Chernoff

Accomplishments

- Coordinated the process of application through interview for over one hundred training candidates and scheduled classroom and on the job training for recommended applicants
- Scheduled and coordinated the Biennial Seminar and Quarterly Committee meetings and prepared meeting minutes for same
- Prepared monthly vendor spotlight articles for the Division newsletter and website
- Met with District staff to promote the program and provide information on the application process
- Acted as Administrative Assistant in addition to performing Administrative Services Consultant duties for eighteen months during my tenure
- Secretary for a professional organization including preparing minutes, managing social media, creating monthly newsletter and updating membership on meetings and other events

Professional Experience

Administrative Services Consultant–Bureau of Business Enterprise ▪ October 2011– Present

- Consultant for three Tallahassee over the counter facilities
- Coordinator for Committee meetings and Biennial Seminar
- Coordinates the process for training applicants from application to licensure
- Coordinates the Type II process from advertisement to selection which recommends vendors for facilities on a temporary basis
- Assisted with marketing efforts for the program and individual facilities

Administrative Assistant–Department of Environmental Protection ▪ July, 2011– October 2011

- Worked with data storage; state purchasing system and acted as relief receptionist

Sales Director–Wakulla Springs Lodge and State Park ▪ August 1990–July 2011

- Coordinated all group activities for the lodge and park from initial booking to completion
- Supervised a staff of four housemen
- Promoted the lodge and park through sales calls, trade shows and marketing mailings
- Coordinated with lodge and park staff on events including banquets, weddings, conferences and tour groups

Assistant Sales Director–Wakulla Springs Lodge and State Park ▪ February 1984 – August 1990

- Acted as assistant to the Sales Director including answering calls, booking groups and maintaining the lodge and park calendar
- Prepared marketing packets and attended trade shows

Professional Organizations

SKAL (professional travel organization) – President, Secretary, Treasurer
Society of Government Meeting Professionals – Secretary, Membership Chair, Board Liaison to Marketing Subcommittee
Visit Tallahassee and Tallahassee Chamber of Commerce – representative of the Lodge

Education

Bachelor of Science in Advertising, Minor in Marketing, University of Florida, 1980

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
COUNCIL ON CULTURE AND ARTS BOARD

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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: Mrs. Giavona Williams | **Date:** 5/15/2025 10:59:18 AM

Home Address:	3416 Clifden Drive Tallahassee, FL 32309	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(814) 882-1641	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	g@grovacreative.com	**How many years have you lived in Leon County?**	14

(EMPLOYMENT INFORMATION)

Employer:	Grova Creative	**Work Address:**	3050 Highland Oaks Terrace Suite 3, Tallahassee, FL 32309
Occupation:	CEO + Founder		
Work/Other Phone:		**Work Email:**	

(OPTIONAL)

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

Race: Black or African American **Gender:** F **Age:** 38

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Agata Wlodarczyk	**Name:**	Marina Lickson
Address:	3159 Shamrock South, Tallahassee FL 32309	**Address:**	111 South Monroe Street, Tallahassee FL 32301-1536
Phone:	(850) 893-4155	**Phone:**	(850) 644-4414

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?* *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*

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If appointed, I agree to comply with the above statutory regulation. *Yes*

All members must be qualified electors residing in Leon County.

Are you a registered voter in Leon County? *Yes*

Members must meet one of the membership eligibility criteria listed below. Please indicate your area of expertise.

- [x] Business/Economic Development

  Please explain:
- [ ] Historic Preservation / Ethnic Heritage
- [x] Marketing

Please explain:

- [x] Practicing Artist

Please explain:

- [x] Tourism Industry

Please explain:

- [ ] Community Volunteerism
- [x] Resident of Leon County (At-large seat)

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

Signature: Mrs. Giavona Williams

The application was electronically sent: 5/15/2025 10:59:18 AM

GIAVONA WILLIAMS

AGENCY OWNER
CREATOR
ENTREPRENEUR
COMMUNICATOR
MENTOR
RIDER
TEA DRINKER!

Hello!

My given name is Giavona, but everyone calls me "G!"

Scan the QR code for contact info



Section 01 PERSONAL PROFILE

CAREER SUMMARY

As the founder and owner of Grova Creative, an award-winning creative agency, I have demonstrated a profound ability to lead, innovate, and drive success in the marketing industry. Additionally, as the founder of Tallahassee Bike Fest, I have created a pioneering and safe space for Black, Brown, and women motorcycle enthusiasts, showcasing my commitment to diversity and community engagement.

CONTACT

814-882-1641

3416 Clifden Dr.
Tallahassee, FL 32309

g@grovacreative.com

ONLINE & SOCIAL

Portfolio:
grova.com/portfolio

Linkedin:
/giavonawilliams

Instagram:
@giavona

Pinterest:
@giavonawilliams

Facebook:
/giavonawilliams

X (Twitter):
@giavonawilliams

Section 02

EDUCATION

GRAPHIC DESIGN DEGREE	S.I. Newhouse School of Public Communications Syracuse University, B.S. 2010
AFRICAN AMERICAN STUDIES DEGREE	College of Arts and Sciences Syracuse University, B.S. 2010
SPANISH LANGUAGE DEGREE	College of Arts and Sciences Syracuse University, B.S. 2010
U.S. NAVY	Honorable Discharge

Section 03

WORK EXPERIENCE

FOUNDER + CEO

JUNE 2016–PRESENT

Grova Creative | Tallahassee, Florida

A black-owned, veteran creative agency that focuses on graphic design, brand strategy, advertising, websites, messaging, media buying, digital, social media, and more.

Some notable clients include Pilot Pens, Dollywood, Cooper Tires, Cayman Islands, Clarion University, Jamaica Classic NCAA Basketball Tournament, Florida A&M University, Florida State University, Urban Plates, Publix, Pete + Lucy, Slutty Vegan, Orkin, and semi-pro soccer teams.

- Manages business development
- Oversees staffing and management
- Mentors interns and junior staff
- Supervises all work completed by the creative team
- Leads planning and strategy of advertisements, marketing plans, and campaigns
- Manages daily operations, assign project workload, and monitor deadlines and budgets
- Drives sales and marketing contracts/accounts
- Evaluate trends and keep up-to-date with the latest marketing techniques

FOUNDER + CEO

JUNE 2021–PRESENT

Tallahassee Bike Fest | Tallahassee, Florida

As the founder of Tallahassee Bike Fest and its non-profit foundation, I have combined my passions for motorcycling and community service into one epic annual event. We provide a multi-day festival for riders and their families, focusing on black and women riders to promote belonging and enjoy our culture and lifestyle.

PUBLIC/EVENT SPEAKER

2019–PRESENT

Travel around the U.S., speaking at conferences, workshops, and events. Topics range from marketing, branding, digital, and advertising legislation. Have been a guest lecturer at advertising conferences and universities, such as Full Sail, FSU, Syracuse, Veteran Programs, and The DAVE School.

ART DIRECTOR

SEPT. 2015–JULY 2016

Sachs Media Group | Tallahassee, Florida

Continuously ranked as one of the Top 10 PR Firms in Florida since 2010, I had the pleasure of working with clients such as People's Trust Insurance, Capital Health Plan, HCA Healthcare, FSU Women's Basketball Team, Lauren's Kids, and Lyft, to name a few.

- Supervised and guided junior design staff
- Managed jobs with tight deadlines in fast paced environment
- Art directed photo and video shoots
- Conducted photo and photographer research for cross-media campaigns
- Designed and led production of print and digital campaigns
- Designed websites with a focus on UI/UX
- Collaborated with copywriter and account manager on conception of campaigns

---

ART DIRECTOR / SR. DESIGNER

NOV. 2014–SEPT. 2015

BowStern Marketing and Communications Tallahassee, Florida

A full-service advertising agency with notable clients such as Gold's Gym, Goodwill, Envision Credit Union, and Hometown America.

- Assigned projects to design team via Wrike (project management system)
- Assisted Creative Director with conception, strategy, and completion of projects
- Designed print and digital artwork for various clients and campaigns
- Guided the design team with appropriate training via tutorials, seminars, and conferences to maintain creative relevance

CREATIVE MANAGER
PROMOTED FROM SENIOR DESIGNER IN 2013

DEC. 2011–NOV. 2014

Florida Assoc. of Insurance Agents (FAIA) Tallahassee, Florida

- Team leader
- Created concepts, strategies, and designs for collateral materials, including direct mail, email marketing, advertisements, print and digital banners, brochures, programs, signs, invitations, catalogs and flyers
- Managed brand identity for FAIA (non-profit) and FMS (for-profit)
- Managed website
- Maintained print budgets and deadlines
- Directed and edited production of webcasts and promotional video
- Rebranded Florida Association of Insurance Agents (FAIA) and partner company FAIA Member Services (FMS)

INTERN

MAY 2008–AUG. 2008

O, The Oprah Magazine | NYC, New York

Assisted at various photo shoots; researched models; booked studio time; staged photo areas; and arranged and purchased props.

WORK STUDY

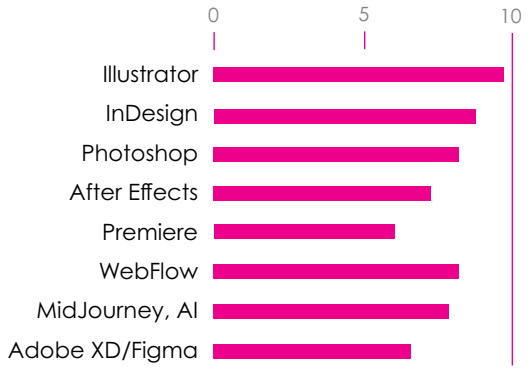
SEPT. 2008–MAY 2010

Tina Press and David Rubin Career Development Center (CDC) | Syracuse, New York

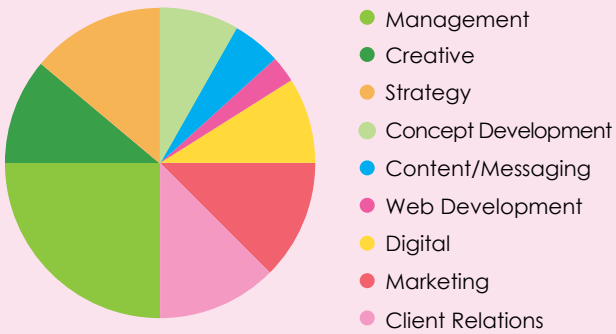
Dedicated solely to helping students develop their professional skills, build resumes, and learn how to find jobs/internships.

Section 04 SKILLS

SOFTWARE PROFICIENCY



BUSINESS EXPERTISE



Section 05

HONORS AND AWARDS

- **2016:** AAF President of the Year
- **2017:** Gold Creativity International Award
- **2017:** 5 ADDY Awards
- **2018:** Gold ADDY, 2 Silver ADDYs, 3 International Davey Awards, Silver American Advertising District 4 ADDY
- **2019:** Grova Awarded Small Agency of the Year by AAF
- **2019:** 4 Gold International Davey Awards, Gold ADDY, 2 Silver ADDYs
- **2019:** Awarded AAF District 4 Governor's Cup
- **2020:** Grova Awarded Small Agency of the Year by AAF
- **2020:** Gold and 7 Silver ADDYs
- **2021:** 2 Gold and 6 Silver ADDY Awards, 2 Silver American Advertising District 4 Awards
- **2021:** Awarded "Women Who Mean Business Rockstar" Award by Tallahassee Women Magazine
- **2021:** Best of Show Award at the Florida Angel Awards
- JMI Small Business Executive Program Class XIV
- **2022:** North Florida AAF Best of Show ADDY Award, 4 Golds, 8 Silvers at the North Florida American Advertising Awards, Gold International Davey Award, 3 Silver Davey Awards
- **2023:** 2 Silver American Advertising District 4 ADDYs
- **2023:** 'CUSE50 Alumni Entrepreneur Award
- **2024:** North Florida AAF Best Logo ADDY Award, 2 Judge's Choice Awards, 5 Golds, 2 Silvers Awards
- **2025:** North Florida AAF Best of Show ADDY Award, Best Cinematography, Best Logo Design, 7 Gold ADDYs, 3 Silver Awards
- **2025:** SBDC at FAMU Small Business of Year Award

Section 06

PROFESSIONAL AFFILIATIONS

- Leadership Tallahassee, Class 42
- American Advertising Federation (AAF)
- Greater Tallahassee Chamber of Commerce
- Leads Networking Group
- Big Bend Minority Chamber
- Capital City Chamber of Commerce
- The Jim Moran Institute for Global Entrepreneurship
- BNI
- Designer Collective
- The DAVE School
- FSU Career Center-Internship Program

Section 07

CIVIC AFFILIATIONS

American Advertising Federation (501c3)

2014–PRESENT

Promotes & protects the well being of creatives, including designers, illustrators, etc. Served as first the Black Governor of D4. Additionally, co-founded the annual student conference called AdPath, held in Orlando.

Local Tallahassee Chapter Experience & Positions Held

Public Service Chair, 2014-2015
Incoming President, 2015-2016
American Advertising Awards Chair, 2015-2018
President 2016-2018;
Immediate Past President, 2019

District (Florida State & Caribbean) Experience & Positions Held

President Council Co-Chair, 2017-2018
Public Service Advocate, 2018-2019
Executive Committee: Secretary, 2019-2020
Executive Committee: Treasurer, 2020-2021
Executive Committee: Incoming Governor, 2021-2022
Executive Committee: Governor, 2022-2023
Executive Committee: Past Governor, Present

National Position Held: Eastern Region Chair, Present

Tallahassee Soccer Club (501c3)

2017–PRESENT

Serve as founding board member and helped create the first semi-pro men's soccer team in Tallahassee.

The DAVE School Advisory Board

2022–2024

Serve on the university board that provides input and recommendations to program chairs for creating curriculums that help students enter the creative industry ready to work.

#ThisMessageMatters

2020

Founded and organized a campaign that provided a free platform to bring awareness to the fight against the social injustice black people are facing. Picked up by the media and shared nationally.

Women Empowering Each Other, Inc. (WEE), (501c3)

2017-2018

An organization that plays a vital role in addressing the consequences of poverty and their effects on women and children.

Section 08

REFERENCES

Contact: Sandi Poreda, APR
Company: Bulldog Strategy Group & Adjunct Professor at FSU
Phone: (850) 766–1906
Email: sandi@bulldogstrategygroup.com

Contact: Marina Lickson, Manager, Tallahassee Programs
Company: Jim Moran Institute for Global Entrepreneurship at FSU
Phone:(850) 644–4414
Email: mlickson@jimmoraninstitute.fsu.edu

Contact: Kristi Kreitlow, Business Owner
Company: Quick & Clean
Phone: (850) 765–0049
Email: kristi@quickandcleaninc.com

Contact: Agata Wlodarczyk, Communications Director
Company: Florida Association of Insurance Agents
Phone: (850) 893–4155
Email: agataw@faia.com

Section 09

HOBBIES :)



MOVIES



MOTORCYCLES



FITNESS



TEA TIME



FOOTBALL



TRAVEL

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
COUNCIL ON CULTURE AND ARTS BOARD

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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. Erika Zambello | **Date:** 5/8/2025 11:38:04 AM

Home Address:	3217 heather hill lane Tallahassee, FL 32309	**Do you live in Leon County?**	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(207) 522-0783	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	eaz26@cornell.edu	**How many years have you lived in Leon County?**	6

(EMPLOYMENT INFORMATION)

Employer:	Audubon Florida	**Work Address:**	
Occupation:	Communications Director		
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:** F **Age:** 35

District: District IV **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Sam Joslin	**Name:**	Kristen Kosik
Address:	914 Railroad Ave, Tallahassee, FL 32310	**Address:**	
Phone:	(850) 224-2500 Ext.2006	**Phone:**	(770) 722-4884

Resume Uploaded? Yes

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

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

Per section 265.32 Florida Statutes, each council member will be charged with the responsibility of serving the best interests of the arts in the county and no council member shall view his or her role as that of representing any particular geographic area of the county, interest group, arts institution, community organization, or audience. No individual committed to, or owing allegiance to, any particular arts faction shall be eligible to serve on the council.

If appointed, I agree to comply with the above statutory regulation. *Yes*

All members must be qualified electors residing in Leon County.

Are you a registered voter in Leon County? *Yes*

Members must meet one of the membership eligibility criteria listed below. Please indicate your area of expertise.

- [ ] Business/Economic Development
- [ ] Historic Preservation / Ethnic Heritage
- [x] Marketing

Please explain: *I'm a Communications Director who does extensive marketing*

- [x] Practicing Artist

  Please explain: *I am a practicing fiber artist*

- [x] Tourism Industry

  Please explain: *I have previously worked for a TDC and I work with TDCs in my communications job.*

- [ ] Community Volunteerism
- [x] Resident of Leon County (At-large seat)

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

Signature: Ms. Erika Zambello

The application was electronically sent: 5/8/2025 11:38:04 AM



ERIKA ZAMBELLO

MULTI-MEDIA COMMUNICATION AND ART. FORMER NATIONAL GEOGRAPHIC YOUNG EXPLORER.

PROFILE

I am a writer, artist, and communications specialist focused on science, nature, outdoor recreation, and fiber arts.

EDUCATION

2012 Cornell University, *magna cum laude*
Bachelor of Science
Majors: Government & Anthropology
Minor: French GPA: 3.91

2015
Duke University
Master of Environmental Management
Concentration: Ecosystem Science & Conservation GPA: 4.0

2019 University of West Florida
Master of Strategic Communication
GPA: 3.94

JOB HISTORY

2019-current Communications Director, Audubon Florida

2017-2019 Communications & Marketing Coordinator, Choctawhatchee Basin Alliance

2016-2019 Co-Founder, TerraCommunications, LLC
Associate Editor, National Parks Traveler

2015-2017 Marine Economic and Tourist Resource Development Coordinator, Okaloosa County

CONTACT

eaz26@cornell.edu

zambellophotography.com

Instagram: @knittingzdaily

CERTIFICATES

Community-based Environmental Management
Duke University, 2015

University of Florida, Natural Resources Leadership Institute Fellow, 2017

Environmental Communications
Duke University, 2018

Destin Forward Fellow, 2018

AWARDS/EXHIBITS

2025 621 Gallery

Solo show at the 621 Gallery featuring a variety of fiber works using knitting and embroidery techniques.

2023 and 2025 COCA Awards

Honorable mentions in Photofest and Creative Tallahassee for photography and embroidery works.

Posted on September 8, 2025

Leon County
Board of County Commissioners

Notes for Agenda Item #30

Leon County Board of County Commissioners

Agenda Item #30

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Chasity H. O'Steen, County Attorney

Title: First and Only Public Hearing to Consider an Ordinance Amending Chapter 7, Section 7-44 of the Code of Laws of Leon County, Florida; Entitled Collection; Revising the Methods for Collecting Fire Rescue Charges and Fees

Review and Approval:	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
Department / Division Review:	Chasity H. O'Steen, County Attorney
Lead Staff / Project Team:	Chasity H. O'Steen, County Attorney Ken Morris, Assistant County Administrator

Statement of Issue:

As requested at the July 8, 2025, meeting, the proposed Ordinance (Attachment #1) amends Chapter 7, Section 7-44 of the Code of Laws of Leon County, Florida; Entitled Collection; Revising the Methods for Collecting Fire Rescue Charges and Fees.

Fiscal Impact:

This item has no fiscal impact. The proposed Ordinance revises the methods of collection for the fire rescue charges and fees, with no changes in rates for FY 2026. All fire assessment revenue collected by the County on property tax bills will continue to be remitted to the City to pay for fire rescue services provided in the unincorporated area of the County.

Staff Recommendation:

Option #1: Conduct the Public Hearing and adopt the proposed Ordinance (Attachment #1) amending Chapter 7, Section 7-44 of the Code of Laws of Leon County, Florida; Entitled Collection; Revising the Methods for Collecting Fire Rescue Charges and Fees.

Report and Discussion

Background:

This item seeks Board approval of the proposed Ordinance (Attachment #1) amending Chapter 7, Section 7-44 of the Code of Laws of Leon County, Florida (Code); Entitled Collection; Revising the Methods for Collecting Fire Rescue Charges and Fees.

During Commissioner discussion at the July 8, 2025 meeting, the Board requested a public hearing be scheduled for September to consider an ordinance to remove the authority for the City to charge the fire services assessment on the utility bill for properties in the unincorporated area. The Board requested a proposed Ordinance that could be implemented by FY 2026 (October 1, 2025) for the County to collect the fire services assessment for all nongovernment properties in unincorporated Leon County using the uniform method of collection through the annual property tax bill.

The Interlocal Agreement Regarding the Provision of Fire and Emergency Medical Services addresses the levy and collection of the fire rescue charges (assessments for nongovernmental property, and fees for governmental property). Chapter 7, Section 7-44 of the Code, also identifies the methods that may be used to collect fire rescue charges in the unincorporated area of the County (Attachment #2).

Analysis:

The Interlocal Agreement Regarding the Provision of Fire and Emergency Medical Services (Agreement) provides that the City collects the fire services special assessments for nongovernmental property, including in the unincorporated area of the County unless the County uses the uniform method to collect the assessments pursuant to section 197.3632, Florida Statutes. By contrast, under the Interlocal Agreement only the City collects annual fire services fees for governmental property, including in the unincorporated area of the County.

Currently, the Code authorizes a utility to bill its customers and collect the fire rescue charges monthly. Talquin Electric Cooperative does not collect fire rescue charges, so this provision only applies to the City of Tallahassee (City). The utility customer of record and the owner of the property subject to the fire rescue charge are responsible for payment. The ordinance provides that bills for the fire rescue charge are payable at the same time, in the same manner, and subject to the same penalties as "other" utility fees charged and administered by the utility. Failure to pay a fire rescue charge subjects the property to the "discontinuance of other utility services and all other penalties and charges available under law relative to the discontinuance of such utility services."

The existing ordinance further provides that the County or, if authorized by the County, a utility may make alternative collection arrangements with property owners or tenants or both for the payment of the fire rescue charge. Under this provision the City collects the fire rescue charge from some customers in the unincorporated area of the County on a quarterly billing cycle.

In lieu of utilizing the utility bill or other billing mechanism, or in the event of failure to pay the fire rescue charge previously billed by one of those methods, the ordinance provides that the County may elect to collect fire rescue assessments using the uniform method for the levy, collection, and enforcement of non-ad valorem assessments pursuant to section 197.3632, Florida Statutes, or any other method authorized by law. Based on the current County Code, the County anticipates utilizing the uniform method of collection for 15,781 properties in FY 2026.

If the proposed ordinance is adopted, the fire rescue assessment imposed on nongovernmental property will no longer be billed and collected on a utility bill in the unincorporated area of the County. The use of the uniform method for the levy, collection, and enforcement of fire rescue assessments pursuant to section 197.3632, Florida Statutes, would be the exclusive method used by the County in the unincorporated area. Third-party billing arrangements would also no longer be permissible, and the City would be authorized to only bill and collect the fire rescue fee on governmental property on a utility bill or by quarterly billing.

Based on data provided by the City, this proposed change would impact 23,194 non-governmental properties currently billed on the monthly utility bill or quarterly billing effective October 1, 2025 (FY 2026). As required by Florida Statutes, first-class notices were sent to the 23,194 property owners to inform them of the date and time of the public hearing and that they may be subject to the non-ad valorem assessment for fire rescue services appearing on their tax bill for the first time. If the proposed ordinance is adopted, $7,982,358 in revenue estimated to be collected via direct billing by the City would now be collected by the County on the property tax bill. The tax roll for the County's collection of the non-ad valorem fire assessment would increase from 15,781 properties to 38,975 properties. All fire assessment revenue collected by the County on property tax bills will continue to be remitted to the City to pay for fire rescue services provided in the unincorporated area of the County.

Options:

1. Conduct the Public Hearing and adopt the proposed Ordinance (Attachment #1) amending Chapter 7, Section 7-44 of the Code of Laws of Leon County, Florida; Entitled Collection; Revising the Methods for Collecting Fire Rescue Charges and Fees.
2. Conduct the Public Hearing and do not adopt the proposed Ordinance (Attachment #1) amending Chapter 7, Section 7-44 of the Code of Laws of Leon County, Florida; Entitled Collection; Revising the Methods for Collecting Fire Rescue Charges and Fees.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Ordinance
2. Current Ordinance
3. Business Impact Estimate
4. Notice of Public Hearing

LEON COUNTY ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 7, ARTICLE IV, SECTION 7-44 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; TITLED "COLLECTION"; REVISING THE METHODS OF THE COLLECTION OF THE FIRE RESCUE CHARGES; PROVIDING FOR SEVERABILITY; PROVIDING FOR APPLICABILITY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the City of Tallahassee (City) and the County have entered into an Interlocal Agreement for the provision of fire rescue services countywide (Interlocal Agreement); and

WHEREAS, the Interlocal Agreement provides funding and payment for fire rescue services by means of the levy and collection of special assessments upon benefited nongovernmental property and the imposition of fire rescue services fees upon benefited governmental property; and

WHEREAS, the Board of County Commissioners of Leon County desires to enact an ordinance amending Chapter 7, Article VI, Section 7-44 of the Code of Laws of Leon County, titled "Collection."

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

Section 1. Amendments to Chapter 7.

Section 7-44 of the Code of Laws of Leon County, Florida, entitled "Collection", is hereby amended to read as follows:

Sec. 7-44. – Method of Collection.

(a) *Collection of fire rescue fee on government property.*

The fire rescue fee may be billed to government utility customers and collected on a monthly basis by a utility, as authorized by the county, in the regular utility billing cycle, appearing as a separate line item. The fire rescue fee may otherwise be billed to government property and collected on a quarterly basis, as authorized by the county.

(b) *Collection of fire rescue assessment on nongovernment property.*
The county shall collect fire rescue assessments by the uniform method for the levy, collection, and enforcement of non-ad valorem assessments, in accordance with Section 197.3632, Florida Statutes (2024), as amended, or any other method which is authorized by law.

Section 2. Effective Date.

This ordinance shall have effect upon filing with the Florida Department of State.

Section 3. Severability.

If any word, phrase, clause, section, or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 4. Applicability.

This ordinance shall apply to and be effective in the unincorporated area of Leon County.

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

DRAFT

Bob Inzer
Clerk of Circuit Court
WWW.CLERK.LEON.FL.US

Clerk of Courts ❖ Clerk of County Commission ❖ Auditor ❖ Treasurer ❖ Recorder ❖ Custodian of County Funds

March 24, 2009

Florida Department of State
Bureau of Administrative Code
R.A. Gray Building #101
500 South Bronough Street
Tallahassee, FL 32399-0250

This is to certify that the person signing below received a true certified copy of Leon County Ordinance, numbered 09-06, 09-07, 09-08, 09-09, 09-10, 09-11, and 09-12.

Date Received: _____

Time Received: _____

Person Receiving: Vicki McIntosh

FILED
2009 MAR 24 PM 4:58
DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA

P. O. Box 726 ❖ TALLAHASSEE, FL 32302-0726
PHONE (850) 577-4168 ❖ FAX (850) 577-4255
www.clerk.leon.fl.us ❖ DFGavin@leoncountyfl.gov

ORDINANCE NO. 09-08

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 7, "COURTS AND LAW ENFORCEMENT" OF THE LEON COUNTY CODE OF LAWS, BY CHANGING ITS TITLE TO "COURTS, LAW ENFORCEMENT AND FIRE RESCUE SERVICES"; BY ADDING A NEW ARTICLE IV, ENTITLED "FIRE RESCUE SERVICES, FEES, SPECIAL ASSESSMENTS"; BY ADDING A NEW SECTION 7-38 "GENERAL FINDINGS"; BY ADDING A NEW SECTION 7-39 "DEFINITIONS"; BY ADDING A NEW SECTION 7-40 "APPLICABILITY"; BY ADDING A NEW SECTION 7-41 "ALTERNATIVE METHOD"; BY ADDING A NEW SECTION 7-42 "FIRE RESCUE FEE ON GOVERNMENT PROPERTY"; BY ADDING A NEW SECTION 7-43 "FIRE RESCUE ASSESSMENTS ON NONGOVERNMENT PROPERTY"; BY ADDING A NEW SECTION 7-44 "COLLECTION"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the county desires to provide fire rescue services in the most efficient manner possible in order to promote the health, safety and general welfare of its citizenry; and

WHEREAS, the county desires to create a uniform financial mechanism for the provision of such fire rescue services to the citizens of Leon County on an equitable basis; and

WHEREAS, the City of Tallahassee and the county have entered into an Interlocal Agreement to administer the provision of fire suppression, fire prevention, and emergency medical services countywide; and

WHEREAS, the Interlocal Agreement by and between the county and the City of Tallahassee provides for the funding and payment for fire rescue services by means of the levy and collection of special assessments upon benefited property and the imposition of fire rescue services fees; and

WHEREAS, the Board of County Commissioners desires to enact an ordinance amending Chapter 7, Leon County Code of Laws, relating to the provision and funding of fire rescue services;

BE IT ORDAINED by the Board of County Commissioners of the County of Leon, Florida, as follows, that:

Section 1. The title to Chapter 7 of the Code of Laws of Leon County, Florida, is hereby amended to read as follows: Courts, Law Enforcement and Fire Rescue Services.

Section 2. Chapter 7 of the Code of Laws of Leon County, Florida, is hereby amended by adding a new Article IV titled Fire Rescue Services; Fees; Special Assessments.

Sec. 7-38. General findings.

It is hereby ascertained, determined, and declared that:

(1) Pursuant to Article VIII, section 1, Florida Constitution, and F.S. §§ 125.01(d) and 125.01(r), the county commission has all powers of local self government as a charter county necessary to perform county functions and to render county and municipal services except where prohibited by law. Such county power may be exercised by the enactment of legislation in the form of county ordinances.

(2) The purposes of this article are to:

a. Authorize a procedure for the funding of fire rescue services, facilities, or programs providing benefits to property within the county;

b. Provide procedures and standards for the imposition of a fire rescue charge under the general home rule powers of the county charter to impose special assessments and fees;

c. Legislatively determine the special benefit provided to assessed property from fire rescue services provided by the county; and

d. Legislatively determine that the fire rescue fee imposed on government property is a fair, reasonable and equitable method for funding the fire rescue services provided by the county.

Sec. 7-39. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Assessed property means all parcels of land subject to the fire rescue assessment that receive a special benefit from the delivery of the fire rescue services, programs or facilities.

Building means any structure, whether temporary or permanent, built for support, shelter or enclosure of persons, chattel, or property of any kind, including mobile homes. This term shall include the use of land in which lots or spaces are offered for use, rent or lease for the replacement of mobile homes, travel trailers, or the like for residential purposes.

Fire rescue assessment means a special assessment lawfully imposed by the county commission against assessed property to fund all or any portion of the cost of the provision of fire rescue services, facilities, or programs providing a special benefit to property as a consequence of possessing a logical relationship to the value, use, or characteristics of the assessed property.

Fire rescue assessment rate resolution means the resolution described in section 7-43 establishing the rate at which a fire rescue assessment will be computed.

Fire rescue charge means collectively fire rescue assessments and fire rescue fees.

Fire rescue cost means the amount determined by the county commission to be charged over a designated time period to fund all or any portion of the cost of the provision of fire rescue services, facilities, or programs which provide a special benefit to assessed property, and are fairly and reasonably charged to government property for the fire rescue services, facilities, and programs such property receives.

Fire rescue cost for assessed property means the subset of fire rescue cost fairly and reasonably attributable to nongovernment property.

Fire rescue cost for government property means the subset of fire rescue costs fairly and reasonably attributable to government property.

Fire rescue fee rate resolution means the resolution described in section 7-42 establishing the rate at which a fire rescue fee will be computed.

Government property means property owned by the United States of America or any agency thereof, a sovereign state or nation, the state of Florida or any agency thereof, a county, a special district or a municipal corporation.

Nongovernment property means all property that is not government property.

Owner means the person reflected as the owner of property on the tax roll or utility bill.

Property appraiser means the property appraiser of the county.

Tax collector means the tax collector of the county.

Tax roll means the real property ad valorem tax assessment roll maintained by the property appraiser for the purpose of the levy and collection of ad valorem taxes.

Utility means that utility owned and operated by the City of Tallahassee, Talquin Electric Cooperative, or any other utility providing electricity, water and wastewater services, solid waste

services, natural gas, and stormwater services, or any combination of the foregoing, and billing customers on a monthly or periodic basis.

Utility customer of record means the person or entity assuming responsibility for the payment for services of the utility.

Sec. 7-40. Applicability.

This article and the county commission's authority to impose assessments and fees pursuant to general law this article shall be applicable throughout the unincorporated areas of the county, as may be amended from time to time.

Sec. 7-41. Alternative method.

(a) This article shall be deemed to provide an additional and alternative method for doing of the things authorized hereby and shall be regarded as supplemental and additional to powers conferred by other laws, and shall not be regarded as in derogation of any powers now existing or which may hereafter come into existence. This article, being necessary for the welfare of the inhabitants of the county shall be liberally construed to effect the purposes hereof.

(b) Nothing in this article shall preclude the county commission from directing and authorizing, by resolution, the combination with each other of:

(1) Any supplemental or additional notice deemed proper, necessary, or convenient by the county;

(2) Any notice required by this article; or

(3) Any notice required by law, including the Uniform Method for the Levy, Collection and Enforcement of Non-Ad Valorem Assessments.

(c) Any actions of the county commission required to be taken by resolution pursuant to this article may be combined into a single resolution and a separate resolution for each action shall not be required.

Sec. 7-42. Fire rescue fee on government property.

(a) *Legislative declarations as to fire rescue fee on government property.* It is hereby ascertained and declared that the fire rescue fee as authorized in this article is reasonably related to the cost of providing fire rescue services, facilities and programs to government property. The fire rescue fee is not a special assessment; it is a fee for services available and rendered to government property.

(b) *General authority.*

(1) The county commission is hereby authorized to impose a fire rescue fee on all government property that is improved by the existence or construction of a building to fund all or any portion of the fire rescue cost for government property at a fair, just, reasonable cost of providing fire rescue services to such property.

(2) The rate of the fire rescue fee for each classification of government property shall be determined by a subsequently adopted fire rescue fee rate resolution. The fire rescue fee rate resolution shall determine the fire rescue cost for government property and allocate such cost in a fair, reasonable, just and equitable manner among all government property. The fire rescue fee rate resolution shall also establish the method by which the fire rescue fee will be calculated for each classification of government property.

Sec. 7-43. Fire rescue assessments on nongovernment property.

(a) *Legislative declarations as to the existence of special benefit.* It is further hereby ascertained and declared that the fire rescue services, facilities, and programs provide a special benefit to nongovernment property that is improved by the existence or construction of a building based upon the following legislative determinations:

(1) Fire rescue services possess a logical relationship to the use and enjoyment of improved property by:

a. Protecting the value of the improvements and structures through the provision of available fire rescue services;

b. Protecting the life and safety of intended occupants in the use and enjoyment of improvements and structures within improved parcels;

c. Lowering the cost of fire insurance by the presence of a professional and comprehensive fire rescue program within the unincorporated area of the county;

d. Containing the spread of fire incidents occurring on vacant property with the potential to spread and endanger the structures and occupants of improved property; and

e. Enhancing the value of business and commercial property that is improved by the existence or construction of a building, which enhanced value can be anticipated to be reflected in the rental charge or value of such business or commercial property.

(b) *General authority.*

(1) The county commission is hereby authorized to impose a fire rescue assessment to fund all or any portion of the fire rescue cost for assessed property upon benefited nongovernment property at a rate of assessment based on the special benefit accruing to such property from the provision of fire rescue services, facilities, or programs.

(2) All fire rescue assessments shall be imposed in a subsequently adopted fire rescue assessment rate resolution. Such fire rescue assessment rate resolution shall determine the amount of the fire rescue assessment against assessed property pursuant to an apportionment methodology based upon a classification of property designed to provide a fair and reasonable apportionment of the fire rescue cost for assessed property among properties on a basis reasonably related to the special benefit provided by fire rescue services, facilities, or programs funded with assessment proceeds.

Sec. 7-44. Collection.

(a) *Collection of fire rescue charges on the utility bill.*

(1) The fire rescue charge may be billed to utility customers and collected on a monthly basis by a utility, as authorized by the county, in the regular utility billing cycle, appearing as a separate line item.

(2) The utility customer of record and the owner of such property subject to a fire rescue charge are responsible for payment of the fire rescue charge as the charge is either a fire rescue fee on government property which is in exchange for

services and facilities furnished to such property to manage and control the fire rescue burden generated by the use and development of such property, or alternatively, the charge is a fire rescue assessment on nongovernment property for which the property receives a special benefit from the provision of fire rescue services, facilities and programs by the county.

(3) Bills for the fire rescue charge shall be payable at the same time, in the same manner, and subject to the same penalties as have been established for other utility fees charged and administered by the utility. The owner of the subject property and/or utility customer of record shall be notified of any deficiency in the payment of the fire rescue charge in the same manner as other delinquent utility bills. The failure to pay such a fire rescue charge shall subject the property to the discontinuance of other utility services and all other penalties and charges available under law relative to the discontinuance of such utility services.

(4) Notwithstanding the provisions of this section, the county, or if authorized by the county, a utility may make alternative collection arrangements with property owners or tenants or both for the payment of the fire rescue charge.

(b) *Additional method of collection of fire rescue assessments.* In lieu of utilizing the utility bill or other billing mechanism, or in the event of failure to pay such fire rescue charge previously billed, the county may elect to collect fire rescue assessments by the Uniform Methods for the Levy, Collection and Enforcement of Non-Ad Valorem Assessments, in accord with § 197.3632, Florida Statutes (2008), as amended, or any other method which is authorized by law.

Section 3. Conflicts.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2010 Comprehensive Plan as amended, which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.

Section 4. Severability.

If any provisions or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 5. Effective Date.

This ordinance shall have effect upon becoming law.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida this 19th day of March, 2009.

LEON COUNTY, FLORIDA

By: _____
Bryan Desloge, Chairman
Board of County Commissioners

ATTESTED BY:
BOB INZER, CLERK OF THE COURT
LEON COUNTY, FLORIDA

By: _____
Bob Inzer, Clerk of Court
Leon County, Florida

APPROVED AS TO FORM:
COUNTY ATTORNEY'S OFFICE
LEON COUNTY, FLORIDA

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

FLORIDA COUNTY ORDINANCE DATA RETRIEVAL SYSTEM (CODRS) CODING FORM

Instructions: Florida's Department of State, Bureau of Administrative Code has developed the County Ordinance Data Retrieval System (CODRS) to facilitate the tracking of County ordinances in Florida's 67 Counties. CODRS' data base is composed of over 25,000 county ordinances enacted since 1974.

We request your cooperation in completing this coding form. It is to be completed whenever your county enacts a new ordinance. Simply complete this form and include it with other pertinent ordinance information that is submitted to the Bureau of Administrative Code.

To code this form properly, please refer to the "keyfields" description sheet that has been given to your County Attorney's Office. If you do not have this sheet please contact the Bureau. We will be happy to fax one to you for referencing purposes. Please fill out this form as completely as is possible.

Thank you for your assistance. Should you need further assistance please contact the Bureau of Administrative Code, Department of State at (850)245-6270 or Suncom 205-6270.

COUNTY: (LEON) **COUNTY ORDINANCE #** (09-08)
(e.g., 00-001)

PRIMARY KEYFIELD DESCRIPTOR: (FIRE PROTECTION)

SECONDARY KEYFIELD DESCRIPTOR: ( )

OTHER KEYFIELD DESCRIPTOR: ( )

ORDINANCE DESCRIPTION: (FIRE RESCUE SERVICES)
(25 characters maximum including spaces)

ORDINANCES AMENDED: (List below the ordinances that are amended by this legislation. If more than two, list the most recent two.)

AMENDMENT # 1: ( ) **AMENDMENT # 2:** ( )

ORDINANCES REPEALED: (List below the ordinances that are repealed by this legislation.)

REPEAL # 1: ( ) **REPEAL # 3:** ( )

REPEAL # 2: ( ) **REPEAL # 4:** ( )

(Others repealed: List all that apply): _____

(FOR OFFICE USE ONLY): COUNTY CODE NUMBER: ( )

KEYFIELD 1 CODE: ( ) KEYFIELD 2 CODE: ( )

KEYFIELD 3 CODE: ( ) Rev. 4/10/01

LEON COUNTY GOVERNMENT
People Focused. Performance Driven.

Business Impact Estimate

In accordance with Section 125.66(3)(a), Florida Statutes (F.S.), a Business Impact Estimate (BIE) is required to be: 1) prepared before enacting certain ordinances and 2) posted on Leon County's website no later than the date the notice of intent to consider the proposed ordinance is advertised (which, per Section 125.66(2)(a), F.S., is at least ten (10) days before the Public Hearing).

Proposed Ordinance's title in full: An Ordinance of the Board of County Commissioners of Leon County, Florida, Amending Chapter 7, Section 7-44 of the Code of Laws of Leon County, Florida; Entitled Collection; Revising the Methods of the Collection of the Fire Rescue Charges [and Fees]; Providing for Severability; Providing for Applicability; and Providing for an Effective Date.

Proposed Ordinance Public Hearing Date: September 15, 2025

Pursuant to Section 125.66(3)(c), F.S., the following types of ordinances are exempt from the BIE requirement. As such, if one or more boxes are checked below, Leon County, Florida, believes that a BIE is not required by state law for the proposed ordinance referenced above. Leon County, Florida, reserves the right to revise this BIE following an initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by a county government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The proposed ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
  a. Development orders and development permits, as those terms are defined in Section 163.3164, F.S., and development agreements, as authorized by the Florida Local Government Development Agreement Act under Sections 163.3220 – 163.3243, F.S.;
  b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the County;
  c. Sections 190.005 and 190.046, F.S., regarding community development districts;
  d. Section 553.73, F.S., relating to the Florida Building Code; or
  e. Section 633.202, F.S., relating to the *Florida Fire Prevention Code*.

In accordance with Florida law Leon County, Florida, hereby posts the following BIE information for this proposed Ordinance on its website for public viewing and consideration on this 4th day of September 2025:

1. Summary of the proposed ordinance (must include statement of the public purpose, such as serving the public health, safety, morals, and welfare): *The proposed ordinance revises the current method of collection for fire rescue charges, which are used to fund the provision of fire services for the unincorporated area of the County. Currently, the Code authorizes a utility to bill its customers and collect the fire rescue charges monthly, or that the County or, if authorized by the County, a utility may make alternative collection arrangements with property owners or tenants or both for the payment of the fire rescue charge. If the proposed ordinance is adopted, the fire rescue assessment imposed on nongovernmental property will no longer be billed and collected on a utility bill or alternative collection method in the unincorporated area of the County. The use of the uniform method for the levy, collection, and enforcement of fire rescue assessments pursuant to section 197.3632, Florida Statutes, would be the exclusive method used by the County in the unincorporated area.*

2. Estimate of direct economic impact of the proposed ordinance on private, for-profit businesses in the county, including the following (if any):

a.) Estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted: *N/A*

b.) Any new charge or fee imposed by the proposed ordinance for which businesses will be financially responsible: *N/A; There are no new charges or fees associated with the proposed ordinance changes.*

c.) Estimate of Leon County's regulatory costs, including estimated revenues from any new charges or fees to cover such costs: *N/A*

3. Good faith estimate of the number of businesses likely to be impacted by the proposed Ordinance: *Approximately 977 businesses would be assessed on the property tax bill for fire services if the proposed ordinance is approved.*

4. Additional information Leon County deems necessary (if any):

Leon County
Government

NOTICE OF AMENDMENTS TO CHAPTER 7 OF THE CODE OF LAWS OF LEON COUNTY, FL

NOTICE OF PUBLIC HEARING NOTICE OF AMENDMENTS TO CHAPTER 7 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA

Notice is hereby given that the Board of County Commissioners of Leon County, Florida, will conduct a public hearing on Monday, September 15, 2025, at 6:00 p.m., or as soon thereafter as such matter may be heard, in the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider adoption of an ordinance entitled to wit:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 7, SECTION 7-44 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; ENTITLED COLLECTION; REVISING THE METHODS OF THE COLLECTION OF THE FIRE RESCUE CHARGES [AND FEES]; PROVIDING FOR SEVERABILITY; PROVIDING FOR APPLICABILITY; AND PROVIDING AN EFFECTIVE DATE.

Leon County will also broadcast the public hearing on Comcast channel 16, the Leon County Florida channel on Roku, and the County's Facebook page (https://www.facebook.com/LeonCountyFL/), YouTube channel (https://www.youtube.com/user/LeonCountyFL), and web site (www.LeonCountyFL.gov).

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

Interested parties may also provide virtual real-time public comments during the public hearing. After the Board of County Commissioner's agenda is posted online, interested parties wishing to provide virtual real-time public comments must complete and submit the registration form provided at https://www2.leoncountyfl.gov/coadmin/agenda/ by 8:00 p.m. on Sunday, September 14, 2025. Following submittal of the registration form, further instructions for participating in the meeting will be provided. Persons needing assistance with registering or providing real-time comments may contact County Administration via telephone at (850) 606-5300. Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., entitled "Addressing the Board," and Article IX., Section F., entitled "Decorum," shall remain in full force and effect.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact, on behalf of the Chair, Mathieu Cavell at Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301 or CMR@leoncountyfl.gov, by written request at least 48 hours prior to the proceeding. Telephone: (850) 606-5300, 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.
Copies of the Ordinance may be inspected as part of the agenda package on the County's website (https://www2.leoncountyfl.gov/coadmin/agenda/). To receive copies of the Ordinance by other means, such as email, mail, or facsimile transmittal, contact County Administration at (850) 606-5300.

Advertise: September 4, 2025

Publication Dates:
09/04/2025 08:54 AM

Leon County
Board of County Commissioners

Notes for Agenda Item #31

Leon County Board of County Commissioners

Agenda Item #31

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: First and Only Public Hearing to Approve the Fire Rescue Assessment and Fee Rate Resolution, Approve the Resolution Adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll, and Certification of the Entire Roll to the Tax Collector

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

Statement of Issue:

This public hearing considers the adoption of a Fire Rescue Assessment and Fee Rate Resolution without any increase to the rate, adoption of the Fire Rescue Services assessment roll for all properties being assessed for the first time, and certification of the entire assessment roll to the Tax Collector.

Fiscal Impact:

This item has a fiscal impact. The total estimated collection for the unincorporated area of the Fire Rescue Services Assessment is $12,139,331, of which $4,156,973 will be placed on property tax bills as an assessment for Fiscal Year (FY) 2026. The remaining amount ($7,982,358) will be collected by the City of Tallahassee through the City utility bill and quarterly billing. However, if the Board approves proposed revisions to the methods for collecting fire rescue charges for non-governmental properties in a separate agenda item, these properties will no longer be billed through the utility bill and quarterly billing and will also be assessed on the property tax bill beginning in FY 2026.

Staff Recommendation:

Provided on the following page.

Staff Recommendation:

Option #1: Approve the proposed Fire Rescue Assessment and Fee Rate Resolution relating to the provision and funding of Fire Rescue Services to incorporate amendments to Chapter 7, Section 7-44, of the Code of Laws of Leon County, Florida, as approved in a separate agenda item (Attachment #1).

Option #2: Conduct the first and only public hearing and approve the proposed Resolution adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll to include all non-government properties previously billed via the monthly City of Tallahassee utility bill or quarterly billing (Attachment #2), as approved in a separate agenda item, and authorize the certification of the entire Roll to the Tax Collector (Attachment #3).

Report and Discussion

Background:

This public hearing considers the adoption of a Fire Rescue Assessment and Fee Rate Resolution (Attachment #1) without any increase to the rate, adoption of the Fire Rescue Services assessment roll for all properties being assessed for the first time (Attachment #2), and certification of the entire assessment roll to the Tax Collector (Attachment #3). The Fire Rescue Services Assessment is included on the Truth-In-Millage (TRIM) Property Tax Notice and remains unchanged for next fiscal year.

In 1988, the County began contracting with the City of Tallahassee for fire rescue services in the unincorporated area of the County through an interlocal agreement. That contract was amended several times through 2005. In 2009, a new Interlocal Agreement for five years was executed and subsequently amended and extended. As part of this Agreement a joint rate study is adopted and updated from time to time, to uniformly charge properties for fire services in both the City and unincorporated areas of the County. The Interlocal Agreement contemplates five-year rate studies to ensure that fire rescue services are properly funded.

In April 2023, the Board approved the most recent fire rescue services assessment study, which is incorporated into the most recent amendment to the Interlocal Agreement providing for the flat rates for residential, commercial, industrial/warehouse, and government properties to be imposed during the current five-year term (FY 2024 – FY 2028). The rates went into effect on October 1, 2023, and were based on the City's estimated costs at that time to provide fire rescue services through the current term ending on September 30, 2028.

On January 14, 2025, 15 months into the current five-year term, the City notified the County that the revenue generated from the fire services assessment would not be sufficient to continue to provide fire services at the current service level and recommended an early review of the rates. The County Administrator notified the Board and, with the County Attorney, scheduled meetings with City counterparts to gather additional information. At that time, the City projected the need to increase the fire assessment by an estimated 20-25% in FY 2026, which will be the third year of the current five-year term, and sought to hire a third-party consultant to revise the rate study. Based on the cost and expenditure information provided to the consultant by the City and the monies in the Fire Services Reserve Fund, the consultant review determined that increasing the rates by approximately 22% would be necessary based upon the information provided by the City.

On May 27, 2025, the Board held a special meeting to review the updated rate study by the third-party consultant. The agenda materials for the special meeting identified new costs for fire services that had not been agreed to by the County in the Interlocal Agreement or the five-year rate study, and cost increases which exceeded the terms of the Interlocal Agreement, thereby requiring County approval to utilize fire services reserve funds. As a result, the Board voted to offer a compromise to reduce the City's proposed fire service assessment and fee increase from 22% to 17%; however,

the City Commission rejected this offer at its June 11, 2025, budget workshop. At the August 12, 2025, special meeting, the Board voted to not increase the current assessment and fee rates for FY 2026.

Based on the Board's action, as is done annually in accordance with Florida Statutes, first class mail notices were sent to property owners that may be added to the Non-Ad Valorem Assessment Roll for Fire Rescue Services for the first time. The notices reflect that there will be no increase in the County fire services assessment in FY 2026. Consistent with section 197.3632, Florida Statutes, the amount of the assessment levied by the Board cannot exceed the total amount identified in the first class mail notices for each parcel for the next fiscal year beginning October 1, 2025.

During Commissioner discussion at the July 8, 2025, meeting, the Board requested a public hearing be scheduled for September to consider an ordinance to remove the authority for the City to charge the fire services assessment on the utility bill for properties in the unincorporated area. This would require the County to collect the fire services assessment using the uniform method of collection through the annual property tax bill. Consistent with the Board's consideration of the proposed ordinance and public hearing on the method of collection in a separate agenda item, an updated Fire Rescue Assessment and Fee Rate Resolution (Attachment #1) and Resolution to adopt the Fire Rescue Services Non-Ad Valorem Assessment Roll (Attachment #2) to include properties already on the property tax bill and properties in the unincorporated area currently billed through City utilities is presented for Board approval, to incorporate amendments to Chapter 7, Article IV, Section 7-44, of the Code of Laws of Leon County, Florida, revising the methods for collecting fire rescue charges and fees (Options #1 and #2). These policy options are contingent upon Board approval of the proposed ordinance in a separate agenda item to revise the method of collection.

If the proposed ordinance changes are not approved, Option #3 provides a Resolution (Attachment #4) to adopt the Fire Rescue Services Non-Ad Valorem Assessment Roll to add 681 properties, as part of the routine annual updates to the assessment roll, to be assessed for the first time. This does not include or make changes to properties billed through City utilities (keeps the status quo in collection methods).

Analysis:

The County currently collects the Fire Rescue Services assessment in three ways: City Utility invoice, quarterly direct bill by the City, and the annual property tax bill. Under Section 197.3632(9), Florida Statutes, special assessments may be placed on the annual property tax bill as a non-ad valorem assessment irrespective of whether the assessment has previously been collected by another method. For FY 2026, an additional 681 property owners will have the assessment removed from the quarterly payment system and added to their property tax bill. Of the 20,514 property owners initially on the quarterly billing method, 15,781, or 80% have moved to the property tax bill since 2010. These property owners either preferred to pay the assessment on their property tax bill or failed to remain current with the quarterly bills. However, if the Board

approves proposed revisions to the methods for collecting fire rescue charges for non-government properties in a separate agenda item, an additional 23,194 properties will no longer be billed through the utility bill and quarterly billing and will also be assessed on the property tax bill beginning in FY 2026.

The total estimated collection for the unincorporated area for the FY 2026 Fire Assessment is $12,139,331; this includes $7,982,358 collected by the City through utility bills and properties remaining on quarterly billing, and $4,156,973 as an assessment on property tax bills.

The proposed assessment rolls are available for public inspection at the County Administration offices located on the fifth floor of the County Courthouse. A link to the County's website has also been created at https://leoncountyfl.gov/specialassessment, which provides additional access to persons interested in reviewing the proposed assessment roll. The assessment roll contains the name of the owner, the parcel identification number, the parcel address, and the amount of the assessment. Written comments and objections filed by affected property owners, if any, have been compiled and likewise have been made available for public inspection on the County's website and available for public inspection in the County Administration Office.

The proposed Resolution adopting and imposing the updated Fire Rescue Assessments and Fees, Resolution adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll for those properties whose assessment is collected utilizing the Uniform Method, and the Certificate to the Assessment Roll to the Tax Collector, are included for the Board's consideration.

The public hearing notice was published in the Tallahassee Democrat (Attachment #5) and first-class notices were sent to the 681 property owners subject to the non-ad valorem assessment for fire rescue services for the first time. Additionally, 23,194 first-class notices were sent to property owners in the unincorporated area currently paying the assessment via the monthly City utility bill or quarterly billing. Changing the method of collection for the 23,194 properties to be assessed on the property tax bill for the first time is contingent upon Board action on a separate agenda item amending Chapter 7, Article IV, Section 7-44, of the Code of Laws of Leon County, Florida, revising the methods for collecting fire rescue charges and fees, and Board approval of Options #1 and #2 in this agenda item.

Not adopting one of the Non-Ad Valorem Assessment Rolls for Fire Rescue Services will create a budget impact in the amount of $12,139,331 for FY 2026 that the County would be responsible to pay into the Fire Rescue Services Fund from other revenue sources.

Options:

1. Approve the proposed Fire Rescue Assessment and Fee Rate Resolution relating to the provision and Funding of Fire Rescue Services to incorporate amendments to Chapter 7, Section 7-44, of the Code of Laws of Leon County, Florida, as approved in a separate agenda item (Attachment #1).
2. Conduct the first and only public hearing and approve the proposed Resolution adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll to include all non-governmental properties previously billed via the monthly City of Tallahassee utility bill or quarterly billing (Attachment #2), as approved in a separate agenda item, and authorize the certification of the entire Roll to the Tax Collector (Attachment #3).
3. Conduct the first and only public hearing and approve the proposed Resolution adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll (Attachment #4), which reflects the current methods of collection by the County and City of Tallahassee in the unincorporated area, and authorize the certification of the entire Roll to the Tax Collector (Attachment #3).
4. Conduct the first and only public hearing and do not approve the proposed Resolution adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll.
   (This action would require changes to the FY 2026 proposed budget.)
5. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Proposed Fire Rescue Assessment and Fee Rate Resolution
2. Proposed Resolution adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll to include all non-governmental properties previously billed via the monthly City of Tallahassee utility bill or quarterly billing
3. Certificate of entire Fire Rescue Services Non-Ad Valorem Assessment Roll to Tax Collector
4. Proposed Resolution adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll (status quo)
5. Notice of Public Hearing

RESOLUTION NO. 25-_____

AN AMENDED AND RESTATED RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, RELATING TO THE PROVISION AND FUNDING OF FIRE RESCUE SERVICES; PROVIDING FOR RECITALS; PROVIDING FOR AUTHORITY; PROVIDING FOR DEFINITIONS; PROVIDING FOR A RESOLUTION; PROVIDING FOR PROVISION OF FIRE RESCUE SERVICES; PROVIDING FOR GENERAL LEGISLATIVE DETERMINATIONS; PROVIDING FOR FIRE RESCUE CHARGE; PROVIDING FOR EXEMPT PROPERTY; PROVIDING FOR LIEN; PROVIDING FOR COLLECTION OF FIRE RESCUE CHARGE; PROVIDING FOR FINAL ADJUDICATION; REPLACING AND SUPERSEDING RESOLUTION NO. ~~15-20~~23-11; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the County desires to continue to provide fire rescue services, facilities and programs, hereafter "*fire rescue services*," in the most efficient manner possible in order to promote the health, safety and general welfare of its citizens; and

WHEREAS, the County desires to maintain a uniform financial mechanism for the funding of such *fire rescue services* to its citizens on an equitable basis; and

WHEREAS, the City of Tallahassee and the County have entered into an Interlocal Agreement, as amended, to administer the provision of and funding for *fire rescue services*; and

WHEREAS, the Interlocal Agreement by and between the City of Tallahassee and the County provides for the funding and payment for *fire rescue services* by means of the levy, imposition and collection of special assessments upon benefited *nongovernment property* and the imposition of fire rescue fees on *government property*; and

WHEREAS, on March 19, 2009, the Board of County Commissioners enacted an ordinance amending Chapter 7, Leon County Code of Laws, relating to the provision and funding of *fire rescue services*; and

WHEREAS, pursuant to Chapter 7, Leon County Code of Laws, on May 26, 2015, the Board of County Commissioners adopted a *fire rescue assessment rate resolution* and *fire rescue fee rate resolution*, Resolution No. 15-20; and

WHEREAS, pursuant to Chapter 7, Leon County Code of Laws, on July 11, 2023, the Board of County Commissioners adopted a *fire rescue assessment rate resolution* and *fire rescue fee rate resolution*, Resolution No. 23-11; and

WHEREAS, the Board of County Commissioners utilized a rate study, attached to an incorporated into Resolution No. ~~15-20~~23-11 as Exhibit "A", in calculating the fire rescue assessment rate and fire rescue fee; and

WHEREAS, the fire rescue assessment rate and fire rescue fee established in Resolution No. ~~15-20~~23-11apportioned costs based upon a reasonable estimation of the five-year average annual cost of providing fire rescue services, and the rates no longer adequately fund the costs of providing fire rescue services; and

WHEREAS, pursuant to the Interlocal Agreement, as amended, the Board of County Commissioners commissioned a ~~new~~ rate study utilizing the same methodology set forth in the rate study attached to Resolution No. ~~15-20~~23-11, but with updated service delivery, fire incident data, property data and budget information; and

WHEREAS, a ~~new~~ rate study ~~has been~~ was completed in 2023, and ~~shows~~ showed that an adjustment to the rates ~~is~~ was needed to adequately fund fire rescue services; and

WHEREAS, the Board of County Commissioners adopted a *fire rescue assessment*

rate resolution established in Resolution No. 23-11; and

WHEREAS, the Board of County Commissioners adopted an Ordinance on September 15, 2025, amending Chapter 7, Article IV, Section 7-44 of the Leon County Code of Laws, regarding the methods of collection of the fire rescue fee and assessment; and

WHEREAS, the Board of County Commissioners desires to adopt an amended and restated ~~A new~~ *fire rescue assessment rate resolution* and *fire rescue fee rate resolution* pursuant to Chapter 7, Leon County Code of Laws in order to reflect and adhere to Chapter 7, Article IV, Section 7-44 of the Leon County Code of Laws, as recently amended, and continue to adequately fund fire rescue services.

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

Section 1. Recitals. The Recitals set forth above are deemed incorporated herein as if fully set forth below.

Section 2. Authority. This Resolution is adopted pursuant to the authority granted the County under Article VIII, Section 1, Florida Constitution, Chapter 125, Florida Statutes, the Leon County Charter, Chapter 7 of the Leon County Code of Laws, and other applicable provisions of law.

Section 3. Definitions. For purposes of this Resolution, the definitions contained in Section 7-39, Leon County Code of Laws, are incorporated herein by reference as if fully set forth below. In addition, as used in this Resolution, the following terms shall have the following meanings, unless the context hereof otherwise requires:

"*Building area*" means the actual area of a *building* expressed in square feet and reflected on the *tax roll* or, in the event such information is not reflected or is determined not to

be accurately reflected on the *tax roll*, that area determined by the County.

"*Code descriptions*" mean the descriptions listed in the *fixed property use codes* and the descriptions listed in the *improvement codes*.

"*Core stations*" are those fire stations located within five road miles of at least two other stations.

"*Commercial property*" means those *tax parcels* with a *code description* designated as "*commercial*" in the *improvement codes*, including those *tax parcels* that meet the definition of *recreational vehicle park* herein.

"*Cost apportionment*" means the apportionment of the *fire rescue cost* among all *property use categories* according to the *demand percentages* established pursuant to the apportionment methodology described in Sections 7.A.3 and 7.B.2 of this Resolution.

"*Cost Factor***"** means the factor that represents the varying cost in providing *fire rescue services* to the different *service zones*, as calculated in accordance with Section 7.B of this Resolution.

"*Demand percentage*" means the percentage of demand for *fire rescue services* attributable to each *property use category* determined by analyzing the historical demand for *fire rescue services* as reflected in *incident reports* in the *state database* under the methodology described in Sections 7.A.3 and 7.B.2 of this Resolution.

"*DOR code*" means a property use code established in Rule 12D-8.008, Florida Administrative Code, assigned by the Property Appraiser to *tax parcels*.

"*Dwelling unit*" means (1) a *building*, or a portion thereof, available to be used for residential purposes, consisting of one or more rooms arranged, designed, used, or intended to be used as living quarters for one family only, or (2) the use of land in which lots or spaces are

offered for rent or lease for the placement of mobile homes or the like for residential purposes.

"EMS services" means those services recorded in *FFIRS* that assign a "type of situation found code" of 3, 300, 311,320, 321, 321B, 322, 323, 381, 551E, 554, and 661.

"EMS Cost" means the amount, other than first response medical rescue services, determined by the County to be associated with *EMS services*.

"*FFIRS*" means the Florida Fire Incident Reporting System maintained by the Florida State Fire Marshal.

"Fire rescue cost" means the *fire rescue cost* as defined in Chapter 7 of the Leon County Code of Laws, but specifically excluding any *EMS Cost*.

"*Fire rescue services"* means fire rescue services, facilities and programs.

"*Fire rescue fee*" means a fee for *fire rescue services* provided to each improved parcel of *governmental property* located within the unincorporated area of the County.

"*Fire services property use category*" means the use codes developed for the purpose of assigning a *fire rescue charge* for the method of collection ~~on a *utility* bill~~.

"*Fixed property use codes*" mean the property use codes used by *FFIRS* as specified in the attached Exhibit A, Appendix B.

"*Improvement codes*" mean the building use codes assigned by the Property Appraiser to *tax parcels* as specified in the attached Exhibit A, Appendix C.

"*Incident report*" means an individual report filed with the Florida State Fire Marshal under *FFIRS* that is not associated with *EMS services*.

"*Industrial/warehouse property*" means those *tax parcels* with a *code description* designated as "*industrial/warehouse*" in the *improvement codes*.

"*Mixed use property*" means a *tax parcel* that contains *buildings* whose use descriptions

are capable of assignment under a *code description* in the *improvement codes* in more than one *property use category*.

"*Non-residential property*" means, collectively, *commercial property* and *industrial/warehouse property*.

"*Parcel apportionment*" means the further apportionment of the *fire rescue cost* allocated to each *property use category* by the *cost apportionment* among the *tax parcels* under the methodology established in Sections 7.A.3 and 7.B.2 of this Resolution.

"*Property use categories*" means, collectively, *residential property* and all categories of *non-residential property*.

"Recreational vehicle park" means (1) a place set aside and offered by a person, for either direct or indirect remuneration of the owner, lessor, or operator of such place, for the parking, accommodation, or rental of five or more recreational vehicles or tents; and (2) licensed by the Department of Health of the State of Florida, or its successor in function as a "recreational vehicle park" or “lodging park” under Chapter 513, Florida Statutes, as may be amended from time-to- time.

"*Residential property*" means those *tax parcels* designated as “Residential” in the *improvement codes.*

“*Service zones*” mean the geographic areas defined to differentiate between the two levels of *fire rescue services* provided within the County based upon proximity to *core stations.*

"State database" means the incident data derived from the *FFIRS incident reports* maintained by the Florida State Fire Marshal.

"Tax parcel" means a parcel of property located within the unincorporated area of the County to which the Property Appraiser has assigned a distinct ad valorem property tax

identification number.

Section 4. Resolution. This Resolution shall constitute the *fire rescue assessment rate resolution* and the *fire rescue fee rate resolution* as described in Sections 7-42 and 7-43, Leon County Code of Laws.

Section 5. Provision of Fire Rescue Services. The County shall continue to provide *fire rescue services* for the benefit of all parcels of *assessed property* located within the unincorporated areas of the County commencing October 1, ~~2023~~2025. All or a portion of the cost to provide such *fire rescue services* shall be funded from proceeds of the *fire rescue charge*. The remaining cost, if any, required to provide *fire rescue services* shall be funded by available County revenues other than such proceeds.

Section 6. General Legislative Determinations. It is hereby ascertained and declared that the *fire rescue services* provide a special benefit to the *assessed property* based upon the following legislative determinations and based upon that certain report entitled "City of Tallahassee and Leon County, Florida, Fire Assessment Memorandum" dated April 2023, prepared by Government Services Group, Inc., which is hereby specifically approved and adopted as Exhibit A, same being attached hereto and incorporated herein as if fully set forth below. Upon the adoption of this Resolution, the legislative determinations ascertained and declared in Sections 7-42 and 7-43, Leon County Code of Laws are hereby ratified and confirmed.

A. It is hereby ascertained, determined, and declared that each parcel of property subject to a *fire rescue charge* located within the unincorporated area of the County, and the *owners* and occupants of said parcel, will be benefited by the County's provision of *fire rescue services*, in an amount not less than the *fire rescue charge* imposed against such parcel and that

such *fire rescue charge,* as computed in a manner as set forth in this Resolution, constitutes a fair and reasonable charge for the provision of *fire rescue services*.

B. The availability and provision of comprehensive *fire rescue services* enhance and strengthen the relationship of such services to the use and enjoyment of the parcels of property, the market perception of the area and, ultimately, the property and rental values within the assessable area.

C. The Board does hereby find that the various legislative findings and determinations contained herein are found to have existed as of the original imposition of the *fire rescue charge* in 2009 and relate back thereto. Therefore, such findings shall be deemed to have been incorporated in the provisions of Chapter 7, Leon County Code of Laws, adopted March 13, 2009, Resolution No. 09-16, adopted June 9, 2009, ~~and~~ Resolution No. 15-20, adopted on May 26, 2015, and Resolution 23-11, adopted July 11, 2023, as if they had been set forth fully therein and continued thereafter.

Section 7. Fire Rescue Charges.

A. Fire Rescue Fee.

1. Imposition; Legislative Determinations.

a. A *fire rescue fee* is hereby imposed upon each improved parcel of *government property* located within the unincorporated area of the County, and which is hereby ascertained, determined, and declared to be reasonably and fairly related to the cost of providing *fire rescue services* to such *government property* and as such the *fire rescue fee* constitutes a fair, reasonable, just, and equitable manner for apportioning and allocating the *fire rescue cost for government property*. The *fire rescue fee* imposed

hereby is not a special assessment; it is a fee for services available and rendered to *government property*.

b. Upon the adoption of this Resolution determining the *fire rescue fee* and identifying the *government property* to be billed a *fire rescue fee*, the legislative determinations ascertained and declared in Section 7-42, Leon County Code of Laws, are hereby ratified and confirmed.

c. It is fair and reasonable to use the *fire services property use category* to assign property use for a *fire rescue fee* because the use codes are most compatible with the ~~system of billing on the City of Tallahassee *utility* bill~~ method of collection under Section 7-44, Leon County Code of Laws, as amended.

d. It is fair and reasonable to use the *fire rescue costs* for the development of the *fire rescue fee* and apply the *fire rescue fee* for future fiscal years at the rates established in this Resolution because it is hereby determined that the actual annual cost of providing *fire rescue services*, over the five-year period will be as great as or greater than the *fire rescue fee* established herein.

e. It is fair and reasonable and consistent with the decision of the Florida Supreme Court in the case of City of North Lauderdale v. SMM Properties, Inc., 825 So.2d 343 (Fla. 2002), to exclude from the *fire rescue costs*, amounts determined to constitute the cost of providing emergency medical services.

f. Apportioning *fire rescue costs for government property* among

classifications of improved *government property* based upon historical demand for *fire rescue services*, but not emergency medical services, is a fair and reasonable method of *cost apportionment* because it reflects the property uses' potential fire risk based upon *building* use and is a reasonable proxy for the amount of fire flow, fire fighters, quantity and size of apparatus, and other special firefighting equipment that must be available in accordance with the County's required standards and practices.

g. The greater the *building area*, the greater the potential for a large fire and the greater the firefighting resources that must be available in the event of a fire in a structure of that *building*'s size. Therefore, it is fair and reasonable to use *building area* as a proxy for determining the *fire rescue fees*.

h. It is fair and reasonable to not charge a *fire rescue fee* to *government property* that is vacant. ~~as evidenced by the cessation of *utility* services. The costs of administering and collecting *fire rescue fees* from such vacant property exceed the anticipated *fire rescue fees* that could be collected from such property.~~

i. The *incident reports* are the most reliable data available to determine the potential demand for *fire rescue services* from *government property* use and to determine the benefit to property use resulting from the availability of *fire rescue services* to protect and serve *buildings* located within *government property* and their intended occupants. There exist sufficient *incident reports* documenting the historical demand for *fire rescue services*

from *government property*. The *demand percentage* determined for each classification of *government property* by an examination of such *incident reports* is consistent with the experience of the County. Therefore, the use of *demand percentages* determined by an examination of *incident reports* is a fair and reasonable method to apportion the *fire rescue costs* among each classification of *government property*.

j. The suppression of fire on vacant property primarily benefits the *buildings* within the adjacent improved property by the containment of the spread of fire rather than the preservation of the vacant property. Therefore, it is fair and reasonable not to apportion any of the costs attributed to providing *fire rescue services* to vacant property and the *incident reports* omitted from the *demand percentage* calculation.

k. The budget is sized based upon its ability to provide *fire rescue services* to *assessed property* within the unincorporated area. Therefore, the level of services required to meet anticipated demand for *fire rescue services* and the corresponding fire services budget required to fund *fire rescue services* provided to non-specific property uses would be required notwithstanding the occurrence of any incidents from such non-specific uses. Therefore, it is fair and reasonable to omit from the *demand percentage* calculation, the *incident reports* documenting *fire rescue services* provided to non-specific property uses and vacant property.

2. Methodology for Determining Fire Rescue Fees. The *fire rescue fees* shall be calculated as follows:

a. The number of *incident reports* filed within a sampling period was determined for *government property* and all *property use categories* of *nongovernment property*. The percentages of total *incident reports* allocated to *government property* as compared to total *incident reports* allocated to *nongovernment property* were used to calculate the *fire rescue cost* for *assessed property* and the *fire rescue cost for government property*.

b. The *fire rescue cost for government property* was then apportioned among the *tax parcels* of *government property* as follows:

i. Add the *building area* of all the *buildings* of *government property* to arrive at the aggregate square footage for *government property*. Any *buildings* that exceed 100,000 square feet of *building area* shall only be included at 100,000 square feet.

ii. Divide the *fire rescue cost for government property* by the product of subsection 1. above to arrive at a rate per square foot of *building area* to be charged to *government property*.

iii. For each *building* of *government property*, multiply the applicable square foot rate determined in subsection 2. above by the number of square feet for that *building* and then sum the amounts for all *buildings* on that *tax parcel*.

3. Amount of Fire Rescue Fee.

The *fire rescue cost for government property* is further determined to be a reasonable estimation of a five-year average annual cost of providing *fire rescue services* to *government property*. The amount of the *fire rescue fee*

imposed upon *government property for fire rescue services* is specifically based upon the Rate Study, Exhibit A, established pursuant to and in accordance with Section 7-42, Leon County Code of Laws, and shall be as set forth in Exhibit B, Rate Schedule, same being attached hereto and incorporated herein as if fully set forth below, commencing October 1, ~~2023~~2025, annually, until otherwise determined by the Board.

B. Fire Rescue Assessment.

1. Imposition; Legislative Determinations; Cost Apportionment Methodology; Parcel Apportionment Methodology; Amount.

A *fire rescue assessment* is hereby levied and imposed upon each improved parcel of *nongovernment property* located within the unincorporated area of the County, and which is hereby ascertained, determined, and declared to be reasonably related to the cost of providing *fire rescue services* and thereby provides an equitably corresponding special benefit to *nongovernment property*. The *fire rescue assessment* is hereby ascertained, determined, and declared to be based upon a reasonable estimation of the five-year average annual cost of providing *fire rescue services* to such *nongovernment property*. It is further ascertained, determined, and declared that the *fire rescue assessment* imposed hereby provides a special benefit to and is equitably apportioned among the *assessed property* based upon the special benefit assumptions and apportionment methodology set forth in the Rate Study, Exhibit A, and as further set forth below:

a. It is further hereby ascertained and declared that the *fire rescue services*

provide a special benefit to *nongovernment property,* that is improved by the existence or construction of a *building,* based upon the following legislative determinations:

i. *Fire rescue services* enhance the use and enjoyment of improved property, which constitutes a special benefit to *owners*, commercial tenants, residential tenants, and occupants by the following:

A. Protecting the value of the improvements, structures, and contents through the provision of available *fire rescue services*;

B. Protecting the life and safety of occupants, residential tenants and commercial tenants, in the use and enjoyment of the improvements and structures within improved parcels; and

C. Lowering the cost of fire insurance, including renter's insurance and property coverage for the repair and replacement of contents of improvements and structures within the improved parcels, by the presence of a professional and comprehensive fire services program within the unincorporated area of the County.

ii. The *fire rescue services* enhance the use and enjoyment of commercial tenants by protecting the continued commercial operations within improved parcels of property within the unincorporated area of the County.

iii. The *fire rescue services* enhance the value of business and commercial interests, which accrues to *owners* and lessees, by protecting the continued commercial operations within improved parcels of

property within the unincorporated area of the County.

iv. The legislative determinations of special benefit ascertained arising from the *fire rescue services*, as set out and declared in Section 7-43, Leon County Code of Laws, are incorporated herein by reference and further ratified and confirmed.

b. It is fair and reasonable to create *service zones* to reflect the level of service differentiation between a property located in a higher density area that receives fire protection coverage from multiple *core stations* and a property located in an area generally described as rural and typically serviced by a single fire station.

c. It is fair and reasonable to use the *improvement codes* and the *DOR codes* for the *cost apportionment* and the *parcel apportionment* because: (1) the *tax roll* database employing the use of such property use codes is the most comprehensive, accurate, and reliable information readily available to determine the property use and *building area* for improved property within the County, and (2) the *tax roll* database within such property use codes is maintained by the Property Appraiser and is thus consistent with parcel designations on the *tax roll* ~~and (3) the parcel descriptions on the *tax roll* are not incompatible with the property use descriptions on the City of Tallahassee's *utility* customer database which has been developed and maintained by the City of Tallahassee and which will be used in many instances to bill the *fire rescue assessments*~~.

d. The data available in the *improvement codes* is more useful and accurate to determine *building area* than the data maintained in the *DOR codes* because

(1) the data maintained in the *improvement codes* reveals the existence of a *building* with a different use than the use described in the *DOR codes*, and (2) the *improvement codes* represent records maintained by the Property Appraiser with the most information relative to *building area* regardless of property use ~~and (3) the City of Tallahassee *utility* customer database does not contain *building area* data~~.

e. It is fair and reasonable and consistent with the decision of the Florida Supreme Court in the case of City of North Lauderdale v. SMM Properties, Inc., 825 So. 2d 343 (Fla. 2002), to exclude from the *fire rescue costs,* amounts determined to constitute the cost of providing *EMS services*.

f. Apportioning the *fire rescue cost for assessed property* among classifications of improved property based upon historical demand for *fire rescue services*, but not *EMS services*, is a fair and reasonable method of *cost apportionment* because it reflects the property uses' potential fire risk based upon *building* use and is a reasonable proxy for the amount of fire flow, fire fighters, quantity and size of apparatus, and other special firefighting equipment that must be available in accordance with the County's required standards and practices.

g. The cost of responding to fire incidents varies among the *service zones.* Therefore, it is fair and reasonable to use a *cost factor* in calculating the *demand percentages* because it reflects the varying costs that are associated with the responses and services to different *property use categories* based upon average call duration, which accounts for the time that personnel and

equipment were out of service.

h. It is fair and reasonable to use the *fire rescue costs for assessed property* for the development of the *fire rescue assessment* and apply the *fire rescue assessment* for future fiscal years at the rates established in this Resolution because it is hereby determined that the actual annual cost of providing *fire rescue services* over the five-year period will be as great as or greater than the *fire rescue assessment* established herein.

i. The *incident reports* are the most reliable data available to determine the potential demand for *fire rescue services* from property use and to determine the benefit to property use resulting from the availability of *fire rescue services* to protect and serve *buildings* located within the *assessed property* and their intended occupants. There exist sufficient *incident reports* documenting the historical demand for *fire rescue services* from *assessed property* within the *property use categories*. The *demand percentage* determined for each *property use category* by an examination of such *incident reports* is consistent with the experience of the City of Tallahassee Fire Department. Therefore, the use of *demand percentages* determined by an examination of *incident reports* is a fair and reasonable method to apportion the *fire rescue costs* among the *property use categories*.

j. The suppression of fire on vacant property primarily benefits the buildings within the adjacent improved property by the containment of the spread of fire rather than the preservation of the vacant property. Therefore, it is fair

and reasonable not to apportion any of the costs attributed to providing *fire rescue services* to vacant property, and the *incident reports* documenting historical *fire rescue costs* provided to vacant property were thus omitted from the *demand percentage* calculation.

k. The budget for *fire rescue services* is sized based upon its ability to provide ~~service~~ services to *assessed property* within the unincorporated area. Therefore, the level of services required to meet anticipated demand for *fire rescue services* and the corresponding budget required to fund *fire rescue services* provided to nonspecific property uses would be required notwithstanding the occurrence of any incidents from such nonspecific uses. Therefore, it is fair and reasonable to omit from the *demand percentage* calculation the *incident reports* documenting *fire rescue services* provided to nonspecific property uses and vacant property.

l. It is fair and reasonable ~~to~~ not to charge a *fire rescue assessment* to *nongovernment property* that is vacant ~~as evidenced by the cessation of *utility* services. The cost of administering and collecting *fire rescue assessments* from such vacant property exceed the anticipated *fire rescue assessments* that could be collected from such property~~.

m. The size or the value of the *residential property* does not determine the scope of the required *fire rescue services* response. The potential demand for *fire rescue services* is driven by the existence of a *dwelling unit* and the anticipated average occupant population.

n. Apportioning the *fire rescue costs* to *residential property* on a per *dwelling*

unit basis is required to avoid cost inefficiency and unnecessary administration and is a fair and reasonable method of *parcel apportionment* based upon historical call data.

o. The demand for *fire rescue service* availability is substantially the same for all *residential property*; therefore, it is fair and reasonable to use the combined *demand percentages* attributable to all types of *residential property,* both *single family property* and *multi-family property,* to determine *fire rescue assessments* for *residential property*.

p. The risk of loss and the demand for *fire rescue services* availability is substantially the same for *buildings* below a certain minimum size. Because the value and anticipated occupancy of non-residential *buildings* below a certain minimum size is less, it is fair, reasonable, and equitable to provide a lesser assessment burden on improved property containing such *buildings* by the creation of specific *building area* classification ranges for such parcels.

q. The assessment of *nonresidential property* by square footage classification ranges is fair and reasonable for the purpose of *parcel apportionment* because the demand for fire rescue service, fire flow, fire fighters, quantity and size of apparatus, and other special firefighting equipment is determined and measured by the square footage of structures and improvements within benefited parcels.

r. The greater the *building area*, the greater the potential for a large fire and the greater the amount of firefighting resources that must be available in the

event of a fire in a structure of that *building*'s size. Therefore, it is fair and reasonable to use *building area* as a proxy for determining the *tax parcel*'s *fire rescue assessment*.

s. The separation of improved *non-residential property* into *building area* classification ranges is fair and reasonable for the purposes of *parcel apportionment* because: (1) the absence of a need for precise square footage data within the ad valorem tax records maintained by the Property Appraiser undermines the use of actual *building area* within each improved parcel as a basis for *parcel apportionment*; (2) the administrative expense and complexity created by an on-site inspection to determine the actual *building area* within each improved parcel assessed is impractical; (3) the demand for *fire rescue services* availability is not precisely determined or measured by the actual *building area* within benefited parcels; and (4) the classification of parcels within *building area* classification ranges is a fair and reasonable method to classify benefited parcels and to apportion costs among benefited parcels that create similar demand for the availability of *fire rescue services*.

t. The demand for the availability of *fire rescue services* diminishes at the outer limit of *building* size since a fire occurring in a structure greater than a certain size is not capable of being suppressed under expected conditions and the fire control activities under such circumstances are directed to avoid the spread of the fire event to adjacent *buildings*. Therefore, it is fair and reasonable to place a cap on the *building area* classification of benefited

parcels within *non- residential property*.

u. In accordance with Section 125.0168, Florida Statutes, which mandates that counties treat recreational vehicle park property as *commercial property* for non-ad valorem special assessments levied by a county, like the *fire rescue assessment*, it is fair and reasonable to treat each space within recreational vehicle park property as a *building* on *commercial property* and to assign the square footage of 191 square feet, the average size of a recreational vehicle, according to the Florida Association of RV Parks and Campgrounds.

2. Cost Apportionment Methodology for Fire Rescue Assessment.

a. The number of *incident reports* filed within a sampling period was determined for *government property* and all *property use categories* of *nongovernment property*. The percentages of total *incident reports* allocated to *government property* as compared to total *incident reports* allocated to *nongovernment property* were used to calculate the *fire rescue cost for assessed property* and the *fire rescue cost for government property*.

b. Next, to correlate the *nongovernment tax parcels* to the *service zones*, the *incident reports* filed within a sampling period were geo-coded on the GIS system map based upon the address provided in the *FFIRS* database.

c. Based upon such correlation by *service zone*, the number of *incident reports* filed within a sampling period were determined for each *service zone*.

d. A *cost factor* was then developed and applied to the *incident reports* within each *service zone* based upon the difference in average call duration

between the *service zones* with Zone 1 being assigned a 1.00 weighting *cost factor* and Zone 2 being assigned a 1.26 weighting *cost factor.*

e. A *demand percentage* was then determined for each *service zone* by calculating the percentage that *incident reports* allocated to each *service zone* bears to the total number of *incident reports* documented for both *service zones* during the sampling period. The *demand percentage* for each *service zone* was then applied to the *fire rescue cost for assessed property* and the resulting product is the cost allocation of that portion of the *fire rescue costs* allocated to each *service zone*.

f. Using the weighted *incident reports*, fire rescue incidents were assigned within the County to the *property use categories* by correlating the *code descriptions* within the *fixed property use codes* to the *improvement codes* and *DOR codes*.

g. To correlate the *property use categories* with the *state database*, the *code descriptions* within the *fixed property use codes* similar to *code descriptions* within the *improvement codes* that were used to determine the *property use categories* were identified. Exhibit A, Appendix C contains a designation of *code descriptions* by *property use category* with the *improvement codes*, and Exhibit A, Appendix B, contains a designation of *code descriptions* by *property use category* with the *fixed property use codes*. Such correlation between *code descriptions* by *property use category* between the *fixed property use codes* and the *improvement codes* is necessary to allocate the historical demand for *fire rescue services* as

reflected by the weighted *incident reports* for *tax parcels* on the *tax roll* within the *property use categories*.

h. Based upon such assignment of weighted *incident reports* to *property use categories*, the number of weighted *incident reports* filed within a sampling period was determined for each *property use category*. A *demand percentage* was then determined for each *property use category* in each *service zone* by calculating the percentage that weighted *incident reports* allocated to each *property use category* bear to the total number of weighted *incident reports* documented for all *property use categories* within the sampling period. The *demand percentage* for each *property use category* within each *service zone* was then applied to the *fire rescue cost for assessed property* for that *service zone*, and the resulting product is the cost allocation of that portion of the *fire rescue cost for assessed property* allocated to each *property use category* within that *service zone*.

3. Parcel Apportionment Methodology.

a. The apportionment among *tax parcels* of *nongovernment property* of that portion of the *fire rescue cost for assessed property* apportioned to each *property use category* within each *service zone* under the *cost apportionment* is consistent with the *parcel apportionment* methodology described and determined herein.

b. RESIDENTIAL PROPERTY. For each *service zone*, the *fire rescue assessment* for each *tax parcel* of *residential property* shall be computed by multiplying the *demand percentage* attributable to *residential property*

by the *fire rescue cost for assessed property* allocated to the respective *service zone*, dividing such product by the total number of *dwelling units* shown on the *tax roll* within the *service zone*, and then multiplying such quotient by the number of *dwelling units* located on such *tax parcel*.

c. NON-RESIDENTIAL PROPERTY. The *fire rescue assessments* for each *building* of *nonresidential property*, except recreational vehicle property, shall be computed as follows for each *service zone*:

i. Respectively, multiply the *fire rescue cost for assessed property* for the applicable *service zone* by the *demand percentage* attributable to each of the non-residential *property use categories*. The resulting dollar amounts reflect the portions of the fire *rescue services* budget to be respectively funded from *fire rescue assessment* revenue derived from each of the non-residential *property use categories*.

ii. Separate each *building* in each of the *nonresidential property use categories* into one of the following square footage categories:

A. *buildings* with a *building area* of 1,999 square feet or less;

B. *buildings* with a *building area* between 2,000 square feet and 3,499 square feet;

C. *buildings* with a *building area* between 3,500 square feet and 4,999 square feet;

D. *buildings* with a *building area* between 5,000 square feet and 9,999 square feet;

E. *buildings* with a *building area* between 10,000 square feet and

19,999 square feet;

F. *buildings* with a *building area* between 20,000 square feet and 29,999 square feet;

G. *buildings* with a *building area* between 30,000 square feet and 39,999 square feet;

H. *buildings* with a *building area* between 40,000 square feet and 49,999 square feet;

I. *buildings* with a *building area* between 50,000 square feet and 59,999 square feet;

J. *buildings* with a *building area* between 60,000 square feet and 69,999 square feet;

K. *buildings* with a *building area* between 70,000 square feet and 79,999 square feet;

L. *buildings* with a *building area* between 80,000 square feet and 89,999 square feet;

M. *buildings* with a *building area* between 90,000 square feet and 99,999 square feet;

N. *buildings* with a *building area* of 100,000 square feet or greater.

iii. As to each non-residential *property use category* multiply the number of *buildings* categorized in:

A. Paragraph (2)(a) of this subsection by 1,000 square feet; and

B. Paragraph (2)(b) of this subsection by 2,000 square feet; and

C. Paragraph (2)(c) of this subsection by 3,500 square feet; and

D. Paragraph (2)(d) of this subsection by 5,000 square feet; and

E. Paragraph (2)(e) of this subsection by 10,000 square feet; and

F. Paragraph (2)(f) of this subsection by 20,000 square feet; and

G. Paragraph (2)(g) of this subsection by 30,000 square feet; and

H. Paragraph (2)(h) of this subsection by 40,000 square feet; and

I. Paragraph (2)(i) of this subsection by 50,000 square feet; and

J. Paragraph (2)(j) of this subsection by 60,000 square feet; and

K. Paragraph (2)(k) of this subsection by 70,000 square feet; and

L. Paragraph (2)(l) of this subsection by 80,000 square feet; and

M. Paragraph (2)(m) of this subsection by 90,000 square feet; and

N. Paragraph (2)(n) of this subsection by 100,000 square feet.

iv. For each non-residential *property use category*, add the products of paragraphs (3)(a) through (3)(n) of this subsection. The sum of these products reflects an aggregate square footage area for each non-residential *property use category* to be used in the computation of *fire rescue assessments*.

v. Divide the product of paragraph 1. of this subsection relative to each of the non-residential *property use categories* by the sum of the products for each non- residential *property use category* described in paragraph 4. of this subsection. The resulting quotient expresses a dollar amount adjusted or weighted per square foot of improved area to be used in computing *fire rescue assessments* on each of the respective non-residential *property use categories*.

vi. For each of the non-residential *property use categories*, multiply the resulting quotients from paragraph 5. of this subsection by each of the respective products in paragraphs (3)(a) through (3)(n) of this subsection. The resulting products for each non-residential *property use category*, expresses a series of gross dollar amounts expected to be funded by all *buildings* in the respective non-residential *property use categories* in each of the square footage categories described in paragraph 2. of this subsection.

vii. For each of the non-residential *property use categories*, divide each of the respective products of paragraph 6. of this subsection by the number of *buildings* determined to be in each of the square footage categories identified in paragraph 2. of this subsection. The result expresses the respective dollar amounts of the *fire rescue assessments* to be imposed upon each *building* in each of the non-residential *property use categories*.

d. RECREATIONAL VEHICLE PARK PROPERTY. Notwithstanding the procedure in subsection c. above for *non-residential property*, the *fire rescue assessments* for each *tax parcel* of *recreational vehicle park* property shall be computed as follows:

i. Aggregate the amount of square footage for each *tax parcel* of *recreational vehicle park*, with recreational vehicle park spaces, as reported to the Department of Health, at 191 square feet each, mobile home spaces, as reported to the Department of Health, at actual *building*

area or 720 square feet each if actual square footage is not available, and actual *building area* for all other *buildings*.

ii. Assign the respective dollar amount of the *fire rescue assessments* determined in subsection c. above for *commercial property* for the applicable *service zone* to the comparable aggregated square footage category ranges of *recreational vehicle park* property as calculated in paragraph 1. above. Any aggregated square footage that exceeds 100,000 square feet on a *tax parcel* shall be assigned the *commercial* dollar amount for 100,000 square feet. The result expresses the respective dollar amounts of the *fire rescue assessments* to be imposed upon each *recreational vehicle park* property.

e. MIXED USE PROPERTY. The *fire rescue assessments* for each *tax parcel* classified in two or more *property use categories* shall be the sum of the *fire rescue assessments* computed for each *property use category*.

4. Amount of Fire Rescue Assessment.

The amount of the *fire rescue assessment* levied and imposed upon *nongovernment property* shall be as set forth in Exhibit B, Rate Schedule, commencing October 1, ~~2023~~ 2025, annually, until otherwise determined by the Board.

Section 8. Exempt Property. The *fire rescue assessment* heretofore imposed upon *nongovernment property* shall be levied but not ~~be levied nor~~ charged ~~imposed~~ against property owned or occupied by a "religious institution" as that term is defined in Section 170.201(2), Florida Statutes, to the extent same is used as a place of worship.

Section 9. Lien. The *fire rescue assessments* imposed herein shall constitute a lien

upon the Assessed Property so assessed equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles and claims, until paid.

Section 10. Collection of Fire Rescue Charge; Legislative Determinations. The collection of the *fire rescue charge* shall be made pursuant to and in accordance with Section 7- 44, Leon County Code of Laws, as amended, and is authorized hereby, ~~commencing on October 1, 2023,~~ annually, until otherwise determined by the Board. ~~The use of the *utility* bills for the collection of the *fire rescue fee* and *fire rescue assessment* is a method of collection that is reasonably related and directed to those that derive the benefit received by the property from the provision of *fire rescue services*. The benefit to the property is not solely received by the *owner* of the property but also extends to all intended occupants, including but not limited to, tenants, leaseholders and others occupying the property. There is a rational nexus between the use of the *utility* bill to collect the *fire rescue fees* and *fire rescue assessments* from the property and the intended occupants of the property, including but not limited to, owners, tenants, leaseholders and others occupying property, and the benefit they derive through the enhancement of their use and enjoyment of the property. The use of *utility* bills for collection also provides a convenient mechanism of payment and further relieving any potential economic burden by providing an opportunity to pay smaller fees in twelve (12) increments annually as opposed to one larger lump sum payment being collected annually.~~

Section 11. Final Adjudication. The adoption of this Resolution shall be the final adjudication of the issues presented (including, but not limited to, the determination of special benefit and fair apportionment, the method of apportionment, the rate of assessment and fee,

the and the levy and lien of the *fire rescue charges*), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 20 days from the date of this Resolution.

Section 12. Repealer. This resolution amends, replaces and supersedes Resolution No. ~~15-20~~ 23-11, which was adopted by the Board on ~~May 26, 2025~~ July 11, 2023.

Section 13. Effective Date. This Resolution shall have effect ~~upon~~ on October 1, 2025, ~~adoption~~ and shall apply to all property located within the unincorporated area of Leon County.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 15th day of September, 2025.

LEON COUNTY, FLORIDA

BY:_____
Brian Welch, Chairman
Board of County Commissioners

ATTESTED BY:

Gwendolyn Marshall Knight,
Clerk & Comptroller, Leon
County, Florida

BY:_____

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

BY:_____

Exhibit "A"

City of Tallahassee and Leon County, Florida

Fire Assessment Memorandum

APRIL 2023

Presented by:
Government Services Group, Inc.,
an Anser Advisory Company
1500 Mahan Drive, Suite 250
Tallahassee, Florida 32308
(850) 681-3717

Table of Contents

INTRODUCTION 1
SERVICE DESCRIPTION 3
ASSESSABLE COST CALCULATIONS 8
DETERMINATION OF FIRE SERVICES DEMAND 13
COMPUTATION OF FIRE SERVICES ASSESSMENTS 15
FIRE SERVICES FEES IMPOSED ON GOVERNMENTAL PROPERTY 23
ADDITIONAL INFORMATION 24

List of Tables

Table 1—Fire Rescue Department Building/Facility Inventory 3
Table 2—City of Tallahassee Fire Rescue Department Organizational Chart 4
Table 3—Fire Rescue Department Apparatus Normal Staffing Requirements 5
Table 4—Fire Rescue Department Apparatus Fire Flow 5
Table 5—Fire Department Minimum Response Protocol 7
Table 6—Fire Assessable Cost Calculations (Fiscal Years 2023-24) 6
Table 7—Fire Assessable Cost Calculations Five-Year Average (FY 23-24 thru FY 27-28) 11
Table 8—Fire Calls by Category (July 1, 2019 through June 30, 2022) 14
Table 9—Fire Calls to Non-Government Properties by Zone (July 1, 2019 – June 30, 2022) 15
Table 10—Weighted Fire Calls to Non-Government Properties by Zone (July 1, 2019 – June 30, 2022) 16
Table 11—Weighted Fire Calls by Category to Non-Government Properties (July 1, 2019 – June 30, 2022) 16
Table 12—Cost Apportionment (Five-Year Average) 17
Table 13—Parcel Apportionment within Property Use Categories 17
Table 14—Parcel Apportionment (Residential Property Use Category) 18
Table 15—Parcel Apportionment (Non-Residential Property Use Category) 20
Table 16—Fire Services Assessment Rates (Five-Year Average) 21
Table 17—Estimated Impact of Exemptions (Five-Year Average) 22
Table 18—Government Cost Allocation 23
Table 19—Government Rate Calculation 23

Appendices

Appendix A—Situation Found Codes and Descriptions

Appendix B—Fixed Property Use Codes and Descriptions

Appendix C—Leon County Property Appraiser Building Improvement Codes and Use Descriptions with Assignment of Property Use Category

Appendix D--Department of Revenue (DOR) Codes

Appendix E—Map of Service Zones

Introduction

The City of Tallahassee (City) and Leon County (County) entered into a professional services agreement with Government Services Group, Inc., an Anser Advisory Company (GSG) to provide specialized services in the development and implementation of a non-ad valorem assessment program to fund fire services within the incorporated and unincorporated areas of the County (Fire Assessment Project).

The objective of this Fire Assessment Project is to develop and implement an update to the City's current revenue program capable of efficiently and effectively collecting all assessable and billable costs associated with providing fire services on an annual basis throughout the entire County for Fiscal Year 2023-24 and future fiscal years. The mechanism for collecting the fire fee from governmental properties will remain in effect, however both the City and County will utilize the City's utility bill as the collection method for all non-governmental properties where possible and the City will assist the County in the collection of the fire assessment utilizing the utility bill, tax bill, and separate bills. This document is the Fire Assessment Memorandum (Assessment Memorandum), which is one of the project deliverables specified in the scope of services.

The work effort, documented by this Assessment Memorandum, focused on the calculation of assessment rates and classifications required to fully fund the identified assessable costs to provide countywide fire services for Fiscal Year 2023-24 and future fiscal years. However, the City and County have the choice of funding all or only a portion of the assessable costs based on policy direction. In addition, the work effort recorded in this Assessment Memorandum required the identification of the full costs of assessable fire services (net of all fire related revenues) and the allocation of those costs to properties that specially benefit from the provision of such fire services.

BACKGROUND

In 1999, the City adopted a fire services funding program consisting of two components: a Fire Fee and a Fire Assessment. The goal of the Fire Services Funding Project in 1999 was to design an alternative revenue program capable of efficiently and effectively collecting all assessable and billable costs associated with providing fire services on an annual basis. The Fire Fee is the funding mechanism that secures recovery of the cost for providing fire services to governmental property. The Fire Assessment is the funding mechanism for non-government property that could be collected on the City's utility bill. The program was updated to account for changes in call data, property data and service delivery in 2004, 2009, and 2015.

OBJECTIVES

The City retained GSG to develop an annual recurring special assessment program that is capable of funding all of the assessable costs associated with providing countywide fire services. The City will utilize the utility bill for collection of the fire assessment and will assist the County in the collection of the fire assessment utilizing the utility bill, the tax bill, and separate bills. GSG has been charged to fully cost the services to be provided by the City, develop a fair and reasonable apportionment methodology for such

assessable costs, and determine assessment rates and parcel classifications that are accurate, fair and reasonable.

The fire non-ad valorem assessments must meet the Florida case law requirements for a valid special assessment. These requirements include the following:

1. The service provided must confer a special benefit to the property being assessed; and
2. The costs assessed must be fairly and reasonably apportioned among the properties that receive the special benefit.

The work effort of this project required the evaluation of data obtained from the City and the County to develop a fire assessment program that focuses upon the projected Fiscal Year 2023-24 assessable cost calculations. The objectives of this initial effort were to:

- Determine the full costs of providing fire services within the County.
- Review such final cost determination with the City to determine which elements provide the requisite special benefit to the assessed properties.
- Determine the relative benefit anticipated to be derived by categories of property use within the County from the delivery of fire services.
- Recommend the fair and reasonable apportionment of assessable costs among benefited parcels within each category of property use.
- Calculate assessment rates and parcel classifications for Fiscal Year 2023-24 and future years based on the projected Fiscal Year 2023-24 through Fiscal Year 2027-28 Fire Department budget provided by the City and associated assessable costs developed by GSG.

Service Description

Fire Rescue services are provided throughout the County from 17[1] paid fire rescue stations and 6 volunteer stations. Two of the volunteer stations are co-located at Stations 15 and 10. Table 1 identifies fire rescue buildings/facilities inventory, as well as the corresponding physical location address for the facility.

Table 1
Fire Rescue Department Buildings/Facility Inventory

Station	Address
Station #1	327 North Adams Street, Tallahassee
Station #2	2805 Sharer Road, Tallahassee
Station #3	3005 South Monroe Street, Tallahassee
Station #4	2899 West Pensacola Street, Tallahassee
Station #5	3238 Capital Circle Southwest, Tallahassee
Station #6	2901 Apalachee Parkway, Tallahassee
Station #7	2805 Shamrock South, Tallahassee
Station #8	2423 Hartsfield Road, Tallahassee
Station #9	3209 Thomasville Road, Tallahassee
Station #10	5323 Tower Road, Tallahassee
Station #11	8752 Centerville Road, Tallahassee
Station #12	4701 Chaires Cross Road, Tallahassee
Station #13	1555 Oak Ridge Road East, Tallahassee
Station #14	16614 Blountstown Highway, Tallahassee
Station #15	1445 Bannerman Road, Tallahassee
Station #16	913 Easterwood Drive, Tallahassee
Station #17	1815 Lake Bradford Road, Tallahassee
Miccosukee (County-Volunteer)	15013 Cromartic Road, Tallahassee
Bradfordville (County-Volunteer) (Co-located at Station #15)	1445 Bannerman Road Tallahassee
Lake Jackson (County-Volunteer) (Co-located at Station #10)	5323 Tower Road, Tallahassee
Chaires-Capitola (County-Volunteer)	6370 Williams Road, Tallahassee
Woodville (County-Volunteer)	155 East Oakridge, Tallahassee
Lake Talquin (County-Volunteer)	16614 Blountstown Highway, Tallahassee

Source: City of Tallahassee

The City of Tallahassee Fire Rescue Department provides standard fire suppression, medical services, hazmat response, technical rescue, airport capabilities, state disaster response, emergency response and

[1] Station 17 is anticipated to be operational by the end of 2023.

disaster preparedness, fire prevention and safety education.

The City has an interlocal agreement with Leon County to provide fire protection services within the unincorporated area of the County. The County compensates the City for these services with collections from the fire service assessment in the unincorporated areas of the County.

The County has an interlocal agreement with the City to provide ALS and transport EMS services to the incorporated area of the City. The City compensates the County for these services by providing for the inclusion of the territorial boundaries of the City within the EMS Municipal Services Taxing Unit (MSTU) of the County. However, the City provides provide Advanced Life Support (ALS) services in coordination with Leon County EMS. The County compensates the City for these services.

Dispatch services for fire and EMS services are provided through a joint dispatch operation between the City and the County.

Tables 2 through 5 outline the Fire Rescue Department's current service operations and service components. Table 2 outlines the Fire Rescue Department's organizational structure.

Table 2
City of Tallahassee Fire Rescue Department Organizational Chart

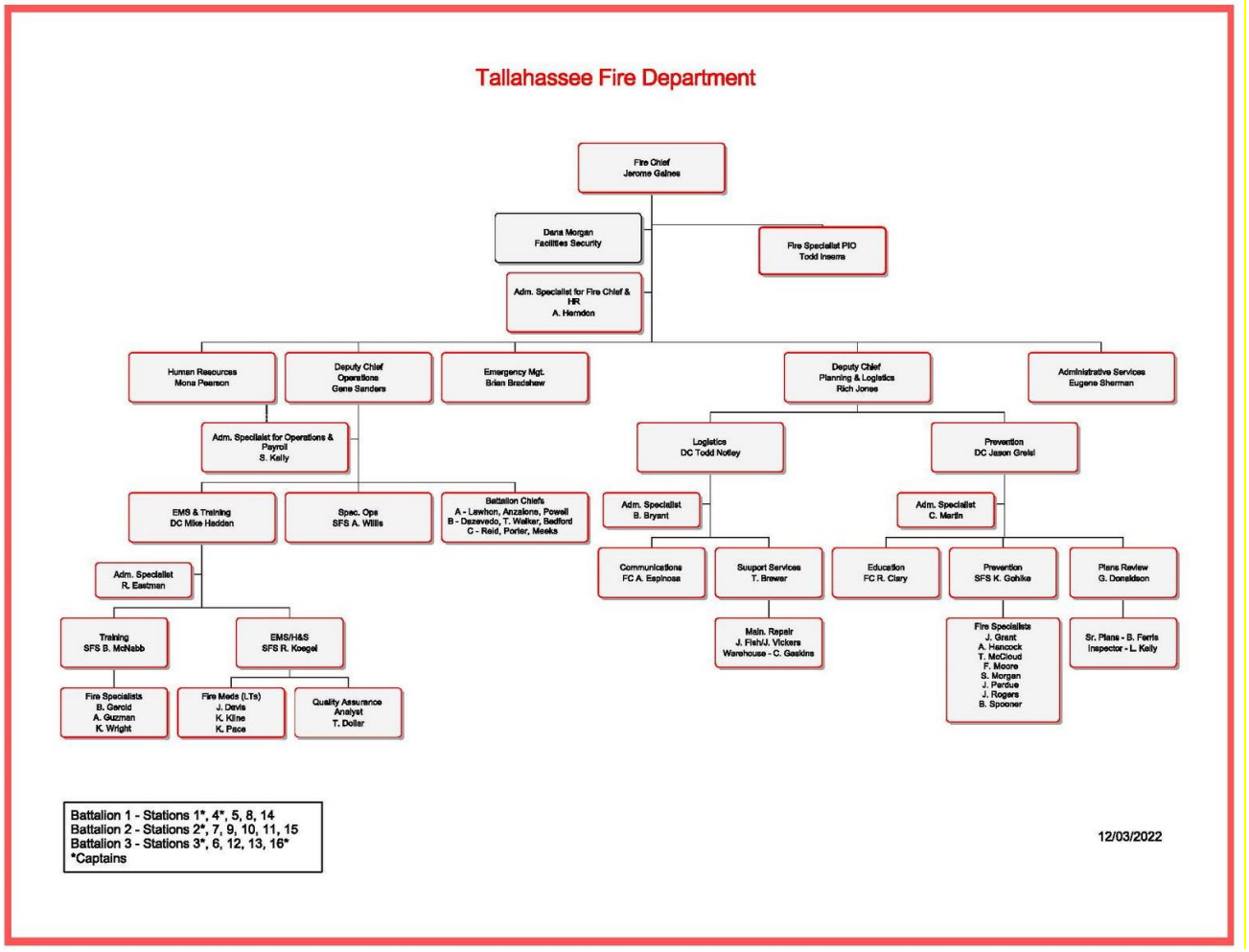


Table 3 describes the normal staffing for each apparatus. This information is used in the development of the Administrative Factor, as further discussed in the "Development of Factors" section of this Assessment Memorandum.

Table 3
Fire Rescue Department Apparatus Normal Staffing Requirements

Apparatus	Typical Staffing
Engine	4 personnel
Chevy Tahoe/Battalion Chief	1 personnel
Rescue	2 Personnel
Truck	4 Personnel
Tanker	1 Personnel
Airport	1 Personnel

Source: City of Tallahassee

Table 4 lists the location and the fire flow/pumping capacity of the Fire Rescue Department's apparatus. This information is used to determine the square footage cap for non-residential properties.

Table 4
Fire Rescue Department Apparatus Fire Flow

Location	Apparatus	Fire Flow (GPM)
Station 1	2022 E-One Tanker	1,500
	1996 E-One International Air and Light	N/A
	2014 Pierce Impel Pumper	1,500
	2021 E-One 100' Platform	1,500
	2017 Chevy Tahoe	N/A
	2014 E-One Impel Pumper	1,500
Station 2	2017 Hackney Tractor Trailer Haz-Mat	N/A
	2016 Chevy Tahoe	N/A
	2018 E-One 100' Platform	1,500
	2020 Ford F-550 Brush Truck	350
	2017 E-One Typhoon Pumper	1,500
Station 3	1994 Rescue-1 Boat	N/A
	2005 Ford-550 HazMat Tow Vehicle	N/A
	1997 E-One Medium Rescue	N/A
	2014 Pierce Impel 75 ft. Aerial	1,500
	2016 Chevy Tahoe	N/A
	2017 E-One Typhoon Pumper	1,500
Station 4	2010 Rescue -1 Boat	N/A
	2018 E-One 100' Aerial	1,500
	1996 E-One International Rescue Squad	500
	1998 16ft. Trailer	N/A
	2002 Ford F-550 Brush Truck	350
	2022 E-One Typhoon Pumper	1,500
	2005 International 4X4 Tractor	N/A
	2005 Hackney Trailer	N/A
	2005 E-One International Air Light Truck	N/A

Location	Apparatus	Fire Flow (GPM)
Station 5*	2015 Oshkosh Stinger F-550 ARFF	500
	2010 E-One Titan Force ARFF	3,300
	2014 Oshkosh Striker 3000	3,300
Station 6	2017 E-One Typhoon Pumper	1,500
Station 7	2019 E-One Typhoon Pumper	1,500
Station 8	2017 E-One Typhoon Pumper	1,500
Station 9	2015 Pierce Impel Pumper	1,500
Station 10	2015 Pierce Impel Pumper	1,500
Station 11	2019 E-One International Tanker/Pumper	1,500
	2015 Pierce F-550 Rescue	650
Station 12	2019 E-One International Tanker/Pumper	1,500
	2016 Pierce F-550 Rescue	650
Station 13	2020 E-One International Tanker/Pumper	1,500
	2015 Pierce F-550 Rescue	650
Station 14	1994 Rescue-1 Boat	N/A
	2016 Pierce F-550 Rescue	650
	2020 E-One International Tanker/Pumper	1,500
Station 15	2020 Gator Tail Boat	N/A
	2019 Ford F-550 Brush Truck	350
	2019 E-One Typhoon Pumper	1,500
Station 16	2015 Pierce Impel 100' Tower	1,500
	2015 Pierce Impel Pumper	1,500
	2019 Ford F-550 Brush Truck	350
	1994 Rescue-1 Boat	N/A
	Total GPM	**37,500**

Source: City of Tallahassee
* Pumping capacity for Station 5 is not included in total because those apparatus are dedicated to the airport.

The current pumping capacity is defined as the combined amount of water that all apparatus in the Fire Rescue Department can pump to a first alarm non-residential fire. As outlined by Table 4 above, the pumping capacity of the City's Fire Rescue Department is 37,500 gallons per minute. Accordingly, based on National Fire Protection Association firefighting standards for fire flow as provided for in NFPA 1 Fire Code, 2015, Chapter 18 (assuming ordinary construction), the Fire Rescue Department currently has sufficient fire flow capacity to provide service coverage in the event of a structure fire involving unlimited square feet.

Table 5 below details the Fire Rescue Department's response protocol.

Table 5
Minimum Response Protocol

Call Type	Typical City Response
Medical	Engine (1)
Vehicle Accident	Engine (1)
Vehicle Accident with Extraction	Engines (2), FireMed (1), Battalion Chief (1)
Residential Fire (single)	Engines (3), Truck (1), Battalion Chiefs (2), FireMed (1)
Residential Structure (multiple)	Engines (4), Truck (1), Battalion Chiefs (2), FireMed (1)
Residential/Building Alarm	Engine (1)
Commercial Fire	Engines (4), Truck (1), FireMed (1), Battalion Chiefs (2)
Hazardous Material	Engines (2), Haz-Mat (1), FireMed (1), Battalion Chief (1)
Service Calls	Engine (1)

Call Type	Typical County Response
Medical	Rescue (1), Tanker (1)
Vehicle Accident	Rescue (1), Tanker (1)
Vehicle Accident with Extraction	Rescue (1), Tanker (1), FireMed (1), Battalion Chief (1), Engine (1)
Residential Fire (single)	Rescue (1), Tanker (1), FireMed (1), Battalion Chiefs (2), TA1 (1), Engines (2), Truck (1)
Residential Structure (multiple)	Rescue (1), Tanker (1), FireMed (1), Battalion Chiefs (2), TA1 (1), Engines (3), Truck (1)
Residential/Building Alarm	Rescue (1), Tanker (1)
Commercial Fire	Rescue (1), Tanker (1), FireMed (1), Battalion Chiefs (2), TA1 (1), Engines (3), Truck (1)
Hazardous Material	Rescue (1), Tanker (1), HazMat (1), FireMed (1), Battalion Chief (1), Engine (1)
Service Calls	Rescue (1), Tanker (1)

Source: City of Tallahassee

Assessable Cost Calculations

The cost calculations, apportionment methodology and assessable rates developed apply to the fire services serving the unincorporated area of Leon County and the incorporated area of the City of Tallahassee.

DEVELOPMENT OF FACTORS

FIRE RESCUE V. EMERGENCY MEDICAL SERVICES

In June 2000, litigation over the City of North Lauderdale fire rescue assessment program resulted in a decision by the Fourth District Court of Appeals in the case of SMM Properties, Inc. v. City of North Lauderdale, (the "North Lauderdale" case). The Fourth District Court of Appeals concluded that Emergency Medical Services (EMS) did not provide a special benefit to property. The Court, however, reaffirmed that fire suppression, fire prevention, fire/building inspections and first response medical services do provide a special benefit to property. In 2002, the Florida Supreme Court upheld the decision of the Fourth District Court of Appeals.

To address these concerns, GSG developed a methodology that removed the costs associated with emergency medical services. This method of splitting the fire and EMS portions of a consolidated public safety department's budget was upheld by the Fourth District Court of Appeals in Desiderio Corporation, et al. vs. The City of Boynton Beach, Florida, et al., 39 So.3d 487 (Fla. 4th DCA 2010).

The proposed fire rescue department's line-item costs were allocated between fire rescue and emergency medical services as a result of the Florida Supreme Court's opinion in City of North Lauderdale v. SMM Properties that emergency medical services (above the level of first response) do not provide a special benefit to property. Accordingly, the City's fire rescue costs were split from emergency medical service costs based on the following general guidelines.

DIRECT ALLOCATIONS

To the extent that certain line items could be allocated directly to fire, direct allocations were made. For example, all costs associated with "Fire Prevention", "Fire Plans Review" and "Contractual Svc – VFD County" were allocated entirely to fire. All costs directly related to "Medical Services" were directly allocated to EMS.

ADMINISTRATIVE FACTOR

Certain line items were allocated between fire and EMS based on an Administrative Factor. This Administrative Factor is derived by creating a ratio between non-EMS or fire personnel and total combat personnel per shift. The administrative factor calculations are based on the City's total Fire Rescue Department combat personnel staffing, including an allocation for volunteers. Under normal staffing, this results in 87 non-EMS personnel and 19 EMS personnel for a total of 106 combat personnel. This normal staffing yields an 82.08 % percent non-EMS Administrative Factor.

This percentage was applied to all applicable line items to allocate the costs that could not be directly allocated as fire costs or EMS costs, and that could not be operationally allocated (see below). For example, the Administrative Factor was applied to the line-item expenditures for salaries and benefits, "Uniforms and Clothing", and "Utilities - Electric" to determine the fire service costs of these line items.

OPERATIONAL FACTOR

Other line items were allocated between fire and EMS based on an Operational Factor. The Operational Factor is derived by creating a ratio between non-EMS (i.e., fire) calls and EMS calls, and this ratio which is based on the City's Fire Rescue Department's operations, was then applied to certain budget line items such as "Equipment Repairs" and "Gasoline".

To develop the Operational Factor, GSG obtained fire rescue incident data identifying the number of fire rescue calls made to property categories within the entire County over a three-year period. The City fire rescue incident data was used to determine the demand for fire rescue services. GSG obtained information from the City in an electronic format, identifying the number and type of fire rescue incident responses for a three-year period July 1, 2019 through June 30, 2022.

The State Fire Marshal's office uses the Florida Fire Incident Reporting System (FFIRS). This system is a tool for fire rescue departments to report and maintain computerized records of fire rescue incidents and other department activities in a uniform manner. Under this system, a series of basic phrases with code numbers are used to describe fire rescue incidents. Appendix A provides a codes list for the "type of situation found" as recorded on the fire rescue incident reports used to identify EMS and non-EMS calls.

The ratio between non-EMS (i.e., fire) calls and EMS calls is then applied to all applicable line items to allocate the costs that could not be directly allocated as fire costs or EMS costs, and that could not be administratively allocated. For the three-year period, the City reported 66,575 total fire rescue incident calls to FFIRS, of which 18,563 were non-EMS (i.e. fire) calls and 48,012 were EMS calls. This information results in a 27.88% non-EMS Operational Factor.

ASSESSABLE COST CALCULATIONS

The fire services assessable cost calculations for Fiscal Years 2023-24 through 2027-28 are based on the following assumptions for the purpose of this Fire Assessment Memorandum.

- Actual projected expenditures and revenues were provided by the City for Fiscal Years 2023-24 through 2027-28.
- Revenues are shown as a reduction of the total projected expenditures for each fiscal year, thereby reducing the total assessable costs for that year. Revenues are comprised of revenues directly received from or for the delivery of fire services, such as "Fire Inspection Fees," "Forfeited Discounts," "Firefighters Supplemental Comp," and contract for service revenues that are allocated to the fire budget.
- All costs associated with providing contract services to the Tallahassee Regional Airport were included in the assessable budget with the corresponding contract revenues removed from the assessable budget calculations.
- The line item "Statutory Discount & Undercollection" under "Additional Costs" reflects a 95% collection rate of the Fire Services Assessment.
- The costs associated with supporting the volunteer fire departments were included as 100% fire costs and are included in the assessable budget.

Table 6 provides a calculation of the assessable costs for Fiscal Year 2023-24 based on an application of the above factors to the Fiscal Year 2023-24 Projected Budget. The calculation yields an assessable cost of $47,481,665 for Fiscal Year 2023-24.

Table 6
Fire Services Assessable Cost Calculations (FY 2023-24)

	FY23-24 Budget	FY23-24 Assessable
Expenditures		
Personnel Services		
Salaries	24,212,689	20,236,470
Salary Enhancements	1,096,598	916,672
Firefighter Holiday Pay	809,046	674,568
Overtime	1,317,005	1,101,071
Other Salary Items	669,818	556,550
Pension- Current	8,246,987	6,866,071
Pension- MAP	121,924	104,320
Mandatory Medicare	370,328	309,426
Health Benefits	3,911,866	3,259,873
Health Benefits - OPEB	244,969	201,059
Flex Benefits	52,499	45,069
Vacancy Factor of 3%	-355,971	-296,268
Total Personnel Services	**$40,697,758**	**$33,974,882**
Operating Expenses		
Advertising	1,689	1,386
Cleaning & Laundry	14,525	12,981
Reproduction	5,658	2,479
Equipment Repairs	47,402	11,687
Medical Services	102,700	1,568
Construction Services	10,457	8,583
Unclassified Contractual Srvcs	352,574	205,745
Contractual Svc - VFD County	504,518	504,518
Contractual Svc – Other	400,000	400,000
Computer Software	3,294	2,704
Telephone	23,579	18,244
Chem-Med-Lab	105,961	3,839
Food	1,266	1,039
Gasoline	866	341
Office Supplies	21,700	16,672
Uniforms & Clothing	458,907	376,752
Unclassified Supplies	176,519	124,039
Non-Capital- Furniture & Equip	837	837
Travel & Training	77,756	52,737
Journals & Books	17,949	15,831
Memberships	4,191	3,195
Certificates & Licenses	2,404	600
Rent Expense- Machines	10,449	8,576
Unclassified Charges	54,898	45,058
Total Operating Expenses	**$2,400,099**	**$1,819,412**
Other Services & Charges		
Bad Debt Expense	168,736	168,736
Total Other Services & Charges	**$168,736**	**$168,736**
Capital Outlay		

	FY23-24 Budget	FY23-24 Assessable
Computer Equipment	1,255	1,255
Vehicle Equipment	166,666	164,743
Unclassified Equipment	184,324	162,957
Total Capital Outlay	**$352,245**	**$328,956**
Internal Service Funds		
Human Resource Expense	491,633	406,145
Accounting Expense	220,228	183,621
Purchasing Expense	63,410	52,174
Information Systems Expense	2,497,035	2,060,901
Risk Management Expense	409,185	337,415
Radio Communications Expense	203,023	166,632
Revenue Collection	424,465	424,465
Utility Services Expense	1,884,299	1,884,299
Facilities and Environmental	48,050	39,837
Vehicle Garage Expense	1,237,218	376,947
Vehicle Fuel	205,018	59,565
Vehicle Replacement	3,111,004	924,775
Indirect Costs	559,824	468,068
Community Relations Expense	192,731	158,185
Diversity and Inclusion Expense	119,267	98,528
Total Internal Service Funds	**$11,666,390**	**$7,641,559**
Utilities and Other Expenses		
Utilities - Sewer	34,336	28,527
Utilities - Sanitation	18,865	15,745
Utilities - Stormwater	23,549	19,379
Utilities - Gas	40,049	32,870
Utilities - Water	27,701	22,857
Utilities - Electric	207,817	173,586
Utilities - Fire Services	51,003	41,861
Total Utilities and Other Expenses	**$403,320**	**$334,825**
Transfers		
Debt Service Transfer	1,270,772	1,270,772
Inter-Fund Ops Transfer	46,360	46,360
Total Transfers	**$1,317,132**	**$1,317,132**
Contributions to Operations		
Contribution to CDA Operating	335,976	93,680
Total Contributions to Operations	**$335,976**	**$93,680**
Year End Adjustments		
XFER TO FIRE SVCS OP RESERVE	1,202,828	0
Total Year End Adjustments	**$1,202,828**	**$0**
5-year CIP		
Facilities Management & Maintenance Master	406,000	333,226
Fire Hydrant Maintenance Master	860,213	860,213
Total 5-year CIP	**$1,266,213**	**$1,193,439**
Total Expenditures	**$59,810,697**	**$46,872,619**
Revenues		

	FY23-24 Budget	FY23-24 Assessable
Fire Inspection Fees	365,195	365,195
Firefighters Supplemental Comp	113,808	113,808
Leon County EMS Payment	3,501,740	0
Forfeited Discounts	73,198	73,198
Interest	-31,683	-31,683
Other Miscellaneous Revenue	12,548	12,548
Contribution From Airport Fund	1,356,923	1,356,923
Total Revenues	**$5,391,729**	**$1,889,989**
Total Expenditures	**$59,810,697**	**$46,872,619**
Total Revenues	**$5,391,729**	**$1,889,989**
Net Expenditures	**$54,418,968**	**$44,982,630**
Additional Costs		
Under collection (5%)		2,499,035
Total Additional Costs		**$2,499,035**
Total Net Assessable Expenditures		**$47,481,665**

Table 7 shows the calculation of the full cost of the Fire Services Assessment Program for Fiscal Year 2023-24 through Fiscal Year 2027-28 as well as the five-year average Fire Services Assessment Program cost.

Table 7
Fire Assessable Cost Calculations Five-Year Average (FY 23-24 thru FY 27-28)

	FY23-24 Assessable	FY24-25 Assessable	FY25-26 Assessable	FY26-27 Assessable	FY27-28 Assessable	5-Yr Average Assessable
Expenditures						
Personnel Services	$33,974,882	$36,331,042	$38,269,326	$39,594,842	$40,274,267	$37,688,872
Operating Expenses	$12,897,738	$12,798,144	$12,964,929	$13,132,855	$13,082,694	$12,975,272
Total Expenditures	**$46,872,619**	**$49,129,186**	**$51,234,255**	**$52,727,697**	**$53,356,961**	**$50,664,144**
Total Revenues	**$1,889,989**	**$1,918,339**	**$1,947,114**	**$1,976,320**	**$2,005,965**	**$1,947,545**
Net Expenditures	**$44,982,630**	**$47,210,847**	**$49,287,141**	**$50,751,377**	**$51,350,996**	**$48,716,598**
Additional Costs	**$2,499,035**	**$2,622,825**	**$2,738,174**	**$2,819,521**	**$2,852,833**	**$2,706,478**
Total Net Assessable Expenditures	**$47,481,665**	**$49,833,672**	**$52,025,315**	**$53,570,898**	**$54,203,829**	**$51,423,076**

Determination of Fire Services Demand

INCIDENT DATA

GSG obtained information from the City in an electronic format, identifying the number and type of fire rescue incident responses for a three-year period July 1, 2019 through June 30, 2022. The City uses the Florida Fire Incident Reporting System (FFIRS) to record its fire rescue incidents. The FFIRS is a tool for fire rescue departments to report and maintain computerized records of fire rescue incidents and other department activities in a uniform manner.

Under this system, a series of basic phrases with code numbers are used to describe fire rescue incidents. A data field in the FFIRS, "type of situation found," identifies the incident as an EMS or non-EMS type of call for each incident. Appendix A provides a code list for the "type of situation found" as recorded on the fire rescue incident reports used to identify EMS and non-EMS calls.

Another data field in the FFIRS, "fixed property use," identifies the type of property that fire rescue departments respond to for each fire rescue incident. The fixed property uses correlate to property uses determined by the Leon County Property Appraiser on the ad valorem tax roll. Appendix B provides a code list for the "fixed property use" as recorded on the fire rescue incident reports.

GSG analyzed the three years of fire rescue incident data from the FFIRS files to evaluate trends and determine if aberrations were present. The fire rescue incident data for the three-year period (July 1, 2019 through June 30, 2022) represents 66,575 fire rescue incidents. Of the 66,575 fire rescue incidents, there were 48,012 incidents classified as EMS type incidents based on the type of situation found indicated on the incident report. The 48,012 EMS type incidents were not included in the analysis.

There are certain fire incidents that could not be assigned to a specific property or parcel. These calls represent non-specific type incidents, which are incidents that either could not be correlated to a specific parcel or calls that involved auto accidents and other types of incidents along roads and highways.

Of the 18,563 remaining fire type incidents, 15,777 were calls to specific property uses. The remaining 2,786 incidents were considered non-specific type incidents. Because of the inability to correlate these non-specific type incidents to specific property categories, the call analysis does not include these 2,786 incidents. Additionally, the level of services required to meet anticipated demand for fire services and the corresponding annual fire services budget required to fund fire services provided to non-specific property uses would be required notwithstanding the occurrence of any incidents from such non-specific property uses.

The suppression of fires on vacant land and agricultural property primarily benefits adjacent property by containing the spread of fire rather than preserving the integrity of the vacant parcel. Thus, incidents to vacant and agricultural property were not included in the final analysis of the fire call database. The 578 calls to these two property-use categories were removed.

Of the remaining 15,199 fire type incidents, there were 1,782 calls for service to government properties and 13,417 calls to non-Government properties as identified by addresses or fixed property use codes provided in the FFIRS reports. The costs associated with providing service to government properties were segregated. Those government properties will fund fire service through a fee that is determined by the historical demand for service as detailed later in this Memorandum.

Table 8 outlines the assignment of fire type incidents based on the analysis conducted by GSG.

Table 8
Fire Calls by Category (July 1, 2019 through June 30, 2022)

Property Category	Number of Fire Incidents	Percentage of Total Incidents
Non-Government	13,417	88.28%
Government	1,782	11.72%
Total	**15,199**	**100%**

Source: City of Tallahassee

PROPERTY DATA

GSG obtained information from the ad valorem tax roll from the Leon County Property Appraiser's office, the City's utility billing files, and the County's certified fire assessment roll to develop the assessment roll. Each building within the County on the ad valorem tax roll was assigned to one or more of the property-use categories based on their assignment of use by the Leon County Property Appraiser or verification of use obtained through field research. A list of building improvement codes used by the Leon County Property Appraiser and their assignment to a property use category is provided as Appendix C.

The Residential Property Use Category includes such properties as single-family, duplexes, mobile homes, triplexes, quadruplexes, apartments, condominiums, townhouses, and cooperatives. In the event the data was indefinite, the DOR codes were used to clarify mobile home categories and help identify condominium and townhouse buildings. For parcels assigned to the Residential Property Use Category, GSG utilized the total number of dwelling units as determined from the building files on the ad valorem tax roll or through the use of field research.

The Non-Residential Property Use Category includes commercial and industrial/warehouse property uses. For parcels within the Non-Residential Property Use Categories (Commercial and Industrial/Warehouse), GSG determined the amount of square footage of the structures using the building files on the ad valorem tax roll or through the use of field research.

For RV parks regulated under Chapter 513, Florida Statutes, in accordance with Sections 166.223 and 125.0168, Florida Statutes, which mandate that cities and counties treat RV parks like commercial property for non-ad valorem assessments levied by the City and County, each RV space within the park was treated as a building of commercial property and assigned the square footage of 191 square feet, the average size of a recreational vehicle, according to the Florida Association of RV Parks and Campgrounds.

Computation of Fire Services Assessments

The fire services apportionment methodology allocates assessable costs based on the anticipated demand for fire services by categories of private, real property use as identified on the real property assessment roll prepared for the levy of ad valorem taxes. The assessable fire costs are allocated among private, real property use categories based upon the historical demand for these services. This demand is identified by examining the fire incident data as reported by the City to the State Fire Marshal's office.

The fire services apportionment methodology for government property allocates billable costs to provide fire services based upon the historical demand for these services for all government owned property (i.e., City, County, State, Federal, etc.), as reflected by the incident data reported by the City.

This section of the Memorandum includes the assessment rates as calculated within this Assessment Memorandum. The fire rescue assessment cost calculations provided herein are primarily based on information supplied by the City. The assessable cost projections developed by GSG are designed to forecast assessment rates within each property use category for Fiscal Years 2023-24 based on the five-year average assessable budget.

SERVICE ZONES

Service zones were created under the previous fire assessment study in April 2015 to reflect the level of service differentiation of a property located in a higher density area that receives fire protection coverage from multiple stations as compared to a property located in an area generally described as rural and typically serviced by a single fire station. For this purpose, "core stations" were identified and defined as those stations within five road miles of at least two other stations. The creation of a core area was necessary to eliminate the appearance of a higher service level of those properties that may be within five road miles of two stations; however, the location of the property lies between two stations that are nearly ten miles apart. This same approach was used in this study. Any changes in the level of service provided in the two zones will need to be reviewed in subsequent studies to ensure that this approach is still valid.

Those properties included in "Zone 1" were generally located within five road miles of two "core stations." Properties located outside of five road miles of two "core stations" were included in "Zone 2." A map of the service zones is provided in Appendix E.

Calls were plotted, or "geocoded," on a map based upon the geographic location of the incident provided in the FFIRS database. Those calls correlated to properties included in "Zone 1," and those calls correlated to properties included in "Zone 2," were separated and assigned to the respective zone. Table 9 details the assignment of calls to service zones.

Table 9
Fire Calls to Non-Governmental Properties by Zone
(July 1, 2019 – June 30, 2022)

Zone	Number of Calls to Specific Property Uses
Zone 1	10,106
Zone 2	3,311

The calls for service were then weighted based on the average call duration differential between Zone 1 and Zone 2 to account for the difference in resources used on calls between the two zones. On average a

call in Zone 2 is 19% longer in duration than a call in Zone 1. Therefore, all calls in Zone 2 were multiplied by a weighting factor of 1.19 to determine the weighted number of calls while all calls in Zone 1 were assigned a weighting factor of 1.00. Table 10 details the weighting of calls by zone.

Table 10
Weighted Fire Calls to Non-Governmental Properties by Zone (July 1, 2019 through June 30, 2022)

Zone	Number of Calls to Specific Property Uses	Weighting Factor	Number of Weighted Calls to Specific Property Uses
Zone 1	10,106	1.00	10,106
Zone 2	3,311	1.19	3,940

Table 11 outlines the property use category assignment of weighted fire type incidents for non-governmental properties based on the historical demand for service in each zone.

Table 11
Weighted Fire Calls by Category to Non-Governmental Properties (July 1, 2019 through June 30, 2022)

	Zone 1		Zone 2	
Category	**Number of Incidents**	**Percentage of Calls**	**Number of Incidents**	**Percentage of Calls**
Residential	5,894	58.32%	3,283	83.33%
Commercial	4,043	40.01%	602	15.28%
Industrial/Warehouse	169	1.67%	55	1.39%
Total	**10,106**	**100%**	**3,940**	**100%**

Source: City of Tallahassee

SPECIAL BENEFIT ASSUMPTIONS

The following assumptions support a finding that the fire services, facilities, and programs provided by the City provide a special benefit to the assessed parcels.

- Fire services, facilities, and programs possess a logical relationship to the use and enjoyment of property by: (i) protecting the value and integrity of improvements and structures through the availability and provision of comprehensive fire services; (ii) protecting the life and safety of intended occupants in the use and enjoyment of property; (iii) lowering the cost of fire insurance by the presence of a professional and comprehensive fire services program; and (iv) containing fire incidents occurring on land with the potential to spread and endangering other property and property features.
- The availability and provision of comprehensive fire services enhances and strengthens the relationship of such services to the use and enjoyment of the parcels of property, the market perception of the area and, ultimately, the property values within the assessable area.

APPORTIONMENT METHODOLOGY

The following section describes the assessment apportionment methodology for fire services based on: (i) the fire services assessable cost calculations; (ii) the ad valorem tax roll maintained by the property appraiser and the availability of the data residing on the database; and (iii) the fire rescue incident data.

COST APPORTIONMENT

The assessable costs were first apportioned among government and non-government property based upon the historical demand for service percentages shown in Table 8. The assessable costs attributable to non-government property were then apportioned to Zone 1 and Zone 2 and then further to the individual property use categories in each service zone based upon the weighted historical demand for fire services reflected by the fire incident data experienced in each service zone for July 1, 2019 through June 30, 2022. The five-year average cost apportionment is illustrated in Table 12.

Table 12
Cost Apportionment (Five-Year Average)

	Zone 1 (71.95% of Weighted Fire Calls)			Zone 2 (28.05% of Weighted Fire Calls)		
Category	**Total Calls**	**Percentage**	**Assessable Costs**	**Total Calls**	**Percentage**	**Assessable Costs**
Residential	5,894	58.32%	$19,049,431	3,283	83.33%	$10,610,742
Commercial	4,043	40.01%	$13,066,992	602	15.28%	$1,946,008
Industrial/Warehouse	169	1.67%	$546,209	55	1.39%	$176,910
Total	**10,106**	**100.00%**	**$32,662,632**	**3,940**	**100.00%**	**$12,733,660**

PARCEL APPORTIONMENT

The share of the assessable costs apportioned to each property use category was further apportioned among the individual buildings of property within each property use category in the manner described in Table 13.

Table 13
Parcel Apportionment within Property Use Categories

Category	Parcel Apportionment
Residential	Dwelling Unit
Non-Residential: -Commercial -Industrial/Warehouse	Improvement Area Per Building Within Square Footage Ranges (100,000 Square Foot Cap Per Building)

Applying the foregoing parcel apportionment methodology, fire assessment rates were computed for each property use category. The specific methodology, underlying special benefit and fair apportionment assumptions are included below and generally described.

RESIDENTIAL PARCEL APPORTIONMENT ASSUMPTIONS

The following assumptions support findings that the parcel apportionment applied in the Residential Property Use category are fair and reasonable. The Residential Property Use Category includes such properties as single-family dwelling units and multi-family dwelling units.

- The size or the value of the residential parcel does not determine the scope of the required fire services. The potential demand for fire services is driven by the existence of a dwelling unit and the anticipated average occupant population.
- Apportioning the assessable costs for fire services attributable to the residential property use category on a per dwelling unit basis is required to avoid cost inefficiency and unnecessary administration and is a fair and reasonable method of parcel apportionment based upon historical fire call data.

- The consolidation of single-family and multi-family properties into a single category is fair and reasonable because they are similar property uses and the number of calls per dwelling unit is not significantly different.

RESIDENTIAL PARCEL APPORTIONMENT CALCULATION

Based upon the historical demand for fire services, the percentages of assessable costs attributable to residential properties were calculated. The amount of the assessable costs allocable to each residential property was divided by the number of dwelling units in the Residential Property Use Category to compute the fire assessment to be imposed against each dwelling unit. For each residential parcel, the actual number of dwelling units located on the parcel will be multiplied by the residential dwelling unit rate to compute the residential fire assessment amount for the parcel.

Table 14 illustrates the assignment of dwelling units under this apportionment methodology to the Residential Property Use Category for each zone.

Table 14
Parcel Apportionment (Residential Property Use Category)

Residential Property Use Category	Number of Dwelling Units-Zone 1	Number of Dwelling Units-Zone 2
Residential Dwelling Units	77,628	47,672

Source: City of Tallahassee and Leon County Property Appraiser Data

NON-RESIDENTIAL PARCEL APPORTIONMENT ASSUMPTIONS

The Non-Residential Property Use category includes commercial and industrial/warehouse property uses. The capacity to handle fires and other emergencies in Non-Residential Property Use category is governed by the following:

- The current pumping capacity is defined as the combined amount of water that all apparatus in the Fire Department can pump to a non-residential fire. As outlined by Table 4 above, the pumping capacity of the Fire Department is 37,500 gallons per minute. Accordingly, based on National Fire Protection Association firefighting standards for fire flow as provided for in NFPA 1 Fire Code, 2015, Chapter 18 (assuming ordinary construction), the Fire Rescue Department currently has sufficient fire flow capacity to provide service coverage in the event of a structure fire involving unlimited square feet. To avoid inefficiency and unnecessary administration, the City has made a policy decision to set the maximum classification of any building at 100,000 square feet.

The following assumption supports findings that the parcel apportionment applied in the Non-Residential Property Use category is fair and reasonable.

- The risk of loss and demand for fire services availability is substantially the same for structures below a certain minimum size. Because the value and anticipated occupancy of structures below a certain minimum size is less, it is fair, reasonable, and equitable to provide a lesser assessment burden on such structures by the creation of a specific property parcel classification for those parcels.
- The separation of non-residential buildings into square footage classifications is fair and reasonable for the purposes of parcel apportionment because: (i) the absence of a need for precise square footage data within the ad valorem tax records maintained by the property appraiser undermines the use of actual square footage of structures and improvements within each improved building as a basis for parcel apportionment; (ii) the administrative expense and complexity created by an on-site inspection to determine the actual square footage of structures and improvements within each improved parcel assessed is impractical; and (iii) the demand for fire services availability is not precisely determined or measured by the actual square footage of structures and improvements within benefited parcels; and (iv) the classification of buildings within square footage ranges is a fair and reasonable method to

classify benefited parcels and to apportion costs among benefited buildings that create similar demand for the availability of fire services.

- The consolidation of commercial and institutional properties into a single category is fair and reasonable because the non-government institutional type properties are similar in use to the commercial type properties.

The parcel apportionment for each Non-Residential Property Use Classification shall include both minimum building classifications and an additional classification of all other buildings based upon the assumed square footage of structures and improvements within the improved parcel. The Non-Residential Property Use Classifications include Commercial and Industrial/Warehouse. The following describes the Non-Residential Property parcel apportionment calculation and classification for the Commercial and Industrial/Warehouse categories.

NON-RESIDENTIAL PARCEL APPORTIONMENT CALCULATION

Based upon the historical demand for fire services, property in the Non-Residential Property Use categories will be responsible for funding a percentage of assessable costs. The amount of the assessable costs allocable to buildings within each of the Non-Residential Property Use Classifications was calculated based upon the following building classifications.

- Non-residential buildings with square footage of non-residential improvements less than 1,999 square feet were assigned an improvement area of 1,000 square feet per building. Buildings with square footage of non-residential improvements between 2,000 square feet and 3,499 square feet were assigned an improvement area of 2,000 square feet per building. Buildings with non-residential improvements between 3,500 square feet and 4,999 square feet were assigned an improvement area of 3,500 square feet per building. Buildings with non-residential improvement areas between 5,000 square feet and 9,999 square feet were assigned an improvement area of 5,000 square feet per building. For buildings containing non-residential improvements between 10,000 square feet and 99,999 square feet, assignments of improvement area were made in 10,000 square foot increments.
- For buildings, containing non-residential improvements over 99,999 square feet, an assignment of improvement area of 100,000 was made.

Sections 125.0168 and 166.223, Florida Statutes, relating to special assessments levied on recreational vehicle parks regulated under Chapter 513, Florida Statues are based on the following:

- When a city or county levy a non-ad valorem special assessment on a recreational vehicle park regulated under Chapter 513, the non-ad valorem special assessment shall not be based on the assertion that the recreational vehicle park is comprised of residential units. Instead, recreational vehicle parks regulated under Chapter 513 shall be assessed as a commercial entity in the same manner as a hotel, motel, or other similar facility.

Table 15 illustrates the assignment of improvement area under this apportionment methodology for the Commercial and Industrial/Warehouse categories.

Table 15
Parcel Apportionment (Non-Residential Property Use Category)

Square Foot Tiers	Number of Commercial Buildings		Number of Industrial/Warehouse Buildings	
	Zone 1	Zone 2	Zone 1	Zone 2
≤ 1,999	1,239	205	66	25
2,000 - 3,499	900	166	80	50
3,500 - 4,999	591	100	58	34
5,000 - 9,999	941	161	194	71
10,000 - 19,999	490	86	185	34
20,000 - 29,999	170	29	56	8
30,000 - 39,999	101	9	34	1
40,000 - 49,999	58	10	12	0
50,000 - 59,999	36	3	4	0
60,000 - 69,999	27	5	4	0
70,000 - 79,999	19	3	1	1
80,000 - 89,999	10	3	1	2
90,000 - 99,999	8	3	6	0
>= 100,000	43	5	18	2

Source: City of Tallahassee and Leon County Property Appraiser Data

Because the suppression of fires on vacant land and agricultural property primarily benefits adjacent property by containing the spread of fire rather than preserving the integrity of the vacant parcel, incidents to vacant and agricultural property were not included in the final analysis of the fire call database. Therefore, only the primary structures on vacant and agricultural parcels will be charged.

COMPUTATION OF FIRE ASSESSMENT RATES

Applying the parcel apportionment methodology, fire services assessment rates were computed for each specified property use category. Based on the assessable costs of providing fire services, the number of fire calls apportioned to specific property categories and the number of billing units within the specified property categories.

Table 16 illustrates the assessment rates after application of the assessment methodology based on 100 percent funding of the five-year average assessable costs.

Table 16
Fire Services Assessment Rates (Five-Year Average)

Residential Property Use Categories		Zone 1 - Rate Per Dwelling Unit	Zone 2 - Rate Per Dwelling Unit
Residential Dwelling Unit		$245.39	$223
Commercial Property Use Category	**Building Classification (in square foot ranges)**	**Zone 1 – Rate Per Building**	**Zone 2 - Rate Per Building**
	≤ 1,999	$384	$356
	2,000 - 3,499	$768	$712
	3,500 - 4,999	$1,344	$1,245
	5,000 - 9,999	$1,920	$1,779
	10,000 - 19,999	$3,840	$3,557
	20,000 - 29,999	$7,680	$7,113
	30,000 - 39,999	$11,519	$10,669
	40,000 - 49,999	$15,359	$14,226
	50,000 - 59,999	$19,198	$17,782
	60,000 - 69,999	$23,038	$21,338
	70,000 - 79,999	$26,877	$24,895
	80,000 - 89,999	$30,717	$28,451
	90,000 - 99,999	$34,557	$32,007
	≥ 100,000	$38,396	$35,564
Industrial/Warehouse Property Use Category	**Building Classification (in square foot ranges)**	**Zone 1 - Rate Per Building**	**Zone 2 – Rate Per Building**
	≤ 1,999	$63	$114
	2,000 - 3,499	$125	$227
	3,500 - 4,999	$218	$398
	5,000 - 9,999	$311	$568
	10,000 - 19,999	$621	$1,135
	20,000 - 29,999	$1,242	$2,270
	30,000 - 39,999	$1,863	$3,405
	40,000 - 49,999	$2,484	$4,540
	50,000 - 59,999	$3,104	$5,674
	60,000 - 69,999	$3,725	$6,809
	70,000 - 79,999	$4,346	$7,944
	80,000 - 89,999	$4,967	$9,079
	90,000 - 99,999	$5,587	$10,213
	≥ 100,000	$6,208	$11,348

*Estimated Gross Revenue: $45,396,291; Estimated Institutional Tax-Exempt Buy-down: $479,368; Estimated Net Revenue: $44,916,923.

EXEMPTIONS AND IMPACT OF EXEMPTIONS

Because the fire services assessment is being developed to meet the case law standards for a valid special assessment, any proposed exemptions require special scrutiny. The crafting of an exemption must be founded upon a legitimate public purpose, and not tramp on state or federal constitutional concepts of equal protection and constitutional prohibitions against establishment of religion or the use of the public treasury directly or indirectly to aid religious institutions. Furthermore, to ensure public acceptance, any exemption must make common sense and be fundamentally fair. Finally, the impact of any proposed exemption should be evaluated in terms of its magnitude and fiscal consequences on the City and County's general funds respectively.

Whenever crafting an exemption, it is important to understand that the fair apportionment element required by Florida case law prohibits the shifting of the fiscal costs of any special assessment from exempt landowners to other non-exempt landowners. In other words, the funding for an exemption from a special assessment must come from a legally available external revenue source, such as the City and

County's general funds. Funding for fire assessment exemptions cannot come from the proceeds derived directly from the imposition of special assessments for fire services and facilities. Because any exemption must be funded by an external funding source, the grant of any exemption will not have any impact upon the fire assessment to be imposed upon any other non-exempt parcels.

The decision to fund exemptions for fire services assessments on property owned by non-governmental entities is based upon the determination that such exemptions constituted a valid public purpose.

Table 17 summarizes the estimated impact of exempting institutional, wholly tax-exempt property based on the five-year average assessable budget.

Table 17
Estimated Impact of Exemptions (Five-Year Average)

Financial Classification	Zone 1	Zone 2	Total
Estimated Assessable Costs	$32,662,632	$12,733,660	$45,396,291
Estimated Buy-down for Institutional Tax-Exempt Building Uses	$345,780	$133,588	$479,368
Estimated Revenue Generated	**$32,316,852**	**$12,600,072**	**$44,916,923**

Fire Services Fees Imposed on Governmental Property

The special benefit and fair and reasonable apportionment requirements for a valid special assessment do not rigidly apply to charges against government property. Florida case law has stated that user fees are paid by choice and are charged in exchange for a particular governmental service, which benefits the property paying the fee in a manner not shared by other members of the public. In the user fee context, choice means that the property paying the fee has the option of not using the governmental service and thereby avoiding the charge. Under such tests and definition of choice, the validity of both impact fees and stormwater fees have been upheld.

Impact fees are imposed to place the economic burden of infrastructure required by growth on new development. Stormwater fees are imposed to control and treat the stormwater burden generated by the use and enjoyment of developed property. Likewise, fire services provided by the City and County are intended to meet the historical demand for fire services from developed property and such fee benefits the owner or user of developed property in a manner not shared by other members of society (e.g., the owner of undeveloped property).

The Florida Attorney General has recognized that state-owned property is not required to pay a special assessment without legislative authorization but that such authorization is not needed for user fees or service charges. Additionally, a valid charge cannot be enforced by a lien against public property absent elector approval. Rather, the enforcement remedy is a mandamus action to compel payment. In addition, certain general laws preempt the home rule power of local governments to impose special assessments on educational institutions.

As discussed previously and documented in the “Incident Data” section of this document, the fire services incidents were analyzed to determine the fire services demand for all governmental property. It was determined that approximately 11.72% of the total fire calls were attributable to governmental property. Therefore, approximately 11.72% of the total assessable budget was allocated to governmental property as shown in Table 18 below.

Table 18
Government Cost Allocation

Total Assessable Costs	Percentage of Governmental Calls	Governmental Cost Allocation
$51,423,076	11.72%	$6,026,785

The costs attributable to each governmental entity will be allocated based on each entity’s percentage of the total governmental square footage as determined by the City. GSG calculated a rate per square foot for governmental property based on the governmental cost allocation in Table 18 and the total governmental square footage as provided by the City. This calculation is shown in Table 19 below.

Table 19
Government Rate Calculation

Governmental Cost Allocation	Total Government Square Feet	Government Rate Per Square Foot
$6,026,785	22,627,160	$0.267

Additional Information

EXEMPTION CALCULATIONS

GSG utilized the most current data to identify institutional, tax-exempt parcels within the County in order to calculate the aggregate cost ('buy down') of these parcels. In addition, best efforts were made by GSG to reconcile any differences necessary to calculate the estimated buy down for this exemption category. Missing or incorrect property data could affect the estimated aggregate costs.

NON-SPECIFIC CALLS

In the fire call analysis, certain fire related calls were classified as non-property specific, because of the location of occurrence in the incident report. These calls represent non-specific incidents that either could not be correlated to a specific parcel or involved auto accidents or other types of incidents along roads and highways. These calls are excluded from the analysis that determines the percentage of calls for service to respective property types and therefore, are not considered in the determination of the extent of budget required to fund the department. Because the budget is established based on the ability of the department to adequately protect structures, no adjustment has been made to the budget due to non-property specific calls.

MOBILE HOME AND RECREATIONAL VEHICLE PARK VACANCY CREDIT

As a consequence of the transient use and potential extraordinary vacancies within mobile home and recreational vehicle (RV) parks as compared to other residential property and the lack of demand for fire services for unoccupied spaces, it is fair and reasonable to provide for an extraordinary vacancy adjustment procedure for mobile home and RV park properties. Vacant mobile home and RV spaces within a mobile home or RV park will be charged; however, these properties will be eligible for an extraordinary vacancy adjustment for vacant mobile home or RV spaces.

VERIFICATION OF SQUARE FOOTAGE OF STRUCTURES ON TAX-EXEMPT PARCELS

The ad valorem tax roll provides the data required to determine value. So long as properties remain in the name of owners exempt from ad valorem taxation, the property appraiser may not consistently maintain data related to building improvements on such parcels. As a consequence of such data imperfections, the square footage on some of the parcels, particularly for institutional private sector classifications, may not be complete.

BILLING PROPERTIES WITH MULTIPLE UTILITY ACCOUNTS

The proposed methodology can determine the assessment rate per building on a tax parcel. However, for some non-residential properties there may be many utility accounts assigned to a building. When utilizing the utility bill to collect the Fire Services Assessment, a considerable amount of data collection will be necessary to assess each utility account assigned to the building.

Appendix A

SITUATION FOUND CODES AND DESCRIPTIONS

Situation Found Code	Description	EMS Type Call
111	Building Fire	No
112	Fires in structures other than in a building	No
113	Cooking fire, confined to a container	No
114	Chimney or flue fire, confined to chimney or flue	No
115	Incinerator overload or malfunction, fire confined	No
116	Fuel burner/boiler malfunction, fire confined	No
118	Trash or rubbish fire, contained	No
120	Fire in mobile property used as a fixed structure, other	No
121	Fire in mobile home used as a fixed residence	No
122	Fire in mobile home, camper, recreational vehicle	No
123	Fire in portable building, fixed location	No
130	Mobile property (vehicle) fire, other	No
131	Passenger vehicle fire	No
132	Road freight or transport vehicle fire	No
134	Water vehicle fire	No
137	Camper or RV fire	No
138	Off Road vehicle or heavy equipment fire	No
140	Natural vegetation fire	No
141	Forest, woods or wildland fire	No
142	Brush, or brush and grass mixture fire	No
143	Grass fire	No
150	Outside rubbish fire, other	No
151	Outside rubbish, trash or waste fire	No
152	Garbage dump or sanitary landfill fire	No
153	Construction or demolition landfill fire	No
154	Dumpster or other outside trash receptacle fire	No
155	Outside stationary compactor/compacted trash fire	No
160	Special outside fire, other	No
161	Outside storage fire	No
162	Outside equipment fire	No
163	Outside gas or vapor combustion explosion	No
170	Cultivated vegetation, crop fire, other	No
173	Cultivated trees or nursery stock fire	No
210	Overpressure rupture from steam, other	No
211	Overpressure rupture of steam pipe or pipeline	No
220	Overpressure rupture from air or gas, other	No
221	Overpressure rupture of air or gas pipe/pipeline	No
223	Air or gas rupture of pressure or process vessel	No
240	Explosion (no fire), other	No
243	Fireworks explosion (no fire)	No
251	Excessive heat, scorch burns with no ignition	No
311	Medical assist, assist EMS crew	Yes
320	Allergic reaction	Yes
321	EMS call, excluding vehicle accident with injury	Yes
322	Vehicle accident with injuries	Yes
323	Motor vehicle/pedestrian accident (MV Ped)	Yes
324	Motor Vehicle Accident, No Injuries	No
331	Lock-in (if lock out, use 511)	No
341	Search for person on land	No

Situation Found Code	Description	EMS Type Call
342	Search for person in water	No
350	Extrication, rescue, other	No
351	Extrication of victim(s) from building/structure	No
352	Extrication of victim(s) from vehicle	No
353	Removal of victim(s) from stalled elevator	No
354	Trench/below grade rescue	No
356	High angle rescue	No
357	Extrication of victim(s) from machinery	No
360	Water & ice related rescue, other	No
361	Swimming/recreational water areas rescue	No
363	Swift water rescue	No
365	Watercraft rescue	No
370	Electrical rescue	No
372	Trapped by power lines	No
381	Rescue or EMS standby	Yes
410	Flammable gas or liquid condition, other	No
411	Gasoline or other flammable liquid spill	No
412	Gas leak	No
413	Oil or other combustible liquid spill	No
420	Toxic condition, other	No
421	Chemical hazard (no spill or leak)	No
422	Chemical spill or leak	No
423	Refrigeration leak	No
424	Carbon monoxide incident	No
440	Electrical wiring/equipment problem, other	No
441	Heat from short circuit (wiring), defective/worn	No
442	Overheated motor	No
443	Light ballast breakdown	No
444	Power line down	No
445	Arcing, shorted electrical equipment	No
451	Police Assist	No
460	Accident, potential accident, other	No
461	Building or structure weakened or collapsed	No
462	Aircraft standby	No
463	Vehicle accident, general cleanup	No
471	Explosive, bomb removal (for bomb scare, use 721)	No
480	Attempted burning, illegal action, other	No
481	Attempt to burn	No
482	Threat to burn	No
500	Service call, other	No
510	Person in distress, other	No
511	Lock-out	No
512	Ring or jewelry removal	No
520	Water problem, other	No
521	Water evacuation	No
522	Water or steam leak	No
531	Smoke or odor removal	No
540	Animal problem, other	No
542	Animal rescue	No

Situation Found Code	Description	EMS Type Call
550	Public service assistance, other	No
551	Assist police or other governmental agency	No
552	Police matter	No
553	Public service	No
554	Assist invalid	Yes
555	Defective elevator	No
561	Unauthorized burning	No
600	Good intent call, other	No
611	Dispatched & canceled en route	No
621	Wrong location	No
622	No incident found upon arrival	No
631	Authorized controlled burning	No
632	Prescribed fire	No
641	Vicinity alarm (incident in other location)	No
650	Steam, other gas mistaken for smoke, other	No
651	Smoke scare, odor of smoke	No
652	Steam, vapor, fog or dust thought to be smoke	No
653	Barbecue, tar kettle	No
661	EMS call, party transported by non-fire agency	Yes
671	Hazmat release investigation w/no hazmat	No
672	Biological hazard investigation, none found	No
710	Malicious, mischievous false call, other	No
711	Municipal alarm system, malicious false alarm	No
713	Telephone, malicious false alarm	No
714	Central station, malicious false alarm	No
715	Local alarm system, malicious false alarm	No
721	Bomb scare - no bomb	No
730	System malfunction	No
731	Sprinkler activation due to malfunction	No
732	Extinguishing system activation due to malfunction	No
733	Smoke detector activation due to malfunction	No
734	Heat detector activation due to malfunction	No
735	Alarm system sounded due to malfunction	No
736	CO detector activation due to malfunction	No
740	Unintentional transmission of alarm, other	No
741	Sprinkler activation, no fire - unintentional	No
742	Extinguishing system activation	No
743	Smoke detector activation, no fire - unintentional	No
744	Detector activation, no fire - unintentional	No
745	Alarm system sounded, no fire - unintentional	No
746	Carbon monoxide detector activation, no CO	No
813	Wind storm, tornado/hurricane assessment	No
814	Lightning strike (no fire)	No
815	Severe weather or natural disaster standby	No
911	Citizen complaint	No

Appendix B

FIXED PROPERTY USE CODES AND DESCRIPTIONS

Fixed Property Use Code	Description	Category
000	FIXED PROP USE UNDETERMINED	NON-SPECIFIC
100	UNKNOWN OTHER	NON-SPECIFIC
110	FIXED USE RECREATION, OTHER	COMMERCIAL
111	BOWLING ESTABLISHMENT	COMMERCIAL
112	BILLIARD CENTER	COMMERCIAL
113	AMUSEMENT CENTER	COMMERCIAL
114	ICE RINK	COMMERCIAL
115	ROLLER RINK	COMMERCIAL
116	SWIMMING FACILITY	COMMERCIAL
120	VARIABLE USE AMUSEMENT/RECREATION	COMMERCIAL
121	BALLROOM,GYMNASIUM	COMMERCIAL
122	EXHIBITION HALL	COMMERCIAL
123	ARENA/STADIUM	COMMERCIAL
124	PLAYGROUND	COMMERCIAL
129	AMUSEMENT CENTER INDOOR/OUTDOOR	COMMERCIAL
130	PLACES OF WORSHIP,CHURCH,FUNERAL PARLOR	COMMERCIAL
131	CHURCH/CHAPEL	COMMERCIAL
134	FUNERAL PARLOR/CHAPEL	COMMERCIAL
140	CLUBS, OTHER	COMMERCIAL
141	ATHLETIC CLUB/YMCA	COMMERCIAL
142	CLUB HOUSE	COMMERCIAL
143	YACHT CLUB	COMMERCIAL
144	CASINO, GAMBLING CLUBS	COMMERCIAL
150	PUBLIC, GOVT, OTHER	COMMERCIAL
151	LIBRARY	COMMERCIAL
152	MUSEUM, ART GALLERY	COMMERCIAL
154	MEMORIAL STRUCTURE,MONUMENT	COMMERCIAL
155	COURT ROOM	COMMERCIAL
160	EATING/DRINKING PLACES	COMMERCIAL
161	RESTAURANT	COMMERCIAL
162	NIGHTCLUB	COMMERCIAL
170	TERMINALS OTHER	COMMERCIAL
171	AIRPORT TERMINAL	COMMERCIAL
173	BUS TERMINAL	COMMERCIAL
180	THEATER, STUDIO OTHER	COMMERCIAL
181	PERFORMANCE THEATER	COMMERCIAL
182	AUDITORIUM, CONCERT HALL	COMMERCIAL
183	MOVIE THEATER	COMMERCIAL
185	RADIO, TV STUDIO	COMMERCIAL
200	EDUCATIONAL PROPERTY OTHER	COMMERCIAL
210	SCHOOLS NON-ADULT OTHER	COMMERCIAL
211	PRE-SCHOOL	COMMERCIAL
213	ELEMENTARY SCHOOL	COMMERCIAL
215	HIGH SCHOOL/JR HIGH/MIDDLE SCHOOL	COMMERCIAL
241	COLLEGE/UNIVERSITY	COMMERCIAL
254	DAY CARE-IN COMMERCIAL PROPERTY	COMMERCIAL
255	DAY CARE-IN RESIDENCE-LICENSED	COMMERCIAL
300	HEALTHCARE/DETENTION OTHER	COMMERCIAL
311	CARE OF THE AGED/NURSING STAFF	COMMERCIAL
321	MENTAL RETARDATION/DEVELOPMENT DISABILITY FACILITY	COMMERCIAL
322	ALCOHOL/SUBSTANCE ABUSE RECOVERY CENTER	COMMERCIAL

323	ASYLUM/MENTAL INSTITUTION	COMMERCIAL
331	HOSPITAL-MEDICAL/PSYCHIATRIC	COMMERCIAL
332	HOSPICES	COMMERCIAL
340	CLINICS, OTHER	COMMERCIAL
341	CLINIC, CLINIC-TYPE INFIRMARY	COMMERCIAL
342	DOCTOR/DENTIST/SURGEONS OFFICE	COMMERCIAL
343	HEMODIALYSIS UNIT	COMMERCIAL
361	JAIL/PRISON - NOT JUVENILE	COMMERCIAL
363	REFORMATORY, JUVENILE DETENTION CENTER	COMMERCIAL
365	POLICE STATION	COMMERCIAL
400	RESIDENTIAL OTHER	RESIDENTIAL
419	ONE- AND TWO-FAMILY DWELLING	RESIDENTIAL
429	MULTI-FAMILY DWELLINGS	RESIDENTIAL
439	ROOMING, BOARDING, RESIDENTIAL HOTELS	COMMERCIAL
449	HOTELS, MOTELS, INNS, LODGES	COMMERCIAL
459	RESIDENTIAL BOARD AND CARE	COMMERCIAL
460	DORMITORIES OTHER	COMMERCIAL
462	FRATERNITY, SORORITY HOUSE	COMMERCIAL
464	MILITARY BARRACKS/DORMITORY	RESIDENTIAL
500	MERCANTILE PROPERTIES OTHER	COMMERCIAL
511	CONVENIENCE STORE	COMMERCIAL
519	FOOD, BEVERAGE SALES, GROCERY STORE	COMMERCIAL
529	TEXTILE, WEARING APPAREL SALES	COMMERCIAL
539	HOUSEHOLD GOODS SALES, REPAIRS	COMMERCIAL
549	SPECIALTY SHOPS	COMMERCIAL
557	BARBER, BEAUTY SHOP, PERSONAL SERVICES	COMMERCIAL
559	RECREATIONAL, HOBBY,HOME SALES, PET STORE	COMMERCIAL
564	SELF-SERVICE LAUNDRY/DRY CLEANING	COMMERCIAL
569	PROFESSIONAL SUPPLIES	COMMERCIAL
571	SERVICE STATION	COMMERCIAL
579	MOTOR VEHICLE, BOAT SALES/SERVICE/REPAIRS	COMMERCIAL
580	GENERAL ITEM STORES, OTHER	COMMERCIAL
581	DEPARTMENT STORE	COMMERCIAL
592	BANK W/FIRST STORY BANKING FACILITY	COMMERCIAL
593	MEDICAL, RESEARCH, SCIENTIFIC OFFICE	COMMERCIAL
596	POST OFFICE OR MAILING FORMS	COMMERCIAL
599	BUSINESS OFFICES	COMMERCIAL
600	BASIC INDUSTRY, UTILITY, DEFENSE OTHER	INDUSTRIAL/WAREHOUSE
610	ENERGY PRODUCTION, OTHER	INDUSTRIAL/WAREHOUSE
615	ELECTRIC GENERATING PLANT	INDUSTRIAL/WAREHOUSE
629	LABORATORIES	INDUSTRIAL/WAREHOUSE
631	NATIONAL DEFENSE SITE/MILITARY SITE	COMMERCIAL
632	RADIO, RADAR SITE	INDUSTRIAL/WAREHOUSE
635	COMPUTER, DATA PROCESSING CNTR	INDUSTRIAL/WAREHOUSE
639	COMMUNICATIONS CENTER	INDUSTRIAL/WAREHOUSE
640	UTILITY, ENERGY DISTRIBUTION CNTR OTHER	INDUSTRIAL/WAREHOUSE
642	ELECTRIC TRANSMISSION DISTIB. SYSTEM	INDUSTRIAL/WAREHOUSE
644	GAS DISTRIBUTION SYSTEM, PIPELINE	INDUSTRIAL/WAREHOUSE
647	WATER UTILITY	INDUSTRIAL/WAREHOUSE
648	SANITARY SERVICE	INDUSTRIAL/WAREHOUSE
655	CROPS, ORCHARDS	AGRICULTURAL LAND
659	LIVESTOCK PRODUCTION	AGRICULTURAL LAND

669	FOREST, TIMBERLAND	AGRICULTURAL LAND
700	MANUFACTURING PROPERTY, PROCESSING	INDUSTRIAL/WAREHOUSE
800	STORAGE PROPERTY OTHER	INDUSTRIAL/WAREHOUSE
807	OUTSIDE MATERIAL STORAGE AREA	NON-SPECIFIC
808	SHED	NON-SPECIFIC
880	VEHICLE STORAGE; OTHER	INDUSTRIAL/WAREHOUSE
881	RESIDENTIAL PARKING STORAGE	INDUSTRIAL/WAREHOUSE
882	GENERAL VEHICLE PARKING GARAGE	INDUSTRIAL/WAREHOUSE
888	FIRE STATIONS	COMMERCIAL
891	GENERAL WAREHOUSE	INDUSTRIAL/WAREHOUSE
898	WHARF, PIER	INDUSTRIAL/WAREHOUSE
899	RESIDENTIAL OR SELF STORAGE UNITS	INDUSTRIAL/WAREHOUSE
900	OUTSIDE, SPECIAL PROPERTIES; OTHER	NON-SPECIFIC
919	DUMP SANITARY LANDFILL	NON-SPECIFIC
921	BRIDGE, TRESTLE	NON-SPECIFIC
926	OUTBUILDING, EXCLUDING GARAGE	NON-SPECIFIC
931	OPEN LAND, FIELD	VACANT LAND
935	CAMPSITE WITH UTILITIES	COMMERCIAL
936	VACANT LOT	VACANT LAND
938	GRADED AND CARED FOR PLOTS OF LAND	AGRICULTURAL LAND
940	WATER AREAS, OTHER	NON-SPECIFIC
946	LAKE/RIVER/STREAM	NON-SPECIFIC
951	RAILROAD RIGHT OF WAY	NON-SPECIFIC
960	STREET, OTHER	NON-SPECIFIC
961	DIVIDED HIGHWAY, HIGHWAY	NON-SPECIFIC
962	PAVED PUBLIC STREET, RESIDENTIAL	NON-SPECIFIC
963	PAVED PRIVATE STREET, COMMERCIAL	NON-SPECIFIC
965	UNCOVERED PARKING AREA	NON-SPECIFIC
972	AIRCRAFT RUNWAY	COMMERCIAL
973	TAXIWAY/UNCOV PARK/MAINT AREA	COMMERCIAL
974	AIRCRAFT LOADING AREA	COMMERCIAL
981	CONSTRUCTION SITE	NON-SPECIFIC
983	PIPELINE, POWER LINE RIGHT OF WAY	NON-SPECIFIC
984	INDUSTRIAL PLANT YARD	INDUSTRIAL/WAREHOUSE
NNN	NONE	NON-SPECIFIC
UUU	UNDETERMINED	NON-SPECIFIC

Appendix C

LEON COUNTY PROPERTY APPRAISER
BUILDING IMPROVEMENT CODES AND USE DESCRIPTIONS
WITH ASSIGNMENT OF PROPERTY USE CATEGORY

Building Use Code - Description	Category
0100 - SINGLE FAMILY RESIDENTIAL	Residential
0300 - DUPLEX	Residential
0400 - CONDOMINIUM	Residential
0500 - STUDENT APARTMENTS	Residential
0501 - FRAT/SORORITY	Commercial
0510 - STUDENT MULTI LEASE	Residential
0600 - STANDARD APARTMENTS	Residential
0601 - APT/ LESS THAN 10 UNITS	Residential
0602 - DORMITORY	Residential
0650 - Lihtc	Residential
0700 - TOWNHOUSE	Residential
0800 - MOBILE HOME	Residential
1000 - GARDEN APARTMENT	Residential
1100 - HIGH RISE	Residential
1200 - EXEMPT MULTI FAMILY	Residential
1400 - MOTELS	Commercial
1500 - EXTENDED STAY HOMES	Commercial
1600 - HOTELS	Commercial
1700 - HOSP/NURS HOME	Commercial
1710 - NURSING HOME	Commercial
1720 - CLINIC	Commercial
1730 - Vet Clinic	Commercial
1740 - REGIONAL MEDICAL CENTER	Commercial
1750 - ASSISTED LIVING FACILITY	Commercial
1800 - CO-OP	Commercial
2000 - STORE	Commercial
2010 - CONDO-STORE	Commercial
2011 - SALON/BARBER SHOP	Commercial
2012 - LAUNDROMAT	Commercial
2013 - CARWASH	Commercial
2014 - PHYS FITNESS CENTER	Commercial
2015 - STORE SFR CONV	Commercial
2016 - IND/RETAIL/STORE	Commercial
2018 - DRY CLEANERS	Commercial
2020 - CONVENIENCE STORE	Commercial
2030 - CONV-STORE/GAS	Commercial
2040 - SUPERMARKET	Commercial
2050 - PHARMACY	Commercial
2060 - JR DISCOUNT	Commercial
2070 - SUPER DISCOUNT	Commercial
2080 - AUTO PARTS	Commercial
2090 - AUTO SERVICE	Commercial
2100 - DEPARTMENT STORE	Commercial
2110 - JR DEPARTMENT STORE	Commercial
2200 - SHOP CENTER	Commercial
2210 - NBHD SHOP CENTER	Commercial
2220 - COMM SHOP CENTER	Commercial
2300 - SERVICE STATION	Commercial
2400 - REC/BOWL ALLEY	Commercial
2410 - CLUBHOUSE/REC	Commercial
2420 - Clubhouse/Exempt	Commercial

Building Use Code - Description	Category
2500 - REST/LOUNGE	Commercial
2510 - FAMILY RESTAURANT	Commercial
2520 - TAKE-OUT RESTAURANT	Commercial
2600 - FAST FOOD DRIVE IN	Commercial
2610 - FAST FOOD NO SEAT	Commercial
2620 - NITE CLUB	Commercial
2700 - AUDIT/THEATER	Commercial
2800 - MALL	Commercial
2810 - SUPER REG MALL	Commercial
3000 - OFFICE	Commercial
3010 - OFFICE CONDO	Commercial
3015 - Office Condo High Rise	Commercial
3020 - OFFICE STRIP CENTER	Commercial
3030 - OFFICE LOW RISE	Commercial
3040 - OFFICE MID RISE	Commercial
3045 - Office Park	Commercial
3050 - OFFICE HIGH RISE	Commercial
3060 - OFFICE INDUSTRIAL	Commercial
3070 - OFFICE/SFR CONVERSION	Commercial
3080 - CONDO MEDICAL OFFICE	Commercial
3100 - ED/RELIGIOUS	Commercial
3110 - CHILD CARE	Commercial
3200 - PUBLIC PARKING	Industrial/Warehouse
3300 - BANKS	Commercial
3400 - BANKS-BRANCH	Commercial
3410 - BANKS-DRV THRU	Commercial
3500 - FUNERAL HOME	Commercial
3600 - TRAINING CENTER	Commercial
3700 - MEDICAL OFFICE	Commercial
3901 - BROADCAST CENTER	Commercial
3902 - WCTV 2	Commercial
3930 - CLASSROOM/TRAINING	Commercial
3940 - LIBRARY/MULTI-MEDIA	Commercial
3950 - OFFICES	Commercial
3960 - DORMITORY/HOUSING	Commercial
3970 - MEDICAL FACILITIES	Commercial
3980 - Courthouse	Commercial
4000 - WAREHOUSE	Industrial/Warehouse
4010 - CONDO WAREHOUSE	Industrial/Warehouse
4020 - DISTRIBUTION WAREHOUSE	Industrial/Warehouse
4030 - TECH MANUFACTURING	Industrial/Warehouse
4031 - INDUSTRIAL OFFICE	Industrial/Warehouse
4040 - WAREHOUSE/MULTI-BAY	Industrial/Warehouse
4100 - SERVICE/PARKING GARAGE	Industrial/Warehouse
4110 - INDEPENDENT AUTO CENTER	Commercial
4200 - MINI WAREHOUSE	Industrial/Warehouse
4300 - COLD STORAGE	Industrial/Warehouse
4400 - LIGHT MANUFACTURING	Industrial/Warehouse
4500 - HEAVY MANUFACTURING	Industrial/Warehouse
4600 - AUTO SHOW/GARAGE	Industrial/Warehouse
4610 - CAR/TRUCK RENTAL	Commercial

Building Use Code - Description	Category
4620 - BOAT S/E DEALER	Commercial
4700 - PREFAB METAL BUILDING	not charged
4800 - BARN SHED	not charged
4810 - Airport Terminal	Commercial
4900 - MAINT/MECH/WAREHOUSING	Industrial/Warehouse
4910 - RESEARCH/DEVELOP LABS	Industrial/Warehouse
4920 - STADIUMS/ARENAS	Commercial
4930 - PARKING GARAGES	Industrial/Warehouse
4940 - PRISONS/JAILS	Commercial
4950 - MILITARY FACILITIES	Commercial
4960 - FIRE STATION	Commercial
MHPK - MOBILE HOME PARK	Residential
MUSE - MUSEUM/CULTURAL	Commercial
RVPK - RV PARK	Commercial

Appendix D

DEPARTMENT OF REVENUE (DOR) CODES

DOR Code - Description	
0000 - Vacant Residential	
0004 - Vacant Condo	
0100 - Single Family Residential	
0107 - Townhomes	
0107 - Townhouse	
0200 - Mobile Homes	
0300 - Multi-Family(10 or More Units)	
0400 - Condominia Improved	
0600 - Retirement Homes Not Eligible	
0700 - Miscellaneous Residential	
0800 - MFR < 10 Units - Residential	
0805 - MFR < 10 Units - Commercial	
0900 - Residential Common Elements/Areas	Not Charged
1000 - Vacant Commercial	
1100 - Stores, One Story	
1200 - Mixed Use, Store/Office/Resi	
1300 - Department Store	
1400 - Supermarkets	
1500 - Regional Shopping Centers	
1600 - Community Shopping Centers	
1700 - Office Buildings/Nonprof/One	
1800 - Office Buildings/Nonprof/Multi	
1900 - Professional Service & Medical	
2000 - Airports, Terminals, Piers	
2100 - Restaurants, Cafeterias	
2200 - Drive In Restaurants	
2300 - Financial Institutions	
2500 - Repair Service Shops	
2600 - Service Stations	
2700 - Auto Sales, Repair & Related	
2800 - Parking Lots, Commercial	
3200 - Enclosed Theatres/Auditoriums	
3300 - Night Clubs, Lounges, Bars	
3400 - Bowling, Skating, Pool Enclose	
3500 - Tourist Attraction, Exhibits	
3800 - Golf Courses, Driving Ranges	
3900 - Hotels, Motels	
4000 - Vacant Industrial	
4100 - Light Industrial	
4800 - Warehousing, Distribution	
4900 - Open Storage, Supply/Junkyards	
5000 - Improved Agriculture	
5100 - Cropland, Class I	
5200 - Cropland, Class II	
5400 - Timberland, Index 90+	
5500 - Timberland, Index 80-90	
5600 - Timberland, Index 70-79	
5700 - Timberland, Index 60-69	
5800 - Timberland, Index 50-59	
5900 - Timberland, Not Classed	
6000 - Grazing, Class I	

DOR Code - Description	
6100 - Grazing, Class II	
6200 - Grazing, Class III	
6300 - Grazing, Class IV	
6600 - Orchard, Groves, Citrus	
6900 - Ornamentals, Misc	
7000 - Vacant Institutional	
7100 - Churches	
7200 - Private Schools/Colleges	
7300 - Privately Owned Hospitals	
7400 - Homes for the Aged	
7500 - Orphanages, Other Services	
7600 - Mortuaries, Cemeteries	
7700 - Clubs, Lodges, Union Halls	
7900 - Cultural Organization Facil	
8000 - Vacant Governmental	
8100 - Military	
8200 - Forest, Parks, Recreation Area	
8300 - Public County School	
8400 - Colleges	
8500 - Hospitals	
8600 - County	
8700 - State	
8800 - Federal	
8900 - Municipal	
9100 - Utilities	
9200 - Mining, Petrolium/Gas	
9400 - Rights-of-Way	Not Charged
9500 - Rivers, Lakes, Submerged Lands	Not Charged
9600 - Sewage Disposal, Solid Waste	Not Charged
9700 - Outdoor Recreational	
9800 - Centrally Assessed/Railroads	Not Charged
9900 - Vacant Acreage, Not Agri	
9901 - Imp acre, Not Agri	

Appendix E

MAP OF SERVICE ZONES

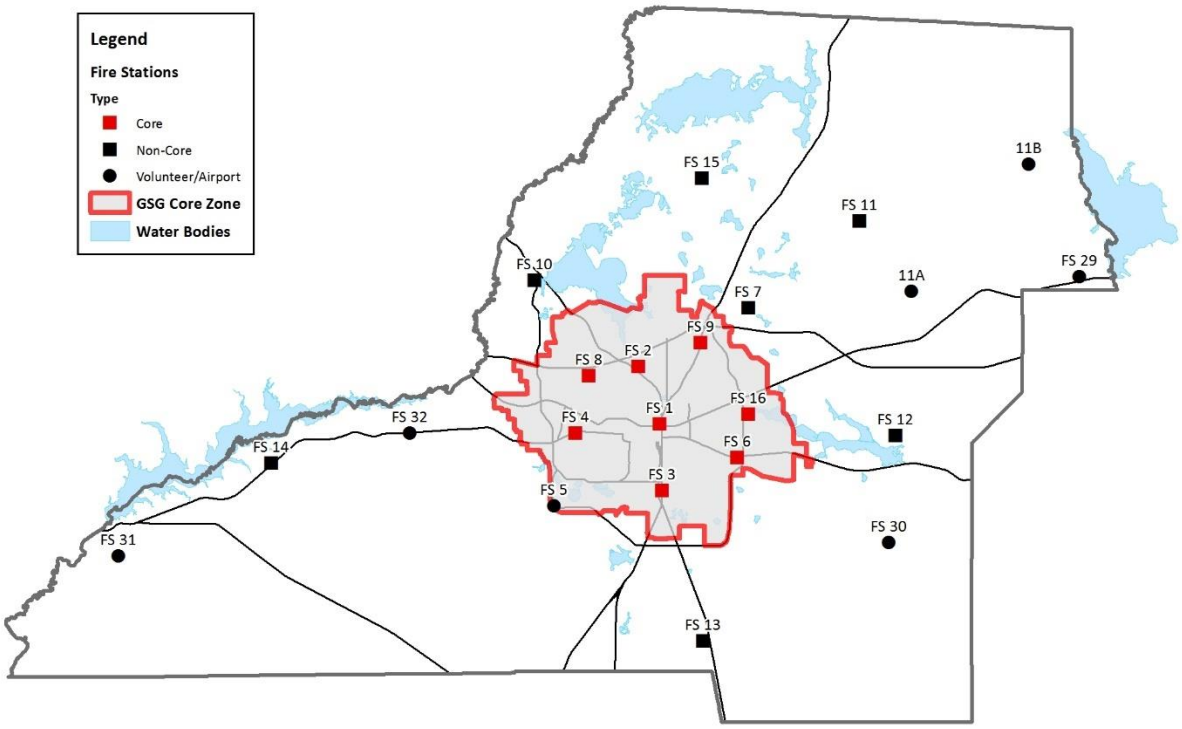

Legend
Fire Stations
Type
Core
Non-Core
Volunteer/Airport
GSG Core Zone
Water Bodies
FS 15
11B
FS 11
FS 10
FS 29
11A
FS 7
FS 9
FS 8
FS 2
FS 16
FS 32
FS 4
FS 1
FS 12
FS 14
FS 6
FS 3
FS 5
FS 31
FS 30
FS 13

Exhibit "B"

Rate Schedule			
Property Use Category	**Unit of Measurement**	**Per Annum for FY 2024 and each Fiscal Year Thereafter**	
		Zone 1	Zone 2
Residential	Per Residential Dwelling Unit	$245.39	$223.00
Commercial/Institutional	Per Square Feet		
	≤ 1,999	$384.00	$356.00
	2,000 - 3,499	$768.00	$712.00
	3,500 - 4,999	$1,344.00	$1,245.00
	5,000 - 9,999	$1,920.00	$1,779.00
	10,000 - 19,999	$3,840.00	$3,557.00
	20,000 - 29,999	$7,680.00	$7,113.00
	30,000 - 39,999	$11,519.00	$10,669.00
	40,000 - 49,999	$15,359.00	$14,226.00
	50,000 - 59,999	$19,198.00	$17,782.00
	60,000 - 69,999	$23,038.00	$21,338.00
	70,000 - 79,999	$26,877.00	$24,895.00
	80,000 - 89,999	$30,717.00	$28,451.00
	90,999 - 99,999	$34,557.00	$32,007.00
	≥ 100,000	$38,396.00	$35,564.00
Industrial/Warehouse	Per Square Feet		
	≤ 1,999	$63.00	$114.00
	2,000 - 3,499	$125.00	$227.00
	3,500 - 4,999	$218.00	$398.00
	5,000 - 9,999	$311.00	$568.00
	10,000 - 19,999	$621.00	$1,135.00
	20,000 - 29,999	$1,242.00	$2,270.00
	30,000 - 39,999	$1,863.00	$3,405.00
	40,000 - 49,999	$2,484.00	$4,540.00
	50,000 - 59,999	$3,104.00	$5,674.00
	60,000 - 69,999	$3,725.00	$6,809.00
	70,000 - 79,999	$4,346.00	$7,944.00
	80,000 - 89,999	$4,967.00	$9,079.00
	90,999 - 99,999	$5,587.00	$10,213.00
	≥ 100,000	$6,208.00	$11,348.00
Governmental	per square foot	$0.267	$0.267

LEON COUNTY RESOLUTION NO. R2025-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, ADOPTING A FIRE RESCUE SERVICES NON-AD VALOREM ASSESSMENT ROLL; PROVIDING FOR CERTIFICATION OF THE ROLL TO THE TAX COLLECTOR; AND PROVIDING FOR AN EFFECTIVE DATE.

RECITALS

WHEREAS, on February 26, 2009, Leon County and the City of Tallahassee entered into an Interlocal Agreement for the provision of fire suppression, fire prevention and emergency medical services county-wide commencing October 1, 2009; and

WHEREAS, the Interlocal Agreement by and between Leon County and the City of Tallahassee provides for the funding and payment of *Fire Rescue Services* by means of the levy and collection of special assessments upon benefited property; and

WHEREAS, on September 15, 2025, the Board of County Commissioners enacted an ordinance amending Chapter 7, Leon County Code of Laws, relating to the provision and funding of *Fire Rescue Services*; and

WHEREAS, on September 15, 2025, the Board of County Commissioners adopted a *Fire Rescue Assessment Rate Resolution* levying and imposing upon each improved parcel of nongovernmental property located within the unincorporated area of the County an assessment in an amount found to be reasonably related to the cost of providing *Fire Rescue Services* to such property and thereby providing an equitably corresponding special benefit to such property; and

WHEREAS, in accordance with section 197.3632(4)(a)1, Florida Statutes, the Board of County Commissioners desires to adopt a fire rescue services non-ad valorem assessment roll for those properties subject to levy of the non-ad valorem assessment for the first time; and

WHEREAS, pursuant to section 197.3632, Florida Statutes, the Board of County Commissioners has reviewed the fire rescue services non-ad valorem assessment roll for conformity with the *Fire Rescue Assessment Rate Resolution*; and

WHEREAS, the Board wishes to approve and adopt a fire rescue services non-ad valorem assessment roll and to certify the roll for collection to the Tax Collector; and

WHEREAS, Leon County has provided notice of a public hearing at least twenty days prior to same by first class United States mail and by publication in the *Tallahassee Democrat* advising that a public hearing would take place.

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

Section 1. Recitals.

The Recitals to this Resolution are incorporated herein and made a part hereon as if fully set forth below.

Section 2. Definitions.

For purposes of this Resolution, the definitions contained in section 7-39, Leon County Code of Laws, are incorporated herein by reference.

Section 3. Adoption of Non-Ad Valorem Assessment Roll.

Pursuant to section 197.3632, Florida Statutes, Leon County hereby approves and adopts a fire rescue services non-ad valorem assessment roll, which is attached hereto as Exhibit 2 and incorporated herein as if fully set forth below.

Section 4. Unit of Measurement for Non-Ad Valorem Assessment.

The unit of measurement for the fire rescue services non-ad valorem assessment is as set forth in the *Fire Rescue Assessment Rate Resolution*, R25-___, which is attached hereto as Exhibit 1, and incorporated herein as if fully set forth below. The amount of the fire rescue services assessment for each subject parcel of property is as further set forth in Exhibit 2, also attached hereto and incorporated herein as if fully set forth below. The *Fire Rescue Assessment* shall be and is hereby imposed annually commencing October 1, 2025, and continuing each year thereafter until such time as changed or discontinued by the Board.

Section 5. Certification of Non-Ad Valorem Assessment Roll to Tax Collector.

The fire rescue services non-ad valorem assessment roll is hereby certified to the Tax Collector for collection in accordance with Florida law. The Chairman of the Board of County Commissioners is authorized to include each parcel described at Exhibit 2 herein on the non-ad valorem assessment roll certified to the Tax Collector for all properties subject to the fire rescue services non-ad valorem assessment.

Section 6. Effective Date.

This resolution shall have effect upon adoption.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 15th day of September, 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. 25-_____

AN AMENDED AND RESTATED RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, RELATING TO THE PROVISION AND FUNDING OF FIRE RESCUE SERVICES; PROVIDING FOR RECITALS; PROVIDING FOR AUTHORITY; PROVIDING FOR DEFINITIONS; PROVIDING FOR A RESOLUTION; PROVIDING FOR PROVISION OF FIRE RESCUE SERVICES; PROVIDING FOR GENERAL LEGISLATIVE DETERMINATIONS; PROVIDING FOR FIRE RESCUE CHARGE; PROVIDING FOR EXEMPT PROPERTY; PROVIDING FOR LIEN; PROVIDING FOR COLLECTION OF FIRE RESCUE CHARGE; PROVIDING FOR FINAL ADJUDICATION; REPLACING AND SUPERSEDING RESOLUTION NO. ~~15-20~~23-11; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the County desires to continue to provide fire rescue services, facilities and programs, hereafter "*fire rescue services*," in the most efficient manner possible in order to promote the health, safety and general welfare of its citizens; and

WHEREAS, the County desires to maintain a uniform financial mechanism for the funding of such *fire rescue services* to its citizens on an equitable basis; and

WHEREAS, the City of Tallahassee and the County have entered into an Interlocal Agreement, as amended, to administer the provision of and funding for *fire rescue services*; and

WHEREAS, the Interlocal Agreement by and between the City of Tallahassee and the County provides for the funding and payment for *fire rescue services* by means of the levy, imposition and collection of special assessments upon benefited *nongovernment property* and the imposition of fire rescue fees on *government property*; and

WHEREAS, on March 19, 2009, the Board of County Commissioners enacted an ordinance amending Chapter 7, Leon County Code of Laws, relating to the provision and funding of *fire rescue services*; and

WHEREAS, pursuant to Chapter 7, Leon County Code of Laws, on May 26, 2015, the Board of County Commissioners adopted a *fire rescue assessment rate resolution* and *fire rescue fee rate resolution*, Resolution No. 15-20; and

WHEREAS, pursuant to Chapter 7, Leon County Code of Laws, on July 11, 2023, the Board of County Commissioners adopted a *fire rescue assessment rate resolution* and *fire rescue fee rate resolution*, Resolution No. 23-11; and

WHEREAS, the Board of County Commissioners utilized a rate study, attached to an incorporated into Resolution No. ~~15-20~~23-11 as Exhibit "A", in calculating the fire rescue assessment rate and fire rescue fee; and

WHEREAS, the fire rescue assessment rate and fire rescue fee established in Resolution No. ~~15-20~~23-11apportioned costs based upon a reasonable estimation of the five-year average annual cost of providing fire rescue services, and the rates no longer adequately fund the costs of providing fire rescue services; and

WHEREAS, pursuant to the Interlocal Agreement, as amended, the Board of County Commissioners commissioned a ~~new~~ rate study utilizing the same methodology set forth in the rate study attached to Resolution No. ~~15-20~~23-11, but with updated service delivery, fire incident data, property data and budget information; and

WHEREAS, a ~~new~~ rate study ~~has been~~ was completed in 2023, and ~~shows~~ showed that an adjustment to the rates ~~is~~ was needed to adequately fund fire rescue services; and

WHEREAS, the Board of County Commissioners adopted a *fire rescue assessment*

rate resolution established in Resolution No. 23-11; and

WHEREAS, the Board of County Commissioners adopted an Ordinance on September 15, 2025, amending Chapter 7, Article IV, Section 7-44 of the Leon County Code of Laws, regarding the methods of collection of the fire rescue fee and assessment; and

WHEREAS, the Board of County Commissioners desires to adopt an amended and restated ~~A new~~ *fire rescue assessment rate resolution* and *fire rescue fee rate resolution* pursuant to Chapter 7, Leon County Code of Laws in order to reflect and adhere to Chapter 7, Article IV, Section 7-44 of the Leon County Code of Laws, as recently amended, and continue to adequately fund fire rescue services.

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

Section 1. Recitals. The Recitals set forth above are deemed incorporated herein as if fully set forth below.

Section 2. Authority. This Resolution is adopted pursuant to the authority granted the County under Article VIII, Section 1, Florida Constitution, Chapter 125, Florida Statutes, the Leon County Charter, Chapter 7 of the Leon County Code of Laws, and other applicable provisions of law.

Section 3. Definitions. For purposes of this Resolution, the definitions contained in Section 7-39, Leon County Code of Laws, are incorporated herein by reference as if fully set forth below. In addition, as used in this Resolution, the following terms shall have the following meanings, unless the context hereof otherwise requires:

"*Building area*" means the actual area of a *building* expressed in square feet and reflected on the *tax roll* or, in the event such information is not reflected or is determined not to

be accurately reflected on the *tax roll*, that area determined by the County.

"*Code descriptions*" mean the descriptions listed in the *fixed property use codes* and the descriptions listed in the *improvement codes*.

"*Core stations*" are those fire stations located within five road miles of at least two other stations.

"*Commercial property*" means those *tax parcels* with a *code description* designated as "*commercial*" in the *improvement codes*, including those *tax parcels* that meet the definition of *recreational vehicle park* herein.

"*Cost apportionment*" means the apportionment of the *fire rescue cost* among all *property use categories* according to the *demand percentages* established pursuant to the apportionment methodology described in Sections 7.A.3 and 7.B.2 of this Resolution.

"*Cost Factor***"** means the factor that represents the varying cost in providing *fire rescue services* to the different *service zones*, as calculated in accordance with Section 7.B of this Resolution.

"*Demand percentage*" means the percentage of demand for *fire rescue services* attributable to each *property use category* determined by analyzing the historical demand for *fire rescue services* as reflected in *incident reports* in the *state database* under the methodology described in Sections 7.A.3 and 7.B.2 of this Resolution.

"*DOR code*" means a property use code established in Rule 12D-8.008, Florida Administrative Code, assigned by the Property Appraiser to *tax parcels*.

"*Dwelling unit*" means (1) a *building*, or a portion thereof, available to be used for residential purposes, consisting of one or more rooms arranged, designed, used, or intended to be used as living quarters for one family only, or (2) the use of land in which lots or spaces are

offered for rent or lease for the placement of mobile homes or the like for residential purposes.

"EMS services" means those services recorded in *FFIRS* that assign a "type of situation found code" of 3, 300, 311,320, 321, 321B, 322, 323, 381, 551E, 554, and 661.

"EMS Cost" means the amount, other than first response medical rescue services, determined by the County to be associated with *EMS services*.

"*FFIRS*" means the Florida Fire Incident Reporting System maintained by the Florida State Fire Marshal.

"Fire rescue cost" means the *fire rescue cost* as defined in Chapter 7 of the Leon County Code of Laws, but specifically excluding any *EMS Cost*.

"*Fire rescue services"* means fire rescue services, facilities and programs.

"*Fire rescue fee*" means a fee for *fire rescue services* provided to each improved parcel of *governmental property* located within the unincorporated area of the County.

"*Fire services property use category*" means the use codes developed for the purpose of assigning a *fire rescue charge* for the method of collection ~~on a *utility* bill~~.

"*Fixed property use codes*" mean the property use codes used by *FFIRS* as specified in the attached Exhibit A, Appendix B.

"*Improvement codes*" mean the building use codes assigned by the Property Appraiser to *tax parcels* as specified in the attached Exhibit A, Appendix C.

"*Incident report*" means an individual report filed with the Florida State Fire Marshal under *FFIRS* that is not associated with *EMS services*.

"*Industrial/warehouse property*" means those *tax parcels* with a *code description* designated as "*industrial/warehouse*" in the *improvement codes*.

"*Mixed use property*" means a *tax parcel* that contains *buildings* whose use descriptions

are capable of assignment under a *code description* in the *improvement codes* in more than one *property use category*.

"*Non-residential property*" means, collectively, *commercial property* and *industrial/warehouse property*.

"*Parcel apportionment*" means the further apportionment of the *fire rescue cost* allocated to each *property use category* by the *cost apportionment* among the *tax parcels* under the methodology established in Sections 7.A.3 and 7.B.2 of this Resolution.

"*Property use categories*" means, collectively, *residential property* and all categories of *non-residential property*.

"Recreational vehicle park" means (1) a place set aside and offered by a person, for either direct or indirect remuneration of the owner, lessor, or operator of such place, for the parking, accommodation, or rental of five or more recreational vehicles or tents; and (2) licensed by the Department of Health of the State of Florida, or its successor in function as a "recreational vehicle park" or “lodging park” under Chapter 513, Florida Statutes, as may be amended from time-to- time.

"*Residential property*" means those *tax parcels* designated as “Residential” in the *improvement codes.*

“*Service zones*” mean the geographic areas defined to differentiate between the two levels of *fire rescue services* provided within the County based upon proximity to *core stations.*

"State database" means the incident data derived from the *FFIRS incident reports* maintained by the Florida State Fire Marshal.

"Tax parcel" means a parcel of property located within the unincorporated area of the County to which the Property Appraiser has assigned a distinct ad valorem property tax

identification number.

Section 4. Resolution. This Resolution shall constitute the *fire rescue assessment rate resolution* and the *fire rescue fee rate resolution* as described in Sections 7-42 and 7-43, Leon County Code of Laws.

Section 5. Provision of Fire Rescue Services. The County shall continue to provide *fire rescue services* for the benefit of all parcels of *assessed property* located within the unincorporated areas of the County commencing October 1, ~~2023~~2025. All or a portion of the cost to provide such *fire rescue services* shall be funded from proceeds of the *fire rescue charge*. The remaining cost, if any, required to provide *fire rescue services* shall be funded by available County revenues other than such proceeds.

Section 6. General Legislative Determinations. It is hereby ascertained and declared that the *fire rescue services* provide a special benefit to the *assessed property* based upon the following legislative determinations and based upon that certain report entitled "City of Tallahassee and Leon County, Florida, Fire Assessment Memorandum" dated April 2023, prepared by Government Services Group, Inc., which is hereby specifically approved and adopted as Exhibit A, same being attached hereto and incorporated herein as if fully set forth below. Upon the adoption of this Resolution, the legislative determinations ascertained and declared in Sections 7-42 and 7-43, Leon County Code of Laws are hereby ratified and confirmed.

A. It is hereby ascertained, determined, and declared that each parcel of property subject to a *fire rescue charge* located within the unincorporated area of the County, and the *owners* and occupants of said parcel, will be benefited by the County's provision of *fire rescue services*, in an amount not less than the *fire rescue charge* imposed against such parcel and that

such *fire rescue charge,* as computed in a manner as set forth in this Resolution, constitutes a fair and reasonable charge for the provision of *fire rescue services*.

B. The availability and provision of comprehensive *fire rescue services* enhance and strengthen the relationship of such services to the use and enjoyment of the parcels of property, the market perception of the area and, ultimately, the property and rental values within the assessable area.

C. The Board does hereby find that the various legislative findings and determinations contained herein are found to have existed as of the original imposition of the *fire rescue charge* in 2009 and relate back thereto. Therefore, such findings shall be deemed to have been incorporated in the provisions of Chapter 7, Leon County Code of Laws, adopted March 13, 2009, Resolution No. 09-16, adopted June 9, 2009, ~~and~~ Resolution No. 15-20, adopted on May 26, 2015, and Resolution 23-11, adopted July 11, 2023, as if they had been set forth fully therein and continued thereafter.

Section 7. Fire Rescue Charges.

A. Fire Rescue Fee.

1. Imposition; Legislative Determinations.

a. A *fire rescue fee* is hereby imposed upon each improved parcel of *government property* located within the unincorporated area of the County, and which is hereby ascertained, determined, and declared to be reasonably and fairly related to the cost of providing *fire rescue services* to such *government property* and as such the *fire rescue fee* constitutes a fair, reasonable, just, and equitable manner for apportioning and allocating the *fire rescue cost for government property*. The *fire rescue fee* imposed

hereby is not a special assessment; it is a fee for services available and rendered to *government property*.

b. Upon the adoption of this Resolution determining the *fire rescue fee* and identifying the *government property* to be billed a *fire rescue fee*, the legislative determinations ascertained and declared in Section 7-42, Leon County Code of Laws, are hereby ratified and confirmed.

c. It is fair and reasonable to use the *fire services property use category* to assign property use for a *fire rescue fee* because the use codes are most compatible with the ~~system of billing on the City of Tallahassee *utility* bill~~ method of collection under Section 7-44, Leon County Code of Laws, as amended.

d. It is fair and reasonable to use the *fire rescue costs* for the development of the *fire rescue fee* and apply the *fire rescue fee* for future fiscal years at the rates established in this Resolution because it is hereby determined that the actual annual cost of providing *fire rescue services*, over the five-year period will be as great as or greater than the *fire rescue fee* established herein.

e. It is fair and reasonable and consistent with the decision of the Florida Supreme Court in the case of City of North Lauderdale v. SMM Properties, Inc., 825 So.2d 343 (Fla. 2002), to exclude from the *fire rescue costs*, amounts determined to constitute the cost of providing emergency medical services.

f. Apportioning *fire rescue costs for government property* among

classifications of improved *government property* based upon historical demand for *fire rescue services*, but not emergency medical services, is a fair and reasonable method of *cost apportionment* because it reflects the property uses' potential fire risk based upon *building* use and is a reasonable proxy for the amount of fire flow, fire fighters, quantity and size of apparatus, and other special firefighting equipment that must be available in accordance with the County's required standards and practices.

g. The greater the *building area*, the greater the potential for a large fire and the greater the firefighting resources that must be available in the event of a fire in a structure of that *building*'s size. Therefore, it is fair and reasonable to use *building area* as a proxy for determining the *fire rescue fees*.

h. It is fair and reasonable to not charge a *fire rescue fee* to *government property* that is vacant. ~~as evidenced by the cessation of *utility* services. The costs of administering and collecting *fire rescue fees* from such vacant property exceed the anticipated *fire rescue fees* that could be collected from such property.~~

i. The *incident reports* are the most reliable data available to determine the potential demand for *fire rescue services* from *government property* use and to determine the benefit to property use resulting from the availability of *fire rescue services* to protect and serve *buildings* located within *government property* and their intended occupants. There exist sufficient *incident reports* documenting the historical demand for *fire rescue services*

from *government property*. The *demand percentage* determined for each classification of *government property* by an examination of such *incident reports* is consistent with the experience of the County. Therefore, the use of *demand percentages* determined by an examination of *incident reports* is a fair and reasonable method to apportion the *fire rescue costs* among each classification of *government property*.

j. The suppression of fire on vacant property primarily benefits the *buildings* within the adjacent improved property by the containment of the spread of fire rather than the preservation of the vacant property. Therefore, it is fair and reasonable not to apportion any of the costs attributed to providing *fire rescue services* to vacant property and the *incident reports* omitted from the *demand percentage* calculation.

k. The budget is sized based upon its ability to provide *fire rescue services* to *assessed property* within the unincorporated area. Therefore, the level of services required to meet anticipated demand for *fire rescue services* and the corresponding fire services budget required to fund *fire rescue services* provided to non-specific property uses would be required notwithstanding the occurrence of any incidents from such non-specific uses. Therefore, it is fair and reasonable to omit from the *demand percentage* calculation, the *incident reports* documenting *fire rescue services* provided to non-specific property uses and vacant property.

2. Methodology for Determining Fire Rescue Fees. The *fire rescue fees* shall be calculated as follows:

a. The number of *incident reports* filed within a sampling period was determined for *government property* and all *property use categories* of *nongovernment property*. The percentages of total *incident reports* allocated to *government property* as compared to total *incident reports* allocated to *nongovernment property* were used to calculate the *fire rescue cost* for *assessed property* and the *fire rescue cost for government property*.

b. The *fire rescue cost for government property* was then apportioned among the *tax parcels* of *government property* as follows:

i. Add the *building area* of all the *buildings* of *government property* to arrive at the aggregate square footage for *government property*. Any *buildings* that exceed 100,000 square feet of *building area* shall only be included at 100,000 square feet.

ii. Divide the *fire rescue cost for government property* by the product of subsection 1. above to arrive at a rate per square foot of *building area* to be charged to *government property*.

iii. For each *building* of *government property*, multiply the applicable square foot rate determined in subsection 2. above by the number of square feet for that *building* and then sum the amounts for all *buildings* on that *tax parcel*.

3. Amount of Fire Rescue Fee.

The *fire rescue cost for government property* is further determined to be a reasonable estimation of a five-year average annual cost of providing *fire rescue services* to *government property*. The amount of the *fire rescue fee*

imposed upon *government property for fire rescue services* is specifically based upon the Rate Study, Exhibit A, established pursuant to and in accordance with Section 7-42, Leon County Code of Laws, and shall be as set forth in Exhibit B, Rate Schedule, same being attached hereto and incorporated herein as if fully set forth below, commencing October 1, ~~2023~~2025, annually, until otherwise determined by the Board.

B. Fire Rescue Assessment.

1. Imposition; Legislative Determinations; Cost Apportionment Methodology; Parcel Apportionment Methodology; Amount.

A *fire rescue assessment* is hereby levied and imposed upon each improved parcel of *nongovernment property* located within the unincorporated area of the County, and which is hereby ascertained, determined, and declared to be reasonably related to the cost of providing *fire rescue services* and thereby provides an equitably corresponding special benefit to *nongovernment property*. The *fire rescue assessment* is hereby ascertained, determined, and declared to be based upon a reasonable estimation of the five-year average annual cost of providing *fire rescue services* to such *nongovernment property*. It is further ascertained, determined, and declared that the *fire rescue assessment* imposed hereby provides a special benefit to and is equitably apportioned among the *assessed property* based upon the special benefit assumptions and apportionment methodology set forth in the Rate Study, Exhibit A, and as further set forth below:

a. It is further hereby ascertained and declared that the *fire rescue services*

provide a special benefit to *nongovernment property,* that is improved by the existence or construction of a *building,* based upon the following legislative determinations:

i. *Fire rescue services* enhance the use and enjoyment of improved property, which constitutes a special benefit to *owners*, commercial tenants, residential tenants, and occupants by the following:

A. Protecting the value of the improvements, structures, and contents through the provision of available *fire rescue services*;

B. Protecting the life and safety of occupants, residential tenants and commercial tenants, in the use and enjoyment of the improvements and structures within improved parcels; and

C. Lowering the cost of fire insurance, including renter's insurance and property coverage for the repair and replacement of contents of improvements and structures within the improved parcels, by the presence of a professional and comprehensive fire services program within the unincorporated area of the County.

ii. The *fire rescue services* enhance the use and enjoyment of commercial tenants by protecting the continued commercial operations within improved parcels of property within the unincorporated area of the County.

iii. The *fire rescue services* enhance the value of business and commercial interests, which accrues to *owners* and lessees, by protecting the continued commercial operations within improved parcels of

property within the unincorporated area of the County.

iv. The legislative determinations of special benefit ascertained arising from the *fire rescue services*, as set out and declared in Section 7-43, Leon County Code of Laws, are incorporated herein by reference and further ratified and confirmed.

b. It is fair and reasonable to create *service zones* to reflect the level of service differentiation between a property located in a higher density area that receives fire protection coverage from multiple *core stations* and a property located in an area generally described as rural and typically serviced by a single fire station.

c. It is fair and reasonable to use the *improvement codes* and the *DOR codes* for the *cost apportionment* and the *parcel apportionment* because: (1) the *tax roll* database employing the use of such property use codes is the most comprehensive, accurate, and reliable information readily available to determine the property use and *building area* for improved property within the County, and (2) the *tax roll* database within such property use codes is maintained by the Property Appraiser and is thus consistent with parcel designations on the *tax roll* ~~and (3) the parcel descriptions on the *tax roll* are not incompatible with the property use descriptions on the City of Tallahassee's *utility* customer database which has been developed and maintained by the City of Tallahassee and which will be used in many instances to bill the *fire rescue assessments*~~.

d. The data available in the *improvement codes* is more useful and accurate to determine *building area* than the data maintained in the *DOR codes* because

(1) the data maintained in the *improvement codes* reveals the existence of a *building* with a different use than the use described in the *DOR codes*, and (2) the *improvement codes* represent records maintained by the Property Appraiser with the most information relative to *building area* regardless of property use ~~and (3) the City of Tallahassee *utility* customer database does not contain *building area* data~~.

e. It is fair and reasonable and consistent with the decision of the Florida Supreme Court in the case of City of North Lauderdale v. SMM Properties, Inc., 825 So. 2d 343 (Fla. 2002), to exclude from the *fire rescue costs,* amounts determined to constitute the cost of providing *EMS services*.

f. Apportioning the *fire rescue cost for assessed property* among classifications of improved property based upon historical demand for *fire rescue services*, but not *EMS services*, is a fair and reasonable method of *cost apportionment* because it reflects the property uses' potential fire risk based upon *building* use and is a reasonable proxy for the amount of fire flow, fire fighters, quantity and size of apparatus, and other special firefighting equipment that must be available in accordance with the County's required standards and practices.

g. The cost of responding to fire incidents varies among the *service zones.* Therefore, it is fair and reasonable to use a *cost factor* in calculating the *demand percentages* because it reflects the varying costs that are associated with the responses and services to different *property use categories* based upon average call duration, which accounts for the time that personnel and

equipment were out of service.

h. It is fair and reasonable to use the *fire rescue costs for assessed property* for the development of the *fire rescue assessment* and apply the *fire rescue assessment* for future fiscal years at the rates established in this Resolution because it is hereby determined that the actual annual cost of providing *fire rescue services* over the five-year period will be as great as or greater than the *fire rescue assessment* established herein.

i. The *incident reports* are the most reliable data available to determine the potential demand for *fire rescue services* from property use and to determine the benefit to property use resulting from the availability of *fire rescue services* to protect and serve *buildings* located within the *assessed property* and their intended occupants. There exist sufficient *incident reports* documenting the historical demand for *fire rescue services* from *assessed property* within the *property use categories*. The *demand percentage* determined for each *property use category* by an examination of such *incident reports* is consistent with the experience of the City of Tallahassee Fire Department. Therefore, the use of *demand percentages* determined by an examination of *incident reports* is a fair and reasonable method to apportion the *fire rescue costs* among the *property use categories*.

j. The suppression of fire on vacant property primarily benefits the buildings within the adjacent improved property by the containment of the spread of fire rather than the preservation of the vacant property. Therefore, it is fair

and reasonable not to apportion any of the costs attributed to providing *fire rescue services* to vacant property, and the *incident reports* documenting historical *fire rescue costs* provided to vacant property were thus omitted from the *demand percentage* calculation.

k. The budget for *fire rescue services* is sized based upon its ability to provide ~~service~~ services to *assessed property* within the unincorporated area. Therefore, the level of services required to meet anticipated demand for *fire rescue services* and the corresponding budget required to fund *fire rescue services* provided to nonspecific property uses would be required notwithstanding the occurrence of any incidents from such nonspecific uses. Therefore, it is fair and reasonable to omit from the *demand percentage* calculation the *incident reports* documenting *fire rescue services* provided to nonspecific property uses and vacant property.

l. It is fair and reasonable ~~to~~ not to charge a *fire rescue assessment* to *nongovernment property* that is vacant ~~as evidenced by the cessation of *utility* services. The cost of administering and collecting *fire rescue assessments* from such vacant property exceed the anticipated *fire rescue assessments* that could be collected from such property~~.

m. The size or the value of the *residential property* does not determine the scope of the required *fire rescue services* response. The potential demand for *fire rescue services* is driven by the existence of a *dwelling unit* and the anticipated average occupant population.

n. Apportioning the *fire rescue costs* to *residential property* on a per *dwelling*

unit basis is required to avoid cost inefficiency and unnecessary administration and is a fair and reasonable method of *parcel apportionment* based upon historical call data.

o. The demand for *fire rescue service* availability is substantially the same for all *residential property*; therefore, it is fair and reasonable to use the combined *demand percentages* attributable to all types of *residential property,* both *single family property* and *multi-family property,* to determine *fire rescue assessments* for *residential property*.

p. The risk of loss and the demand for *fire rescue services* availability is substantially the same for *buildings* below a certain minimum size. Because the value and anticipated occupancy of non-residential *buildings* below a certain minimum size is less, it is fair, reasonable, and equitable to provide a lesser assessment burden on improved property containing such *buildings* by the creation of specific *building area* classification ranges for such parcels.

q. The assessment of *nonresidential property* by square footage classification ranges is fair and reasonable for the purpose of *parcel apportionment* because the demand for fire rescue service, fire flow, fire fighters, quantity and size of apparatus, and other special firefighting equipment is determined and measured by the square footage of structures and improvements within benefited parcels.

r. The greater the *building area*, the greater the potential for a large fire and the greater the amount of firefighting resources that must be available in the

event of a fire in a structure of that *building*'s size. Therefore, it is fair and reasonable to use *building area* as a proxy for determining the *tax parcel*'s *fire rescue assessment*.

s. The separation of improved *non-residential property* into *building area* classification ranges is fair and reasonable for the purposes of *parcel apportionment* because: (1) the absence of a need for precise square footage data within the ad valorem tax records maintained by the Property Appraiser undermines the use of actual *building area* within each improved parcel as a basis for *parcel apportionment*; (2) the administrative expense and complexity created by an on-site inspection to determine the actual *building area* within each improved parcel assessed is impractical; (3) the demand for *fire rescue services* availability is not precisely determined or measured by the actual *building area* within benefited parcels; and (4) the classification of parcels within *building area* classification ranges is a fair and reasonable method to classify benefited parcels and to apportion costs among benefited parcels that create similar demand for the availability of *fire rescue services*.

t. The demand for the availability of *fire rescue services* diminishes at the outer limit of *building* size since a fire occurring in a structure greater than a certain size is not capable of being suppressed under expected conditions and the fire control activities under such circumstances are directed to avoid the spread of the fire event to adjacent *buildings*. Therefore, it is fair and reasonable to place a cap on the *building area* classification of benefited

parcels within *non- residential property*.

u. In accordance with Section 125.0168, Florida Statutes, which mandates that counties treat recreational vehicle park property as *commercial property* for non-ad valorem special assessments levied by a county, like the *fire rescue assessment*, it is fair and reasonable to treat each space within recreational vehicle park property as a *building* on *commercial property* and to assign the square footage of 191 square feet, the average size of a recreational vehicle, according to the Florida Association of RV Parks and Campgrounds.

2. Cost Apportionment Methodology for Fire Rescue Assessment.

a. The number of *incident reports* filed within a sampling period was determined for *government property* and all *property use categories* of *nongovernment property*. The percentages of total *incident reports* allocated to *government property* as compared to total *incident reports* allocated to *nongovernment property* were used to calculate the *fire rescue cost for assessed property* and the *fire rescue cost for government property*.

b. Next, to correlate the *nongovernment tax parcels* to the *service zones*, the *incident reports* filed within a sampling period were geo-coded on the GIS system map based upon the address provided in the *FFIRS* database.

c. Based upon such correlation by *service zone*, the number of *incident reports* filed within a sampling period were determined for each *service zone*.

d. A *cost factor* was then developed and applied to the *incident reports* within each *service zone* based upon the difference in average call duration

between the *service zones* with Zone 1 being assigned a 1.00 weighting *cost factor* and Zone 2 being assigned a 1.26 weighting *cost factor.*

e. A *demand percentage* was then determined for each *service zone* by calculating the percentage that *incident reports* allocated to each *service zone* bears to the total number of *incident reports* documented for both *service zones* during the sampling period. The *demand percentage* for each *service zone* was then applied to the *fire rescue cost for assessed property* and the resulting product is the cost allocation of that portion of the *fire rescue costs* allocated to each *service zone*.

f. Using the weighted *incident reports*, fire rescue incidents were assigned within the County to the *property use categories* by correlating the *code descriptions* within the *fixed property use codes* to the *improvement codes* and *DOR codes*.

g. To correlate the *property use categories* with the *state database*, the *code descriptions* within the *fixed property use codes* similar to *code descriptions* within the *improvement codes* that were used to determine the *property use categories* were identified. Exhibit A, Appendix C contains a designation of *code descriptions* by *property use category* with the *improvement codes*, and Exhibit A, Appendix B, contains a designation of *code descriptions* by *property use category* with the *fixed property use codes*. Such correlation between *code descriptions* by *property use category* between the *fixed property use codes* and the *improvement codes* is necessary to allocate the historical demand for *fire rescue services* as

reflected by the weighted *incident reports* for *tax parcels* on the *tax roll* within the *property use categories*.

h. Based upon such assignment of weighted *incident reports* to *property use categories*, the number of weighted *incident reports* filed within a sampling period was determined for each *property use category*. A *demand percentage* was then determined for each *property use category* in each *service zone* by calculating the percentage that weighted *incident reports* allocated to each *property use category* bear to the total number of weighted *incident reports* documented for all *property use categories* within the sampling period. The *demand percentage* for each *property use category* within each *service zone* was then applied to the *fire rescue cost for assessed property* for that *service zone*, and the resulting product is the cost allocation of that portion of the *fire rescue cost for assessed property* allocated to each *property use category* within that *service zone*.

3. Parcel Apportionment Methodology.

a. The apportionment among *tax parcels* of *nongovernment property* of that portion of the *fire rescue cost for assessed property* apportioned to each *property use category* within each *service zone* under the *cost apportionment* is consistent with the *parcel apportionment* methodology described and determined herein.

b. RESIDENTIAL PROPERTY. For each *service zone*, the *fire rescue assessment* for each *tax parcel* of *residential property* shall be computed by multiplying the *demand percentage* attributable to *residential property*

by the *fire rescue cost for assessed property* allocated to the respective *service zone*, dividing such product by the total number of *dwelling units* shown on the *tax roll* within the *service zone*, and then multiplying such quotient by the number of *dwelling units* located on such *tax parcel*.

c. NON-RESIDENTIAL PROPERTY. The *fire rescue assessments* for each *building* of *nonresidential property*, except recreational vehicle property, shall be computed as follows for each *service zone*:

i. Respectively, multiply the *fire rescue cost for assessed property* for the applicable *service zone* by the *demand percentage* attributable to each of the non-residential *property use categories*. The resulting dollar amounts reflect the portions of the fire *rescue services* budget to be respectively funded from *fire rescue assessment* revenue derived from each of the non-residential *property use categories*.

ii. Separate each *building* in each of the *nonresidential property use categories* into one of the following square footage categories:

A. *buildings* with a *building area* of 1,999 square feet or less;

B. *buildings* with a *building area* between 2,000 square feet and 3,499 square feet;

C. *buildings* with a *building area* between 3,500 square feet and 4,999 square feet;

D. *buildings* with a *building area* between 5,000 square feet and 9,999 square feet;

E. *buildings* with a *building area* between 10,000 square feet and

19,999 square feet;

F. *buildings* with a *building area* between 20,000 square feet and 29,999 square feet;

G. *buildings* with a *building area* between 30,000 square feet and 39,999 square feet;

H. *buildings* with a *building area* between 40,000 square feet and 49,999 square feet;

I. *buildings* with a *building area* between 50,000 square feet and 59,999 square feet;

J. *buildings* with a *building area* between 60,000 square feet and 69,999 square feet;

K. *buildings* with a *building area* between 70,000 square feet and 79,999 square feet;

L. *buildings* with a *building area* between 80,000 square feet and 89,999 square feet;

M. *buildings* with a *building area* between 90,000 square feet and 99,999 square feet;

N. *buildings* with a *building area* of 100,000 square feet or greater.

iii. As to each non-residential *property use category* multiply the number of *buildings* categorized in:

A. Paragraph (2)(a) of this subsection by 1,000 square feet; and

B. Paragraph (2)(b) of this subsection by 2,000 square feet; and

C. Paragraph (2)(c) of this subsection by 3,500 square feet; and

D. Paragraph (2)(d) of this subsection by 5,000 square feet; and

E. Paragraph (2)(e) of this subsection by 10,000 square feet; and

F. Paragraph (2)(f) of this subsection by 20,000 square feet; and

G. Paragraph (2)(g) of this subsection by 30,000 square feet; and

H. Paragraph (2)(h) of this subsection by 40,000 square feet; and

I. Paragraph (2)(i) of this subsection by 50,000 square feet; and

J. Paragraph (2)(j) of this subsection by 60,000 square feet; and

K. Paragraph (2)(k) of this subsection by 70,000 square feet; and

L. Paragraph (2)(l) of this subsection by 80,000 square feet; and

M. Paragraph (2)(m) of this subsection by 90,000 square feet; and

N. Paragraph (2)(n) of this subsection by 100,000 square feet.

iv. For each non-residential *property use category*, add the products of paragraphs (3)(a) through (3)(n) of this subsection. The sum of these products reflects an aggregate square footage area for each non-residential *property use category* to be used in the computation of *fire rescue assessments*.

v. Divide the product of paragraph 1. of this subsection relative to each of the non-residential *property use categories* by the sum of the products for each non- residential *property use category* described in paragraph 4. of this subsection. The resulting quotient expresses a dollar amount adjusted or weighted per square foot of improved area to be used in computing *fire rescue assessments* on each of the respective non-residential *property use categories*.

vi. For each of the non-residential *property use categories*, multiply the resulting quotients from paragraph 5. of this subsection by each of the respective products in paragraphs (3)(a) through (3)(n) of this subsection. The resulting products for each non-residential *property use category*, expresses a series of gross dollar amounts expected to be funded by all *buildings* in the respective non-residential *property use categories* in each of the square footage categories described in paragraph 2. of this subsection.

vii. For each of the non-residential *property use categories*, divide each of the respective products of paragraph 6. of this subsection by the number of *buildings* determined to be in each of the square footage categories identified in paragraph 2. of this subsection. The result expresses the respective dollar amounts of the *fire rescue assessments* to be imposed upon each *building* in each of the non-residential *property use categories*.

d. RECREATIONAL VEHICLE PARK PROPERTY. Notwithstanding the procedure in subsection c. above for *non-residential property*, the *fire rescue assessments* for each *tax parcel* of *recreational vehicle park* property shall be computed as follows:

i. Aggregate the amount of square footage for each *tax parcel* of *recreational vehicle park*, with recreational vehicle park spaces, as reported to the Department of Health, at 191 square feet each, mobile home spaces, as reported to the Department of Health, at actual *building*

area or 720 square feet each if actual square footage is not available, and actual *building area* for all other *buildings*.

ii. Assign the respective dollar amount of the *fire rescue assessments* determined in subsection c. above for *commercial property* for the applicable *service zone* to the comparable aggregated square footage category ranges of *recreational vehicle park* property as calculated in paragraph 1. above. Any aggregated square footage that exceeds 100,000 square feet on a *tax parcel* shall be assigned the *commercial* dollar amount for 100,000 square feet. The result expresses the respective dollar amounts of the *fire rescue assessments* to be imposed upon each *recreational vehicle park* property.

e. MIXED USE PROPERTY. The *fire rescue assessments* for each *tax parcel* classified in two or more *property use categories* shall be the sum of the *fire rescue assessments* computed for each *property use category*.

4. Amount of Fire Rescue Assessment.

The amount of the *fire rescue assessment* levied and imposed upon *nongovernment property* shall be as set forth in Exhibit B, Rate Schedule, commencing October 1, ~~2023~~ 2025, annually, until otherwise determined by the Board.

Section 8. Exempt Property. The *fire rescue assessment* heretofore imposed upon *nongovernment property* shall be levied but not ~~be levied nor~~ charged ~~imposed~~ against property owned or occupied by a "religious institution" as that term is defined in Section 170.201(2), Florida Statutes, to the extent same is used as a place of worship.

Section 9. Lien. The *fire rescue assessments* imposed herein shall constitute a lien

upon the Assessed Property so assessed equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles and claims, until paid.

Section 10. Collection of Fire Rescue Charge; Legislative Determinations. The collection of the *fire rescue charge* shall be made pursuant to and in accordance with Section 7- 44, Leon County Code of Laws, as amended, and is authorized hereby, ~~commencing on October 1, 2023,~~ annually, until otherwise determined by the Board. ~~The use of the *utility* bills for the collection of the *fire rescue fee* and *fire rescue assessment* is a method of collection that is reasonably related and directed to those that derive the benefit received by the property from the provision of *fire rescue services*. The benefit to the property is not solely received by the *owner* of the property but also extends to all intended occupants, including but not limited to, tenants, leaseholders and others occupying the property. There is a rational nexus between the use of the *utility* bill to collect the *fire rescue fees* and *fire rescue assessments* from the property and the intended occupants of the property, including but not limited to, owners, tenants, leaseholders and others occupying property, and the benefit they derive through the enhancement of their use and enjoyment of the property. The use of *utility* bills for collection also provides a convenient mechanism of payment and further relieving any potential economic burden by providing an opportunity to pay smaller fees in twelve (12) increments annually as opposed to one larger lump sum payment being collected annually.~~

Section 11. Final Adjudication. The adoption of this Resolution shall be the final adjudication of the issues presented (including, but not limited to, the determination of special benefit and fair apportionment, the method of apportionment, the rate of assessment and fee,

the and the levy and lien of the *fire rescue charges*), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 20 days from the date of this Resolution.

Section 12. Repealer. This resolution amends, replaces and supersedes Resolution No. ~~15-20~~ 23-11, which was adopted by the Board on ~~May 26, 2025~~ July 11, 2023.

Section 13. Effective Date. This Resolution shall have effect ~~upon~~ on October 1, 2025, ~~adoption~~ and shall apply to all property located within the unincorporated area of Leon County.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 15th day of September, 2025.

LEON COUNTY, FLORIDA

BY:_____
Brian Welch, Chairman
Board of County Commissioners

ATTESTED BY:

Gwendolyn Marshall Knight,
Clerk & Comptroller, Leon
County, Florida

BY:_____

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

BY:_____

Exhibit "A"

City of Tallahassee and Leon County, Florida

Fire Assessment Memorandum

APRIL 2023

Presented by:
Government Services Group, Inc.,
an Anser Advisory Company
1500 Mahan Drive, Suite 250
Tallahassee, Florida 32308
(850) 681-3717

Table of Contents

INTRODUCTION 1
SERVICE DESCRIPTION 3
ASSESSABLE COST CALCULATIONS 8
DETERMINATION OF FIRE SERVICES DEMAND 13
COMPUTATION OF FIRE SERVICES ASSESSMENTS 15
FIRE SERVICES FEES IMPOSED ON GOVERNMENTAL PROPERTY 23
ADDITIONAL INFORMATION 24

List of Tables

Table 1—Fire Rescue Department Building/Facility Inventory 3
Table 2—City of Tallahassee Fire Rescue Department Organizational Chart 4
Table 3—Fire Rescue Department Apparatus Normal Staffing Requirements 5
Table 4—Fire Rescue Department Apparatus Fire Flow 5
Table 5—Fire Department Minimum Response Protocol 7
Table 6—Fire Assessable Cost Calculations (Fiscal Years 2023-24) 6
Table 7—Fire Assessable Cost Calculations Five-Year Average (FY 23-24 thru FY 27-28) 11
Table 8—Fire Calls by Category (July 1, 2019 through June 30, 2022) 14
Table 9—Fire Calls to Non-Government Properties by Zone (July 1, 2019 – June 30, 2022) 15
Table 10—Weighted Fire Calls to Non-Government Properties by Zone (July 1, 2019 – June 30, 2022) 16
Table 11—Weighted Fire Calls by Category to Non-Government Properties (July 1, 2019 – June 30, 2022) 16
Table 12—Cost Apportionment (Five-Year Average) 17
Table 13—Parcel Apportionment within Property Use Categories 17
Table 14—Parcel Apportionment (Residential Property Use Category) 18
Table 15—Parcel Apportionment (Non-Residential Property Use Category) 20
Table 16—Fire Services Assessment Rates (Five-Year Average) 21
Table 17—Estimated Impact of Exemptions (Five-Year Average) 22
Table 18—Government Cost Allocation 23
Table 19—Government Rate Calculation 23

Appendices

Appendix A—Situation Found Codes and Descriptions

Appendix B—Fixed Property Use Codes and Descriptions

Appendix C—Leon County Property Appraiser Building Improvement Codes and Use Descriptions with Assignment of Property Use Category

Appendix D--Department of Revenue (DOR) Codes

Appendix E—Map of Service Zones

Introduction

The City of Tallahassee (City) and Leon County (County) entered into a professional services agreement with Government Services Group, Inc., an Anser Advisory Company (GSG) to provide specialized services in the development and implementation of a non-ad valorem assessment program to fund fire services within the incorporated and unincorporated areas of the County (Fire Assessment Project).

The objective of this Fire Assessment Project is to develop and implement an update to the City's current revenue program capable of efficiently and effectively collecting all assessable and billable costs associated with providing fire services on an annual basis throughout the entire County for Fiscal Year 2023-24 and future fiscal years. The mechanism for collecting the fire fee from governmental properties will remain in effect, however both the City and County will utilize the City's utility bill as the collection method for all non-governmental properties where possible and the City will assist the County in the collection of the fire assessment utilizing the utility bill, tax bill, and separate bills. This document is the Fire Assessment Memorandum (Assessment Memorandum), which is one of the project deliverables specified in the scope of services.

The work effort, documented by this Assessment Memorandum, focused on the calculation of assessment rates and classifications required to fully fund the identified assessable costs to provide countywide fire services for Fiscal Year 2023-24 and future fiscal years. However, the City and County have the choice of funding all or only a portion of the assessable costs based on policy direction. In addition, the work effort recorded in this Assessment Memorandum required the identification of the full costs of assessable fire services (net of all fire related revenues) and the allocation of those costs to properties that specially benefit from the provision of such fire services.

BACKGROUND

In 1999, the City adopted a fire services funding program consisting of two components: a Fire Fee and a Fire Assessment. The goal of the Fire Services Funding Project in 1999 was to design an alternative revenue program capable of efficiently and effectively collecting all assessable and billable costs associated with providing fire services on an annual basis. The Fire Fee is the funding mechanism that secures recovery of the cost for providing fire services to governmental property. The Fire Assessment is the funding mechanism for non-government property that could be collected on the City's utility bill. The program was updated to account for changes in call data, property data and service delivery in 2004, 2009, and 2015.

OBJECTIVES

The City retained GSG to develop an annual recurring special assessment program that is capable of funding all of the assessable costs associated with providing countywide fire services. The City will utilize the utility bill for collection of the fire assessment and will assist the County in the collection of the fire assessment utilizing the utility bill, the tax bill, and separate bills. GSG has been charged to fully cost the services to be provided by the City, develop a fair and reasonable apportionment methodology for such

assessable costs, and determine assessment rates and parcel classifications that are accurate, fair and reasonable.

The fire non-ad valorem assessments must meet the Florida case law requirements for a valid special assessment. These requirements include the following:

1. The service provided must confer a special benefit to the property being assessed; and
2. The costs assessed must be fairly and reasonably apportioned among the properties that receive the special benefit.

The work effort of this project required the evaluation of data obtained from the City and the County to develop a fire assessment program that focuses upon the projected Fiscal Year 2023-24 assessable cost calculations. The objectives of this initial effort were to:

- Determine the full costs of providing fire services within the County.
- Review such final cost determination with the City to determine which elements provide the requisite special benefit to the assessed properties.
- Determine the relative benefit anticipated to be derived by categories of property use within the County from the delivery of fire services.
- Recommend the fair and reasonable apportionment of assessable costs among benefited parcels within each category of property use.
- Calculate assessment rates and parcel classifications for Fiscal Year 2023-24 and future years based on the projected Fiscal Year 2023-24 through Fiscal Year 2027-28 Fire Department budget provided by the City and associated assessable costs developed by GSG.

Service Description

Fire Rescue services are provided throughout the County from 17[1] paid fire rescue stations and 6 volunteer stations. Two of the volunteer stations are co-located at Stations 15 and 10. Table 1 identifies fire rescue buildings/facilities inventory, as well as the corresponding physical location address for the facility.

Table 1
Fire Rescue Department Buildings/Facility Inventory

Station	Address
Station #1	327 North Adams Street, Tallahassee
Station #2	2805 Sharer Road, Tallahassee
Station #3	3005 South Monroe Street, Tallahassee
Station #4	2899 West Pensacola Street, Tallahassee
Station #5	3238 Capital Circle Southwest, Tallahassee
Station #6	2901 Apalachee Parkway, Tallahassee
Station #7	2805 Shamrock South, Tallahassee
Station #8	2423 Hartsfield Road, Tallahassee
Station #9	3209 Thomasville Road, Tallahassee
Station #10	5323 Tower Road, Tallahassee
Station #11	8752 Centerville Road, Tallahassee
Station #12	4701 Chaires Cross Road, Tallahassee
Station #13	1555 Oak Ridge Road East, Tallahassee
Station #14	16614 Blountstown Highway, Tallahassee
Station #15	1445 Bannerman Road, Tallahassee
Station #16	913 Easterwood Drive, Tallahassee
Station #17	1815 Lake Bradford Road, Tallahassee
Miccosukee (County-Volunteer)	15013 Cromartic Road, Tallahassee
Bradfordville (County-Volunteer) (Co-located at Station #15)	1445 Bannerman Road Tallahassee
Lake Jackson (County-Volunteer) (Co-located at Station #10)	5323 Tower Road, Tallahassee
Chaires-Capitola (County-Volunteer)	6370 Williams Road, Tallahassee
Woodville (County-Volunteer)	155 East Oakridge, Tallahassee
Lake Talquin (County-Volunteer)	16614 Blountstown Highway, Tallahassee

Source: City of Tallahassee

The City of Tallahassee Fire Rescue Department provides standard fire suppression, medical services, hazmat response, technical rescue, airport capabilities, state disaster response, emergency response and

[1] Station 17 is anticipated to be operational by the end of 2023.

disaster preparedness, fire prevention and safety education.

The City has an interlocal agreement with Leon County to provide fire protection services within the unincorporated area of the County. The County compensates the City for these services with collections from the fire service assessment in the unincorporated areas of the County.

The County has an interlocal agreement with the City to provide ALS and transport EMS services to the incorporated area of the City. The City compensates the County for these services by providing for the inclusion of the territorial boundaries of the City within the EMS Municipal Services Taxing Unit (MSTU) of the County. However, the City provides provide Advanced Life Support (ALS) services in coordination with Leon County EMS. The County compensates the City for these services.

Dispatch services for fire and EMS services are provided through a joint dispatch operation between the City and the County.

Tables 2 through 5 outline the Fire Rescue Department's current service operations and service components. Table 2 outlines the Fire Rescue Department's organizational structure.

Table 2
City of Tallahassee Fire Rescue Department Organizational Chart

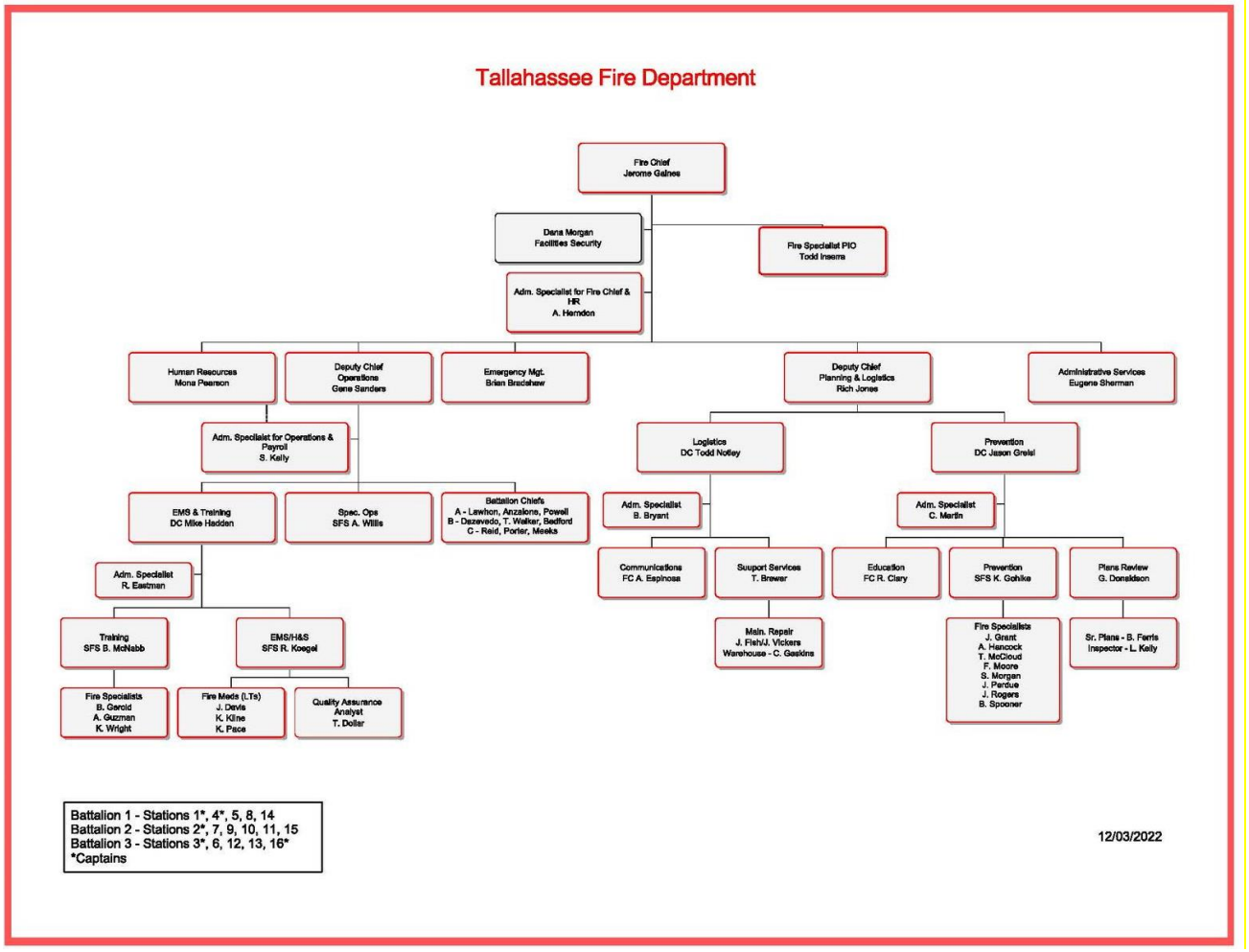


Table 3 describes the normal staffing for each apparatus. This information is used in the development of the Administrative Factor, as further discussed in the "Development of Factors" section of this Assessment Memorandum.

Table 3
Fire Rescue Department Apparatus Normal Staffing Requirements

Apparatus	Typical Staffing
Engine	4 personnel
Chevy Tahoe/Battalion Chief	1 personnel
Rescue	2 Personnel
Truck	4 Personnel
Tanker	1 Personnel
Airport	1 Personnel

Source: City of Tallahassee

Table 4 lists the location and the fire flow/pumping capacity of the Fire Rescue Department's apparatus. This information is used to determine the square footage cap for non-residential properties.

Table 4
Fire Rescue Department Apparatus Fire Flow

Location	Apparatus	Fire Flow (GPM)
Station 1	2022 E-One Tanker	1,500
	1996 E-One International Air and Light	N/A
	2014 Pierce Impel Pumper	1,500
	2021 E-One 100' Platform	1,500
	2017 Chevy Tahoe	N/A
	2014 E-One Impel Pumper	1,500
Station 2	2017 Hackney Tractor Trailer Haz-Mat	N/A
	2016 Chevy Tahoe	N/A
	2018 E-One 100' Platform	1,500
	2020 Ford F-550 Brush Truck	350
	2017 E-One Typhoon Pumper	1,500
Station 3	1994 Rescue-1 Boat	N/A
	2005 Ford-550 HazMat Tow Vehicle	N/A
	1997 E-One Medium Rescue	N/A
	2014 Pierce Impel 75 ft. Aerial	1,500
	2016 Chevy Tahoe	N/A
	2017 E-One Typhoon Pumper	1,500
Station 4	2010 Rescue -1 Boat	N/A
	2018 E-One 100' Aerial	1,500
	1996 E-One International Rescue Squad	500
	1998 16ft. Trailer	N/A
	2002 Ford F-550 Brush Truck	350
	2022 E-One Typhoon Pumper	1,500
	2005 International 4X4 Tractor	N/A
	2005 Hackney Trailer	N/A
	2005 E-One International Air Light Truck	N/A

Location	Apparatus	Fire Flow (GPM)
Station 5*	2015 Oshkosh Stinger F-550 ARFF	500
	2010 E-One Titan Force ARFF	3,300
	2014 Oshkosh Striker 3000	3,300
Station 6	2017 E-One Typhoon Pumper	1,500
Station 7	2019 E-One Typhoon Pumper	1,500
Station 8	2017 E-One Typhoon Pumper	1,500
Station 9	2015 Pierce Impel Pumper	1,500
Station 10	2015 Pierce Impel Pumper	1,500
Station 11	2019 E-One International Tanker/Pumper	1,500
	2015 Pierce F-550 Rescue	650
Station 12	2019 E-One International Tanker/Pumper	1,500
	2016 Pierce F-550 Rescue	650
Station 13	2020 E-One International Tanker/Pumper	1,500
	2015 Pierce F-550 Rescue	650
Station 14	1994 Rescue-1 Boat	N/A
	2016 Pierce F-550 Rescue	650
	2020 E-One International Tanker/Pumper	1,500
Station 15	2020 Gator Tail Boat	N/A
	2019 Ford F-550 Brush Truck	350
	2019 E-One Typhoon Pumper	1,500
Station 16	2015 Pierce Impel 100' Tower	1,500
	2015 Pierce Impel Pumper	1,500
	2019 Ford F-550 Brush Truck	350
	1994 Rescue-1 Boat	N/A
	Total GPM	**37,500**

Source: City of Tallahassee
* Pumping capacity for Station 5 is not included in total because those apparatus are dedicated to the airport.

The current pumping capacity is defined as the combined amount of water that all apparatus in the Fire Rescue Department can pump to a first alarm non-residential fire. As outlined by Table 4 above, the pumping capacity of the City's Fire Rescue Department is 37,500 gallons per minute. Accordingly, based on National Fire Protection Association firefighting standards for fire flow as provided for in NFPA 1 Fire Code, 2015, Chapter 18 (assuming ordinary construction), the Fire Rescue Department currently has sufficient fire flow capacity to provide service coverage in the event of a structure fire involving unlimited square feet.

Table 5 below details the Fire Rescue Department's response protocol.

Table 5
Minimum Response Protocol

Call Type	Typical City Response
Medical	Engine (1)
Vehicle Accident	Engine (1)
Vehicle Accident with Extraction	Engines (2), FireMed (1), Battalion Chief (1)
Residential Fire (single)	Engines (3), Truck (1), Battalion Chiefs (2), FireMed (1)
Residential Structure (multiple)	Engines (4), Truck (1), Battalion Chiefs (2), FireMed (1)
Residential/Building Alarm	Engine (1)
Commercial Fire	Engines (4), Truck (1), FireMed (1), Battalion Chiefs (2)
Hazardous Material	Engines (2), Haz-Mat (1), FireMed (1), Battalion Chief (1)
Service Calls	Engine (1)

Call Type	Typical County Response
Medical	Rescue (1), Tanker (1)
Vehicle Accident	Rescue (1), Tanker (1)
Vehicle Accident with Extraction	Rescue (1), Tanker (1), FireMed (1), Battalion Chief (1), Engine (1)
Residential Fire (single)	Rescue (1), Tanker (1), FireMed (1), Battalion Chiefs (2), TA1 (1), Engines (2), Truck (1)
Residential Structure (multiple)	Rescue (1), Tanker (1), FireMed (1), Battalion Chiefs (2), TA1 (1), Engines (3), Truck (1)
Residential/Building Alarm	Rescue (1), Tanker (1)
Commercial Fire	Rescue (1), Tanker (1), FireMed (1), Battalion Chiefs (2), TA1 (1), Engines (3), Truck (1)
Hazardous Material	Rescue (1), Tanker (1), HazMat (1), FireMed (1), Battalion Chief (1), Engine (1)
Service Calls	Rescue (1), Tanker (1)

Source: City of Tallahassee

Assessable Cost Calculations

The cost calculations, apportionment methodology and assessable rates developed apply to the fire services serving the unincorporated area of Leon County and the incorporated area of the City of Tallahassee.

DEVELOPMENT OF FACTORS

FIRE RESCUE V. EMERGENCY MEDICAL SERVICES

In June 2000, litigation over the City of North Lauderdale fire rescue assessment program resulted in a decision by the Fourth District Court of Appeals in the case of SMM Properties, Inc. v. City of North Lauderdale, (the "North Lauderdale" case). The Fourth District Court of Appeals concluded that Emergency Medical Services (EMS) did not provide a special benefit to property. The Court, however, reaffirmed that fire suppression, fire prevention, fire/building inspections and first response medical services do provide a special benefit to property. In 2002, the Florida Supreme Court upheld the decision of the Fourth District Court of Appeals.

To address these concerns, GSG developed a methodology that removed the costs associated with emergency medical services. This method of splitting the fire and EMS portions of a consolidated public safety department's budget was upheld by the Fourth District Court of Appeals in Desiderio Corporation, et al. vs. The City of Boynton Beach, Florida, et al., 39 So.3d 487 (Fla. 4th DCA 2010).

The proposed fire rescue department's line-item costs were allocated between fire rescue and emergency medical services as a result of the Florida Supreme Court's opinion in City of North Lauderdale v. SMM Properties that emergency medical services (above the level of first response) do not provide a special benefit to property. Accordingly, the City's fire rescue costs were split from emergency medical service costs based on the following general guidelines.

DIRECT ALLOCATIONS

To the extent that certain line items could be allocated directly to fire, direct allocations were made. For example, all costs associated with "Fire Prevention", "Fire Plans Review" and "Contractual Svc – VFD County" were allocated entirely to fire. All costs directly related to "Medical Services" were directly allocated to EMS.

ADMINISTRATIVE FACTOR

Certain line items were allocated between fire and EMS based on an Administrative Factor. This Administrative Factor is derived by creating a ratio between non-EMS or fire personnel and total combat personnel per shift. The administrative factor calculations are based on the City's total Fire Rescue Department combat personnel staffing, including an allocation for volunteers. Under normal staffing, this results in 87 non-EMS personnel and 19 EMS personnel for a total of 106 combat personnel. This normal staffing yields an 82.08 % percent non-EMS Administrative Factor.

This percentage was applied to all applicable line items to allocate the costs that could not be directly allocated as fire costs or EMS costs, and that could not be operationally allocated (see below). For example, the Administrative Factor was applied to the line-item expenditures for salaries and benefits, "Uniforms and Clothing", and "Utilities - Electric" to determine the fire service costs of these line items.

OPERATIONAL FACTOR

Other line items were allocated between fire and EMS based on an Operational Factor. The Operational Factor is derived by creating a ratio between non-EMS (i.e., fire) calls and EMS calls, and this ratio which is based on the City's Fire Rescue Department's operations, was then applied to certain budget line items such as "Equipment Repairs" and "Gasoline".

To develop the Operational Factor, GSG obtained fire rescue incident data identifying the number of fire rescue calls made to property categories within the entire County over a three-year period. The City fire rescue incident data was used to determine the demand for fire rescue services. GSG obtained information from the City in an electronic format, identifying the number and type of fire rescue incident responses for a three-year period July 1, 2019 through June 30, 2022.

The State Fire Marshal's office uses the Florida Fire Incident Reporting System (FFIRS). This system is a tool for fire rescue departments to report and maintain computerized records of fire rescue incidents and other department activities in a uniform manner. Under this system, a series of basic phrases with code numbers are used to describe fire rescue incidents. Appendix A provides a codes list for the "type of situation found" as recorded on the fire rescue incident reports used to identify EMS and non-EMS calls.

The ratio between non-EMS (i.e., fire) calls and EMS calls is then applied to all applicable line items to allocate the costs that could not be directly allocated as fire costs or EMS costs, and that could not be administratively allocated. For the three-year period, the City reported 66,575 total fire rescue incident calls to FFIRS, of which 18,563 were non-EMS (i.e. fire) calls and 48,012 were EMS calls. This information results in a 27.88% non-EMS Operational Factor.

ASSESSABLE COST CALCULATIONS

The fire services assessable cost calculations for Fiscal Years 2023-24 through 2027-28 are based on the following assumptions for the purpose of this Fire Assessment Memorandum.

- Actual projected expenditures and revenues were provided by the City for Fiscal Years 2023-24 through 2027-28.
- Revenues are shown as a reduction of the total projected expenditures for each fiscal year, thereby reducing the total assessable costs for that year. Revenues are comprised of revenues directly received from or for the delivery of fire services, such as "Fire Inspection Fees," "Forfeited Discounts," "Firefighters Supplemental Comp," and contract for service revenues that are allocated to the fire budget.
- All costs associated with providing contract services to the Tallahassee Regional Airport were included in the assessable budget with the corresponding contract revenues removed from the assessable budget calculations.
- The line item "Statutory Discount & Undercollection" under "Additional Costs" reflects a 95% collection rate of the Fire Services Assessment.
- The costs associated with supporting the volunteer fire departments were included as 100% fire costs and are included in the assessable budget.

Table 6 provides a calculation of the assessable costs for Fiscal Year 2023-24 based on an application of the above factors to the Fiscal Year 2023-24 Projected Budget. The calculation yields an assessable cost of $47,481,665 for Fiscal Year 2023-24.

Table 6
Fire Services Assessable Cost Calculations (FY 2023-24)

	FY23-24 Budget	FY23-24 Assessable
Expenditures		
Personnel Services		
Salaries	24,212,689	20,236,470
Salary Enhancements	1,096,598	916,672
Firefighter Holiday Pay	809,046	674,568
Overtime	1,317,005	1,101,071
Other Salary Items	669,818	556,550
Pension- Current	8,246,987	6,866,071
Pension- MAP	121,924	104,320
Mandatory Medicare	370,328	309,426
Health Benefits	3,911,866	3,259,873
Health Benefits - OPEB	244,969	201,059
Flex Benefits	52,499	45,069
Vacancy Factor of 3%	-355,971	-296,268
Total Personnel Services	**$40,697,758**	**$33,974,882**
Operating Expenses		
Advertising	1,689	1,386
Cleaning & Laundry	14,525	12,981
Reproduction	5,658	2,479
Equipment Repairs	47,402	11,687
Medical Services	102,700	1,568
Construction Services	10,457	8,583
Unclassified Contractual Srvcs	352,574	205,745
Contractual Svc - VFD County	504,518	504,518
Contractual Svc – Other	400,000	400,000
Computer Software	3,294	2,704
Telephone	23,579	18,244
Chem-Med-Lab	105,961	3,839
Food	1,266	1,039
Gasoline	866	341
Office Supplies	21,700	16,672
Uniforms & Clothing	458,907	376,752
Unclassified Supplies	176,519	124,039
Non-Capital- Furniture & Equip	837	837
Travel & Training	77,756	52,737
Journals & Books	17,949	15,831
Memberships	4,191	3,195
Certificates & Licenses	2,404	600
Rent Expense- Machines	10,449	8,576
Unclassified Charges	54,898	45,058
Total Operating Expenses	**$2,400,099**	**$1,819,412**
Other Services & Charges		
Bad Debt Expense	168,736	168,736
Total Other Services & Charges	**$168,736**	**$168,736**
Capital Outlay		

	FY23-24 Budget	FY23-24 Assessable
Computer Equipment	1,255	1,255
Vehicle Equipment	166,666	164,743
Unclassified Equipment	184,324	162,957
Total Capital Outlay	**$352,245**	**$328,956**
Internal Service Funds		
Human Resource Expense	491,633	406,145
Accounting Expense	220,228	183,621
Purchasing Expense	63,410	52,174
Information Systems Expense	2,497,035	2,060,901
Risk Management Expense	409,185	337,415
Radio Communications Expense	203,023	166,632
Revenue Collection	424,465	424,465
Utility Services Expense	1,884,299	1,884,299
Facilities and Environmental	48,050	39,837
Vehicle Garage Expense	1,237,218	376,947
Vehicle Fuel	205,018	59,565
Vehicle Replacement	3,111,004	924,775
Indirect Costs	559,824	468,068
Community Relations Expense	192,731	158,185
Diversity and Inclusion Expense	119,267	98,528
Total Internal Service Funds	**$11,666,390**	**$7,641,559**
Utilities and Other Expenses		
Utilities - Sewer	34,336	28,527
Utilities - Sanitation	18,865	15,745
Utilities - Stormwater	23,549	19,379
Utilities - Gas	40,049	32,870
Utilities - Water	27,701	22,857
Utilities - Electric	207,817	173,586
Utilities - Fire Services	51,003	41,861
Total Utilities and Other Expenses	**$403,320**	**$334,825**
Transfers		
Debt Service Transfer	1,270,772	1,270,772
Inter-Fund Ops Transfer	46,360	46,360
Total Transfers	**$1,317,132**	**$1,317,132**
Contributions to Operations		
Contribution to CDA Operating	335,976	93,680
Total Contributions to Operations	**$335,976**	**$93,680**
Year End Adjustments		
XFER TO FIRE SVCS OP RESERVE	1,202,828	0
Total Year End Adjustments	**$1,202,828**	**$0**
5-year CIP		
Facilities Management & Maintenance Master	406,000	333,226
Fire Hydrant Maintenance Master	860,213	860,213
Total 5-year CIP	**$1,266,213**	**$1,193,439**
Total Expenditures	**$59,810,697**	**$46,872,619**
Revenues		

	FY23-24 Budget	FY23-24 Assessable
Fire Inspection Fees	365,195	365,195
Firefighters Supplemental Comp	113,808	113,808
Leon County EMS Payment	3,501,740	0
Forfeited Discounts	73,198	73,198
Interest	-31,683	-31,683
Other Miscellaneous Revenue	12,548	12,548
Contribution From Airport Fund	1,356,923	1,356,923
Total Revenues	**$5,391,729**	**$1,889,989**
Total Expenditures	**$59,810,697**	**$46,872,619**
Total Revenues	**$5,391,729**	**$1,889,989**
Net Expenditures	**$54,418,968**	**$44,982,630**
Additional Costs		
Under collection (5%)		2,499,035
Total Additional Costs		**$2,499,035**
Total Net Assessable Expenditures		**$47,481,665**

Table 7 shows the calculation of the full cost of the Fire Services Assessment Program for Fiscal Year 2023-24 through Fiscal Year 2027-28 as well as the five-year average Fire Services Assessment Program cost.

Table 7
Fire Assessable Cost Calculations Five-Year Average (FY 23-24 thru FY 27-28)

	FY23-24 Assessable	FY24-25 Assessable	FY25-26 Assessable	FY26-27 Assessable	FY27-28 Assessable	5-Yr Average Assessable
Expenditures						
Personnel Services	$33,974,882	$36,331,042	$38,269,326	$39,594,842	$40,274,267	$37,688,872
Operating Expenses	$12,897,738	$12,798,144	$12,964,929	$13,132,855	$13,082,694	$12,975,272
Total Expenditures	**$46,872,619**	**$49,129,186**	**$51,234,255**	**$52,727,697**	**$53,356,961**	**$50,664,144**
Total Revenues	**$1,889,989**	**$1,918,339**	**$1,947,114**	**$1,976,320**	**$2,005,965**	**$1,947,545**
Net Expenditures	**$44,982,630**	**$47,210,847**	**$49,287,141**	**$50,751,377**	**$51,350,996**	**$48,716,598**
Additional Costs	**$2,499,035**	**$2,622,825**	**$2,738,174**	**$2,819,521**	**$2,852,833**	**$2,706,478**
Total Net Assessable Expenditures	**$47,481,665**	**$49,833,672**	**$52,025,315**	**$53,570,898**	**$54,203,829**	**$51,423,076**

Determination of Fire Services Demand

INCIDENT DATA

GSG obtained information from the City in an electronic format, identifying the number and type of fire rescue incident responses for a three-year period July 1, 2019 through June 30, 2022. The City uses the Florida Fire Incident Reporting System (FFIRS) to record its fire rescue incidents. The FFIRS is a tool for fire rescue departments to report and maintain computerized records of fire rescue incidents and other department activities in a uniform manner.

Under this system, a series of basic phrases with code numbers are used to describe fire rescue incidents. A data field in the FFIRS, "type of situation found," identifies the incident as an EMS or non-EMS type of call for each incident. Appendix A provides a code list for the "type of situation found" as recorded on the fire rescue incident reports used to identify EMS and non-EMS calls.

Another data field in the FFIRS, "fixed property use," identifies the type of property that fire rescue departments respond to for each fire rescue incident. The fixed property uses correlate to property uses determined by the Leon County Property Appraiser on the ad valorem tax roll. Appendix B provides a code list for the "fixed property use" as recorded on the fire rescue incident reports.

GSG analyzed the three years of fire rescue incident data from the FFIRS files to evaluate trends and determine if aberrations were present. The fire rescue incident data for the three-year period (July 1, 2019 through June 30, 2022) represents 66,575 fire rescue incidents. Of the 66,575 fire rescue incidents, there were 48,012 incidents classified as EMS type incidents based on the type of situation found indicated on the incident report. The 48,012 EMS type incidents were not included in the analysis.

There are certain fire incidents that could not be assigned to a specific property or parcel. These calls represent non-specific type incidents, which are incidents that either could not be correlated to a specific parcel or calls that involved auto accidents and other types of incidents along roads and highways.

Of the 18,563 remaining fire type incidents, 15,777 were calls to specific property uses. The remaining 2,786 incidents were considered non-specific type incidents. Because of the inability to correlate these non-specific type incidents to specific property categories, the call analysis does not include these 2,786 incidents. Additionally, the level of services required to meet anticipated demand for fire services and the corresponding annual fire services budget required to fund fire services provided to non-specific property uses would be required notwithstanding the occurrence of any incidents from such non-specific property uses.

The suppression of fires on vacant land and agricultural property primarily benefits adjacent property by containing the spread of fire rather than preserving the integrity of the vacant parcel. Thus, incidents to vacant and agricultural property were not included in the final analysis of the fire call database. The 578 calls to these two property-use categories were removed.

Of the remaining 15,199 fire type incidents, there were 1,782 calls for service to government properties and 13,417 calls to non-Government properties as identified by addresses or fixed property use codes provided in the FFIRS reports. The costs associated with providing service to government properties were segregated. Those government properties will fund fire service through a fee that is determined by the historical demand for service as detailed later in this Memorandum.

Table 8 outlines the assignment of fire type incidents based on the analysis conducted by GSG.

Table 8
Fire Calls by Category (July 1, 2019 through June 30, 2022)

Property Category	Number of Fire Incidents	Percentage of Total Incidents
Non-Government	13,417	88.28%
Government	1,782	11.72%
Total	**15,199**	**100%**

Source: City of Tallahassee

PROPERTY DATA

GSG obtained information from the ad valorem tax roll from the Leon County Property Appraiser's office, the City's utility billing files, and the County's certified fire assessment roll to develop the assessment roll. Each building within the County on the ad valorem tax roll was assigned to one or more of the property-use categories based on their assignment of use by the Leon County Property Appraiser or verification of use obtained through field research. A list of building improvement codes used by the Leon County Property Appraiser and their assignment to a property use category is provided as Appendix C.

The Residential Property Use Category includes such properties as single-family, duplexes, mobile homes, triplexes, quadruplexes, apartments, condominiums, townhouses, and cooperatives. In the event the data was indefinite, the DOR codes were used to clarify mobile home categories and help identify condominium and townhouse buildings. For parcels assigned to the Residential Property Use Category, GSG utilized the total number of dwelling units as determined from the building files on the ad valorem tax roll or through the use of field research.

The Non-Residential Property Use Category includes commercial and industrial/warehouse property uses. For parcels within the Non-Residential Property Use Categories (Commercial and Industrial/Warehouse), GSG determined the amount of square footage of the structures using the building files on the ad valorem tax roll or through the use of field research.

For RV parks regulated under Chapter 513, Florida Statutes, in accordance with Sections 166.223 and 125.0168, Florida Statutes, which mandate that cities and counties treat RV parks like commercial property for non-ad valorem assessments levied by the City and County, each RV space within the park was treated as a building of commercial property and assigned the square footage of 191 square feet, the average size of a recreational vehicle, according to the Florida Association of RV Parks and Campgrounds.

Computation of Fire Services Assessments

The fire services apportionment methodology allocates assessable costs based on the anticipated demand for fire services by categories of private, real property use as identified on the real property assessment roll prepared for the levy of ad valorem taxes. The assessable fire costs are allocated among private, real property use categories based upon the historical demand for these services. This demand is identified by examining the fire incident data as reported by the City to the State Fire Marshal's office.

The fire services apportionment methodology for government property allocates billable costs to provide fire services based upon the historical demand for these services for all government owned property (i.e., City, County, State, Federal, etc.), as reflected by the incident data reported by the City.

This section of the Memorandum includes the assessment rates as calculated within this Assessment Memorandum. The fire rescue assessment cost calculations provided herein are primarily based on information supplied by the City. The assessable cost projections developed by GSG are designed to forecast assessment rates within each property use category for Fiscal Years 2023-24 based on the five-year average assessable budget.

SERVICE ZONES

Service zones were created under the previous fire assessment study in April 2015 to reflect the level of service differentiation of a property located in a higher density area that receives fire protection coverage from multiple stations as compared to a property located in an area generally described as rural and typically serviced by a single fire station. For this purpose, "core stations" were identified and defined as those stations within five road miles of at least two other stations. The creation of a core area was necessary to eliminate the appearance of a higher service level of those properties that may be within five road miles of two stations; however, the location of the property lies between two stations that are nearly ten miles apart. This same approach was used in this study. Any changes in the level of service provided in the two zones will need to be reviewed in subsequent studies to ensure that this approach is still valid.

Those properties included in "Zone 1" were generally located within five road miles of two "core stations." Properties located outside of five road miles of two "core stations" were included in "Zone 2." A map of the service zones is provided in Appendix E.

Calls were plotted, or "geocoded," on a map based upon the geographic location of the incident provided in the FFIRS database. Those calls correlated to properties included in "Zone 1," and those calls correlated to properties included in "Zone 2," were separated and assigned to the respective zone. Table 9 details the assignment of calls to service zones.

Table 9
Fire Calls to Non-Governmental Properties by Zone
(July 1, 2019 – June 30, 2022)

Zone	Number of Calls to Specific Property Uses
Zone 1	10,106
Zone 2	3,311

The calls for service were then weighted based on the average call duration differential between Zone 1 and Zone 2 to account for the difference in resources used on calls between the two zones. On average a

call in Zone 2 is 19% longer in duration than a call in Zone 1. Therefore, all calls in Zone 2 were multiplied by a weighting factor of 1.19 to determine the weighted number of calls while all calls in Zone 1 were assigned a weighting factor of 1.00. Table 10 details the weighting of calls by zone.

Table 10
Weighted Fire Calls to Non-Governmental Properties by Zone (July 1, 2019 through June 30, 2022)

Zone	Number of Calls to Specific Property Uses	Weighting Factor	Number of Weighted Calls to Specific Property Uses
Zone 1	10,106	1.00	10,106
Zone 2	3,311	1.19	3,940

Table 11 outlines the property use category assignment of weighted fire type incidents for non-governmental properties based on the historical demand for service in each zone.

Table 11
Weighted Fire Calls by Category to Non-Governmental Properties (July 1, 2019 through June 30, 2022)

	Zone 1		Zone 2	
Category	**Number of Incidents**	**Percentage of Calls**	**Number of Incidents**	**Percentage of Calls**
Residential	5,894	58.32%	3,283	83.33%
Commercial	4,043	40.01%	602	15.28%
Industrial/Warehouse	169	1.67%	55	1.39%
Total	**10,106**	**100%**	**3,940**	**100%**

Source: City of Tallahassee

SPECIAL BENEFIT ASSUMPTIONS

The following assumptions support a finding that the fire services, facilities, and programs provided by the City provide a special benefit to the assessed parcels.

- Fire services, facilities, and programs possess a logical relationship to the use and enjoyment of property by: (i) protecting the value and integrity of improvements and structures through the availability and provision of comprehensive fire services; (ii) protecting the life and safety of intended occupants in the use and enjoyment of property; (iii) lowering the cost of fire insurance by the presence of a professional and comprehensive fire services program; and (iv) containing fire incidents occurring on land with the potential to spread and endangering other property and property features.
- The availability and provision of comprehensive fire services enhances and strengthens the relationship of such services to the use and enjoyment of the parcels of property, the market perception of the area and, ultimately, the property values within the assessable area.

APPORTIONMENT METHODOLOGY

The following section describes the assessment apportionment methodology for fire services based on: (i) the fire services assessable cost calculations; (ii) the ad valorem tax roll maintained by the property appraiser and the availability of the data residing on the database; and (iii) the fire rescue incident data.

COST APPORTIONMENT

The assessable costs were first apportioned among government and non-government property based upon the historical demand for service percentages shown in Table 8. The assessable costs attributable to non-government property were then apportioned to Zone 1 and Zone 2 and then further to the individual property use categories in each service zone based upon the weighted historical demand for fire services reflected by the fire incident data experienced in each service zone for July 1, 2019 through June 30, 2022. The five-year average cost apportionment is illustrated in Table 12.

Table 12
Cost Apportionment (Five-Year Average)

	Zone 1 (71.95% of Weighted Fire Calls)			Zone 2 (28.05% of Weighted Fire Calls)		
Category	**Total Calls**	**Percentage**	**Assessable Costs**	**Total Calls**	**Percentage**	**Assessable Costs**
Residential	5,894	58.32%	$19,049,431	3,283	83.33%	$10,610,742
Commercial	4,043	40.01%	$13,066,992	602	15.28%	$1,946,008
Industrial/Warehouse	169	1.67%	$546,209	55	1.39%	$176,910
Total	**10,106**	**100.00%**	**$32,662,632**	**3,940**	**100.00%**	**$12,733,660**

PARCEL APPORTIONMENT

The share of the assessable costs apportioned to each property use category was further apportioned among the individual buildings of property within each property use category in the manner described in Table 13.

Table 13
Parcel Apportionment within Property Use Categories

Category	Parcel Apportionment
Residential	Dwelling Unit
Non-Residential: -Commercial -Industrial/Warehouse	Improvement Area Per Building Within Square Footage Ranges (100,000 Square Foot Cap Per Building)

Applying the foregoing parcel apportionment methodology, fire assessment rates were computed for each property use category. The specific methodology, underlying special benefit and fair apportionment assumptions are included below and generally described.

RESIDENTIAL PARCEL APPORTIONMENT ASSUMPTIONS

The following assumptions support findings that the parcel apportionment applied in the Residential Property Use category are fair and reasonable. The Residential Property Use Category includes such properties as single-family dwelling units and multi-family dwelling units.

- The size or the value of the residential parcel does not determine the scope of the required fire services. The potential demand for fire services is driven by the existence of a dwelling unit and the anticipated average occupant population.
- Apportioning the assessable costs for fire services attributable to the residential property use category on a per dwelling unit basis is required to avoid cost inefficiency and unnecessary administration and is a fair and reasonable method of parcel apportionment based upon historical fire call data.

- The consolidation of single-family and multi-family properties into a single category is fair and reasonable because they are similar property uses and the number of calls per dwelling unit is not significantly different.

RESIDENTIAL PARCEL APPORTIONMENT CALCULATION

Based upon the historical demand for fire services, the percentages of assessable costs attributable to residential properties were calculated. The amount of the assessable costs allocable to each residential property was divided by the number of dwelling units in the Residential Property Use Category to compute the fire assessment to be imposed against each dwelling unit. For each residential parcel, the actual number of dwelling units located on the parcel will be multiplied by the residential dwelling unit rate to compute the residential fire assessment amount for the parcel.

Table 14 illustrates the assignment of dwelling units under this apportionment methodology to the Residential Property Use Category for each zone.

Table 14
Parcel Apportionment (Residential Property Use Category)

Residential Property Use Category	Number of Dwelling Units-Zone 1	Number of Dwelling Units-Zone 2
Residential Dwelling Units	77,628	47,672

Source: City of Tallahassee and Leon County Property Appraiser Data

NON-RESIDENTIAL PARCEL APPORTIONMENT ASSUMPTIONS

The Non-Residential Property Use category includes commercial and industrial/warehouse property uses. The capacity to handle fires and other emergencies in Non-Residential Property Use category is governed by the following:

- The current pumping capacity is defined as the combined amount of water that all apparatus in the Fire Department can pump to a non-residential fire. As outlined by Table 4 above, the pumping capacity of the Fire Department is 37,500 gallons per minute. Accordingly, based on National Fire Protection Association firefighting standards for fire flow as provided for in NFPA 1 Fire Code, 2015, Chapter 18 (assuming ordinary construction), the Fire Rescue Department currently has sufficient fire flow capacity to provide service coverage in the event of a structure fire involving unlimited square feet. To avoid inefficiency and unnecessary administration, the City has made a policy decision to set the maximum classification of any building at 100,000 square feet.

The following assumption supports findings that the parcel apportionment applied in the Non-Residential Property Use category is fair and reasonable.

- The risk of loss and demand for fire services availability is substantially the same for structures below a certain minimum size. Because the value and anticipated occupancy of structures below a certain minimum size is less, it is fair, reasonable, and equitable to provide a lesser assessment burden on such structures by the creation of a specific property parcel classification for those parcels.
- The separation of non-residential buildings into square footage classifications is fair and reasonable for the purposes of parcel apportionment because: (i) the absence of a need for precise square footage data within the ad valorem tax records maintained by the property appraiser undermines the use of actual square footage of structures and improvements within each improved building as a basis for parcel apportionment; (ii) the administrative expense and complexity created by an on-site inspection to determine the actual square footage of structures and improvements within each improved parcel assessed is impractical; and (iii) the demand for fire services availability is not precisely determined or measured by the actual square footage of structures and improvements within benefited parcels; and (iv) the classification of buildings within square footage ranges is a fair and reasonable method to

classify benefited parcels and to apportion costs among benefited buildings that create similar demand for the availability of fire services.

- The consolidation of commercial and institutional properties into a single category is fair and reasonable because the non-government institutional type properties are similar in use to the commercial type properties.

The parcel apportionment for each Non-Residential Property Use Classification shall include both minimum building classifications and an additional classification of all other buildings based upon the assumed square footage of structures and improvements within the improved parcel. The Non-Residential Property Use Classifications include Commercial and Industrial/Warehouse. The following describes the Non-Residential Property parcel apportionment calculation and classification for the Commercial and Industrial/Warehouse categories.

NON-RESIDENTIAL PARCEL APPORTIONMENT CALCULATION

Based upon the historical demand for fire services, property in the Non-Residential Property Use categories will be responsible for funding a percentage of assessable costs. The amount of the assessable costs allocable to buildings within each of the Non-Residential Property Use Classifications was calculated based upon the following building classifications.

- Non-residential buildings with square footage of non-residential improvements less than 1,999 square feet were assigned an improvement area of 1,000 square feet per building. Buildings with square footage of non-residential improvements between 2,000 square feet and 3,499 square feet were assigned an improvement area of 2,000 square feet per building. Buildings with non-residential improvements between 3,500 square feet and 4,999 square feet were assigned an improvement area of 3,500 square feet per building. Buildings with non-residential improvement areas between 5,000 square feet and 9,999 square feet were assigned an improvement area of 5,000 square feet per building. For buildings containing non-residential improvements between 10,000 square feet and 99,999 square feet, assignments of improvement area were made in 10,000 square foot increments.
- For buildings, containing non-residential improvements over 99,999 square feet, an assignment of improvement area of 100,000 was made.

Sections 125.0168 and 166.223, Florida Statutes, relating to special assessments levied on recreational vehicle parks regulated under Chapter 513, Florida Statues are based on the following:

- When a city or county levy a non-ad valorem special assessment on a recreational vehicle park regulated under Chapter 513, the non-ad valorem special assessment shall not be based on the assertion that the recreational vehicle park is comprised of residential units. Instead, recreational vehicle parks regulated under Chapter 513 shall be assessed as a commercial entity in the same manner as a hotel, motel, or other similar facility.

Table 15 illustrates the assignment of improvement area under this apportionment methodology for the Commercial and Industrial/Warehouse categories.

Table 15
Parcel Apportionment (Non-Residential Property Use Category)

Square Foot Tiers	Number of Commercial Buildings		Number of Industrial/Warehouse Buildings	
	Zone 1	Zone 2	Zone 1	Zone 2
≤ 1,999	1,239	205	66	25
2,000 - 3,499	900	166	80	50
3,500 - 4,999	591	100	58	34
5,000 - 9,999	941	161	194	71
10,000 - 19,999	490	86	185	34
20,000 - 29,999	170	29	56	8
30,000 - 39,999	101	9	34	1
40,000 - 49,999	58	10	12	0
50,000 - 59,999	36	3	4	0
60,000 - 69,999	27	5	4	0
70,000 - 79,999	19	3	1	1
80,000 - 89,999	10	3	1	2
90,000 - 99,999	8	3	6	0
>= 100,000	43	5	18	2

Source: City of Tallahassee and Leon County Property Appraiser Data

Because the suppression of fires on vacant land and agricultural property primarily benefits adjacent property by containing the spread of fire rather than preserving the integrity of the vacant parcel, incidents to vacant and agricultural property were not included in the final analysis of the fire call database. Therefore, only the primary structures on vacant and agricultural parcels will be charged.

COMPUTATION OF FIRE ASSESSMENT RATES

Applying the parcel apportionment methodology, fire services assessment rates were computed for each specified property use category. Based on the assessable costs of providing fire services, the number of fire calls apportioned to specific property categories and the number of billing units within the specified property categories.

Table 16 illustrates the assessment rates after application of the assessment methodology based on 100 percent funding of the five-year average assessable costs.

Table 16
Fire Services Assessment Rates (Five-Year Average)

Residential Property Use Categories		Zone 1 - Rate Per Dwelling Unit	Zone 2 - Rate Per Dwelling Unit
Residential Dwelling Unit		$245.39	$223
Commercial Property Use Category	**Building Classification (in square foot ranges)**	**Zone 1 – Rate Per Building**	**Zone 2 - Rate Per Building**
	≤ 1,999	$384	$356
	2,000 - 3,499	$768	$712
	3,500 - 4,999	$1,344	$1,245
	5,000 - 9,999	$1,920	$1,779
	10,000 - 19,999	$3,840	$3,557
	20,000 - 29,999	$7,680	$7,113
	30,000 - 39,999	$11,519	$10,669
	40,000 - 49,999	$15,359	$14,226
	50,000 - 59,999	$19,198	$17,782
	60,000 - 69,999	$23,038	$21,338
	70,000 - 79,999	$26,877	$24,895
	80,000 - 89,999	$30,717	$28,451
	90,000 - 99,999	$34,557	$32,007
	≥ 100,000	$38,396	$35,564
Industrial/Warehouse Property Use Category	**Building Classification (in square foot ranges)**	**Zone 1 - Rate Per Building**	**Zone 2 – Rate Per Building**
	≤ 1,999	$63	$114
	2,000 - 3,499	$125	$227
	3,500 - 4,999	$218	$398
	5,000 - 9,999	$311	$568
	10,000 - 19,999	$621	$1,135
	20,000 - 29,999	$1,242	$2,270
	30,000 - 39,999	$1,863	$3,405
	40,000 - 49,999	$2,484	$4,540
	50,000 - 59,999	$3,104	$5,674
	60,000 - 69,999	$3,725	$6,809
	70,000 - 79,999	$4,346	$7,944
	80,000 - 89,999	$4,967	$9,079
	90,000 - 99,999	$5,587	$10,213
	≥ 100,000	$6,208	$11,348

*Estimated Gross Revenue: $45,396,291; Estimated Institutional Tax-Exempt Buy-down: $479,368; Estimated Net Revenue: $44,916,923.

EXEMPTIONS AND IMPACT OF EXEMPTIONS

Because the fire services assessment is being developed to meet the case law standards for a valid special assessment, any proposed exemptions require special scrutiny. The crafting of an exemption must be founded upon a legitimate public purpose, and not tramp on state or federal constitutional concepts of equal protection and constitutional prohibitions against establishment of religion or the use of the public treasury directly or indirectly to aid religious institutions. Furthermore, to ensure public acceptance, any exemption must make common sense and be fundamentally fair. Finally, the impact of any proposed exemption should be evaluated in terms of its magnitude and fiscal consequences on the City and County's general funds respectively.

Whenever crafting an exemption, it is important to understand that the fair apportionment element required by Florida case law prohibits the shifting of the fiscal costs of any special assessment from exempt landowners to other non-exempt landowners. In other words, the funding for an exemption from a special assessment must come from a legally available external revenue source, such as the City and

County's general funds. Funding for fire assessment exemptions cannot come from the proceeds derived directly from the imposition of special assessments for fire services and facilities. Because any exemption must be funded by an external funding source, the grant of any exemption will not have any impact upon the fire assessment to be imposed upon any other non-exempt parcels.

The decision to fund exemptions for fire services assessments on property owned by non-governmental entities is based upon the determination that such exemptions constituted a valid public purpose.

Table 17 summarizes the estimated impact of exempting institutional, wholly tax-exempt property based on the five-year average assessable budget.

Table 17
Estimated Impact of Exemptions (Five-Year Average)

Financial Classification	Zone 1	Zone 2	Total
Estimated Assessable Costs	$32,662,632	$12,733,660	$45,396,291
Estimated Buy-down for Institutional Tax-Exempt Building Uses	$345,780	$133,588	$479,368
Estimated Revenue Generated	**$32,316,852**	**$12,600,072**	**$44,916,923**

Fire Services Fees Imposed on Governmental Property

The special benefit and fair and reasonable apportionment requirements for a valid special assessment do not rigidly apply to charges against government property. Florida case law has stated that user fees are paid by choice and are charged in exchange for a particular governmental service, which benefits the property paying the fee in a manner not shared by other members of the public. In the user fee context, choice means that the property paying the fee has the option of not using the governmental service and thereby avoiding the charge. Under such tests and definition of choice, the validity of both impact fees and stormwater fees have been upheld.

Impact fees are imposed to place the economic burden of infrastructure required by growth on new development. Stormwater fees are imposed to control and treat the stormwater burden generated by the use and enjoyment of developed property. Likewise, fire services provided by the City and County are intended to meet the historical demand for fire services from developed property and such fee benefits the owner or user of developed property in a manner not shared by other members of society (e.g., the owner of undeveloped property).

The Florida Attorney General has recognized that state-owned property is not required to pay a special assessment without legislative authorization but that such authorization is not needed for user fees or service charges. Additionally, a valid charge cannot be enforced by a lien against public property absent elector approval. Rather, the enforcement remedy is a mandamus action to compel payment. In addition, certain general laws preempt the home rule power of local governments to impose special assessments on educational institutions.

As discussed previously and documented in the “Incident Data” section of this document, the fire services incidents were analyzed to determine the fire services demand for all governmental property. It was determined that approximately 11.72% of the total fire calls were attributable to governmental property. Therefore, approximately 11.72% of the total assessable budget was allocated to governmental property as shown in Table 18 below.

Table 18
Government Cost Allocation

Total Assessable Costs	Percentage of Governmental Calls	Governmental Cost Allocation
$51,423,076	11.72%	$6,026,785

The costs attributable to each governmental entity will be allocated based on each entity’s percentage of the total governmental square footage as determined by the City. GSG calculated a rate per square foot for governmental property based on the governmental cost allocation in Table 18 and the total governmental square footage as provided by the City. This calculation is shown in Table 19 below.

Table 19
Government Rate Calculation

Governmental Cost Allocation	Total Government Square Feet	Government Rate Per Square Foot
$6,026,785	22,627,160	$0.267

Additional Information

EXEMPTION CALCULATIONS

GSG utilized the most current data to identify institutional, tax-exempt parcels within the County in order to calculate the aggregate cost ('buy down') of these parcels. In addition, best efforts were made by GSG to reconcile any differences necessary to calculate the estimated buy down for this exemption category. Missing or incorrect property data could affect the estimated aggregate costs.

NON-SPECIFIC CALLS

In the fire call analysis, certain fire related calls were classified as non-property specific, because of the location of occurrence in the incident report. These calls represent non-specific incidents that either could not be correlated to a specific parcel or involved auto accidents or other types of incidents along roads and highways. These calls are excluded from the analysis that determines the percentage of calls for service to respective property types and therefore, are not considered in the determination of the extent of budget required to fund the department. Because the budget is established based on the ability of the department to adequately protect structures, no adjustment has been made to the budget due to non-property specific calls.

MOBILE HOME AND RECREATIONAL VEHICLE PARK VACANCY CREDIT

As a consequence of the transient use and potential extraordinary vacancies within mobile home and recreational vehicle (RV) parks as compared to other residential property and the lack of demand for fire services for unoccupied spaces, it is fair and reasonable to provide for an extraordinary vacancy adjustment procedure for mobile home and RV park properties. Vacant mobile home and RV spaces within a mobile home or RV park will be charged; however, these properties will be eligible for an extraordinary vacancy adjustment for vacant mobile home or RV spaces.

VERIFICATION OF SQUARE FOOTAGE OF STRUCTURES ON TAX-EXEMPT PARCELS

The ad valorem tax roll provides the data required to determine value. So long as properties remain in the name of owners exempt from ad valorem taxation, the property appraiser may not consistently maintain data related to building improvements on such parcels. As a consequence of such data imperfections, the square footage on some of the parcels, particularly for institutional private sector classifications, may not be complete.

BILLING PROPERTIES WITH MULTIPLE UTILITY ACCOUNTS

The proposed methodology can determine the assessment rate per building on a tax parcel. However, for some non-residential properties there may be many utility accounts assigned to a building. When utilizing the utility bill to collect the Fire Services Assessment, a considerable amount of data collection will be necessary to assess each utility account assigned to the building.

Appendix A

SITUATION FOUND CODES AND DESCRIPTIONS

Situation Found Code	Description	EMS Type Call
111	Building Fire	No
112	Fires in structures other than in a building	No
113	Cooking fire, confined to a container	No
114	Chimney or flue fire, confined to chimney or flue	No
115	Incinerator overload or malfunction, fire confined	No
116	Fuel burner/boiler malfunction, fire confined	No
118	Trash or rubbish fire, contained	No
120	Fire in mobile property used as a fixed structure, other	No
121	Fire in mobile home used as a fixed residence	No
122	Fire in mobile home, camper, recreational vehicle	No
123	Fire in portable building, fixed location	No
130	Mobile property (vehicle) fire, other	No
131	Passenger vehicle fire	No
132	Road freight or transport vehicle fire	No
134	Water vehicle fire	No
137	Camper or RV fire	No
138	Off Road vehicle or heavy equipment fire	No
140	Natural vegetation fire	No
141	Forest, woods or wildland fire	No
142	Brush, or brush and grass mixture fire	No
143	Grass fire	No
150	Outside rubbish fire, other	No
151	Outside rubbish, trash or waste fire	No
152	Garbage dump or sanitary landfill fire	No
153	Construction or demolition landfill fire	No
154	Dumpster or other outside trash receptacle fire	No
155	Outside stationary compactor/compacted trash fire	No
160	Special outside fire, other	No
161	Outside storage fire	No
162	Outside equipment fire	No
163	Outside gas or vapor combustion explosion	No
170	Cultivated vegetation, crop fire, other	No
173	Cultivated trees or nursery stock fire	No
210	Overpressure rupture from steam, other	No
211	Overpressure rupture of steam pipe or pipeline	No
220	Overpressure rupture from air or gas, other	No
221	Overpressure rupture of air or gas pipe/pipeline	No
223	Air or gas rupture of pressure or process vessel	No
240	Explosion (no fire), other	No
243	Fireworks explosion (no fire)	No
251	Excessive heat, scorch burns with no ignition	No
311	Medical assist, assist EMS crew	Yes
320	Allergic reaction	Yes
321	EMS call, excluding vehicle accident with injury	Yes
322	Vehicle accident with injuries	Yes
323	Motor vehicle/pedestrian accident (MV Ped)	Yes
324	Motor Vehicle Accident, No Injuries	No
331	Lock-in (if lock out, use 511)	No
341	Search for person on land	No

Situation Found Code	Description	EMS Type Call
342	Search for person in water	No
350	Extrication, rescue, other	No
351	Extrication of victim(s) from building/structure	No
352	Extrication of victim(s) from vehicle	No
353	Removal of victim(s) from stalled elevator	No
354	Trench/below grade rescue	No
356	High angle rescue	No
357	Extrication of victim(s) from machinery	No
360	Water & ice related rescue, other	No
361	Swimming/recreational water areas rescue	No
363	Swift water rescue	No
365	Watercraft rescue	No
370	Electrical rescue	No
372	Trapped by power lines	No
381	Rescue or EMS standby	Yes
410	Flammable gas or liquid condition, other	No
411	Gasoline or other flammable liquid spill	No
412	Gas leak	No
413	Oil or other combustible liquid spill	No
420	Toxic condition, other	No
421	Chemical hazard (no spill or leak)	No
422	Chemical spill or leak	No
423	Refrigeration leak	No
424	Carbon monoxide incident	No
440	Electrical wiring/equipment problem, other	No
441	Heat from short circuit (wiring), defective/worn	No
442	Overheated motor	No
443	Light ballast breakdown	No
444	Power line down	No
445	Arcing, shorted electrical equipment	No
451	Police Assist	No
460	Accident, potential accident, other	No
461	Building or structure weakened or collapsed	No
462	Aircraft standby	No
463	Vehicle accident, general cleanup	No
471	Explosive, bomb removal (for bomb scare, use 721)	No
480	Attempted burning, illegal action, other	No
481	Attempt to burn	No
482	Threat to burn	No
500	Service call, other	No
510	Person in distress, other	No
511	Lock-out	No
512	Ring or jewelry removal	No
520	Water problem, other	No
521	Water evacuation	No
522	Water or steam leak	No
531	Smoke or odor removal	No
540	Animal problem, other	No
542	Animal rescue	No

Situation Found Code	Description	EMS Type Call
550	Public service assistance, other	No
551	Assist police or other governmental agency	No
552	Police matter	No
553	Public service	No
554	Assist invalid	Yes
555	Defective elevator	No
561	Unauthorized burning	No
600	Good intent call, other	No
611	Dispatched & canceled en route	No
621	Wrong location	No
622	No incident found upon arrival	No
631	Authorized controlled burning	No
632	Prescribed fire	No
641	Vicinity alarm (incident in other location)	No
650	Steam, other gas mistaken for smoke, other	No
651	Smoke scare, odor of smoke	No
652	Steam, vapor, fog or dust thought to be smoke	No
653	Barbecue, tar kettle	No
661	EMS call, party transported by non-fire agency	Yes
671	Hazmat release investigation w/no hazmat	No
672	Biological hazard investigation, none found	No
710	Malicious, mischievous false call, other	No
711	Municipal alarm system, malicious false alarm	No
713	Telephone, malicious false alarm	No
714	Central station, malicious false alarm	No
715	Local alarm system, malicious false alarm	No
721	Bomb scare - no bomb	No
730	System malfunction	No
731	Sprinkler activation due to malfunction	No
732	Extinguishing system activation due to malfunction	No
733	Smoke detector activation due to malfunction	No
734	Heat detector activation due to malfunction	No
735	Alarm system sounded due to malfunction	No
736	CO detector activation due to malfunction	No
740	Unintentional transmission of alarm, other	No
741	Sprinkler activation, no fire - unintentional	No
742	Extinguishing system activation	No
743	Smoke detector activation, no fire - unintentional	No
744	Detector activation, no fire - unintentional	No
745	Alarm system sounded, no fire - unintentional	No
746	Carbon monoxide detector activation, no CO	No
813	Wind storm, tornado/hurricane assessment	No
814	Lightning strike (no fire)	No
815	Severe weather or natural disaster standby	No
911	Citizen complaint	No

Appendix B

FIXED PROPERTY USE CODES AND DESCRIPTIONS

Fixed Property Use Code	Description	Category
000	FIXED PROP USE UNDETERMINED	NON-SPECIFIC
100	UNKNOWN OTHER	NON-SPECIFIC
110	FIXED USE RECREATION, OTHER	COMMERCIAL
111	BOWLING ESTABLISHMENT	COMMERCIAL
112	BILLIARD CENTER	COMMERCIAL
113	AMUSEMENT CENTER	COMMERCIAL
114	ICE RINK	COMMERCIAL
115	ROLLER RINK	COMMERCIAL
116	SWIMMING FACILITY	COMMERCIAL
120	VARIABLE USE AMUSEMENT/RECREATION	COMMERCIAL
121	BALLROOM,GYMNASIUM	COMMERCIAL
122	EXHIBITION HALL	COMMERCIAL
123	ARENA/STADIUM	COMMERCIAL
124	PLAYGROUND	COMMERCIAL
129	AMUSEMENT CENTER INDOOR/OUTDOOR	COMMERCIAL
130	PLACES OF WORSHIP,CHURCH,FUNERAL PARLOR	COMMERCIAL
131	CHURCH/CHAPEL	COMMERCIAL
134	FUNERAL PARLOR/CHAPEL	COMMERCIAL
140	CLUBS, OTHER	COMMERCIAL
141	ATHLETIC CLUB/YMCA	COMMERCIAL
142	CLUB HOUSE	COMMERCIAL
143	YACHT CLUB	COMMERCIAL
144	CASINO, GAMBLING CLUBS	COMMERCIAL
150	PUBLIC, GOVT, OTHER	COMMERCIAL
151	LIBRARY	COMMERCIAL
152	MUSEUM, ART GALLERY	COMMERCIAL
154	MEMORIAL STRUCTURE,MONUMENT	COMMERCIAL
155	COURT ROOM	COMMERCIAL
160	EATING/DRINKING PLACES	COMMERCIAL
161	RESTAURANT	COMMERCIAL
162	NIGHTCLUB	COMMERCIAL
170	TERMINALS OTHER	COMMERCIAL
171	AIRPORT TERMINAL	COMMERCIAL
173	BUS TERMINAL	COMMERCIAL
180	THEATER, STUDIO OTHER	COMMERCIAL
181	PERFORMANCE THEATER	COMMERCIAL
182	AUDITORIUM, CONCERT HALL	COMMERCIAL
183	MOVIE THEATER	COMMERCIAL
185	RADIO, TV STUDIO	COMMERCIAL
200	EDUCATIONAL PROPERTY OTHER	COMMERCIAL
210	SCHOOLS NON-ADULT OTHER	COMMERCIAL
211	PRE-SCHOOL	COMMERCIAL
213	ELEMENTARY SCHOOL	COMMERCIAL
215	HIGH SCHOOL/JR HIGH/MIDDLE SCHOOL	COMMERCIAL
241	COLLEGE/UNIVERSITY	COMMERCIAL
254	DAY CARE-IN COMMERCIAL PROPERTY	COMMERCIAL
255	DAY CARE-IN RESIDENCE-LICENSED	COMMERCIAL
300	HEALTHCARE/DETENTION OTHER	COMMERCIAL
311	CARE OF THE AGED/NURSING STAFF	COMMERCIAL
321	MENTAL RETARDATION/DEVELOPMENT DISABILITY FACILITY	COMMERCIAL
322	ALCOHOL/SUBSTANCE ABUSE RECOVERY CENTER	COMMERCIAL

323	ASYLUM/MENTAL INSTITUTION	COMMERCIAL
331	HOSPITAL-MEDICAL/PSYCHIATRIC	COMMERCIAL
332	HOSPICES	COMMERCIAL
340	CLINICS, OTHER	COMMERCIAL
341	CLINIC, CLINIC-TYPE INFIRMARY	COMMERCIAL
342	DOCTOR/DENTIST/SURGEONS OFFICE	COMMERCIAL
343	HEMODIALYSIS UNIT	COMMERCIAL
361	JAIL/PRISON - NOT JUVENILE	COMMERCIAL
363	REFORMATORY, JUVENILE DETENTION CENTER	COMMERCIAL
365	POLICE STATION	COMMERCIAL
400	RESIDENTIAL OTHER	RESIDENTIAL
419	ONE- AND TWO-FAMILY DWELLING	RESIDENTIAL
429	MULTI-FAMILY DWELLINGS	RESIDENTIAL
439	ROOMING, BOARDING, RESIDENTIAL HOTELS	COMMERCIAL
449	HOTELS, MOTELS, INNS, LODGES	COMMERCIAL
459	RESIDENTIAL BOARD AND CARE	COMMERCIAL
460	DORMITORIES OTHER	COMMERCIAL
462	FRATERNITY, SORORITY HOUSE	COMMERCIAL
464	MILITARY BARRACKS/DORMITORY	RESIDENTIAL
500	MERCANTILE PROPERTIES OTHER	COMMERCIAL
511	CONVENIENCE STORE	COMMERCIAL
519	FOOD, BEVERAGE SALES, GROCERY STORE	COMMERCIAL
529	TEXTILE, WEARING APPAREL SALES	COMMERCIAL
539	HOUSEHOLD GOODS SALES, REPAIRS	COMMERCIAL
549	SPECIALTY SHOPS	COMMERCIAL
557	BARBER, BEAUTY SHOP, PERSONAL SERVICES	COMMERCIAL
559	RECREATIONAL, HOBBY,HOME SALES, PET STORE	COMMERCIAL
564	SELF-SERVICE LAUNDRY/DRY CLEANING	COMMERCIAL
569	PROFESSIONAL SUPPLIES	COMMERCIAL
571	SERVICE STATION	COMMERCIAL
579	MOTOR VEHICLE, BOAT SALES/SERVICE/REPAIRS	COMMERCIAL
580	GENERAL ITEM STORES, OTHER	COMMERCIAL
581	DEPARTMENT STORE	COMMERCIAL
592	BANK W/FIRST STORY BANKING FACILITY	COMMERCIAL
593	MEDICAL, RESEARCH, SCIENTIFIC OFFICE	COMMERCIAL
596	POST OFFICE OR MAILING FORMS	COMMERCIAL
599	BUSINESS OFFICES	COMMERCIAL
600	BASIC INDUSTRY, UTILITY, DEFENSE OTHER	INDUSTRIAL/WAREHOUSE
610	ENERGY PRODUCTION, OTHER	INDUSTRIAL/WAREHOUSE
615	ELECTRIC GENERATING PLANT	INDUSTRIAL/WAREHOUSE
629	LABORATORIES	INDUSTRIAL/WAREHOUSE
631	NATIONAL DEFENSE SITE/MILITARY SITE	COMMERCIAL
632	RADIO, RADAR SITE	INDUSTRIAL/WAREHOUSE
635	COMPUTER, DATA PROCESSING CNTR	INDUSTRIAL/WAREHOUSE
639	COMMUNICATIONS CENTER	INDUSTRIAL/WAREHOUSE
640	UTILITY, ENERGY DISTRIBUTION CNTR OTHER	INDUSTRIAL/WAREHOUSE
642	ELECTRIC TRANSMISSION DISTIB. SYSTEM	INDUSTRIAL/WAREHOUSE
644	GAS DISTRIBUTION SYSTEM, PIPELINE	INDUSTRIAL/WAREHOUSE
647	WATER UTILITY	INDUSTRIAL/WAREHOUSE
648	SANITARY SERVICE	INDUSTRIAL/WAREHOUSE
655	CROPS, ORCHARDS	AGRICULTURAL LAND
659	LIVESTOCK PRODUCTION	AGRICULTURAL LAND

669	FOREST, TIMBERLAND	AGRICULTURAL LAND
700	MANUFACTURING PROPERTY, PROCESSING	INDUSTRIAL/WAREHOUSE
800	STORAGE PROPERTY OTHER	INDUSTRIAL/WAREHOUSE
807	OUTSIDE MATERIAL STORAGE AREA	NON-SPECIFIC
808	SHED	NON-SPECIFIC
880	VEHICLE STORAGE; OTHER	INDUSTRIAL/WAREHOUSE
881	RESIDENTIAL PARKING STORAGE	INDUSTRIAL/WAREHOUSE
882	GENERAL VEHICLE PARKING GARAGE	INDUSTRIAL/WAREHOUSE
888	FIRE STATIONS	COMMERCIAL
891	GENERAL WAREHOUSE	INDUSTRIAL/WAREHOUSE
898	WHARF, PIER	INDUSTRIAL/WAREHOUSE
899	RESIDENTIAL OR SELF STORAGE UNITS	INDUSTRIAL/WAREHOUSE
900	OUTSIDE, SPECIAL PROPERTIES; OTHER	NON-SPECIFIC
919	DUMP SANITARY LANDFILL	NON-SPECIFIC
921	BRIDGE, TRESTLE	NON-SPECIFIC
926	OUTBUILDING, EXCLUDING GARAGE	NON-SPECIFIC
931	OPEN LAND, FIELD	VACANT LAND
935	CAMPSITE WITH UTILITIES	COMMERCIAL
936	VACANT LOT	VACANT LAND
938	GRADED AND CARED FOR PLOTS OF LAND	AGRICULTURAL LAND
940	WATER AREAS, OTHER	NON-SPECIFIC
946	LAKE/RIVER/STREAM	NON-SPECIFIC
951	RAILROAD RIGHT OF WAY	NON-SPECIFIC
960	STREET, OTHER	NON-SPECIFIC
961	DIVIDED HIGHWAY, HIGHWAY	NON-SPECIFIC
962	PAVED PUBLIC STREET, RESIDENTIAL	NON-SPECIFIC
963	PAVED PRIVATE STREET, COMMERCIAL	NON-SPECIFIC
965	UNCOVERED PARKING AREA	NON-SPECIFIC
972	AIRCRAFT RUNWAY	COMMERCIAL
973	TAXIWAY/UNCOV PARK/MAINT AREA	COMMERCIAL
974	AIRCRAFT LOADING AREA	COMMERCIAL
981	CONSTRUCTION SITE	NON-SPECIFIC
983	PIPELINE, POWER LINE RIGHT OF WAY	NON-SPECIFIC
984	INDUSTRIAL PLANT YARD	INDUSTRIAL/WAREHOUSE
NNN	NONE	NON-SPECIFIC
UUU	UNDETERMINED	NON-SPECIFIC

Appendix C

LEON COUNTY PROPERTY APPRAISER
BUILDING IMPROVEMENT CODES AND USE DESCRIPTIONS
WITH ASSIGNMENT OF PROPERTY USE CATEGORY

Building Use Code - Description	Category
0100 - SINGLE FAMILY RESIDENTIAL	Residential
0300 - DUPLEX	Residential
0400 - CONDOMINIUM	Residential
0500 - STUDENT APARTMENTS	Residential
0501 - FRAT/SORORITY	Commercial
0510 - STUDENT MULTI LEASE	Residential
0600 - STANDARD APARTMENTS	Residential
0601 - APT/ LESS THAN 10 UNITS	Residential
0602 - DORMITORY	Residential
0650 - Lihtc	Residential
0700 - TOWNHOUSE	Residential
0800 - MOBILE HOME	Residential
1000 - GARDEN APARTMENT	Residential
1100 - HIGH RISE	Residential
1200 - EXEMPT MULTI FAMILY	Residential
1400 - MOTELS	Commercial
1500 - EXTENDED STAY HOMES	Commercial
1600 - HOTELS	Commercial
1700 - HOSP/NURS HOME	Commercial
1710 - NURSING HOME	Commercial
1720 - CLINIC	Commercial
1730 - Vet Clinic	Commercial
1740 - REGIONAL MEDICAL CENTER	Commercial
1750 - ASSISTED LIVING FACILITY	Commercial
1800 - CO-OP	Commercial
2000 - STORE	Commercial
2010 - CONDO-STORE	Commercial
2011 - SALON/BARBER SHOP	Commercial
2012 - LAUNDROMAT	Commercial
2013 - CARWASH	Commercial
2014 - PHYS FITNESS CENTER	Commercial
2015 - STORE SFR CONV	Commercial
2016 - IND/RETAIL/STORE	Commercial
2018 - DRY CLEANERS	Commercial
2020 - CONVENIENCE STORE	Commercial
2030 - CONV-STORE/GAS	Commercial
2040 - SUPERMARKET	Commercial
2050 - PHARMACY	Commercial
2060 - JR DISCOUNT	Commercial
2070 - SUPER DISCOUNT	Commercial
2080 - AUTO PARTS	Commercial
2090 - AUTO SERVICE	Commercial
2100 - DEPARTMENT STORE	Commercial
2110 - JR DEPARTMENT STORE	Commercial
2200 - SHOP CENTER	Commercial
2210 - NBHD SHOP CENTER	Commercial
2220 - COMM SHOP CENTER	Commercial
2300 - SERVICE STATION	Commercial
2400 - REC/BOWL ALLEY	Commercial
2410 - CLUBHOUSE/REC	Commercial
2420 - Clubhouse/Exempt	Commercial

Building Use Code - Description	Category
2500 - REST/LOUNGE	Commercial
2510 - FAMILY RESTAURANT	Commercial
2520 - TAKE-OUT RESTAURANT	Commercial
2600 - FAST FOOD DRIVE IN	Commercial
2610 - FAST FOOD NO SEAT	Commercial
2620 - NITE CLUB	Commercial
2700 - AUDIT/THEATER	Commercial
2800 - MALL	Commercial
2810 - SUPER REG MALL	Commercial
3000 - OFFICE	Commercial
3010 - OFFICE CONDO	Commercial
3015 - Office Condo High Rise	Commercial
3020 - OFFICE STRIP CENTER	Commercial
3030 - OFFICE LOW RISE	Commercial
3040 - OFFICE MID RISE	Commercial
3045 - Office Park	Commercial
3050 - OFFICE HIGH RISE	Commercial
3060 - OFFICE INDUSTRIAL	Commercial
3070 - OFFICE/SFR CONVERSION	Commercial
3080 - CONDO MEDICAL OFFICE	Commercial
3100 - ED/RELIGIOUS	Commercial
3110 - CHILD CARE	Commercial
3200 - PUBLIC PARKING	Industrial/Warehouse
3300 - BANKS	Commercial
3400 - BANKS-BRANCH	Commercial
3410 - BANKS-DRV THRU	Commercial
3500 - FUNERAL HOME	Commercial
3600 - TRAINING CENTER	Commercial
3700 - MEDICAL OFFICE	Commercial
3901 - BROADCAST CENTER	Commercial
3902 - WCTV 2	Commercial
3930 - CLASSROOM/TRAINING	Commercial
3940 - LIBRARY/MULTI-MEDIA	Commercial
3950 - OFFICES	Commercial
3960 - DORMITORY/HOUSING	Commercial
3970 - MEDICAL FACILITIES	Commercial
3980 - Courthouse	Commercial
4000 - WAREHOUSE	Industrial/Warehouse
4010 - CONDO WAREHOUSE	Industrial/Warehouse
4020 - DISTRIBUTION WAREHOUSE	Industrial/Warehouse
4030 - TECH MANUFACTURING	Industrial/Warehouse
4031 - INDUSTRIAL OFFICE	Industrial/Warehouse
4040 - WAREHOUSE/MULTI-BAY	Industrial/Warehouse
4100 - SERVICE/PARKING GARAGE	Industrial/Warehouse
4110 - INDEPENDENT AUTO CENTER	Commercial
4200 - MINI WAREHOUSE	Industrial/Warehouse
4300 - COLD STORAGE	Industrial/Warehouse
4400 - LIGHT MANUFACTURING	Industrial/Warehouse
4500 - HEAVY MANUFACTURING	Industrial/Warehouse
4600 - AUTO SHOW/GARAGE	Industrial/Warehouse
4610 - CAR/TRUCK RENTAL	Commercial

Building Use Code - Description	Category
4620 - BOAT S/E DEALER	Commercial
4700 - PREFAB METAL BUILDING	not charged
4800 - BARN SHED	not charged
4810 - Airport Terminal	Commercial
4900 - MAINT/MECH/WAREHOUSING	Industrial/Warehouse
4910 - RESEARCH/DEVELOP LABS	Industrial/Warehouse
4920 - STADIUMS/ARENAS	Commercial
4930 - PARKING GARAGES	Industrial/Warehouse
4940 - PRISONS/JAILS	Commercial
4950 - MILITARY FACILITIES	Commercial
4960 - FIRE STATION	Commercial
MHPK - MOBILE HOME PARK	Residential
MUSE - MUSEUM/CULTURAL	Commercial
RVPK - RV PARK	Commercial

Appendix D

DEPARTMENT OF REVENUE (DOR) CODES

DOR Code - Description	
0000 - Vacant Residential	
0004 - Vacant Condo	
0100 - Single Family Residential	
0107 - Townhomes	
0107 - Townhouse	
0200 - Mobile Homes	
0300 - Multi-Family(10 or More Units)	
0400 - Condominia Improved	
0600 - Retirement Homes Not Eligible	
0700 - Miscellaneous Residential	
0800 - MFR < 10 Units - Residential	
0805 - MFR < 10 Units - Commercial	
0900 - Residential Common Elements/Areas	Not Charged
1000 - Vacant Commercial	
1100 - Stores, One Story	
1200 - Mixed Use, Store/Office/Resi	
1300 - Department Store	
1400 - Supermarkets	
1500 - Regional Shopping Centers	
1600 - Community Shopping Centers	
1700 - Office Buildings/Nonprof/One	
1800 - Office Buildings/Nonprof/Multi	
1900 - Professional Service & Medical	
2000 - Airports, Terminals, Piers	
2100 - Restaurants, Cafeterias	
2200 - Drive In Restaurants	
2300 - Financial Institutions	
2500 - Repair Service Shops	
2600 - Service Stations	
2700 - Auto Sales, Repair & Related	
2800 - Parking Lots, Commercial	
3200 - Enclosed Theatres/Auditoriums	
3300 - Night Clubs, Lounges, Bars	
3400 - Bowling, Skating, Pool Enclose	
3500 - Tourist Attraction, Exhibits	
3800 - Golf Courses, Driving Ranges	
3900 - Hotels, Motels	
4000 - Vacant Industrial	
4100 - Light Industrial	
4800 - Warehousing, Distribution	
4900 - Open Storage, Supply/Junkyards	
5000 - Improved Agriculture	
5100 - Cropland, Class I	
5200 - Cropland, Class II	
5400 - Timberland, Index 90+	
5500 - Timberland, Index 80-90	
5600 - Timberland, Index 70-79	
5700 - Timberland, Index 60-69	
5800 - Timberland, Index 50-59	
5900 - Timberland, Not Classed	
6000 - Grazing, Class I	

DOR Code - Description	
6100 - Grazing, Class II	
6200 - Grazing, Class III	
6300 - Grazing, Class IV	
6600 - Orchard, Groves, Citrus	
6900 - Ornamentals, Misc	
7000 - Vacant Institutional	
7100 - Churches	
7200 - Private Schools/Colleges	
7300 - Privately Owned Hospitals	
7400 - Homes for the Aged	
7500 - Orphanages, Other Services	
7600 - Mortuaries, Cemeteries	
7700 - Clubs, Lodges, Union Halls	
7900 - Cultural Organization Facil	
8000 - Vacant Governmental	
8100 - Military	
8200 - Forest, Parks, Recreation Area	
8300 - Public County School	
8400 - Colleges	
8500 - Hospitals	
8600 - County	
8700 - State	
8800 - Federal	
8900 - Municipal	
9100 - Utilities	
9200 - Mining, Petrolium/Gas	
9400 - Rights-of-Way	Not Charged
9500 - Rivers, Lakes, Submerged Lands	Not Charged
9600 - Sewage Disposal, Solid Waste	Not Charged
9700 - Outdoor Recreational	
9800 - Centrally Assessed/Railroads	Not Charged
9900 - Vacant Acreage, Not Agri	
9901 - Imp acre, Not Agri	

Appendix E

MAP OF SERVICE ZONES

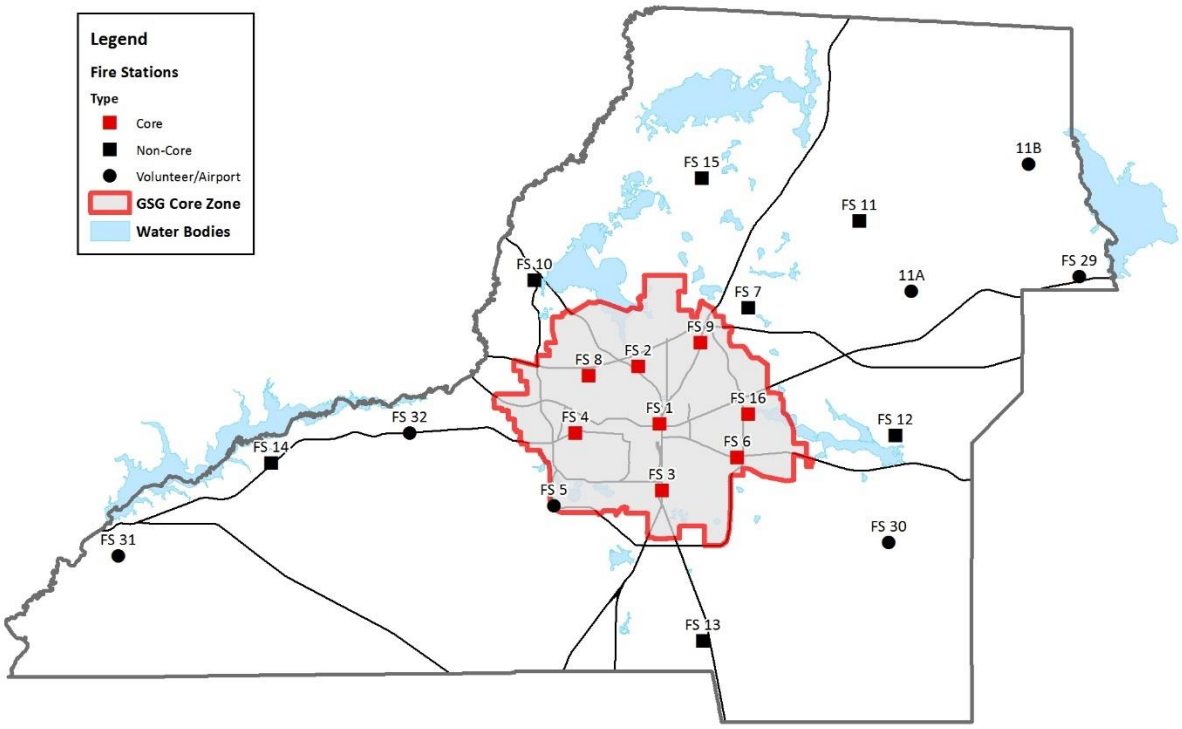

Legend
Fire Stations
Type
Core
Non-Core
Volunteer/Airport
GSG Core Zone
Water Bodies
FS 15
11B
FS 11
FS 10
FS 29
11A
FS 7
FS 9
FS 8
FS 2
FS 16
FS 32
FS 4
FS 1
FS 12
FS 14
FS 6
FS 3
FS 5
FS 31
FS 30
FS 13

Exhibit "B"

Rate Schedule			
Property Use Category	**Unit of Measurement**	**Per Annum for FY 2024 and each Fiscal Year Thereafter**	
		Zone 1	Zone 2
Residential	Per Residential Dwelling Unit	$245.39	$223.00
Commercial/Institutional	Per Square Feet		
	≤ 1,999	$384.00	$356.00
	2,000 - 3,499	$768.00	$712.00
	3,500 - 4,999	$1,344.00	$1,245.00
	5,000 - 9,999	$1,920.00	$1,779.00
	10,000 - 19,999	$3,840.00	$3,557.00
	20,000 - 29,999	$7,680.00	$7,113.00
	30,000 - 39,999	$11,519.00	$10,669.00
	40,000 - 49,999	$15,359.00	$14,226.00
	50,000 - 59,999	$19,198.00	$17,782.00
	60,000 - 69,999	$23,038.00	$21,338.00
	70,000 - 79,999	$26,877.00	$24,895.00
	80,000 - 89,999	$30,717.00	$28,451.00
	90,999 - 99,999	$34,557.00	$32,007.00
	≥ 100,000	$38,396.00	$35,564.00
Industrial/Warehouse	Per Square Feet		
	≤ 1,999	$63.00	$114.00
	2,000 - 3,499	$125.00	$227.00
	3,500 - 4,999	$218.00	$398.00
	5,000 - 9,999	$311.00	$568.00
	10,000 - 19,999	$621.00	$1,135.00
	20,000 - 29,999	$1,242.00	$2,270.00
	30,000 - 39,999	$1,863.00	$3,405.00
	40,000 - 49,999	$2,484.00	$4,540.00
	50,000 - 59,999	$3,104.00	$5,674.00
	60,000 - 69,999	$3,725.00	$6,809.00
	70,000 - 79,999	$4,346.00	$7,944.00
	80,000 - 89,999	$4,967.00	$9,079.00
	90,999 - 99,999	$5,587.00	$10,213.00
	≥ 100,000	$6,208.00	$11,348.00
Governmental	per square foot	$0.267	$0.267

EXHIBIT 2

FIRE RESCUE SERVICES NON-AD VALOREM ASSESSMENT ROLL

https://leoncountyfl.gov/specialassessment

DR-408A
N. 02/91

FLORIDA DEPARTMENT OF REVENUE

CERTIFICATE TO
NON-AD VALOREM ASSESSMENT ROLL

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of Leon County Board of County Comm'rs, located in Leon County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid county is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that, upon completion of this certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as part thereof, said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this county.

In witness whereof, I have subscribed this certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this the 15 day of September, 2025 (year).

Chairman of the Board or authorized agent

of Leon County Board of County Comm'rs
Name of local government

Leon County, Florida

Posted on September 8, 2025

LEON COUNTY RESOLUTION NO. R2025-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, ADOPTING A FIRE RESCUE SERVICES NON-AD VALOREM ASSESSMENT ROLL; PROVIDING FOR CERTIFICATION OF THE ROLL TO THE TAX COLLECTOR; AND PROVIDING FOR AN EFFECTIVE DATE.

RECITALS

WHEREAS, on February 26, 2009, Leon County and the City of Tallahassee entered into an Interlocal Agreement for the provision of fire suppression, fire prevention and emergency medical services county-wide commencing October 1, 2009; and

WHEREAS, the Interlocal Agreement by and between Leon County and the City of Tallahassee provides for the funding and payment of *Fire Rescue Services* by means of the levy and collection of special assessments upon benefited property; and

WHEREAS, on March 19, 2009, the Board of County Commissioners enacted an ordinance amending Chapter 7, Leon County Code of Laws, relating to the provision and funding of *Fire Rescue Services*; and

WHEREAS, on July 11, 2023, the Board of County Commissioners adopted a *Fire Rescue Assessment Rate Resolution* levying and imposing upon each improved parcel of nongovernmental property located within the unincorporated area of the County an assessment in an amount found to be reasonably related to the cost of providing *Fire Rescue Services* to such property and thereby providing an equitably corresponding special benefit to such property; and

WHEREAS, in accordance with section 197.3632(4)(a)1, Florida Statutes, the Board of County Commissioners desires to adopt a fire rescue services non-ad valorem assessment roll for those properties subject to levy of the non-ad valorem assessment for the first time; and

WHEREAS, pursuant to section 197.3632, Florida Statutes, the Board of County Commissioners has reviewed the fire rescue services non-ad valorem assessment roll for conformity with the *Fire Rescue Assessment Rate Resolution*; and

WHEREAS, the Board wishes to approve and adopt a fire rescue services non-ad valorem assessment roll and to certify the roll for collection to the Tax Collector; and

WHEREAS, Leon County has provided notice of a public hearing at least twenty days prior to same by first class United States mail and by publication in the *Tallahassee Democrat* advising that a public hearing would take place.

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

Section 1. Recitals.

The Recitals to this Resolution are incorporated herein and made a part hereon as if fully set forth below.

Section 2. Definitions.

For purposes of this Resolution, the definitions contained in section 7-39, Leon County Code of Laws, are incorporated herein by reference.

Section 3. Adoption of Non-Ad Valorem Assessment Roll.

Pursuant to section 197.3632, Florida Statutes, Leon County hereby approves and adopts a fire rescue services non-ad valorem assessment roll, which is attached hereto as Exhibit 2 and incorporated herein as if fully set forth below.

Section 4. Unit of Measurement for Non-Ad Valorem Assessment.

The unit of measurement for the fire rescue services non-ad valorem assessment is as set forth in the *Fire Rescue Assessment Rate Resolution*, R23-11, which is attached hereto as Exhibit 1, and incorporated herein as if fully set forth below. The amount of the fire rescue services assessment for each subject parcel of property is as further set forth in Exhibit 2, also attached hereto and incorporated herein as if fully set forth below. The *Fire Rescue Assessment* shall be and is hereby imposed annually commencing October 1, 2023, and continuing each year thereafter until such time as changed or discontinued by the Board.

Section 5. Certification of Non-Ad Valorem Assessment Roll to Tax Collector.

The fire rescue services non-ad valorem assessment roll is hereby certified to the Tax Collector for collection in accordance with Florida law. The Chairman of the Board of County Commissioners is authorized to include each parcel described at Exhibit 2 herein on the non-ad valorem assessment roll certified to the Tax Collector for all properties subject to the fire rescue services non-ad valorem assessment.

Section 6. Effective Date.

This resolution shall have effect upon adoption.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 15th day of September, 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: _____

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11

RESOLUTION NO. 23-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS RELATING TO THE PROVISION AND FUNDING OF FIRE RESCUE SERVICES; PROVIDING FOR RECITALS; PROVIDING FOR AUTHORITY; PROVIDING FOR DEFINITIONS; PROVIDING FOR A RESOLUTION; PROVIDING FOR PROVISION OF FIRE RESCUE SERVICES; PROVIDING FOR GENERAL LEGISLATIVE DETERMINATIONS; PROVIDING FOR FIRE RESCUE CHARGE; PROVIDING FOR EXEMPT PROPERTY; PROVIDING FOR LIEN; PROVIDING FOR COLLECTION OF FIRE RESCUE CHARGE; PROVIDING FOR FINAL ADJUDICATION; REPLACING AND SUPERSEDING RESOLUTION NO. 15-20; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the County desires to continue to provide fire rescue services, facilities and programs, hereafter "*fire rescue services*," in the most efficient manner possible in order to promote the health, safety and general welfare of its citizens; and

WHEREAS, the County desires to maintain a uniform financial mechanism for the funding of such *fire rescue services* to its citizens on an equitable basis; and

WHEREAS, the City of Tallahassee and the County have entered into an Interlocal Agreement, as amended, to administer the provision of and funding for *fire rescue services*; and

WHEREAS, the Interlocal Agreement by and between the City of Tallahassee and the County provides for the funding and payment for *fire rescue services* by means of the levy, imposition and collection of special assessments upon benefited *nongovernment property* and the imposition of fire rescue fees on *government property*; and

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WHEREAS, on March 19, 2009, the Board of County Commissioners enacted an ordinance amending Chapter 7, Leon County Code of Laws, relating to the provision and funding of *fire rescue services*; and

WHEREAS, pursuant to Chapter 7, Leon County Code of Laws, on May 26, 2015, the Board of County Commissioners adopted a *fire rescue assessment rate resolution* and *fire rescue fee rate resolution*, Resolution No. 15-20; and

WHEREAS, the Board of County Commissioners utilized a rate study, attached to and incorporated into Resolution No. 15-20 as Exhibit "A", in calculating the fire rescue assessment rate and fire rescue fee; and

WHEREAS, the fire rescue assessment rate and fire rescue fee established in Resolution No. 15-20 apportioned costs based upon a reasonable estimation of the five-year average annual cost of providing fire rescue services, and the rates no longer adequately fund the costs of providing fire rescue services; and

WHEREAS, pursuant to the Interlocal Agreement, as amended, the Board of County Commissioners commissioned a new rate study utilizing the same methodology set forth in the rate study attached to Resolution No. 15-20, but with updated service delivery, fire incident data, property data and budget information; and

WHEREAS, a new rate study has been completed and shows that an adjustment to the rates is needed to adequately fund fire rescue services; and

WHEREAS, the Board of County Commissioners desires to adopt a new *fire rescue assessment rate resolution* and *fire rescue fee rate resolution* pursuant to Chapter 7, Leon County Code of Laws in order to adequately fund fire rescue services.

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

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Section 1. Recitals. The Recitals set forth above are deemed incorporated herein as if fully set forth below.

Section 2. Authority. This Resolution is adopted pursuant to the authority granted to the County under Article VIII, Section 1, Florida Constitution, Chapter 125, Florida Statutes, the Leon County Charter, Chapter 7 of the Leon County Code of Laws, and other applicable provisions of law.

Section 3. Definitions. For purposes of this Resolution, the definitions contained in Section 7-39, Leon County Code of Laws, are incorporated herein by reference as if fully set forth below. In addition, as used in this Resolution, the following terms shall have the following meanings, unless the context hereof otherwise requires:

"*Building area*" means the actual area of a *building* expressed in square feet and reflected on the *tax roll* or, in the event such information is not reflected or is determined not to be accurately reflected on the *tax roll*, that area determined by the County.

"*Code descriptions*" mean the descriptions listed in the *fixed property use codes* and the descriptions listed in the *improvement codes*.

"*Core stations*" are those fire stations located within five road miles of at least two other stations.

"*Commercial property*" means those *tax parcels* with a *code description* designated as "*commercial*" in the *improvement codes*, including those *tax parcels* that meet the definition of *recreational vehicle park* herein.

"*Cost apportionment*" means the apportionment of the *fire rescue cost* among all *property use categories* according to the *demand percentages* established pursuant to the apportionment methodology described in Sections 7.A.3 and 7.B.2 of this Resolution.

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"*Cost Factor*" means the factor that represents the varying cost in providing *fire rescue services* to the different *service zones*, as calculated in accordance with Section 7.B of this Resolution.

"*Demand percentage*" means the percentage of demand for *fire rescue services* attributable to each *property use category* determined by analyzing the historical demand for *fire rescue services* as reflected in *incident reports* in the *state database* under the methodology described in Sections 7.A.3 and 7.B.2 of this Resolution.

"*DOR code*" means a property use code established in Rule 12D-8.008, Florida Administrative Code, assigned by the Property Appraiser to *tax parcels*.

"*Dwelling unit*" means (1) a *building*, or a portion thereof, available to be used for residential purposes, consisting of one or more rooms arranged, designed, used, or intended to be used as living quarters for one family only, or (2) the use of land in which lots or spaces are offered for rent or lease for the placement of mobile homes or the like for residential purposes.

"EMS services" means those services recorded in *FFIRS* that assign a "type of situation found code" of 3, 300, 311,320, 321, 321B, 322, 323, 381, 551E, 554, and 661.

"EMS Cost" means the amount, other than first response medical rescue services, determined by the County to be associated with *EMS services*.

"*FFIRS*" means the Florida Fire Incident Reporting System maintained by the Florida State Fire Marshal.

"Fire rescue cost" means the *fire rescue cost* as defined in Chapter 7 of the Leon County Code of Laws, but specifically excluding any *EMS Cost*.

"*Fire rescue services"* means fire rescue services, facilities and programs.

"*Fire rescue fee*" means a fee for *fire rescue services* provided to each improved parcel of *governmental property* located within the unincorporated area of the County.

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"*Fire services property use category*" means the use codes developed for the purpose of assigning a *fire rescue charge* for collection on a *utility* bill.

"*Fixed property use codes*" mean the property use codes used by *FFIRS* as specified in the attached Exhibit A, Appendix B.

"*Improvement codes*" mean the building use codes assigned by the Property Appraiser to *tax parcels* as specified in the attached Exhibit A, Appendix C.

"*Incident report*" means an individual report filed with the Florida State Fire Marshal under *FFIRS* that is not associated with *EMS services*.

"*Industrial/warehouse property*" means those *tax parcels* with a *code description* designated as "*industrial/warehouse*" in the *improvement codes*.

"*Mixed use property*" means a *tax parcel* that contains *buildings* whose use descriptions are capable of assignment under a *code description* in the *improvement codes* in more than one *property use category*.

"*Non-residential property*" means, collectively, *commercial property* and *industrial/warehouse property*.

"*Parcel apportionment*" means the further apportionment of the *fire rescue cost* allocated to each *property use category* by the *cost apportionment* among the *tax parcels* under the methodology established in Sections 7.A.3 and 7.B.2 of this Resolution.

"*Property use categories*" means, collectively, *residential property* and all categories of *non-residential property*.

"Recreational vehicle park" means (1) a place set aside and offered by a person, for either direct or indirect remuneration of the owner, lessor, or operator of such place, for the parking, accommodation, or rental of five or more recreational vehicles or tents; and (2) licensed by the Department of Health of the State of Florida, or its successor in function as a "recreational vehicle

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park" or “lodging park” under Chapter 513, Florida Statutes, as may be amended from time-to-time.

"*Residential property*" means those *tax parcels* designated as “Residential” in the *improvement codes.*

“*Service zones*” mean the geographic areas defined to differentiate between the two levels of *fire rescue services* provided within the County based upon proximity to *core stations.*

"State database" means the incident data derived from the *FFIRS incident reports* maintained by the Florida State Fire Marshal.

"Tax parcel" means a parcel of property located within the unincorporated area of the County to which the Property Appraiser has assigned a distinct ad valorem property tax identification number.

Section 4. Resolution. This Resolution shall constitute the *fire rescue assessment rate resolution* and the *fire rescue fee rate resolution* as described in Sections 7-42 and 7-43, Leon County Code of Laws.

Section 5. Provision of Fire Rescue Services. The County shall continue to provide *fire rescue services* for the benefit of all parcels of *assessed property* located within the unincorporated areas of the County commencing October 1, 2023. All or a portion of the cost to provide such *fire rescue services* shall be funded from proceeds of the *fire rescue charge*. The remaining cost, if any, required to provide *fire rescue services* shall be funded by available County revenues other than such proceeds.

Section 6. General Legislative Determinations. It is hereby ascertained and declared that the *fire rescue services* provide a special benefit to the *assessed property* based upon the following legislative determinations and based upon that certain report entitled “City of Tallahassee and Leon County, Florida, Fire Assessment Memorandum” dated April 2023, prepared by Government

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Services Group, Inc., which is hereby specifically approved and adopted as Exhibit A, same being attached hereto and incorporated herein as if fully set forth below. Upon the adoption of this Resolution, the legislative determinations ascertained and declared in Sections 7-42 and 7-43, Leon County Code of Laws are hereby ratified and confirmed.

A. It is hereby ascertained, determined, and declared that each parcel of property subject to a *fire rescue charge* located within the unincorporated area of the County, and the *owners* and occupants of said parcel, will be benefited by the County's provision of *fire rescue services*, in an amount not less than the *fire rescue charge* imposed against such parcel and that such *fire rescue charge,* as computed in a manner as set forth in this Resolution, constitutes a fair and reasonable charge for the provision of *fire rescue services*.

B. The availability and provision of comprehensive *fire rescue services* enhance and strengthen the relationship of such services to the use and enjoyment of the parcels of property, the market perception of the area and, ultimately, the property and rental values within the assessable area.

C. The Board does hereby find that the various legislative findings and determinations contained herein are found to have existed as of the original imposition of the *fire rescue charge* in 2009 and relate back thereto. Therefore, such findings shall be deemed to have been incorporated in the provisions of Chapter 7, Leon County Code of Laws, adopted March 13, 2009, Resolution No. 09-16, adopted June 9, 2009, and Resolution No. 15-20, adopted on May 26, 2015, as if they had been set forth fully therein and continued thereafter.

Section 7. Fire Rescue Charges.

A. Fire Rescue Fee.

1. Imposition; Legislative Determinations.

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a. A *fire rescue fee* is hereby imposed upon each improved parcel of *government property* located within the unincorporated area of the County, and which is hereby ascertained, determined, and declared to be reasonably and fairly related to the cost of providing *fire rescue services* to such *government property* and as such the *fire rescue fee* constitutes a fair, reasonable, just, and equitable manner for apportioning and allocating the *fire rescue cost for government property*. The *fire rescue fee* imposed hereby is not a special assessment; it is a fee for services available and rendered to *government property*.

b. Upon the adoption of this Resolution determining the *fire rescue fee* and identifying the *government property* to be billed a *fire rescue fee*, the legislative determinations ascertained and declared in Section 7-42, Leon County Code of Laws, are hereby ratified and confirmed.

c. It is fair and reasonable to use the *fire services property use category* to assign property use for a *fire rescue fee* because the use codes are most compatible with the system of billing on the City of Tallahassee *utility* bill.

d. It is fair and reasonable to use the *fire rescue costs for* the development of the *fire rescue fee* and apply the *fire rescue fee* for future fiscal years at the rates established in this Resolution because it is hereby determined that the actual annual cost of providing *fire rescue services*, over the five-year period will be as great as or greater than the *fire rescue fee* established herein.

e. It is fair and reasonable and consistent with the decision of the Florida Supreme Court in the case of City of North Lauderdale v. SMM Properties, Inc., 825 So.2d 343 (Fla. 2002), to exclude from the *fire rescue costs,* amounts determined to constitute the cost of providing emergency medical services.

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f. Apportioning *fire rescue costs for government property* among classifications of improved *government property* based upon historical demand for *fire rescue services*, but not emergency medical services, is a fair and reasonable method of *cost apportionment* because it reflects the property uses' potential fire risk based upon *building* use and is a reasonable proxy for the amount of fire flow, fire fighters, quantity and size of apparatus, and other special firefighting equipment that must be available in accordance with the County's required standards and practices.

g. The greater the *building area*, the greater the potential for a large fire and the greater the firefighting resources that must be available in the event of a fire in a structure of that *building*'s size. Therefore, it is fair and reasonable to use *building area* as a proxy for determining the *fire rescue fees*.

h. It is fair and reasonable to not charge a *fire rescue fee* to *government property* that is vacant as evidenced by the cessation of *utility* services. The costs of administering and collecting *fire rescue fees* from such vacant property exceed the anticipated *fire rescue fees* that could be collected from such property.

i. The *incident reports* are the most reliable data available to determine the potential demand for *fire rescue services* from *government property* use and to determine the benefit to property use resulting from the availability of *fire rescue services* to protect and serve *buildings* located within *government property* and their intended occupants. There exist sufficient *incident reports* documenting the historical demand for *fire rescue services* from *government property*. The *demand percentage* determined for each classification of *government property* by an examination of such *incident reports* is consistent

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with the experience of the County. Therefore, the use of *demand percentages* determined by an examination of *incident reports* is a fair and reasonable method to apportion the *fire rescue costs* among each classification of *government property*.

j. The suppression of fire on vacant property primarily benefits the *buildings* within the adjacent improved property by the containment of the spread of fire rather than the preservation of the vacant property. Therefore, it is fair and reasonable not to apportion any of the costs attributed to providing *fire rescue services* to vacant property and the *incident reports* omitted from the *demand percentage* calculation.

k. The budget is sized based upon its ability to provide *fire rescue services* to *assessed property* within the unincorporated area. Therefore, the level of services required to meet anticipated demand for *fire rescue services* and the corresponding fire services budget required to fund *fire rescue services* provided to non-specific property uses would be required notwithstanding the occurrence of any incidents from such non-specific uses. Therefore, it is fair and reasonable to omit from the *demand percentage* calculation, the *incident reports* documenting *fire rescue services* provided to non-specific property uses and vacant property.

2. Methodology for Determining Fire Rescue Fees. The *fire rescue fees* shall be calculated as follows:

a. The number of *incident reports* filed within a sampling period was determined for *government property* and all *property use categories* of *nongovernment property*. The percentages of total *incident reports* allocated to *government*

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property as compared to total *incident reports* allocated to *nongovernment property* were used to calculate the *fire rescue cost* for *assessed property* and the *fire rescue cost for government property*.

b. The *fire rescue cost for government property* was then apportioned among the *tax parcels* of *government property* as follows:

1. Add the *building area* of all the *buildings* of *government property* to arrive at the aggregate square footage for *government property*. Any *buildings* that exceed 100,000 square feet of *building area* shall only be included at 100,000 square feet.

2. Divide the *fire rescue cost for government property* by the product of subsection 1. above to arrive at a rate per square foot of *building area* to be charged to *government property*.

3. For each *building* of *government property*, multiply the applicable square foot rate determined in subsection 2. above by the number of square feet for that *building* and then sum the amounts for all *buildings* on that *tax parcel*.

3. Amount of Fire Rescue Fee.

The *fire rescue cost for government property* is further determined to be a reasonable estimation of a five-year average annual cost of providing *fire rescue services* to *government property*. The amount of the *fire rescue fee* imposed upon *government property for fire rescue services* is specifically based upon the Rate Study, Exhibit A, established pursuant to and in accordance with Section 7-42, Leon County Code of Laws, and shall be as set forth in Exhibit B, Rate Schedule, same being attached hereto and incorporated herein as if fully

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set forth below, commencing October 1, 2023, annually, until otherwise determined by the Board.

B. Fire Rescue Assessment.

1. Imposition; Legislative Determinations; Cost Apportionment Methodology; Parcel Apportionment Methodology; Amount.

A *fire rescue assessment* is hereby levied and imposed upon each improved parcel of *nongovernment property* located within the unincorporated area of the County, and which is hereby ascertained, determined, and declared to be reasonably related to the cost of providing *fire rescue services* and thereby provides an equitably corresponding special benefit to *nongovernment property*. The *fire rescue assessment* is hereby ascertained, determined, and declared to be based upon a reasonable estimation of the five-year average annual cost of providing *fire rescue services* to such *nongovernment property*. It is further ascertained, determined, and declared that the *fire rescue assessment* imposed hereby provides a special benefit to and is equitably apportioned among the *assessed property* based upon the special benefit assumptions and apportionment methodology set forth in the Rate Study, Exhibit A, and as further set forth below:

a. It is further hereby ascertained and declared that the *fire rescue services* provide a special benefit to *nongovernment property,* that is improved by the existence or construction of a *building,* based upon the following legislative determinations:

1. *Fire rescue services* enhance the use and enjoyment of improved property, which constitutes a special benefit to *owners*, commercial tenants, residential tenants, and occupants by the following:

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a) Protecting the value of the improvements, structures, and contents through the provision of available *fire rescue services*;

b) Protecting the life and safety of occupants, residential tenants and commercial tenants, in the use and enjoyment of the improvements and structures within improved parcels; and

c) Lowering the cost of fire insurance, including renter's insurance and property coverage for the repair and replacement of contents of improvements and structures within the improved parcels, by the presence of a professional and comprehensive fire services program within the unincorporated area of the County.

2. The *fire rescue services* enhance the use and enjoyment of commercial tenants by protecting the continued commercial operations within improved parcels of property within the unincorporated area of the County.

3. The *fire rescue services* enhance the value of business and commercial interests, which accrues to *owners* and lessees, by protecting the continued commercial operations within improved parcels of property within the unincorporated area of the County.

4. The legislative determinations of special benefit ascertained arising from the *fire rescue services*, as set out and declared in Section 7-43, Leon County Code of Laws, are incorporated herein by reference and further ratified and confirmed.

b. It is fair and reasonable to create *service zones* to reflect the level of service differentiation between a property located in a higher density area that receives fire protection coverage from multiple *core stations* and a property located in

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an area generally described as rural and typically serviced by a single fire station.

c. It is fair and reasonable to use the *improvement codes* and the *DOR codes* for the *cost apportionment* and the *parcel apportionment* because: (1) the *tax roll* database employing the use of such property use codes is the most comprehensive, accurate, and reliable information readily available to determine the property use and *building area* for improved property within the County, (2) the *tax roll* database within such property use codes is maintained by the Property Appraiser and is thus consistent with parcel designations on the *tax roll*, and (3) the parcel descriptions on the *tax roll* are not incompatible with the property use descriptions on the City of Tallahassee's *utility* customer database which has been developed and maintained by the City of Tallahassee and which will be used in many instances to bill the *fire rescue assessments*.

d. The data available in the *improvement codes* is more useful and accurate to determine *building area* than the data maintained in the *DOR codes* because (1) the data maintained in the *improvement codes* reveals the existence of a *building* with a different use than the use described in the *DOR codes*, (2) the *improvement codes* represent records maintained by the Property Appraiser with the most information relative to *building area* regardless of property use, and (3) the City of Tallahassee *utility* customer database does not contain *building area* data.

e. It is fair and reasonable and consistent with the decision of the Florida Supreme Court in the case of City of North Lauderdale v. SMM Properties, Inc., 825 So.

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2d 343 (Fla. 2002), to exclude from the *fire rescue costs,* amounts determined to constitute the cost of providing *EMS services*.

f. Apportioning the *fire rescue cost for assessed property* among classifications of improved property based upon historical demand for *fire rescue services*, but not *EMS services*, is a fair and reasonable method of *cost apportionment* because it reflects the property uses' potential fire risk based upon *building* use and is a reasonable proxy for the amount of fire flow, fire fighters, quantity and size of apparatus, and other special firefighting equipment that must be available in accordance with the County's required standards and practices.

g. The cost of responding to fire incidents varies among the *service zones*. Therefore, it is fair and reasonable to use a *cost factor* in calculating the *demand percentages* because it reflects the varying costs that are associated with the responses and services to different *property use categories* based upon average call duration, which accounts for the time that personnel and equipment were out of service.

h. It is fair and reasonable to use the *fire rescue costs for assessed property* for the development of the *fire rescue assessment* and apply the *fire rescue assessment* for future fiscal years at the rates established in this Resolution because it is hereby determined that the actual annual cost of providing *fire rescue services* over the five-year period will be as great as or greater than the *fire rescue assessment* established herein.

i. The *incident reports* are the most reliable data available to determine the potential demand for *fire rescue services* from property use and to determine the benefit to property use resulting from the availability of *fire rescue services*

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to protect and serve *buildings* located within the *assessed property* and their intended occupants. There exist sufficient *incident reports* documenting the historical demand for *fire rescue services* from *assessed property* within the *property use categories*. The *demand percentage* determined for each *property use category* by an examination of such *incident reports* is consistent with the experience of the City of Tallahassee Fire Department. Therefore, the use of *demand percentages* determined by an examination of *incident reports* is a fair and reasonable method to apportion the *fire rescue costs* among the *property use categories*.

j. The suppression of fire on vacant property primarily benefits the buildings within the adjacent improved property by the containment of the spread of fire rather than the preservation of the vacant property. Therefore, it is fair and reasonable not to apportion any of the costs attributed to providing *fire rescue services* to vacant property and the *incident reports* documenting historical *fire rescue costs* provided to vacant property were thus omitted from the *demand percentage* calculation.

k. The budget for *fire rescue services* is sized based upon its ability to provide service to *assessed property* within the unincorporated area. Therefore, the level of services required to meet anticipated demand for *fire rescue services* and the corresponding budget required to fund *fire rescue services* provided to nonspecific property uses would be required notwithstanding the occurrence of any incidents from such nonspecific uses. Therefore, it is fair and reasonable to omit from the *demand percentage* calculation the *incident reports*

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documenting *fire rescue services* provided to nonspecific property uses and vacant property.

l. It is fair and reasonable to not charge a *fire rescue assessment* to *nongovernment property* that is vacant as evidenced by the cessation of *utility* services. The costs of administering and collecting *fire rescue assessments* from such vacant property exceed the anticipated *fire rescue assessments* that could be collected from such property.

m. The size or the value of the *residential property* does not determine the scope of the required *fire rescue services* response. The potential demand for *fire rescue services* is driven by the existence of a *dwelling unit* and the anticipated average occupant population.

n. Apportioning the *fire rescue costs* to *residential property* on a per *dwelling unit* basis is required to avoid cost inefficiency and unnecessary administration and is a fair and reasonable method of *parcel apportionment* based upon historical call data.

o. The demand for *fire rescue service* availability is substantially the same for all *residential property*; therefore, it is fair and reasonable to use the combined *demand percentages* attributable to all types of *residential property,* both *single family property* and *multi-family property,* to determine *fire rescue assessments* for *residential property*.

p. The risk of loss and the demand for *fire rescue services* availability is substantially the same for *buildings* below a certain minimum size. Because the value and anticipated occupancy of non-residential *buildings* below a certain minimum size is less, it is fair, reasonable, and equitable to provide a

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lesser assessment burden on improved property containing such *buildings* by the creation of specific *building area* classification ranges for such parcels.

q. The assessment of *nonresidential property* by square footage classification ranges is fair and reasonable for the purpose of *parcel apportionment* because the demand for fire rescue service, fire flow, fire fighters, quantity and size of apparatus, and other special firefighting equipment is determined and measured by the square footage of structures and improvements within benefited parcels.

r. The greater the *building area*, the greater the potential for a large fire and the greater the amount of firefighting resources that must be available in the event of a fire in a structure of that *building*'s size. Therefore, it is fair and reasonable to use *building area* as a proxy for determining the *tax parcel*'s *fire rescue assessment*.

s. The separation of improved *non-residential property* into *building area* classification ranges is fair and reasonable for the purposes of *parcel apportionment* because: (1) the absence of a need for precise square footage data within the ad valorem tax records maintained by the Property Appraiser undermines the use of actual *building area* within each improved parcel as a basis for *parcel apportionment*; (2) the administrative expense and complexity created by an on-site inspection to determine the actual *building area* within each improved parcel assessed is impractical; (3) the demand for *fire rescue services* availability is not precisely determined or measured by the actual *building area* within benefited parcels; and (4) the classification of parcels within *building area* classification ranges is a fair and reasonable method to

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classify benefited parcels and to apportion costs among benefited parcels that create similar demand for the availability of *fire rescue services*.

t. The demand for the availability of *fire rescue services* diminishes at the outer limit of *building* size since a fire occurring in a structure greater than a certain size is not capable of being suppressed under expected conditions and the fire control activities under such circumstances are directed to avoid the spread of the fire event to adjacent *buildings*. Therefore, it is fair and reasonable to place a cap on the *building area* classification of benefited parcels within *non-residential property*.

u. In accordance with Section 125.0168, Florida Statutes, which mandates that counties treat recreational vehicle park property as *commercial property* for non-ad valorem special assessments levied by a county, like the *fire rescue assessment*, it is fair and reasonable to treat each space within recreational vehicle park property as a *building* on *commercial property* and to assign the square footage of 191 square feet, the average size of a recreational vehicle, according to the Florida Association of RV Parks and Campgrounds.

2. Cost Apportionment Methodology for Fire Rescue Assessment.

a. The number of *incident reports* filed within a sampling period was determined for *government property* and all *property use categories* of *nongovernment property*. The percentages of total *incident reports* allocated to *government property* as compared to total *incident reports* allocated to *nongovernment property* were used to calculate the *fire rescue cost for assessed property* and the *fire rescue cost for government property*.

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b. Next, to correlate the *nongovernment tax parcels* to the *service zones*, the *incident reports* filed within a sampling period were geo-coded on the GIS system map based upon the address provided in the *FFIRS* database.

c. Based upon such correlation by *service zone*, the number of *incident reports* filed within a sampling period were determined for each *service zone*.

d. A *cost factor* was then developed and applied to the *incident reports* within each *service zone* based upon the difference in average call duration between the *service zones* with Zone 1 being assigned a 1.00 weighting *cost factor* and Zone 2 being assigned a 1.26 weighting *cost factor.*

e. A *demand percentage* was then determined for each *service zone* by calculating the percentage that *incident reports* allocated to each *service zone* bears to the total number of *incident reports* documented for both *service zones* during the sampling period. The *demand percentage* for each *service zone* was then applied to the *fire rescue cost for assessed property* and the resulting product is the cost allocation of that portion of the *fire rescue costs* allocated to each *service zone*.

f. Using the weighted *incident reports*, fire rescue incidents were assigned within the County to the *property use categories* by correlating the *code descriptions* within the *fixed property use codes* to the *improvement codes* and *DOR codes*.

g. To correlate the *property use categories* with the *state database*, the *code descriptions* within the *fixed property use codes* similar to *code descriptions* within the *improvement codes* that were used to determine the *property use categories* were identified. Exhibit A, Appendix C contains a designation of *code descriptions* by *property use category* with the *improvement codes*, and

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Exhibit A, Appendix B contains a designation of *code descriptions* by *property use category* with the *fixed property use codes*. Such correlation between *code descriptions* by *property use category* between the *fixed property use codes* and the *improvement codes* is necessary to allocate the historical demand for *fire rescue services* as reflected by the weighted *incident reports* for *tax parcels* on the *tax roll* within the *property use categories*.

h. Based upon such assignment of weighted *incident reports* to *property use categories*, the number of weighted *incident reports* filed within a sampling period was determined for each *property use category*. A *demand percentage* was then determined for each *property use category* in each *service zone* by calculating the percentage that weighted *incident reports* allocated to each *property use category* bear to the total number of weighted *incident reports* documented for all *property use categories* within the sampling period. The *demand percentage* for each *property use category* within each *service zone* was then applied to the *fire rescue cost for assessed property* for that *service zone*, and the resulting product is the cost allocation of that portion of the *fire rescue cost for assessed property* allocated to each *property use category* within that *service zone*.

3. Parcel Apportionment Methodology.

a. The apportionment among *tax parcels* of *nongovernment property* of that portion of the *fire rescue cost for assessed property* apportioned to each *property use category* within each *service zone* under the *cost apportionment* is consistent with the *parcel apportionment* methodology described and determined herein.

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b. RESIDENTIAL PROPERTY. For each *service zone*, the *fire rescue assessment* for each *tax parcel* of *residential property* shall be computed by multiplying the *demand percentage* attributable to *residential property* by the *fire rescue cost for assessed property* allocated to the respective *service zone*, dividing such product by the total number of *dwelling units* shown on the *tax roll* within the *service zone*, and then multiplying such quotient by the number of *dwelling units* located on such *tax parcel*.

c. NON-RESIDENTIAL PROPERTY. The *fire rescue assessments* for each *building* of *nonresidential property*, except recreational vehicle property, shall be computed as follows for each *service zone*:

1. Respectively, multiply the *fire rescue cost for assessed property* for the applicable *service zone* by the *demand percentage* attributable to each of the non-residential *property use categories*. The resulting dollar amounts reflect the portions of the fire *rescue services* budget to be respectively funded from *fire rescue assessment* revenue derived from each of the non-residential *property use categories*.

2. Separate each *building* in each of the *nonresidential property use categories* into one of the following square footage categories:

a) *buildings* with a *building area* of 1,999 square feet or less;

b) *buildings* with a *building area* between 2,000 square feet and 3,499 square feet;

c) *buildings* with a *building area* between 3,500 square feet and 4,999 square feet;

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d) *buildings* with a *building area* between 5,000 square feet and 9,999 square feet;

e) *buildings* with a *building area* between 10,000 square feet and 19,999 square feet;

f) *buildings* with a *building area* between 20,000 square feet and 29,999 square feet;

g) *buildings* with a *building area* between 30,000 square feet and 39,999 square feet;

h) *buildings* with a *building area* between 40,000 square feet and 49,999 square feet; and

i) *buildings* with a *building area* between 50,000 square feet and 59,999 square feet; and

j) *buildings* with a *building area* between 60,000 square feet and 69,999 square feet; and

k) *buildings* with a *building area* between 70,000 square feet and 79,999 square feet; and

l) *buildings* with a *building area* between 80,000 square feet and 89,999 square feet; and

m) *buildings* with a *building area* between 90,000 square feet and 99,999 square feet; and

n) *buildings* with a *building area* of 100,000 square feet or greater.

3. As to each non-residential *property use category* multiply the number of *buildings* categorized in:

a) Paragraph (2)(a) of this subsection by 1,000 square feet; and

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b) Paragraph (2)(b) of this subsection by 2,000 square feet; and

c) Paragraph (2)(c) of this subsection by 3,500 square feet; and

d) Paragraph (2)(d) of this subsection by 5,000 square feet; and

e) Paragraph (2)(e) of this subsection by 10,000 square feet; and

f) Paragraph (2)(f) of this subsection by 20,000 square feet; and

g) Paragraph (2)(g) of this subsection by 30,000 square feet; and

h) Paragraph (2)(h) of this subsection by 40,000 square feet; and

i) Paragraph (2)(i) of this subsection by 50,000 square feet; and

j) Paragraph (2)(j) of this subsection by 60,000 square feet; and

k) Paragraph (2)(k) of this subsection by 70,000 square feet; and

l) Paragraph (2)(l) of this subsection by 80,000 square feet; and

m) Paragraph (2)(m) of this subsection by 90,000 square feet; and

n) Paragraph (2)(n) of this subsection by 100,000 square feet.

4. For each non-residential *property use category*, add the products of paragraphs (3)(a) through (3)(n) of this subsection. The sum of these products reflects an aggregate square footage area for each non-residential *property use category* to be used in the computation of *fire rescue assessments*.

5. Divide the product of paragraph 1. of this subsection relative to each of the non-residential *property use categories* by the sum of the products for each non-residential *property use category* described in paragraph 4. of this subsection. The resulting quotient expresses a dollar amount adjusted or weighted per square foot of improved area to be used in computing *fire rescue assessments* on each of the respective non-residential *property use categories*.

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6. For each of the non-residential *property use categories*, multiply the resulting quotients from paragraph 5. of this subsection by each of the respective products in paragraphs (3)(a) through (3)(n) of this subsection. The resulting products for each non-residential *property use category*, expresses a series of gross dollar amounts expected to be funded by all *buildings* in the respective non-residential *property use categories* in each of the square footage categories described in paragraph 2. of this subsection.

7. For each of the non-residential *property use categories*, divide each of the respective products of paragraph 6. of this subsection by the number of *buildings* determined to be in each of the square footage categories identified in paragraph 2. of this subsection. The result expresses the respective dollar amounts of the *fire rescue assessments* to be imposed upon each *building* in each of the non-residential *property use categories*.

d. RECREATIONAL VEHICLE PARK PROPERTY. Notwithstanding the procedure in subsection c. above for *non-residential property*, the *fire rescue assessments* for each *tax parcel* of *recreational vehicle park* property shall be computed as follows:

1. Aggregate the amount of square footage for each *tax parcel* of *recreational vehicle park*, with recreational vehicle park spaces, as reported to the Department of Health, at 191 square feet each, mobile home spaces, as reported to the Department of Health, at actual *building area* or 720 square feet each if actual square footage is not available, and actual *building area* for all other *buildings*.

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2. Assign the respective dollar amount of the *fire rescue assessments* determined in subsection c. above for *commercial property* for the applicable *service zone* to the comparable aggregated square footage category ranges of *recreational vehicle park* property as calculated in paragraph 1. above. Any aggregated square footage that exceeds 100,000 square feet on a *tax parcel* shall be assigned the *commercial* dollar amount for 100,000 square feet. The result expresses the respective dollar amounts of the *fire rescue assessments* to be imposed upon each *recreational vehicle park* property.

e. MIXED USE PROPERTY. The *fire rescue assessments* for each *tax parcel* classified in two or more *property use categories* shall be the sum of the *fire rescue assessments* computed for each *property use category*.

4. Amount of Fire Rescue Assessment.

The amount of the *fire rescue assessment* levied and imposed upon *nongovernment property* shall be as set forth in Exhibit B, Rate Schedule, commencing October 1, 2023, annually, until otherwise determined by the Board.

Section 8. Exempt Property. The *fire rescue assessment* heretofore imposed upon *nongovernment property* shall not be levied nor imposed against property owned or occupied by a "religious institution" as that term is defined in Section 170.201(2), Florida Statutes, to the extent same is used as a place of worship.

Section 9. Lien. The *fire rescue assessments* imposed herein shall constitute a lien upon the Assessed Property so assessed equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles and claims, until paid.

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Section 10. Collection of Fire Rescue Charge; Legislative Determinations. The collection of the *fire rescue charge* shall be made pursuant to and in accordance with Section 7-44, Leon County Code of Laws, and is authorized hereby, commencing October 1, 2023. The use of the *utility* bills for the collection of the *fire rescue fee* and *fire rescue assessment* is a method of collection that is reasonably related and directed to those that derive the benefit received by the property from the provision of *fire rescue services*. The benefit to the property is not solely received by the *owner* of the property but also extends to all intended occupants, including but not limited to, tenants, leaseholders and others occupying the property. There is a rational nexus between the use of the *utility* bill to collect the *fire rescue fees* and *fire rescue assessments* from the property and the intended occupants of the property, including but not limited to, owners, tenants, leaseholders and others occupying property, and the benefit they derive through the enhancement of their use and enjoyment of the property. The use of *utility* bills for collection also provides a convenient mechanism of payment and further relieving any potential economic burden by providing an opportunity to pay smaller fees in twelve (12) increments annually as opposed to one larger lump sum payment being collected annually.

Section 11. Final Adjudication. The adoption of this Resolution shall be the final adjudication of the issues presented (including, but not limited to, the determination of special benefit and fair apportionment, the method of apportionment, the rate of assessment and fee, the and the levy and lien of the *fire rescue charges*), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 20 days from the date of this Resolution.

Section 12. Repealer. This resolution replaces and supersedes Resolution No. 15-20, which was adopted by the Board on May 26, 2015.

Section 13. Effective Date. This Resolution shall have effect upon adoption and shall apply to all property located within the unincorporated area of Leon County.

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DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 11th day of July, 2023.

LEON COUNTY, FLORIDA

DocuSigned by:
BY: 4997E9A7C6EB483...
Nick Maddox, Chair
Board of County Commissioners

ATTESTED BY:

Gwendolyn Marshall Knight, Clerk
& Comptroller, Leon County, Florida

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

DocuSigned by:
BY: Chasity H. O'Steen
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City of Tallahassee and Leon County, Florida

Fire Assessment Memorandum

APRIL 2023

Presented by:
Government Services Group, Inc.,
an Anser Advisory Company
1500 Mahan Drive, Suite 250
Tallahassee, Florida 32308
(850) 681-3717

Posted on September 8, 2025

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Table of Contents

INTRODUCTION 1
SERVICE DESCRIPTION 3
ASSESSABLE COST CALCULATIONS 8
DETERMINATION OF FIRE SERVICES DEMAND 13
COMPUTATION OF FIRE SERVICES ASSESSMENTS 15
FIRE SERVICES FEES IMPOSED ON GOVERNMENTAL PROPERTY 23
ADDITIONAL INFORMATION 24

List of Tables

Table 1—Fire Rescue Department Building/Facility Inventory 3
Table 2—City of Tallahassee Fire Rescue Department Organizational Chart 4
Table 3—Fire Rescue Department Apparatus Normal Staffing Requirements 5
Table 4—Fire Rescue Department Apparatus Fire Flow 5
Table 5—Fire Department Minimum Response Protocol 7
Table 6—Fire Assessable Cost Calculations (Fiscal Years 2023-24) 6
Table 7—Fire Assessable Cost Calculations Five-Year Average (FY 23-24 thru FY 27-28) 11
Table 8—Fire Calls by Category (July 1, 2019 through June 30, 2022) 14
Table 9—Fire Calls to Non-Government Properties by Zone (July 1, 2019 – June 30, 2022) 15
Table 10—Weighted Fire Calls to Non-Government Properties by Zone (July 1, 2019 – June 30, 2022) 16
Table 11—Weighted Fire Calls by Category to Non-Government Properties (July 1, 2019 – June 30, 2022) 16
Table 12—Cost Apportionment (Five-Year Average) 17
Table 13—Parcel Apportionment within Property Use Categories 17
Table 14—Parcel Apportionment (Residential Property Use Category) 18
Table 15—Parcel Apportionment (Non-Residential Property Use Category) 20
Table 16—Fire Services Assessment Rates (Five-Year Average) 21
Table 17—Estimated Impact of Exemptions (Five-Year Average) 22
Table 18—Government Cost Allocation 23
Table 19—Government Rate Calculation 23

DocuSign Envelope ID: 5AD7C947-7233-45D0-979D-9C002BE66DE1

Appendices

Appendix A—Situation Found Codes and Descriptions

Appendix B—Fixed Property Use Codes and Descriptions

Appendix C—Leon County Property Appraiser Building Improvement Codes and Use Descriptions with Assignment of Property Use Category

Appendix D--Department of Revenue (DOR) Codes

Appendix E—Map of Service Zones

DocuSign Envelope ID: 5AD7C947-7233-45D0-979D-9C002BE66DE1

Introduction

The City of Tallahassee (City) and Leon County (County) entered into a professional services agreement with Government Services Group, Inc., an Anser Advisory Company (GSG) to provide specialized services in the development and implementation of a non-ad valorem assessment program to fund fire services within the incorporated and unincorporated areas of the County (Fire Assessment Project).

The objective of this Fire Assessment Project is to develop and implement an update to the City's current revenue program capable of efficiently and effectively collecting all assessable and billable costs associated with providing fire services on an annual basis throughout the entire County for Fiscal Year 2023-24 and future fiscal years. The mechanism for collecting the fire fee from governmental properties will remain in effect, however both the City and County will utilize the City's utility bill as the collection method for all non-governmental properties where possible and the City will assist the County in the collection of the fire assessment utilizing the utility bill, tax bill, and separate bills. This document is the Fire Assessment Memorandum (Assessment Memorandum), which is one of the project deliverables specified in the scope of services.

The work effort, documented by this Assessment Memorandum, focused on the calculation of assessment rates and classifications required to fully fund the identified assessable costs to provide countywide fire services for Fiscal Year 2023-24 and future fiscal years. However, the City and County have the choice of funding all or only a portion of the assessable costs based on policy direction. In addition, the work effort recorded in this Assessment Memorandum required the identification of the full costs of assessable fire services (net of all fire related revenues) and the allocation of those costs to properties that specially benefit from the provision of such fire services.

BACKGROUND

In 1999, the City adopted a fire services funding program consisting of two components: a Fire Fee and a Fire Assessment. The goal of the Fire Services Funding Project in 1999 was to design an alternative revenue program capable of efficiently and effectively collecting all assessable and billable costs associated with providing fire services on an annual basis. The Fire Fee is the funding mechanism that secures recovery of the cost for providing fire services to governmental property. The Fire Assessment is the funding mechanism for non-government property that could be collected on the City's utility bill. The program was updated to account for changes in call data, property data and service delivery in 2004, 2009, and 2015.

OBJECTIVES

The City retained GSG to develop an annual recurring special assessment program that is capable of funding all of the assessable costs associated with providing countywide fire services. The City will utilize the utility bill for collection of the fire assessment and will assist the County in the collection of the fire assessment utilizing the utility bill, the tax bill, and separate bills. GSG has been charged to fully cost the services to be provided by the City, develop a fair and reasonable apportionment methodology for such

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assessable costs, and determine assessment rates and parcel classifications that are accurate, fair and reasonable.

The fire non-ad valorem assessments must meet the Florida case law requirements for a valid special assessment. These requirements include the following:

1. The service provided must confer a special benefit to the property being assessed; and
2. The costs assessed must be fairly and reasonably apportioned among the properties that receive the special benefit.

The work effort of this project required the evaluation of data obtained from the City and the County to develop a fire assessment program that focuses upon the projected Fiscal Year 2023-24 assessable cost calculations. The objectives of this initial effort were to:

- Determine the full costs of providing fire services within the County.
- Review such final cost determination with the City to determine which elements provide the requisite special benefit to the assessed properties.
- Determine the relative benefit anticipated to be derived by categories of property use within the County from the delivery of fire services.
- Recommend the fair and reasonable apportionment of assessable costs among benefited parcels within each category of property use.
- Calculate assessment rates and parcel classifications for Fiscal Year 2023-24 and future years based on the projected Fiscal Year 2023-24 through Fiscal Year 2027-28 Fire Department budget provided by the City and associated assessable costs developed by GSG.

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Service Description

Fire Rescue services are provided throughout the County from 17[1] paid fire rescue stations and 6 volunteer stations. Two of the volunteer stations are co-located at Stations 15 and 10. Table 1 identifies fire rescue buildings/facilities inventory, as well as the corresponding physical location address for the facility.

Table 1
Fire Rescue Department Buildings/Facility Inventory

Station	Address
Station #1	327 North Adams Street, Tallahassee
Station #2	2805 Sharer Road, Tallahassee
Station #3	3005 South Monroe Street, Tallahassee
Station #4	2899 West Pensacola Street, Tallahassee
Station #5	3238 Capital Circle Southwest, Tallahassee
Station #6	2901 Apalachee Parkway, Tallahassee
Station #7	2805 Shamrock South, Tallahassee
Station #8	2423 Hartsfield Road, Tallahassee
Station #9	3209 Thomasville Road, Tallahassee
Station #10	5323 Tower Road, Tallahassee
Station #11	8752 Centerville Road, Tallahassee
Station #12	4701 Chaires Cross Road, Tallahassee
Station #13	1555 Oak Ridge Road East, Tallahassee
Station #14	16614 Blountstown Highway, Tallahassee
Station #15	1445 Bannerman Road, Tallahassee
Station #16	913 Easterwood Drive, Tallahassee
Station #17	1815 Lake Bradford Road, Tallahassee
Miccosukee (County-Volunteer)	15013 Cromartic Road, Tallahassee
Bradfordville (County-Volunteer) (Co-located at Station #15)	1445 Bannerman Road Tallahassee
Lake Jackson (County-Volunteer) (Co-located at Station #10)	5323 Tower Road, Tallahassee
Chaires-Capitola (County-Volunteer)	6370 Williams Road, Tallahassee
Woodville (County-Volunteer)	155 East Oakridge, Tallahassee
Lake Talquin (County-Volunteer)	16614 Blountstown Highway, Tallahassee

Source: City of Tallahassee

The City of Tallahassee Fire Rescue Department provides standard fire suppression, medical services, hazmat response, technical rescue, airport capabilities, state disaster response, emergency response and

[1] Station 17 is anticipated to be operational by the end of 2023.

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disaster preparedness, fire prevention and safety education.

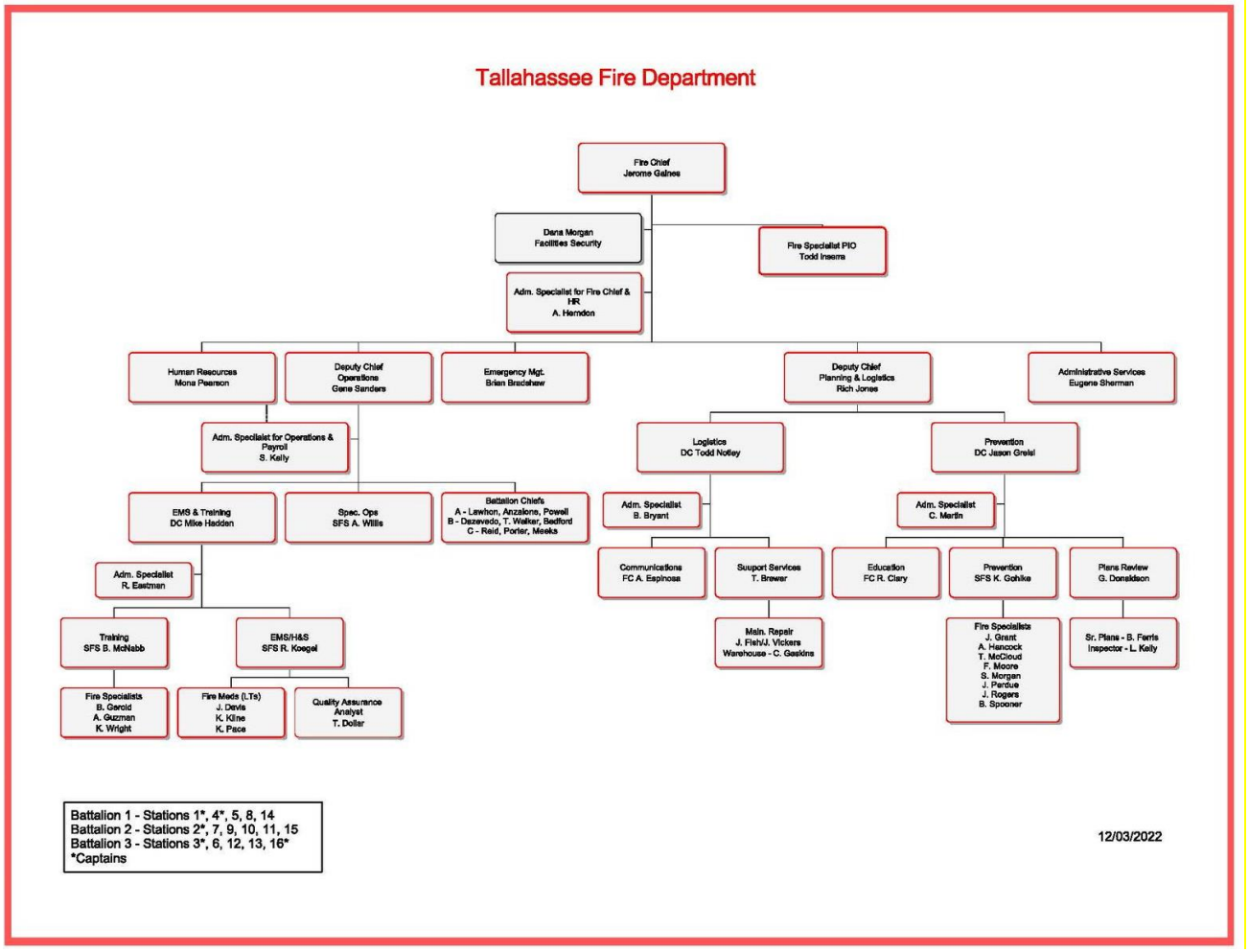
The City has an interlocal agreement with Leon County to provide fire protection services within the unincorporated area of the County. The County compensates the City for these services with collections from the fire service assessment in the unincorporated areas of the County.

The County has an interlocal agreement with the City to provide ALS and transport EMS services to the incorporated area of the City. The City compensates the County for these services by providing for the inclusion of the territorial boundaries of the City within the EMS Municipal Services Taxing Unit (MSTU) of the County. However, the City provides provide Advanced Life Support (ALS) services in coordination with Leon County EMS. The County compensates the City for these services.

Dispatch services for fire and EMS services are provided through a joint dispatch operation between the City and the County.

Tables 2 through 5 outline the Fire Rescue Department's current service operations and service components. Table 2 outlines the Fire Rescue Department's organizational structure.

Table 2
City of Tallahassee Fire Rescue Department Organizational Chart



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Table 3 describes the normal staffing for each apparatus. This information is used in the development of the Administrative Factor, as further discussed in the "Development of Factors" section of this Assessment Memorandum.

Table 3
Fire Rescue Department Apparatus Normal Staffing Requirements

Apparatus	Typical Staffing
Engine	4 personnel
Chevy Tahoe/Battalion Chief	1 personnel
Rescue	2 Personnel
Truck	4 Personnel
Tanker	1 Personnel
Airport	1 Personnel

Source: City of Tallahassee

Table 4 lists the location and the fire flow/pumping capacity of the Fire Rescue Department's apparatus. This information is used to determine the square footage cap for non-residential properties.

Table 4
Fire Rescue Department Apparatus Fire Flow

Location	Apparatus	Fire Flow (GPM)
Station 1	2022 E-One Tanker	1,500
	1996 E-One International Air and Light	N/A
	2014 Pierce Impel Pumper	1,500
	2021 E-One 100' Platform	1,500
	2017 Chevy Tahoe	N/A
	2014 E-One Impel Pumper	1,500
Station 2	2017 Hackney Tractor Trailer Haz-Mat	N/A
	2016 Chevy Tahoe	N/A
	2018 E-One 100' Platform	1,500
	2020 Ford F-550 Brush Truck	350
	2017 E-One Typhoon Pumper	1,500
Station 3	1994 Rescue-1 Boat	N/A
	2005 Ford-550 HazMat Tow Vehicle	N/A
	1997 E-One Medium Rescue	N/A
	2014 Pierce Impel 75 ft. Aerial	1,500
	2016 Chevy Tahoe	N/A
	2017 E-One Typhoon Pumper	1,500
Station 4	2010 Rescue -1 Boat	N/A
	2018 E-One 100' Aerial	1,500
	1996 E-One International Rescue Squad	500
	1998 16ft. Trailer	N/A
	2002 Ford F-550 Brush Truck	350
	2022 E-One Typhoon Pumper	1,500
	2005 International 4X4 Tractor	N/A
	2005 Hackney Trailer	N/A
	2005 E-One International Air Light Truck	N/A

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Location	Apparatus	Fire Flow (GPM)
Station 5*	2015 Oshkosh Stinger F-550 ARFF	500
	2010 E-One Titan Force ARFF	3,300
	2014 Oshkosh Striker 3000	3,300
Station 6	2017 E-One Typhoon Pumper	1,500
Station 7	2019 E-One Typhoon Pumper	1,500
Station 8	2017 E-One Typhoon Pumper	1,500
Station 9	2015 Pierce Impel Pumper	1,500
Station 10	2015 Pierce Impel Pumper	1,500
Station 11	2019 E-One International Tanker/Pumper	1,500
	2015 Pierce F-550 Rescue	650
Station 12	2019 E-One International Tanker/Pumper	1,500
	2016 Pierce F-550 Rescue	650
Station 13	2020 E-One International Tanker/Pumper	1,500
	2015 Pierce F-550 Rescue	650
Station 14	1994 Rescue-1 Boat	N/A
	2016 Pierce F-550 Rescue	650
	2020 E-One International Tanker/Pumper	1,500
Station 15	2020 Gator Tail Boat	N/A
	2019 Ford F-550 Brush Truck	350
	2019 E-One Typhoon Pumper	1,500
Station 16	2015 Pierce Impel 100’ Tower	1,500
	2015 Pierce Impel Pumper	1,500
	2019 Ford F-550 Brush Truck	350
	1994 Rescue-1 Boat	N/A
	Total GPM	**37,500**

Source: City of Tallahassee
* Pumping capacity for Station 5 is not included in total because those apparatus are dedicated to the airport.

The current pumping capacity is defined as the combined amount of water that all apparatus in the Fire Rescue Department can pump to a first alarm non-residential fire. As outlined by Table 4 above, the pumping capacity of the City’s Fire Rescue Department is 37,500 gallons per minute. Accordingly, based on National Fire Protection Association firefighting standards for fire flow as provided for in NFPA 1 Fire Code, 2015, Chapter 18 (assuming ordinary construction), the Fire Rescue Department currently has sufficient fire flow capacity to provide service coverage in the event of a structure fire involving unlimited square feet.

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Table 5 below details the Fire Rescue Department's response protocol.

Table 5
Minimum Response Protocol

Call Type	Typical City Response
Medical	Engine (1)
Vehicle Accident	Engine (1)
Vehicle Accident with Extraction	Engines (2), FireMed (1), Battalion Chief (1)
Residential Fire (single)	Engines (3), Truck (1), Battalion Chiefs (2), FireMed (1)
Residential Structure (multiple)	Engines (4), Truck (1), Battalion Chiefs (2), FireMed (1)
Residential/Building Alarm	Engine (1)
Commercial Fire	Engines (4), Truck (1), FireMed (1), Battalion Chiefs (2)
Hazardous Material	Engines (2), Haz-Mat (1), FireMed (1), Battalion Chief (1)
Service Calls	Engine (1)

Call Type	Typical County Response
Medical	Rescue (1), Tanker (1)
Vehicle Accident	Rescue (1), Tanker (1)
Vehicle Accident with Extraction	Rescue (1), Tanker (1), FireMed (1), Battalion Chief (1), Engine (1)
Residential Fire (single)	Rescue (1), Tanker (1), FireMed (1), Battalion Chiefs (2), TA1 (1), Engines (2), Truck (1)
Residential Structure (multiple)	Rescue (1), Tanker (1), FireMed (1), Battalion Chiefs (2), TA1 (1), Engines (3), Truck (1)
Residential/Building Alarm	Rescue (1), Tanker (1)
Commercial Fire	Rescue (1), Tanker (1), FireMed (1), Battalion Chiefs (2), TA1 (1), Engines (3), Truck (1)
Hazardous Material	Rescue (1), Tanker (1), HazMat (1), FireMed (1), Battalion Chief (1), Engine (1)
Service Calls	Rescue (1), Tanker (1)

Source: City of Tallahassee

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Assessable Cost Calculations

The cost calculations, apportionment methodology and assessable rates developed apply to the fire services serving the unincorporated area of Leon County and the incorporated area of the City of Tallahassee.

DEVELOPMENT OF FACTORS

FIRE RESCUE V. EMERGENCY MEDICAL SERVICES

In June 2000, litigation over the City of North Lauderdale fire rescue assessment program resulted in a decision by the Fourth District Court of Appeals in the case of SMM Properties, Inc. v. City of North Lauderdale, (the "North Lauderdale" case). The Fourth District Court of Appeals concluded that Emergency Medical Services (EMS) did not provide a special benefit to property. The Court, however, reaffirmed that fire suppression, fire prevention, fire/building inspections and first response medical services do provide a special benefit to property. In 2002, the Florida Supreme Court upheld the decision of the Fourth District Court of Appeals.

To address these concerns, GSG developed a methodology that removed the costs associated with emergency medical services. This method of splitting the fire and EMS portions of a consolidated public safety department's budget was upheld by the Fourth District Court of Appeals in Desiderio Corporation, et al. vs. The City of Boynton Beach, Florida, et al., 39 So.3d 487 (Fla. 4th DCA 2010).

The proposed fire rescue department's line-item costs were allocated between fire rescue and emergency medical services as a result of the Florida Supreme Court's opinion in City of North Lauderdale v. SMM Properties that emergency medical services (above the level of first response) do not provide a special benefit to property. Accordingly, the City's fire rescue costs were split from emergency medical service costs based on the following general guidelines.

DIRECT ALLOCATIONS

To the extent that certain line items could be allocated directly to fire, direct allocations were made. For example, all costs associated with "Fire Prevention", "Fire Plans Review" and "Contractual Svc – VFD County" were allocated entirely to fire. All costs directly related to "Medical Services" were directly allocated to EMS.

ADMINISTRATIVE FACTOR

Certain line items were allocated between fire and EMS based on an Administrative Factor. This Administrative Factor is derived by creating a ratio between non-EMS or fire personnel and total combat personnel per shift. The administrative factor calculations are based on the City's total Fire Rescue Department combat personnel staffing, including an allocation for volunteers. Under normal staffing, this results in 87 non-EMS personnel and 19 EMS personnel for a total of 106 combat personnel. This normal staffing yields an 82.08 % percent non-EMS Administrative Factor.

This percentage was applied to all applicable line items to allocate the costs that could not be directly allocated as fire costs or EMS costs, and that could not be operationally allocated (see below). For example, the Administrative Factor was applied to the line-item expenditures for salaries and benefits, "Uniforms and Clothing", and "Utilities - Electric" to determine the fire service costs of these line items.

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OPERATIONAL FACTOR

Other line items were allocated between fire and EMS based on an Operational Factor. The Operational Factor is derived by creating a ratio between non-EMS (i.e., fire) calls and EMS calls, and this ratio which is based on the City's Fire Rescue Department's operations, was then applied to certain budget line items such as "Equipment Repairs" and "Gasoline".

To develop the Operational Factor, GSG obtained fire rescue incident data identifying the number of fire rescue calls made to property categories within the entire County over a three-year period. The City fire rescue incident data was used to determine the demand for fire rescue services. GSG obtained information from the City in an electronic format, identifying the number and type of fire rescue incident responses for a three-year period July 1, 2019 through June 30, 2022.

The State Fire Marshal's office uses the Florida Fire Incident Reporting System (FFIRS). This system is a tool for fire rescue departments to report and maintain computerized records of fire rescue incidents and other department activities in a uniform manner. Under this system, a series of basic phrases with code numbers are used to describe fire rescue incidents. Appendix A provides a codes list for the "type of situation found" as recorded on the fire rescue incident reports used to identify EMS and non-EMS calls.

The ratio between non-EMS (i.e., fire) calls and EMS calls is then applied to all applicable line items to allocate the costs that could not be directly allocated as fire costs or EMS costs, and that could not be administratively allocated. For the three-year period, the City reported 66,575 total fire rescue incident calls to FFIRS, of which 18,563 were non-EMS (i.e. fire) calls and 48,012 were EMS calls. This information results in a 27.88% non-EMS Operational Factor.

ASSESSABLE COST CALCULATIONS

The fire services assessable cost calculations for Fiscal Years 2023-24 through 2027-28 are based on the following assumptions for the purpose of this Fire Assessment Memorandum.

- Actual projected expenditures and revenues were provided by the City for Fiscal Years 2023-24 through 2027-28.
- Revenues are shown as a reduction of the total projected expenditures for each fiscal year, thereby reducing the total assessable costs for that year. Revenues are comprised of revenues directly received from or for the delivery of fire services, such as "Fire Inspection Fees," "Forfeited Discounts," "Firefighters Supplemental Comp," and contract for service revenues that are allocated to the fire budget.
- All costs associated with providing contract services to the Tallahassee Regional Airport were included in the assessable budget with the corresponding contract revenues removed from the assessable budget calculations.
- The line item "Statutory Discount & Undercollection" under "Additional Costs" reflects a 95% collection rate of the Fire Services Assessment.
- The costs associated with supporting the volunteer fire departments were included as 100% fire costs and are included in the assessable budget.

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Table 6 provides a calculation of the assessable costs for Fiscal Year 2023-24 based on an application of the above factors to the Fiscal Year 2023-24 Projected Budget. The calculation yields an assessable cost of $47,481,665 for Fiscal Year 2023-24.

Table 6
Fire Services Assessable Cost Calculations (FY 2023-24)

	FY23-24 Budget	FY23-24 Assessable
Expenditures		
Personnel Services		
Salaries	24,212,689	20,236,470
Salary Enhancements	1,096,598	916,672
Firefighter Holiday Pay	809,046	674,568
Overtime	1,317,005	1,101,071
Other Salary Items	669,818	556,550
Pension- Current	8,246,987	6,866,071
Pension- MAP	121,924	104,320
Mandatory Medicare	370,328	309,426
Health Benefits	3,911,866	3,259,873
Health Benefits - OPEB	244,969	201,059
Flex Benefits	52,499	45,069
Vacancy Factor of 3%	-355,971	-296,268
Total Personnel Services	**$40,697,758**	**$33,974,882**
Operating Expenses		
Advertising	1,689	1,386
Cleaning & Laundry	14,525	12,981
Reproduction	5,658	2,479
Equipment Repairs	47,402	11,687
Medical Services	102,700	1,568
Construction Services	10,457	8,583
Unclassified Contractual Srvcs	352,574	205,745
Contractual Svc - VFD County	504,518	504,518
Contractual Svc – Other	400,000	400,000
Computer Software	3,294	2,704
Telephone	23,579	18,244
Chem-Med-Lab	105,961	3,839
Food	1,266	1,039
Gasoline	866	341
Office Supplies	21,700	16,672
Uniforms & Clothing	458,907	376,752
Unclassified Supplies	176,519	124,039
Non-Capital- Furniture & Equip	837	837
Travel & Training	77,756	52,737
Journals & Books	17,949	15,831
Memberships	4,191	3,195
Certificates & Licenses	2,404	600
Rent Expense- Machines	10,449	8,576
Unclassified Charges	54,898	45,058
Total Operating Expenses	**$2,400,099**	**$1,819,412**
Other Services & Charges		
Bad Debt Expense	168,736	168,736
Total Other Services & Charges	**$168,736**	**$168,736**
Capital Outlay		

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	FY23-24 Budget	FY23-24 Assessable
Computer Equipment	1,255	1,255
Vehicle Equipment	166,666	164,743
Unclassified Equipment	184,324	162,957
Total Capital Outlay	**$352,245**	**$328,956**
Internal Service Funds		
Human Resource Expense	491,633	406,145
Accounting Expense	220,228	183,621
Purchasing Expense	63,410	52,174
Information Systems Expense	2,497,035	2,060,901
Risk Management Expense	409,185	337,415
Radio Communications Expense	203,023	166,632
Revenue Collection	424,465	424,465
Utility Services Expense	1,884,299	1,884,299
Facilities and Environmental	48,050	39,837
Vehicle Garage Expense	1,237,218	376,947
Vehicle Fuel	205,018	59,565
Vehicle Replacement	3,111,004	924,775
Indirect Costs	559,824	468,068
Community Relations Expense	192,731	158,185
Diversity and Inclusion Expense	119,267	98,528
Total Internal Service Funds	**$11,666,390**	**$7,641,559**
Utilities and Other Expenses		
Utilities - Sewer	34,336	28,527
Utilities - Sanitation	18,865	15,745
Utilities - Stormwater	23,549	19,379
Utilities - Gas	40,049	32,870
Utilities - Water	27,701	22,857
Utilities - Electric	207,817	173,586
Utilities - Fire Services	51,003	41,861
Total Utilities and Other Expenses	**$403,320**	**$334,825**
Transfers		
Debt Service Transfer	1,270,772	1,270,772
Inter-Fund Ops Transfer	46,360	46,360
Total Transfers	**$1,317,132**	**$1,317,132**
Contributions to Operations		
Contribution to CDA Operating	335,976	93,680
Total Contributions to Operations	**$335,976**	**$93,680**
Year End Adjustments		
XFER TO FIRE SVCS OP RESERVE	1,202,828	0
Total Year End Adjustments	**$1,202,828**	**$0**
5-year CIP		
Facilities Management & Maintenance Master	406,000	333,226
Fire Hydrant Maintenance Master	860,213	860,213
Total 5-year CIP	**$1,266,213**	**$1,193,439**
Total Expenditures	**$59,810,697**	**$46,872,619**
Revenues		

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	FY23-24 Budget	FY23-24 Assessable
Fire Inspection Fees	365,195	365,195
Firefighters Supplemental Comp	113,808	113,808
Leon County EMS Payment	3,501,740	0
Forfeited Discounts	73,198	73,198
Interest	-31,683	-31,683
Other Miscellaneous Revenue	12,548	12,548
Contribution From Airport Fund	1,356,923	1,356,923
Total Revenues	**$5,391,729**	**$1,889,989**
Total Expenditures	**$59,810,697**	**$46,872,619**
Total Revenues	**$5,391,729**	**$1,889,989**
Net Expenditures	**$54,418,968**	**$44,982,630**
Additional Costs		
Under collection (5%)		2,499,035
Total Additional Costs		**$2,499,035**
Total Net Assessable Expenditures		**$47,481,665**

Table 7 shows the calculation of the full cost of the Fire Services Assessment Program for Fiscal Year 2023-24 through Fiscal Year 2027-28 as well as the five-year average Fire Services Assessment Program cost.

Table 7
Fire Assessable Cost Calculations Five-Year Average (FY 23-24 thru FY 27-28)

	FY23-24 Assessable	FY24-25 Assessable	FY25-26 Assessable	FY26-27 Assessable	FY27-28 Assessable	5-Yr Average Assessable
Expenditures						
Personnel Services	$33,974,882	$36,331,042	$38,269,326	$39,594,842	$40,274,267	$37,688,872
Operating Expenses	$12,897,738	$12,798,144	$12,964,929	$13,132,855	$13,082,694	$12,975,272
Total Expenditures	**$46,872,619**	**$49,129,186**	**$51,234,255**	**$52,727,697**	**$53,356,961**	**$50,664,144**
Total Revenues	**$1,889,989**	**$1,918,339**	**$1,947,114**	**$1,976,320**	**$2,005,965**	**$1,947,545**
Net Expenditures	**$44,982,630**	**$47,210,847**	**$49,287,141**	**$50,751,377**	**$51,350,996**	**$48,716,598**
Additional Costs	**$2,499,035**	**$2,622,825**	**$2,738,174**	**$2,819,521**	**$2,852,833**	**$2,706,478**
Total Net Assessable Expenditures	**$47,481,665**	**$49,833,672**	**$52,025,315**	**$53,570,898**	**$54,203,829**	**$51,423,076**

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Determination of Fire Services Demand

INCIDENT DATA

GSG obtained information from the City in an electronic format, identifying the number and type of fire rescue incident responses for a three-year period July 1, 2019 through June 30, 2022. The City uses the Florida Fire Incident Reporting System (FFIRS) to record its fire rescue incidents. The FFIRS is a tool for fire rescue departments to report and maintain computerized records of fire rescue incidents and other department activities in a uniform manner.

Under this system, a series of basic phrases with code numbers are used to describe fire rescue incidents. A data field in the FFIRS, "type of situation found," identifies the incident as an EMS or non-EMS type of call for each incident. Appendix A provides a code list for the "type of situation found" as recorded on the fire rescue incident reports used to identify EMS and non-EMS calls.

Another data field in the FFIRS, "fixed property use," identifies the type of property that fire rescue departments respond to for each fire rescue incident. The fixed property uses correlate to property uses determined by the Leon County Property Appraiser on the ad valorem tax roll. Appendix B provides a code list for the "fixed property use" as recorded on the fire rescue incident reports.

GSG analyzed the three years of fire rescue incident data from the FFIRS files to evaluate trends and determine if aberrations were present. The fire rescue incident data for the three-year period (July 1, 2019 through June 30, 2022) represents 66,575 fire rescue incidents. Of the 66,575 fire rescue incidents, there were 48,012 incidents classified as EMS type incidents based on the type of situation found indicated on the incident report. The 48,012 EMS type incidents were not included in the analysis.

There are certain fire incidents that could not be assigned to a specific property or parcel. These calls represent non-specific type incidents, which are incidents that either could not be correlated to a specific parcel or calls that involved auto accidents and other types of incidents along roads and highways.

Of the 18,563 remaining fire type incidents, 15,777 were calls to specific property uses. The remaining 2,786 incidents were considered non-specific type incidents. Because of the inability to correlate these non-specific type incidents to specific property categories, the call analysis does not include these 2,786 incidents. Additionally, the level of services required to meet anticipated demand for fire services and the corresponding annual fire services budget required to fund fire services provided to non-specific property uses would be required notwithstanding the occurrence of any incidents from such non-specific property uses.

The suppression of fires on vacant land and agricultural property primarily benefits adjacent property by containing the spread of fire rather than preserving the integrity of the vacant parcel. Thus, incidents to vacant and agricultural property were not included in the final analysis of the fire call database. The 578 calls to these two property-use categories were removed.

Of the remaining 15,199 fire type incidents, there were 1,782 calls for service to government properties and 13,417 calls to non-Government properties as identified by addresses or fixed property use codes provided in the FFIRS reports. The costs associated with providing service to government properties were segregated. Those government properties will fund fire service through a fee that is determined by the historical demand for service as detailed later in this Memorandum.

Table 8 outlines the assignment of fire type incidents based on the analysis conducted by GSG.

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Table 8
Fire Calls by Category (July 1, 2019 through June 30, 2022)

Property Category	Number of Fire Incidents	Percentage of Total Incidents
Non-Government	13,417	88.28%
Government	1,782	11.72%
Total	**15,199**	**100%**

Source: City of Tallahassee

PROPERTY DATA

GSG obtained information from the ad valorem tax roll from the Leon County Property Appraiser's office, the City's utility billing files, and the County's certified fire assessment roll to develop the assessment roll. Each building within the County on the ad valorem tax roll was assigned to one or more of the property-use categories based on their assignment of use by the Leon County Property Appraiser or verification of use obtained through field research. A list of building improvement codes used by the Leon County Property Appraiser and their assignment to a property use category is provided as Appendix C.

The Residential Property Use Category includes such properties as single-family, duplexes, mobile homes, triplexes, quadruplexes, apartments, condominiums, townhouses, and cooperatives. In the event the data was indefinite, the DOR codes were used to clarify mobile home categories and help identify condominium and townhouse buildings. For parcels assigned to the Residential Property Use Category, GSG utilized the total number of dwelling units as determined from the building files on the ad valorem tax roll or through the use of field research.

The Non-Residential Property Use Category includes commercial and industrial/warehouse property uses. For parcels within the Non-Residential Property Use Categories (Commercial and Industrial/Warehouse), GSG determined the amount of square footage of the structures using the building files on the ad valorem tax roll or through the use of field research.

For RV parks regulated under Chapter 513, Florida Statutes, in accordance with Sections 166.223 and 125.0168, Florida Statutes, which mandate that cities and counties treat RV parks like commercial property for non-ad valorem assessments levied by the City and County, each RV space within the park was treated as a building of commercial property and assigned the square footage of 191 square feet, the average size of a recreational vehicle, according to the Florida Association of RV Parks and Campgrounds.

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Computation of Fire Services Assessments

The fire services apportionment methodology allocates assessable costs based on the anticipated demand for fire services by categories of private, real property use as identified on the real property assessment roll prepared for the levy of ad valorem taxes. The assessable fire costs are allocated among private, real property use categories based upon the historical demand for these services. This demand is identified by examining the fire incident data as reported by the City to the State Fire Marshal's office.

The fire services apportionment methodology for government property allocates billable costs to provide fire services based upon the historical demand for these services for all government owned property (i.e., City, County, State, Federal, etc.), as reflected by the incident data reported by the City.

This section of the Memorandum includes the assessment rates as calculated within this Assessment Memorandum. The fire rescue assessment cost calculations provided herein are primarily based on information supplied by the City. The assessable cost projections developed by GSG are designed to forecast assessment rates within each property use category for Fiscal Years 2023-24 based on the five-year average assessable budget.

SERVICE ZONES

Service zones were created under the previous fire assessment study in April 2015 to reflect the level of service differentiation of a property located in a higher density area that receives fire protection coverage from multiple stations as compared to a property located in an area generally described as rural and typically serviced by a single fire station. For this purpose, "core stations" were identified and defined as those stations within five road miles of at least two other stations. The creation of a core area was necessary to eliminate the appearance of a higher service level of those properties that may be within five road miles of two stations; however, the location of the property lies between two stations that are nearly ten miles apart. This same approach was used in this study. Any changes in the level of service provided in the two zones will need to be reviewed in subsequent studies to ensure that this approach is still valid.

Those properties included in "Zone 1" were generally located within five road miles of two "core stations." Properties located outside of five road miles of two "core stations" were included in "Zone 2." A map of the service zones is provided in Appendix E.

Calls were plotted, or "geocoded," on a map based upon the geographic location of the incident provided in the FFIRS database. Those calls correlated to properties included in "Zone 1," and those calls correlated to properties included in "Zone 2," were separated and assigned to the respective zone. Table 9 details the assignment of calls to service zones.

Table 9
Fire Calls to Non-Governmental Properties by Zone
(July 1, 2019 – June 30, 2022)

Zone	Number of Calls to Specific Property Uses
Zone 1	10,106
Zone 2	3,311

The calls for service were then weighted based on the average call duration differential between Zone 1 and Zone 2 to account for the difference in resources used on calls between the two zones. On average a

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call in Zone 2 is 19% longer in duration than a call in Zone 1. Therefore, all calls in Zone 2 were multiplied by a weighting factor of 1.19 to determine the weighted number of calls while all calls in Zone 1 were assigned a weighting factor of 1.00. Table 10 details the weighting of calls by zone.

Table 10
Weighted Fire Calls to Non-Governmental Properties by Zone (July 1, 2019 through June 30, 2022)

Zone	Number of Calls to Specific Property Uses	Weighting Factor	Number of Weighted Calls to Specific Property Uses
Zone 1	10,106	1.00	10,106
Zone 2	3,311	1.19	3,940

Table 11 outlines the property use category assignment of weighted fire type incidents for non-governmental properties based on the historical demand for service in each zone.

Table 11
Weighted Fire Calls by Category to Non-Governmental Properties (July 1, 2019 through June 30, 2022)

	Zone 1		Zone 2	
Category	**Number of Incidents**	**Percentage of Calls**	**Number of Incidents**	**Percentage of Calls**
Residential	5,894	58.32%	3,283	83.33%
Commercial	4,043	40.01%	602	15.28%
Industrial/Warehouse	169	1.67%	55	1.39%
Total	**10,106**	**100%**	**3,940**	**100%**

Source: City of Tallahassee

SPECIAL BENEFIT ASSUMPTIONS

The following assumptions support a finding that the fire services, facilities, and programs provided by the City provide a special benefit to the assessed parcels.

- Fire services, facilities, and programs possess a logical relationship to the use and enjoyment of property by: (i) protecting the value and integrity of improvements and structures through the availability and provision of comprehensive fire services; (ii) protecting the life and safety of intended occupants in the use and enjoyment of property; (iii) lowering the cost of fire insurance by the presence of a professional and comprehensive fire services program; and (iv) containing fire incidents occurring on land with the potential to spread and endangering other property and property features.
- The availability and provision of comprehensive fire services enhances and strengthens the relationship of such services to the use and enjoyment of the parcels of property, the market perception of the area and, ultimately, the property values within the assessable area.

APPORTIONMENT METHODOLOGY

The following section describes the assessment apportionment methodology for fire services based on: (i) the fire services assessable cost calculations; (ii) the ad valorem tax roll maintained by the property appraiser and the availability of the data residing on the database; and (iii) the fire rescue incident data.

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COST APPORTIONMENT

The assessable costs were first apportioned among government and non-government property based upon the historical demand for service percentages shown in Table 8. The assessable costs attributable to non-government property were then apportioned to Zone 1 and Zone 2 and then further to the individual property use categories in each service zone based upon the weighted historical demand for fire services reflected by the fire incident data experienced in each service zone for July 1, 2019 through June 30, 2022. The five-year average cost apportionment is illustrated in Table 12.

Table 12
Cost Apportionment (Five-Year Average)

	Zone 1 (71.95% of Weighted Fire Calls)			Zone 2 (28.05% of Weighted Fire Calls)		
Category	**Total Calls**	**Percentage**	**Assessable Costs**	**Total Calls**	**Percentage**	**Assessable Costs**
Residential	5,894	58.32%	$19,049,431	3,283	83.33%	$10,610,742
Commercial	4,043	40.01%	$13,066,992	602	15.28%	$1,946,008
Industrial/Warehouse	169	1.67%	$546,209	55	1.39%	$176,910
Total	**10,106**	**100.00%**	**$32,662,632**	**3,940**	**100.00%**	**$12,733,660**

PARCEL APPORTIONMENT

The share of the assessable costs apportioned to each property use category was further apportioned among the individual buildings of property within each property use category in the manner described in Table 13.

Table 13
Parcel Apportionment within Property Use Categories

Category	Parcel Apportionment
Residential	Dwelling Unit
Non-Residential: -Commercial -Industrial/Warehouse	Improvement Area Per Building Within Square Footage Ranges (100,000 Square Foot Cap Per Building)

Applying the foregoing parcel apportionment methodology, fire assessment rates were computed for each property use category. The specific methodology, underlying special benefit and fair apportionment assumptions are included below and generally described.

RESIDENTIAL PARCEL APPORTIONMENT ASSUMPTIONS

The following assumptions support findings that the parcel apportionment applied in the Residential Property Use category are fair and reasonable. The Residential Property Use Category includes such properties as single-family dwelling units and multi-family dwelling units.

- The size or the value of the residential parcel does not determine the scope of the required fire services. The potential demand for fire services is driven by the existence of a dwelling unit and the anticipated average occupant population.
- Apportioning the assessable costs for fire services attributable to the residential property use category on a per dwelling unit basis is required to avoid cost inefficiency and unnecessary administration and is a fair and reasonable method of parcel apportionment based upon historical fire call data.

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- The consolidation of single-family and multi-family properties into a single category is fair and reasonable because they are similar property uses and the number of calls per dwelling unit is not significantly different.

RESIDENTIAL PARCEL APPORTIONMENT CALCULATION

Based upon the historical demand for fire services, the percentages of assessable costs attributable to residential properties were calculated. The amount of the assessable costs allocable to each residential property was divided by the number of dwelling units in the Residential Property Use Category to compute the fire assessment to be imposed against each dwelling unit. For each residential parcel, the actual number of dwelling units located on the parcel will be multiplied by the residential dwelling unit rate to compute the residential fire assessment amount for the parcel.

Table 14 illustrates the assignment of dwelling units under this apportionment methodology to the Residential Property Use Category for each zone.

Table 14
Parcel Apportionment (Residential Property Use Category)

Residential Property Use Category	Number of Dwelling Units-Zone 1	Number of Dwelling Units-Zone 2
Residential Dwelling Units	77,628	47,672

Source: City of Tallahassee and Leon County Property Appraiser Data

NON-RESIDENTIAL PARCEL APPORTIONMENT ASSUMPTIONS

The Non-Residential Property Use category includes commercial and industrial/warehouse property uses. The capacity to handle fires and other emergencies in Non-Residential Property Use category is governed by the following:

- The current pumping capacity is defined as the combined amount of water that all apparatus in the Fire Department can pump to a non-residential fire. As outlined by Table 4 above, the pumping capacity of the Fire Department is 37,500 gallons per minute. Accordingly, based on National Fire Protection Association firefighting standards for fire flow as provided for in NFPA 1 Fire Code, 2015, Chapter 18 (assuming ordinary construction), the Fire Rescue Department currently has sufficient fire flow capacity to provide service coverage in the event of a structure fire involving unlimited square feet. To avoid inefficiency and unnecessary administration, the City has made a policy decision to set the maximum classification of any building at 100,000 square feet.

The following assumption supports findings that the parcel apportionment applied in the Non-Residential Property Use category is fair and reasonable.

- The risk of loss and demand for fire services availability is substantially the same for structures below a certain minimum size. Because the value and anticipated occupancy of structures below a certain minimum size is less, it is fair, reasonable, and equitable to provide a lesser assessment burden on such structures by the creation of a specific property parcel classification for those parcels.
- The separation of non-residential buildings into square footage classifications is fair and reasonable for the purposes of parcel apportionment because: (i) the absence of a need for precise square footage data within the ad valorem tax records maintained by the property appraiser undermines the use of actual square footage of structures and improvements within each improved building as a basis for parcel apportionment; (ii) the administrative expense and complexity created by an on-site inspection to determine the actual square footage of structures and improvements within each improved parcel assessed is impractical; and (iii) the demand for fire services availability is not precisely determined or measured by the actual square footage of structures and improvements within benefited parcels; and (iv) the classification of buildings within square footage ranges is a fair and reasonable method to

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classify benefited parcels and to apportion costs among benefited buildings that create similar demand for the availability of fire services.

- The consolidation of commercial and institutional properties into a single category is fair and reasonable because the non-government institutional type properties are similar in use to the commercial type properties.

The parcel apportionment for each Non-Residential Property Use Classification shall include both minimum building classifications and an additional classification of all other buildings based upon the assumed square footage of structures and improvements within the improved parcel. The Non-Residential Property Use Classifications include Commercial and Industrial/Warehouse. The following describes the Non-Residential Property parcel apportionment calculation and classification for the Commercial and Industrial/Warehouse categories.

NON-RESIDENTIAL PARCEL APPORTIONMENT CALCULATION

Based upon the historical demand for fire services, property in the Non-Residential Property Use categories will be responsible for funding a percentage of assessable costs. The amount of the assessable costs allocable to buildings within each of the Non-Residential Property Use Classifications was calculated based upon the following building classifications.

- Non-residential buildings with square footage of non-residential improvements less than 1,999 square feet were assigned an improvement area of 1,000 square feet per building. Buildings with square footage of non-residential improvements between 2,000 square feet and 3,499 square feet were assigned an improvement area of 2,000 square feet per building. Buildings with non-residential improvements between 3,500 square feet and 4,999 square feet were assigned an improvement area of 3,500 square feet per building. Buildings with non-residential improvement areas between 5,000 square feet and 9,999 square feet were assigned an improvement area of 5,000 square feet per building. For buildings containing non-residential improvements between 10,000 square feet and 99,999 square feet, assignments of improvement area were made in 10,000 square foot increments.
- For buildings, containing non-residential improvements over 99,999 square feet, an assignment of improvement area of 100,000 was made.

Sections 125.0168 and 166.223, Florida Statutes, relating to special assessments levied on recreational vehicle parks regulated under Chapter 513, Florida Statues are based on the following:

- When a city or county levy a non-ad valorem special assessment on a recreational vehicle park regulated under Chapter 513, the non-ad valorem special assessment shall not be based on the assertion that the recreational vehicle park is comprised of residential units. Instead, recreational vehicle parks regulated under Chapter 513 shall be assessed as a commercial entity in the same manner as a hotel, motel, or other similar facility.

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Table 15 illustrates the assignment of improvement area under this apportionment methodology for the Commercial and Industrial/Warehouse categories.

Table 15
Parcel Apportionment (Non-Residential Property Use Category)

Square Foot Tiers	Number of Commercial Buildings		Number of Industrial/Warehouse Buildings	
	Zone 1	Zone 2	Zone 1	Zone 2
≤ 1,999	1,239	205	66	25
2,000 - 3,499	900	166	80	50
3,500 - 4,999	591	100	58	34
5,000 - 9,999	941	161	194	71
10,000 - 19,999	490	86	185	34
20,000 - 29,999	170	29	56	8
30,000 - 39,999	101	9	34	1
40,000 - 49,999	58	10	12	0
50,000 - 59,999	36	3	4	0
60,000 - 69,999	27	5	4	0
70,000 - 79,999	19	3	1	1
80,000 - 89,999	10	3	1	2
90,000 - 99,999	8	3	6	0
>= 100,000	43	5	18	2

Source: City of Tallahassee and Leon County Property Appraiser Data

Because the suppression of fires on vacant land and agricultural property primarily benefits adjacent property by containing the spread of fire rather than preserving the integrity of the vacant parcel, incidents to vacant and agricultural property were not included in the final analysis of the fire call database. Therefore, only the primary structures on vacant and agricultural parcels will be charged.

COMPUTATION OF FIRE ASSESSMENT RATES

Applying the parcel apportionment methodology, fire services assessment rates were computed for each specified property use category. Based on the assessable costs of providing fire services, the number of fire calls apportioned to specific property categories and the number of billing units within the specified property categories.

Table 16 illustrates the assessment rates after application of the assessment methodology based on 100 percent funding of the five-year average assessable costs.

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Table 16
Fire Services Assessment Rates (Five-Year Average)

Residential Property Use Categories		Zone 1 - Rate Per Dwelling Unit	Zone 2 - Rate Per Dwelling Unit
Residential Dwelling Unit		$245.39	$223
Commercial Property Use Category	**Building Classification (in square foot ranges)**	**Zone 1 – Rate Per Building**	**Zone 2 - Rate Per Building**
	≤ 1,999	$384	$356
	2,000 - 3,499	$768	$712
	3,500 - 4,999	$1,344	$1,245
	5,000 - 9,999	$1,920	$1,779
	10,000 - 19,999	$3,840	$3,557
	20,000 - 29,999	$7,680	$7,113
	30,000 - 39,999	$11,519	$10,669
	40,000 - 49,999	$15,359	$14,226
	50,000 - 59,999	$19,198	$17,782
	60,000 - 69,999	$23,038	$21,338
	70,000 - 79,999	$26,877	$24,895
	80,000 - 89,999	$30,717	$28,451
	90,000 - 99,999	$34,557	$32,007
	≥ 100,000	$38,396	$35,564
Industrial/Warehouse Property Use Category	**Building Classification (in square foot ranges)**	**Zone 1 - Rate Per Building**	**Zone 2 – Rate Per Building**
	≤ 1,999	$63	$114
	2,000 - 3,499	$125	$227
	3,500 - 4,999	$218	$398
	5,000 - 9,999	$311	$568
	10,000 - 19,999	$621	$1,135
	20,000 - 29,999	$1,242	$2,270
	30,000 - 39,999	$1,863	$3,405
	40,000 - 49,999	$2,484	$4,540
	50,000 - 59,999	$3,104	$5,674
	60,000 - 69,999	$3,725	$6,809
	70,000 - 79,999	$4,346	$7,944
	80,000 - 89,999	$4,967	$9,079
	90,000 - 99,999	$5,587	$10,213
	≥ 100,000	$6,208	$11,348

*Estimated Gross Revenue: $45,396,291; Estimated Institutional Tax-Exempt Buy-down: $479,368; Estimated Net Revenue: $44,916,923.

EXEMPTIONS AND IMPACT OF EXEMPTIONS

Because the fire services assessment is being developed to meet the case law standards for a valid special assessment, any proposed exemptions require special scrutiny. The crafting of an exemption must be founded upon a legitimate public purpose, and not tramp on state or federal constitutional concepts of equal protection and constitutional prohibitions against establishment of religion or the use of the public treasury directly or indirectly to aid religious institutions. Furthermore, to ensure public acceptance, any exemption must make common sense and be fundamentally fair. Finally, the impact of any proposed exemption should be evaluated in terms of its magnitude and fiscal consequences on the City and County's general funds respectively.

Whenever crafting an exemption, it is important to understand that the fair apportionment element required by Florida case law prohibits the shifting of the fiscal costs of any special assessment from exempt landowners to other non-exempt landowners. In other words, the funding for an exemption from a special assessment must come from a legally available external revenue source, such as the City and

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County's general funds. Funding for fire assessment exemptions cannot come from the proceeds derived directly from the imposition of special assessments for fire services and facilities. Because any exemption must be funded by an external funding source, the grant of any exemption will not have any impact upon the fire assessment to be imposed upon any other non-exempt parcels.

The decision to fund exemptions for fire services assessments on property owned by non-governmental entities is based upon the determination that such exemptions constituted a valid public purpose.

Table 17 summarizes the estimated impact of exempting institutional, wholly tax-exempt property based on the five-year average assessable budget.

Table 17
Estimated Impact of Exemptions (Five-Year Average)

Financial Classification	Zone 1	Zone 2	Total
Estimated Assessable Costs	$32,662,632	$12,733,660	$45,396,291
Estimated Buy-down for Institutional Tax-Exempt Building Uses	$345,780	$133,588	$479,368
Estimated Revenue Generated	**$32,316,852**	**$12,600,072**	**$44,916,923**

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Fire Services Fees Imposed on Governmental Property

The special benefit and fair and reasonable apportionment requirements for a valid special assessment do not rigidly apply to charges against government property. Florida case law has stated that user fees are paid by choice and are charged in exchange for a particular governmental service, which benefits the property paying the fee in a manner not shared by other members of the public. In the user fee context, choice means that the property paying the fee has the option of not using the governmental service and thereby avoiding the charge. Under such tests and definition of choice, the validity of both impact fees and stormwater fees have been upheld.

Impact fees are imposed to place the economic burden of infrastructure required by growth on new development. Stormwater fees are imposed to control and treat the stormwater burden generated by the use and enjoyment of developed property. Likewise, fire services provided by the City and County are intended to meet the historical demand for fire services from developed property and such fee benefits the owner or user of developed property in a manner not shared by other members of society (e.g., the owner of undeveloped property).

The Florida Attorney General has recognized that state-owned property is not required to pay a special assessment without legislative authorization but that such authorization is not needed for user fees or service charges. Additionally, a valid charge cannot be enforced by a lien against public property absent elector approval. Rather, the enforcement remedy is a mandamus action to compel payment. In addition, certain general laws preempt the home rule power of local governments to impose special assessments on educational institutions.

As discussed previously and documented in the “Incident Data” section of this document, the fire services incidents were analyzed to determine the fire services demand for all governmental property. It was determined that approximately 11.72% of the total fire calls were attributable to governmental property. Therefore, approximately 11.72% of the total assessable budget was allocated to governmental property as shown in Table 18 below.

Table 18
Government Cost Allocation

Total Assessable Costs	Percentage of Governmental Calls	Governmental Cost Allocation
$51,423,076	11.72%	$6,026,785

The costs attributable to each governmental entity will be allocated based on each entity’s percentage of the total governmental square footage as determined by the City. GSG calculated a rate per square foot for governmental property based on the governmental cost allocation in Table 18 and the total governmental square footage as provided by the City. This calculation is shown in Table 19 below.

Table 19
Government Rate Calculation

Governmental Cost Allocation	Total Government Square Feet	Government Rate Per Square Foot
$6,026,785	22,627,160	$0.267

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Additional Information

EXEMPTION CALCULATIONS

GSG utilized the most current data to identify institutional, tax-exempt parcels within the County in order to calculate the aggregate cost ('buy down') of these parcels. In addition, best efforts were made by GSG to reconcile any differences necessary to calculate the estimated buy down for this exemption category. Missing or incorrect property data could affect the estimated aggregate costs.

NON-SPECIFIC CALLS

In the fire call analysis, certain fire related calls were classified as non-property specific, because of the location of occurrence in the incident report. These calls represent non-specific incidents that either could not be correlated to a specific parcel or involved auto accidents or other types of incidents along roads and highways. These calls are excluded from the analysis that determines the percentage of calls for service to respective property types and therefore, are not considered in the determination of the extent of budget required to fund the department. Because the budget is established based on the ability of the department to adequately protect structures, no adjustment has been made to the budget due to non-property specific calls.

MOBILE HOME AND RECREATIONAL VEHICLE PARK VACANCY CREDIT

As a consequence of the transient use and potential extraordinary vacancies within mobile home and recreational vehicle (RV) parks as compared to other residential property and the lack of demand for fire services for unoccupied spaces, it is fair and reasonable to provide for an extraordinary vacancy adjustment procedure for mobile home and RV park properties. Vacant mobile home and RV spaces within a mobile home or RV park will be charged; however, these properties will be eligible for an extraordinary vacancy adjustment for vacant mobile home or RV spaces.

VERIFICATION OF SQUARE FOOTAGE OF STRUCTURES ON TAX-EXEMPT PARCELS

The ad valorem tax roll provides the data required to determine value. So long as properties remain in the name of owners exempt from ad valorem taxation, the property appraiser may not consistently maintain data related to building improvements on such parcels. As a consequence of such data imperfections, the square footage on some of the parcels, particularly for institutional private sector classifications, may not be complete.

BILLING PROPERTIES WITH MULTIPLE UTILITY ACCOUNTS

The proposed methodology can determine the assessment rate per building on a tax parcel. However, for some non-residential properties there may be many utility accounts assigned to a building. When utilizing the utility bill to collect the Fire Services Assessment, a considerable amount of data collection will be necessary to assess each utility account assigned to the building.

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Appendix A

SITUATION FOUND CODES AND DESCRIPTIONS

DocuSign Envelope ID: 5AD7C947-7233-45D0-979D-9C002BE66DE1

Situation Found Code	Description	EMS Type Call
111	Building Fire	No
112	Fires in structures other than in a building	No
113	Cooking fire, confined to a container	No
114	Chimney or flue fire, confined to chimney or flue	No
115	Incinerator overload or malfunction, fire confined	No
116	Fuel burner/boiler malfunction, fire confined	No
118	Trash or rubbish fire, contained	No
120	Fire in mobile property used as a fixed structure, other	No
121	Fire in mobile home used as a fixed residence	No
122	Fire in mobile home, camper, recreational vehicle	No
123	Fire in portable building, fixed location	No
130	Mobile property (vehicle) fire, other	No
131	Passenger vehicle fire	No
132	Road freight or transport vehicle fire	No
134	Water vehicle fire	No
137	Camper or RV fire	No
138	Off Road vehicle or heavy equipment fire	No
140	Natural vegetation fire	No
141	Forest, woods or wildland fire	No
142	Brush, or brush and grass mixture fire	No
143	Grass fire	No
150	Outside rubbish fire, other	No
151	Outside rubbish, trash or waste fire	No
152	Garbage dump or sanitary landfill fire	No
153	Construction or demolition landfill fire	No
154	Dumpster or other outside trash receptacle fire	No
155	Outside stationary compactor/compacted trash fire	No
160	Special outside fire, other	No
161	Outside storage fire	No
162	Outside equipment fire	No
163	Outside gas or vapor combustion explosion	No
170	Cultivated vegetation, crop fire, other	No
173	Cultivated trees or nursery stock fire	No
210	Overpressure rupture from steam, other	No
211	Overpressure rupture of steam pipe or pipeline	No
220	Overpressure rupture from air or gas, other	No
221	Overpressure rupture of air or gas pipe/pipeline	No
223	Air or gas rupture of pressure or process vessel	No
240	Explosion (no fire), other	No
243	Fireworks explosion (no fire)	No
251	Excessive heat, scorch burns with no ignition	No
311	Medical assist, assist EMS crew	Yes
320	Allergic reaction	Yes
321	EMS call, excluding vehicle accident with injury	Yes
322	Vehicle accident with injuries	Yes
323	Motor vehicle/pedestrian accident (MV Ped)	Yes
324	Motor Vehicle Accident, No Injuries	No
331	Lock-in (if lock out, use 511)	No
341	Search for person on land	No

DocuSign Envelope ID: 5AD7C947-7233-45D0-979D-9C002BE66DE1

Situation Found Code	Description	EMS Type Call
342	Search for person in water	No
350	Extrication, rescue, other	No
351	Extrication of victim(s) from building/structure	No
352	Extrication of victim(s) from vehicle	No
353	Removal of victim(s) from stalled elevator	No
354	Trench/below grade rescue	No
356	High angle rescue	No
357	Extrication of victim(s) from machinery	No
360	Water & ice related rescue, other	No
361	Swimming/recreational water areas rescue	No
363	Swift water rescue	No
365	Watercraft rescue	No
370	Electrical rescue	No
372	Trapped by power lines	No
381	Rescue or EMS standby	Yes
410	Flammable gas or liquid condition, other	No
411	Gasoline or other flammable liquid spill	No
412	Gas leak	No
413	Oil or other combustible liquid spill	No
420	Toxic condition, other	No
421	Chemical hazard (no spill or leak)	No
422	Chemical spill or leak	No
423	Refrigeration leak	No
424	Carbon monoxide incident	No
440	Electrical wiring/equipment problem, other	No
441	Heat from short circuit (wiring), defective/worn	No
442	Overheated motor	No
443	Light ballast breakdown	No
444	Power line down	No
445	Arcing, shorted electrical equipment	No
451	Police Assist	No
460	Accident, potential accident, other	No
461	Building or structure weakened or collapsed	No
462	Aircraft standby	No
463	Vehicle accident, general cleanup	No
471	Explosive, bomb removal (for bomb scare, use 721)	No
480	Attempted burning, illegal action, other	No
481	Attempt to burn	No
482	Threat to burn	No
500	Service call, other	No
510	Person in distress, other	No
511	Lock-out	No
512	Ring or jewelry removal	No
520	Water problem, other	No
521	Water evacuation	No
522	Water or steam leak	No
531	Smoke or odor removal	No
540	Animal problem, other	No
542	Animal rescue	No

DocuSign Envelope ID: 5AD7C947-7233-45D0-979D-9C002BE66DE1

Situation Found Code	Description	EMS Type Call
550	Public service assistance, other	No
551	Assist police or other governmental agency	No
552	Police matter	No
553	Public service	No
554	Assist invalid	Yes
555	Defective elevator	No
561	Unauthorized burning	No
600	Good intent call, other	No
611	Dispatched & canceled en route	No
621	Wrong location	No
622	No incident found upon arrival	No
631	Authorized controlled burning	No
632	Prescribed fire	No
641	Vicinity alarm (incident in other location)	No
650	Steam, other gas mistaken for smoke, other	No
651	Smoke scare, odor of smoke	No
652	Steam, vapor, fog or dust thought to be smoke	No
653	Barbecue, tar kettle	No
661	EMS call, party transported by non-fire agency	Yes
671	Hazmat release investigation w/no hazmat	No
672	Biological hazard investigation, none found	No
710	Malicious, mischievous false call, other	No
711	Municipal alarm system, malicious false alarm	No
713	Telephone, malicious false alarm	No
714	Central station, malicious false alarm	No
715	Local alarm system, malicious false alarm	No
721	Bomb scare - no bomb	No
730	System malfunction	No
731	Sprinkler activation due to malfunction	No
732	Extinguishing system activation due to malfunction	No
733	Smoke detector activation due to malfunction	No
734	Heat detector activation due to malfunction	No
735	Alarm system sounded due to malfunction	No
736	CO detector activation due to malfunction	No
740	Unintentional transmission of alarm, other	No
741	Sprinkler activation, no fire - unintentional	No
742	Extinguishing system activation	No
743	Smoke detector activation, no fire - unintentional	No
744	Detector activation, no fire - unintentional	No
745	Alarm system sounded, no fire - unintentional	No
746	Carbon monoxide detector activation, no CO	No
813	Wind storm, tornado/hurricane assessment	No
814	Lightning strike (no fire)	No
815	Severe weather or natural disaster standby	No
911	Citizen complaint	No

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Appendix B

FIXED PROPERTY USE CODES AND DESCRIPTIONS

DocuSign Envelope ID: 5AD7C947-7233-45D0-979D-9C002BE66DE1

Fixed Property Use Code	Description	Category
000	FIXED PROP USE UNDETERMINED	NON-SPECIFIC
100	UNKNOWN OTHER	NON-SPECIFIC
110	FIXED USE RECREATION, OTHER	COMMERCIAL
111	BOWLING ESTABLISHMENT	COMMERCIAL
112	BILLIARD CENTER	COMMERCIAL
113	AMUSEMENT CENTER	COMMERCIAL
114	ICE RINK	COMMERCIAL
115	ROLLER RINK	COMMERCIAL
116	SWIMMING FACILITY	COMMERCIAL
120	VARIABLE USE AMUSEMENT/RECREATION	COMMERCIAL
121	BALLROOM,GYMNASIUM	COMMERCIAL
122	EXHIBITION HALL	COMMERCIAL
123	ARENA/STADIUM	COMMERCIAL
124	PLAYGROUND	COMMERCIAL
129	AMUSEMENT CENTER INDOOR/OUTDOOR	COMMERCIAL
130	PLACES OF WORSHIP,CHURCH,FUNERAL PARLOR	COMMERCIAL
131	CHURCH/CHAPEL	COMMERCIAL
134	FUNERAL PARLOR/CHAPEL	COMMERCIAL
140	CLUBS, OTHER	COMMERCIAL
141	ATHLETIC CLUB/YMCA	COMMERCIAL
142	CLUB HOUSE	COMMERCIAL
143	YACHT CLUB	COMMERCIAL
144	CASINO, GAMBLING CLUBS	COMMERCIAL
150	PUBLIC, GOVT, OTHER	COMMERCIAL
151	LIBRARY	COMMERCIAL
152	MUSEUM, ART GALLERY	COMMERCIAL
154	MEMORIAL STRUCTURE,MONUMENT	COMMERCIAL
155	COURT ROOM	COMMERCIAL
160	EATING/DRINKING PLACES	COMMERCIAL
161	RESTAURANT	COMMERCIAL
162	NIGHTCLUB	COMMERCIAL
170	TERMINALS OTHER	COMMERCIAL
171	AIRPORT TERMINAL	COMMERCIAL
173	BUS TERMINAL	COMMERCIAL
180	THEATER, STUDIO OTHER	COMMERCIAL
181	PERFORMANCE THEATER	COMMERCIAL
182	AUDITORIUM, CONCERT HALL	COMMERCIAL
183	MOVIE THEATER	COMMERCIAL
185	RADIO, TV STUDIO	COMMERCIAL
200	EDUCATIONAL PROPERTY OTHER	COMMERCIAL
210	SCHOOLS NON-ADULT OTHER	COMMERCIAL
211	PRE-SCHOOL	COMMERCIAL
213	ELEMENTARY SCHOOL	COMMERCIAL
215	HIGH SCHOOL/JR HIGH/MIDDLE SCHOOL	COMMERCIAL
241	COLLEGE/UNIVERSITY	COMMERCIAL
254	DAY CARE-IN COMMERCIAL PROPERTY	COMMERCIAL
255	DAY CARE-IN RESIDENCE-LICENSED	COMMERCIAL
300	HEALTHCARE/DETENTION OTHER	COMMERCIAL
311	CARE OF THE AGED/NURSING STAFF	COMMERCIAL
321	MENTAL RETARDATION/DEVELOPMENT DISABILITY FACILITY	COMMERCIAL
322	ALCOHOL/SUBSTANCE ABUSE RECOVERY CENTER	COMMERCIAL

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323	ASYLUM/MENTAL INSTITUTION	COMMERCIAL
331	HOSPITAL-MEDICAL/PSYCHIATRIC	COMMERCIAL
332	HOSPICES	COMMERCIAL
340	CLINICS, OTHER	COMMERCIAL
341	CLINIC, CLINIC-TYPE INFIRMARY	COMMERCIAL
342	DOCTOR/DENTIST/SURGEONS OFFICE	COMMERCIAL
343	HEMODIALYSIS UNIT	COMMERCIAL
361	JAIL/PRISON - NOT JUVENILE	COMMERCIAL
363	REFORMATORY, JUVENILE DETENTION CENTER	COMMERCIAL
365	POLICE STATION	COMMERCIAL
400	RESIDENTIAL OTHER	RESIDENTIAL
419	ONE- AND TWO-FAMILY DWELLING	RESIDENTIAL
429	MULTI-FAMILY DWELLINGS	RESIDENTIAL
439	ROOMING, BOARDING, RESIDENTIAL HOTELS	COMMERCIAL
449	HOTELS, MOTELS, INNS, LODGES	COMMERCIAL
459	RESIDENTIAL BOARD AND CARE	COMMERCIAL
460	DORMITORIES OTHER	COMMERCIAL
462	FRATERNITY, SORORITY HOUSE	COMMERCIAL
464	MILITARY BARRACKS/DORMITORY	RESIDENTIAL
500	MERCANTILE PROPERTIES OTHER	COMMERCIAL
511	CONVENIENCE STORE	COMMERCIAL
519	FOOD, BEVERAGE SALES, GROCERY STORE	COMMERCIAL
529	TEXTILE, WEARING APPAREL SALES	COMMERCIAL
539	HOUSEHOLD GOODS SALES, REPAIRS	COMMERCIAL
549	SPECIALTY SHOPS	COMMERCIAL
557	BARBER, BEAUTY SHOP, PERSONAL SERVICES	COMMERCIAL
559	RECREATIONAL, HOBBY,HOME SALES, PET STORE	COMMERCIAL
564	SELF-SERVICE LAUNDRY/DRY CLEANING	COMMERCIAL
569	PROFESSIONAL SUPPLIES	COMMERCIAL
571	SERVICE STATION	COMMERCIAL
579	MOTOR VEHICLE, BOAT SALES/SERVICE/REPAIRS	COMMERCIAL
580	GENERAL ITEM STORES, OTHER	COMMERCIAL
581	DEPARTMENT STORE	COMMERCIAL
592	BANK W/FIRST STORY BANKING FACILITY	COMMERCIAL
593	MEDICAL, RESEARCH, SCIENTIFIC OFFICE	COMMERCIAL
596	POST OFFICE OR MAILING FORMS	COMMERCIAL
599	BUSINESS OFFICES	COMMERCIAL
600	BASIC INDUSTRY, UTILITY, DEFENSE OTHER	INDUSTRIAL/WAREHOUSE
610	ENERGY PRODUCTION, OTHER	INDUSTRIAL/WAREHOUSE
615	ELECTRIC GENERATING PLANT	INDUSTRIAL/WAREHOUSE
629	LABORATORIES	INDUSTRIAL/WAREHOUSE
631	NATIONAL DEFENSE SITE/MILITARY SITE	COMMERCIAL
632	RADIO, RADAR SITE	INDUSTRIAL/WAREHOUSE
635	COMPUTER, DATA PROCESSING CNTR	INDUSTRIAL/WAREHOUSE
639	COMMUNICATIONS CENTER	INDUSTRIAL/WAREHOUSE
640	UTILITY, ENERGY DISTRIBUTION CNTR OTHER	INDUSTRIAL/WAREHOUSE
642	ELECTRIC TRANSMISSION DISTIB. SYSTEM	INDUSTRIAL/WAREHOUSE
644	GAS DISTRIBUTION SYSTEM, PIPELINE	INDUSTRIAL/WAREHOUSE
647	WATER UTILITY	INDUSTRIAL/WAREHOUSE
648	SANITARY SERVICE	INDUSTRIAL/WAREHOUSE
655	CROPS, ORCHARDS	AGRICULTURAL LAND
659	LIVESTOCK PRODUCTION	AGRICULTURAL LAND

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669	FOREST, TIMBERLAND	AGRICULTURAL LAND
700	MANUFACTURING PROPERTY, PROCESSING	INDUSTRIAL/WAREHOUSE
800	STORAGE PROPERTY OTHER	INDUSTRIAL/WAREHOUSE
807	OUTSIDE MATERIAL STORAGE AREA	NON-SPECIFIC
808	SHED	NON-SPECIFIC
880	VEHICLE STORAGE; OTHER	INDUSTRIAL/WAREHOUSE
881	RESIDENTIAL PARKING STORAGE	INDUSTRIAL/WAREHOUSE
882	GENERAL VEHICLE PARKING GARAGE	INDUSTRIAL/WAREHOUSE
888	FIRE STATIONS	COMMERCIAL
891	GENERAL WAREHOUSE	INDUSTRIAL/WAREHOUSE
898	WHARF, PIER	INDUSTRIAL/WAREHOUSE
899	RESIDENTIAL OR SELF STORAGE UNITS	INDUSTRIAL/WAREHOUSE
900	OUTSIDE, SPECIAL PROPERTIES; OTHER	NON-SPECIFIC
919	DUMP SANITARY LANDFILL	NON-SPECIFIC
921	BRIDGE, TRESTLE	NON-SPECIFIC
926	OUTBUILDING, EXCLUDING GARAGE	NON-SPECIFIC
931	OPEN LAND, FIELD	VACANT LAND
935	CAMPSITE WITH UTILITIES	COMMERCIAL
936	VACANT LOT	VACANT LAND
938	GRADED AND CARED FOR PLOTS OF LAND	AGRICULTURAL LAND
940	WATER AREAS, OTHER	NON-SPECIFIC
946	LAKE/RIVER/STREAM	NON-SPECIFIC
951	RAILROAD RIGHT OF WAY	NON-SPECIFIC
960	STREET, OTHER	NON-SPECIFIC
961	DIVIDED HIGHWAY, HIGHWAY	NON-SPECIFIC
962	PAVED PUBLIC STREET, RESIDENTIAL	NON-SPECIFIC
963	PAVED PRIVATE STREET, COMMERCIAL	NON-SPECIFIC
965	UNCOVERED PARKING AREA	NON-SPECIFIC
972	AIRCRAFT RUNWAY	COMMERCIAL
973	TAXIWAY/UNCOV PARK/MAINT AREA	COMMERCIAL
974	AIRCRAFT LOADING AREA	COMMERCIAL
981	CONSTRUCTION SITE	NON-SPECIFIC
983	PIPELINE, POWER LINE RIGHT OF WAY	NON-SPECIFIC
984	INDUSTRIAL PLANT YARD	INDUSTRIAL/WAREHOUSE
NNN	NONE	NON-SPECIFIC
UUU	UNDETERMINED	NON-SPECIFIC

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Appendix C

LEON COUNTY PROPERTY APPRAISER
BUILDING IMPROVEMENT CODES AND USE DESCRIPTIONS
WITH ASSIGNMENT OF PROPERTY USE CATEGORY

Building Use Code - Description	Category
0100 - SINGLE FAMILY RESIDENTIAL	Residential
0300 - DUPLEX	Residential
0400 - CONDOMINIUM	Residential
0500 - STUDENT APARTMENTS	Residential
0501 - FRAT/SORORITY	Commercial
0510 - STUDENT MULTI LEASE	Residential
0600 - STANDARD APARTMENTS	Residential
0601 - APT/ LESS THAN 10 UNITS	Residential
0602 - DORMITORY	Residential
0650 - Lihtc	Residential
0700 - TOWNHOUSE	Residential
0800 - MOBILE HOME	Residential
1000 - GARDEN APARTMENT	Residential
1100 - HIGH RISE	Residential
1200 - EXEMPT MULTI FAMILY	Residential
1400 - MOTELS	Commercial
1500 - EXTENDED STAY HOMES	Commercial
1600 - HOTELS	Commercial
1700 - HOSP/NURS HOME	Commercial
1710 - NURSING HOME	Commercial
1720 - CLINIC	Commercial
1730 - Vet Clinic	Commercial
1740 - REGIONAL MEDICAL CENTER	Commercial
1750 - ASSISTED LIVING FACILITY	Commercial
1800 - CO-OP	Commercial
2000 - STORE	Commercial
2010 - CONDO-STORE	Commercial
2011 - SALON/BARBER SHOP	Commercial
2012 - LAUNDROMAT	Commercial
2013 - CARWASH	Commercial
2014 - PHYS FITNESS CENTER	Commercial
2015 - STORE SFR CONV	Commercial
2016 - IND/RETAIL/STORE	Commercial
2018 - DRY CLEANERS	Commercial
2020 - CONVENIENCE STORE	Commercial
2030 - CONV-STORE/GAS	Commercial
2040 - SUPERMARKET	Commercial
2050 - PHARMACY	Commercial
2060 - JR DISCOUNT	Commercial
2070 - SUPER DISCOUNT	Commercial
2080 - AUTO PARTS	Commercial
2090 - AUTO SERVICE	Commercial
2100 - DEPARTMENT STORE	Commercial
2110 - JR DEPARTMENT STORE	Commercial
2200 - SHOP CENTER	Commercial
2210 - NBHD SHOP CENTER	Commercial
2220 - COMM SHOP CENTER	Commercial
2300 - SERVICE STATION	Commercial
2400 - REC/BOWL ALLEY	Commercial
2410 - CLUBHOUSE/REC	Commercial
2420 - Clubhouse/Exempt	Commercial

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Building Use Code - Description	Category
2500 - REST/LOUNGE	Commercial
2510 - FAMILY RESTAURANT	Commercial
2520 - TAKE-OUT RESTAURANT	Commercial
2600 - FAST FOOD DRIVE IN	Commercial
2610 - FAST FOOD NO SEAT	Commercial
2620 - NITE CLUB	Commercial
2700 - AUDIT/THEATER	Commercial
2800 - MALL	Commercial
2810 - SUPER REG MALL	Commercial
3000 - OFFICE	Commercial
3010 - OFFICE CONDO	Commercial
3015 - Office Condo High Rise	Commercial
3020 - OFFICE STRIP CENTER	Commercial
3030 - OFFICE LOW RISE	Commercial
3040 - OFFICE MID RISE	Commercial
3045 - Office Park	Commercial
3050 - OFFICE HIGH RISE	Commercial
3060 - OFFICE INDUSTRIAL	Commercial
3070 - OFFICE/SFR CONVERSION	Commercial
3080 - CONDO MEDICAL OFFICE	Commercial
3100 - ED/RELIGIOUS	Commercial
3110 - CHILD CARE	Commercial
3200 - PUBLIC PARKING	Industrial/Warehouse
3300 - BANKS	Commercial
3400 - BANKS-BRANCH	Commercial
3410 - BANKS-DRV THRU	Commercial
3500 - FUNERAL HOME	Commercial
3600 - TRAINING CENTER	Commercial
3700 - MEDICAL OFFICE	Commercial
3901 - BROADCAST CENTER	Commercial
3902 - WCTV 2	Commercial
3930 - CLASSROOM/TRAINING	Commercial
3940 - LIBRARY/MULTI-MEDIA	Commercial
3950 - OFFICES	Commercial
3960 - DORMITORY/HOUSING	Commercial
3970 - MEDICAL FACILITIES	Commercial
3980 - Courthouse	Commercial
4000 - WAREHOUSE	Industrial/Warehouse
4010 - CONDO WAREHOUSE	Industrial/Warehouse
4020 - DISTRIBUTION WAREHOUSE	Industrial/Warehouse
4030 - TECH MANUFACTURING	Industrial/Warehouse
4031 - INDUSTRIAL OFFICE	Industrial/Warehouse
4040 - WAREHOUSE/MULTI-BAY	Industrial/Warehouse
4100 - SERVICE/PARKING GARAGE	Industrial/Warehouse
4110 - INDEPENDENT AUTO CENTER	Commercial
4200 - MINI WAREHOUSE	Industrial/Warehouse
4300 - COLD STORAGE	Industrial/Warehouse
4400 - LIGHT MANUFACTURING	Industrial/Warehouse
4500 - HEAVY MANUFACTURING	Industrial/Warehouse
4600 - AUTO SHOW/GARAGE	Industrial/Warehouse
4610 - CAR/TRUCK RENTAL	Commercial

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Building Use Code - Description	Category
4620 - BOAT S/E DEALER	Commercial
4700 - PREFAB METAL BUILDING	not charged
4800 - BARN SHED	not charged
4810 - Airport Terminal	Commercial
4900 - MAINT/MECH/WAREHOUSING	Industrial/Warehouse
4910 - RESEARCH/DEVELOP LABS	Industrial/Warehouse
4920 - STADIUMS/ARENAS	Commercial
4930 - PARKING GARAGES	Industrial/Warehouse
4940 - PRISONS/JAILS	Commercial
4950 - MILITARY FACILITIES	Commercial
4960 - FIRE STATION	Commercial
MHPK - MOBILE HOME PARK	Residential
MUSE - MUSEUM/CULTURAL	Commercial
RVPK - RV PARK	Commercial

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Appendix D

DEPARTMENT OF REVENUE (DOR) CODES

DocuSign Envelope ID: 5AD7C947-7233-45D0-979D-9C002BE66DE1

DOR Code - Description	
0000 - Vacant Residential	
0004 - Vacant Condo	
0100 - Single Family Residential	
0107 - Townhomes	
0107 - Townhouse	
0200 - Mobile Homes	
0300 - Multi-Family(10 or More Units)	
0400 - Condominia Improved	
0600 - Retirement Homes Not Eligible	
0700 - Miscellaneous Residential	
0800 - MFR < 10 Units - Residential	
0805 - MFR < 10 Units - Commercial	
0900 - Residential Common Elements/Areas	Not Charged
1000 - Vacant Commercial	
1100 - Stores, One Story	
1200 - Mixed Use, Store/Office/Resi	
1300 - Department Store	
1400 - Supermarkets	
1500 - Regional Shopping Centers	
1600 - Community Shopping Centers	
1700 - Office Buildings/Nonprof/One	
1800 - Office Buildings/Nonprof/Multi	
1900 - Professional Service & Medical	
2000 - Airports, Terminals, Piers	
2100 - Restaurants, Cafeterias	
2200 - Drive In Restaurants	
2300 - Financial Institutions	
2500 - Repair Service Shops	
2600 - Service Stations	
2700 - Auto Sales, Repair & Related	
2800 - Parking Lots, Commercial	
3200 - Enclosed Theatres/Auditoriums	
3300 - Night Clubs, Lounges, Bars	
3400 - Bowling, Skating, Pool Enclose	
3500 - Tourist Attraction, Exhibits	
3800 - Golf Courses, Driving Ranges	
3900 - Hotels, Motels	
4000 - Vacant Industrial	
4100 - Light Industrial	
4800 - Warehousing, Distribution	
4900 - Open Storage, Supply/Junkyards	
5000 - Improved Agriculture	
5100 - Cropland, Class I	
5200 - Cropland, Class II	
5400 - Timberland, Index 90+	
5500 - Timberland, Index 80-90	
5600 - Timberland, Index 70-79	
5700 - Timberland, Index 60-69	
5800 - Timberland, Index 50-59	
5900 - Timberland, Not Classed	
6000 - Grazing, Class I	

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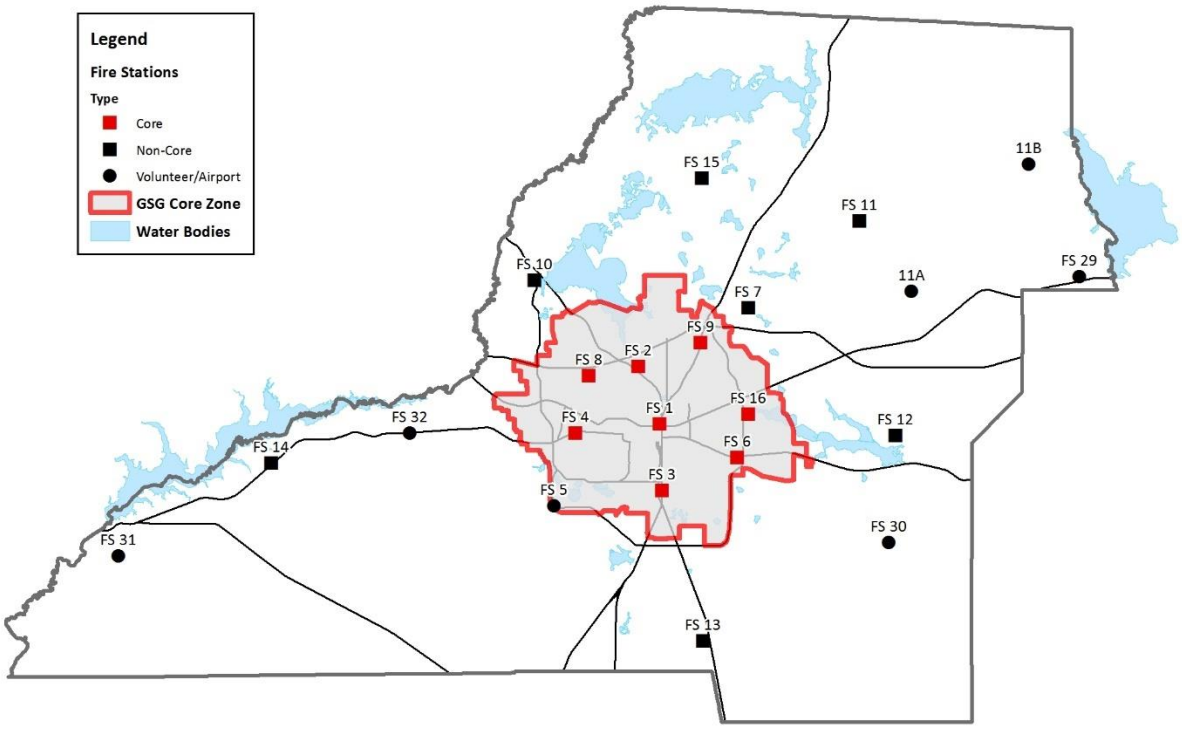
DOR Code - Description	
6100 - Grazing, Class II	
6200 - Grazing, Class III	
6300 - Grazing, Class IV	
6600 - Orchard, Groves, Citrus	
6900 - Ornamentals, Misc	
7000 - Vacant Institutional	
7100 - Churches	
7200 - Private Schools/Colleges	
7300 - Privately Owned Hospitals	
7400 - Homes for the Aged	
7500 - Orphanages, Other Services	
7600 - Mortuaries, Cemeteries	
7700 - Clubs, Lodges, Union Halls	
7900 - Cultural Organization Facil	
8000 - Vacant Governmental	
8100 - Military	
8200 - Forest, Parks, Recreation Area	
8300 - Public County School	
8400 - Colleges	
8500 - Hospitals	
8600 - County	
8700 - State	
8800 - Federal	
8900 - Municipal	
9100 - Utilities	
9200 - Mining, Petrolium/Gas	
9400 - Rights-of-Way	Not Charged
9500 - Rivers, Lakes, Submerged Lands	Not Charged
9600 - Sewage Disposal, Solid Waste	Not Charged
9700 - Outdoor Recreational	
9800 - Centrally Assessed/Railroads	Not Charged
9900 - Vacant Acreage, Not Agri	
9901 - Imp acre, Not Agri	

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Appendix E

MAP OF SERVICE ZONES

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Exhibit "B"

Rate Schedule			
Property Use Category	**Unit of Measurement**	**Per Annum for FY 2024 and each Fiscal Year Thereafter**	
		Zone 1	Zone 2
Residential	Per Residential Dwelling Unit	$245.39	$223.00
Commercial/Institutional	Per Square Feet		
	≤ 1,999	$384.00	$356.00
	2,000 - 3,499	$768.00	$712.00
	3,500 - 4,999	$1,344.00	$1,245.00
	5,000 - 9,999	$1,920.00	$1,779.00
	10,000 - 19,999	$3,840.00	$3,557.00
	20,000 - 29,999	$7,680.00	$7,113.00
	30,000 - 39,999	$11,519.00	$10,669.00
	40,000 - 49,999	$15,359.00	$14,226.00
	50,000 - 59,999	$19,198.00	$17,782.00
	60,000 - 69,999	$23,038.00	$21,338.00
	70,000 - 79,999	$26,877.00	$24,895.00
	80,000 - 89,999	$30,717.00	$28,451.00
	90,999 - 99,999	$34,557.00	$32,007.00
	≥ 100,000	$38,396.00	$35,564.00
Industrial/Warehouse	Per Square Feet		
	≤ 1,999	$63.00	$114.00
	2,000 - 3,499	$125.00	$227.00
	3,500 - 4,999	$218.00	$398.00
	5,000 - 9,999	$311.00	$568.00
	10,000 - 19,999	$621.00	$1,135.00
	20,000 - 29,999	$1,242.00	$2,270.00
	30,000 - 39,999	$1,863.00	$3,405.00
	40,000 - 49,999	$2,484.00	$4,540.00
	50,000 - 59,999	$3,104.00	$5,674.00
	60,000 - 69,999	$3,725.00	$6,809.00
	70,000 - 79,999	$4,346.00	$7,944.00
	80,000 - 89,999	$4,967.00	$9,079.00
	90,999 - 99,999	$5,587.00	$10,213.00
	≥ 100,000	$6,208.00	$11,348.00
Governmental	per square foot	$0.267	$0.267

Posted on September 8, 2025

EXHIBIT 2

FIRE RESCUE SERVICES NON-AD VALOREM ASSESSMENT ROLL

https://leoncountyfl.gov/specialassessment

NOTICE OF PUBLIC HEARING

Notice is hereby given, pursuant to Section 197.3632(4)(b), Florida Statutes, that the Board of County Commissioners of Leon County, Florida will conduct a public hearing on Monday, September 15, 2025, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider the adoption of a fire rescue assessment and fee rate resolution and fire rescue services non-ad valorem assessment roll for the subject parcels of improved real property located within the unincorporated area of Leon County, Florida. The purpose of the special assessment is to equitably recover costs incurred for providing and funding fire rescue services to improved parcels of property located within the unincorporated area of Leon County (geographic depiction of the property subject to the assessment is set forth below). The assessment shall be collected annually by the Leon County Tax Collector until discontinued by the Board.

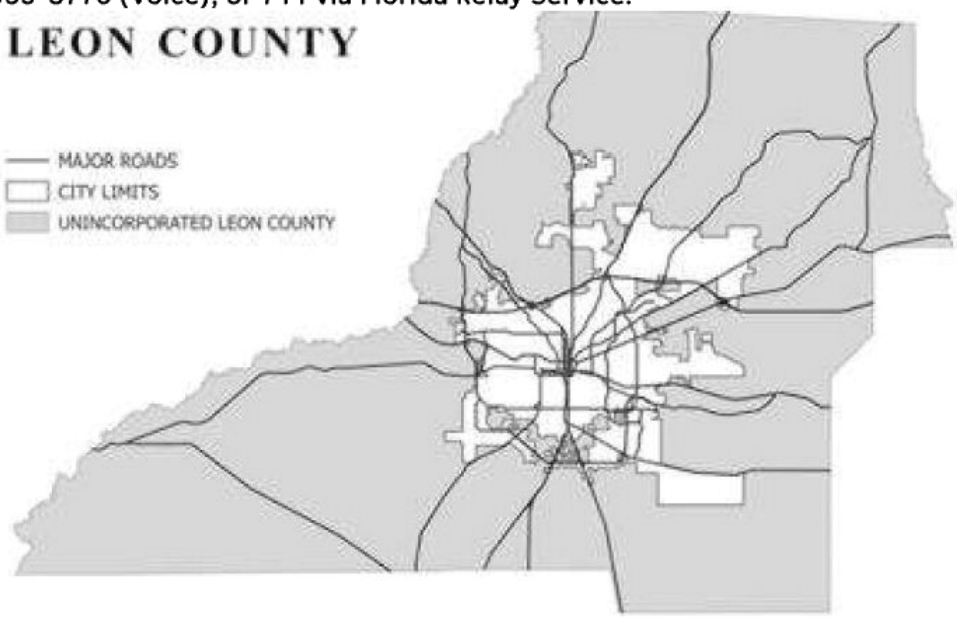
Leon County will also broadcast the public hearing on Comcast channel 16, the Leon County Florida channel on Roku, and the County's Facebook page (https://www.facebook.com/LeonCountyFL/), YouTube channel (https://www.youtube.com/user/LeonCountyFL), and web site (www.LeonCountyFL.gov).

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

Interested parties may also provide virtual real-time public comments during the public hearing. Interested parties wishing to provide virtual real-time public comments must complete and submit the registration form provided at https://www2.leoncountyfl.gov/coadmin/agenda/ by 8:00 p.m. on Sunday, September 14, 2025. Following submittal of the registration form, further instructions for participating in the meeting will be provided. Persons needing assistance with registering or providing real-time comments may contact County Administration via telephone at (850) 606-5300. Please note that Board of County Commissioners Policy 01- 05, Article IX., Section E., entitled "Addressing the Commission", and Article IX., Section F., entitled "Decorum", shall remain in full force and effect.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.



August 25, 2025

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Leon County
Board of County Commissioners

Notes for Agenda Item #32

Leon County Board of County Commissioners

Agenda Item #32

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: First Public Hearing for Adoption of the Fiscal Year 2025/2026 Tentative Millage Rates and Tentative Budgets

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

Statement of Issue:

This item requests the Board conduct the first of two public hearings required by Florida Statutes for the adoption of the Leon County Fiscal Year (FY) 2025/2026 tentative budget.

Fiscal Impact:

This item has a fiscal impact. If adopted, the Leon County FY 2025/2026 Tentative Budget is $401,518,304, which includes the Emergency Medical Services budget of $41,142,336.

Staff Recommendation:

Option #1: Adopt, via Resolution, the tentative FY 2025/2026 Countywide millage rate of 8.3144 mills (Attachment #1).

Option #2: Adopt, via Resolution, the tentative FY 2025/2026 Countywide budget (Attachment #2).

Option #3: Adopt, via Resolution, the tentative FY 2025/2026 Emergency Medical Services MSTU millage rate of 0.7500 mills (Attachment #3).

Option #4: Adopt, via Resolution, the tentative FY 2025/2026 Emergency Medical Services MSTU budget (Attachment #4).

Option #5: Direct staff to advertise, in accordance with Florida Statutes, the tentative millage rates and budgets for FY 2025/2026 and the date, time, and place of the public hearing to adopt the final millage rates and budgets for FY 2025/2026.

Report and Discussion

Background:

This item requests the Board conduct the first of two public hearings required by Florida Statutes for the adoption of the Leon County FY 2025/2026 Tentative Budget.

Pursuant to Sections 129.03 and 200.065, Florida Statutes, the County Property Appraiser certified to the County Budget Officer the taxable value against which taxes may be levied in the entire County and in each district in the County in which taxes are authorized by law to be levied by the Board. The certification of property values provided this year were $27,342,270,635, an increase of $1.974 billion or 7.78% more than the previous year. In preparing the tentative budgets, this certified figure was used as the basis for estimating the millage rates required to be levied.

At its July 8, 2025, meeting, the Board approved and adopted the 8.3144 Countywide and 0.7500 Emergency Medical Services (EMS) Municipal Services Taxing Unit (MSTU) millage rates for purposes of the statutory Truth-in-Millage (TRIM) public notification process. These rates cannot be increased, only decreased, during the public hearing.

On August 1, 2025, the County advised the Property Appraiser and the Tax Collector of its proposed millage rates, rolled-back rates, and the date, time, and place at which a public hearing would be held to consider the tentative millage rates and the tentative budgets in accordance with Sections 129.03 and 200.065, Florida Statutes. Subsequently, the County Property Appraiser used this information in preparing the notice of proposed property taxes pursuant to Section 200.069, Florida Statutes. These notices were then mailed to all respective property owners in Leon County.

Analysis:

In accordance with Sections 129.03 and 200.065, Florida Statutes, after discussion and public comment regarding the tentative millage rates and budgets, the Board is required to adopt its tentative millage rates prior to adopting its tentative budgets.

At its July 8, 2025, meeting, the Board set the Countywide tentative millage rate (8.3144) above the rolled-back rate and less than the majority vote maximum millage rate. This allows for the statutory voting threshold of a ***simple majority vote of the Board for adopting the Countywide tentative millage rate***.

The EMS MSTU tentative millage rate (0.7500) was set above the rolled-back rate and above the majority vote maximum millage rate. This requires a statutory voting threshold of a ***super majority (two-thirds) vote of the Board for adopting the EMS MSTU tentative millage rate.***

The proposed FY 2025/2026 County tentative aggregate millage rate of 9.0644 (Countywide – 8.3144 and EMS - 0.7500) is the same as the previous year's aggregate millage rate. The proposed aggregate millage rate of 9.0644 is 3.46% more than the rolled-back rate of 8.7615 (the rate the County can levy to collect the same property tax revenue as the prior year).

The second and final public hearing on the FY 2025/2026 budget is scheduled for Tuesday, September 23, 2025, at 6:00 p.m. If the FY 2025/2026 tentative budget is adopted, the hearing to adopt the final millage rates and budgets will be advertised in accordance with TRIM statutory requirements.

Options #1 through #5 need to be voted on separately and in the order presented. Florida Statutes require the Board to address the millage rates before addressing the associated budgets.

Options:

1. Adopt, via Resolution, the tentative FY 2025/2026 Countywide millage rate of 8.3144 mills (Attachment #1).
2. Adopt, via Resolution, the tentative FY 2025/2026 Countywide budget (Attachment #2).
3. Adopt, via Resolution, the tentative FY 2025/2026 Emergency Medical Services MSTU millage rate of 0.7500 mills (Attachment #3).
4. Adopt, via Resolution, the tentative FY 2025/2026 Emergency Medical Services MSTU budget (Attachment #4).
5. Direct staff to advertise, in accordance with the Florida Statutes, the tentative millage rates and budgets for FY 2025/2026 and the date, time, and place of the public hearing to adopt the final millage rates and budgets for FY 2025/2026.
6. Board direction.

Recommendation:

Options #1, #2, #3, #4, and #5

Attachments:

1. Resolution adopting tentative FY 2025/2026 Countywide millage rate
2. Resolution adopting tentative FY 2025/2026 Countywide budget
3. Resolution adopting tentative FY 2025/2026 Emergency Medical Services MSTU millage rate
4. Resolution adopting tentative FY 2025/2026 Emergency Medical Services MSTU budget

LEON COUNTY RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, ADOPTING THE TENTATIVE FY 2025/2026 COUNTYWIDE MILLAGE RATE; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the Board of County Commissioners of Leon County, Florida, pursuant to Section 129.03, Florida Statutes, has received and examined the Fiscal Year 2025/2026 tentative budget; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within Leon County has been certified by the County Property Appraiser to the Board of County Commissioners as $27,342,270,635; and

WHEREAS, the Board of County Commissioners of Leon County, Florida, pursuant to Section 200.065, Florida Statutes, has computed a proposed millage rate necessary to fund the tentative Countywide budget other than the portion of the budget to be funded from sources other than this ad valorem tax; and

WHEREAS, the Board of County Commissioners of Leon County, Florida, pursuant to Section 200.065, Florida Statutes, has advised the County Property Appraiser of its proposed millage rate, of its rolled-back rate, and of the date, time, and place at which a public hearing will be held to consider the proposed millage rate; and

WHEREAS, the Board of County Commissioners of Leon County, Florida, pursuant to Section 200.065, Florida Statutes, has held a public hearing on September 15, 2025 for the purpose of hearing requests and complaints from the public regarding the proposed tax levies.

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

The Fiscal Year 2025/2026 tentative aggregate millage rate is 9.0644 mills *(8.3144 – Countywide and 0.7500 – Emergency Medical Services MSTU)*, which is above the aggregate rolled-back rate of 8.7615 by 3.46%.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 15th day of September, 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 RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, ADOPTING THE TENTATIVE FY 2025/2026 COUNTYWIDE BUDGET; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the Board of County Commissioners of Leon County, Florida, on September 15, 2025, held a public hearing as required by Section 200.065, Florida Statutes; and

WHEREAS, the Board of County Commissioners of Leon County, Florida, set forth the appropriations and revenue estimate for the tentative Countywide budget for Fiscal Year 2025/2026, attached hereto as Exhibit A, in the amount of $360,375,968.

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

1. The Fiscal Year 2025/2026 tentative Countywide budget be adopted by fund as it appears in the attached Exhibit B.

2. This resolution shall take effect immediately upon its adoption.

DULY ADOPTED at a public hearing this the 15th day of September, 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:_____

Exhibit A

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Summary of All Funds

		FY 2024 Actual	FY 2025 Adopted	FY 2026 Requested	FY 2026 Budget	FY 2027 Planned	FY 2028 Planned	FY 2029 Planned	FY 2030 Planned
Millage Rates									
General Countywide		8.3144	8.3144	8.3144	8.3144	8.3144	8.3144	8.3144	8.3144
General Fund	001	**101,145,575**	**97,116,740**	**108,696,930**	**102,485,097**	**108,801,256**	**110,488,383**	**114,206,390**	**117,626,770**
Special Revenue Funds									
Supervisor of Elections	060	7,545,057	5,927,098	6,888,050	6,906,851	6,565,057	8,160,677	7,084,144	7,526,232
Transportation Trust	106	15,964,631	20,707,463	22,406,558	20,665,829	20,917,291	24,313,290	24,178,199	24,898,871
Fine and Forfeiture	110	116,189,785	121,695,856	129,454,545	132,356,205	140,513,713	149,659,491	159,617,516	170,460,897
Probation Services	111	3,297,037	4,365,866	4,334,145	4,402,469	4,511,151	4,623,766	4,740,743	4,862,145
Teen Court	114	54,006	64,383	84,026	64,363	64,363	64,363	64,363	64,363
Drug Abuse Trust	116	645	98,135	98,135	98,135	98,135	98,135	98,135	98,135
Judicial Programs	117	148,216	288,047	200,388	215,099	222,584	227,145	231,872	236,779
Opioid Litigation Settlement	118	649,640	0	0	0	0	0	0	0
Building Inspection	120	2,612,703	3,193,690	3,187,523	3,380,390	3,298,713	3,395,289	3,495,511	3,599,428
Dvlpmt Srvcs & Environ. Mgmt.	121	4,109,694	5,021,310	4,937,112	5,093,777	5,235,427	5,382,027	5,533,955	5,691,236
Stormwater Utility	123	5,696,633	7,008,819	7,524,179	7,666,832	7,838,487	8,136,874	8,221,929	8,421,547
SHIP Trust	124	612,995	819,889	840,282	759,786	781,967	804,800	828,307	852,506
Grants	125	19,601,653	1,013,644	1,049,315	1,063,478	1,084,004	1,105,205	1,127,225	1,148,252
Non-Countywide General Revenue	126	27,892,829	26,990,688	27,792,486	25,451,954	26,207,566	26,985,593	27,788,076	28,613,858
Grants	127	279,886	60,000	60,000	60,000	60,000	60,000	60,000	60,000
CARES Act	128	66,416	0	0	0	0	0	0	0
9-1-1 Emergency Communications	130	1,446,196	1,636,778	1,647,303	1,632,166	1,476,091	1,496,607	1,517,840	1,539,285
American Rescue Plan (ARPA)	137	12,813,237	1,955,725	0	0	0	0	0	0
Municipal Services	140	9,432,551	11,232,665	11,568,959	12,254,963	12,502,954	12,756,298	13,015,118	13,279,535
Fire Rescue Services	145	11,582,902	11,881,736	12,051,755	12,014,843	12,206,000	12,400,584	12,598,661	12,800,297
Tourism	160	9,517,249	9,227,122	9,313,171	10,507,198	9,587,540	9,781,103	9,978,614	10,180,153
Special Assessment Paving	162	138,110	140,133	72,433	72,013	72,013	60,013	55,013	55,013
Special Assessment Sewer	164	235,349	613,616	613,616	629,954	629,954	629,954	629,954	629,954
County Government Annex	165	1,383,017	1,583,730	1,381,223	1,366,772	1,189,012	1,190,205	1,273,626	1,293,945
Huntington Oaks Plaza	166	241,932	306,684	284,673	263,893	264,640	265,409	266,201	267,017
Subtotal		**251,512,366**	**235,833,077**	**245,789,877**	**246,926,970**	**255,326,662**	**271,596,828**	**282,405,003**	**296,579,448**
Debt Service Funds									
Series 2014	222	3,269,753	3,270,583	0	0	0	0	0	0
Bond Series 2020-Capital Equipment	223	257,645	257,601	71,781	71,781	0	0	0	0
Supervisor of Elections Building	224	418,893	417,788	421,590	421,590	420,208	418,733	417,165	420,505
ESCO Lease	225	1,258,037	1,255,119	1,256,892	1,256,892	1,258,314	1,254,427	1,255,232	1,255,685
800 MHz Radios	226	512,862	511,734	510,542	510,542	509,286	512,965	511,515	0
Subtotal		**5,717,189**	**5,712,825**	**2,260,805**	**2,260,805**	**2,187,808**	**2,186,125**	**2,183,912**	**1,676,190**
Capital Project Funds									
Capital Improvements	305	10,167,402	10,117,259	17,494,255	12,209,921	16,998,481	12,679,717	15,470,738	16,523,158
Transportation Improvements	306	6,569,897	1,769,105	3,862,303	1,630,703	3,750,568	4,401,335	3,788,005	4,025,578
Sales Tax	308	1,798,896	0	0	0	0	0	0	0
Sales Tax - Extension	309	720,928	0	0	0	0	0	0	0
Supervisor of Elections Building	324	16,702	0	0	0	0	0	0	0
9-1-1 Capital Projects	330	122,032	357,128	360,634	371,041	198,754	180,857	162,190	143,735
Sales Tax - Extension 2020	351	6,272,243	5,993,792	6,173,285	6,586,757	6,784,360	6,987,890	7,197,527	7,413,452
Sales Tax - Extension 2020 JPA	352	3,688,673	5,129,086	5,166,092	5,232,632	5,273,361	5,315,312	5,358,521	5,403,026
Subtotal		**29,356,773**	**23,366,370**	**33,056,569**	**26,031,054**	**33,005,524**	**29,565,111**	**31,976,981**	**33,508,949**
Enterprise Funds									
Solid Waste	401	22,754,800	19,342,216	20,035,418	21,920,504	23,369,501	23,548,387	24,031,458	24,134,881
Subtotal		**22,754,800**	**19,342,216**	**20,035,418**	**21,920,504**	**23,369,501**	**23,548,387**	**24,031,458**	**24,134,881**
Internal Service Funds									
Insurance Service	501	2,987,639	6,764,553	7,369,403	7,336,840	8,168,798	9,099,013	10,139,598	10,957,867
Communications Trust	502	1,228,929	2,058,128	2,078,707	2,187,202	2,194,704	2,202,282	2,209,938	2,217,668
Motor Pool	505	4,675,318	4,961,995	4,987,335	4,881,684	4,928,692	4,976,153	5,031,285	5,087,674
Subtotal		**8,891,886**	**13,784,676**	**14,435,445**	**14,405,726**	**15,292,194**	**16,277,448**	**17,380,821**	**18,263,209**
TOTAL		**419,378,590**	**395,155,904**	**424,275,044**	**414,030,156**	**437,982,945**	**453,662,281**	**472,184,564**	**491,789,447**
Less Interfund Transfers		55,977,594	55,378,861	53,654,188	53,654,188	56,654,823	60,391,891	62,437,723	65,152,631
NET TOTAL		**363,400,996**	**339,777,043**	**370,620,856**	**360,375,968**	**381,328,122**	**393,270,390**	**409,746,841**	**426,636,816**

Exhibit B

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

General Fund (001)

Fund Type: General Fund

The General Fund is the general operating fund of the County established by F.S. 129.02(1). Major revenue sources for the County's General Fund include proceeds from ad valorem and other taxes, charges for services, fees, and other miscellaneous revenues. The General Fund is used to account for financial resources and expenditures of general government (except those required to be accounted for in another fund) such as libraries, management information systems, facilities management, etc.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Ad Valorem - General Fund	311110	73,433,870	80,115,784	89,756,720	85,268,884	92,265,894	97,022,965	99,351,157	101,407,369
Delinquent Taxes	311200	-	109,250	125,000	118,750	118,750	118,750	118,750	118,750
Delinquent Taxes 2004	311204	7	-	-	-	-	-	-	-
Delinquent Taxes 2007	311207	1	-	-	-	-	-	-	-
Delinquent Taxes 2008	311208	62	-	-	-	-	-	-	-
Delinquent Taxes 2009	311209	1	-	-	-	-	-	-	-
Delinquent Taxes 2010	311210	1	-	-	-	-	-	-	-
Delinquent Taxes 2011	311211	1	-	-	-	-	-	-	-
Delinquent Taxes 2012	311212	1	-	-	-	-	-	-	-
Delinquent Taxes 2013	311213	447	-	-	-	-	-	-	-
Delinquent Taxes 2014	311214	1	-	-	-	-	-	-	-
Delinquent Taxes 2015	311215	452	-	-	-	-	-	-	-
Delinquent Taxes 2016	311216	1,440	-	-	-	-	-	-	-
Delinquent Taxes 2017	311217	1,199	-	-	-	-	-	-	-
Delinquent Taxes 2018	311218	5,081	-	-	-	-	-	-	-
Delinquent Taxes 2019	311219	5,452	-	-	-	-	-	-	-
Delinquent Taxes 2020	311220	6,003	-	-	-	-	-	-	-
Delinquent Taxes 2021	311221	(10,662)	-	-	-	-	-	-	-
Delinquent Taxes 2022	311222	114,468	-	-	-	-	-	-	-
Tourist Development (4 Cents)	312100	75,162	66,811	72,743	69,106	69,106	69,106	69,106	69,106
Tourist Development (1 Cent)	312110	16,787	16,703	18,186	17,277	17,277	17,277	17,277	17,277
Process Server Fees	329300	10,200	9,500	9,500	9,025	9,025	9,025	9,025	9,025
Irma FEMA Reimbursement	331321	267	-	-	-	-	-	-	-
Hurricane Ian Reimbursement	331323	64,282	-	-	-	-	-	-	-
Hurricane Idalia Reimbursement	331324	540,728	-	-	-	-	-	-	-
Hurricane Michael Reimbursement	332322	320,130	-	-	-	-	-	-	-
Federal Payments in Lieu of Taxes	333000	299,873	268,755	308,900	293,455	302,259	311,326	320,666	330,286
State Library Aid	334710	88,494	93,100	95,000	90,250	90,250	90,250	90,250	90,250
COT Reimbursement for PSC	337220	1,127,107	1,194,311	1,575,327	1,575,327	1,575,327	1,575,327	1,575,327	1,575,327
GIS	337300	1,569,632	1,725,245	1,700,000	1,700,000	1,734,000	1,768,680	1,804,054	1,840,135
CRTPA Reimbursement	337401	(23,093)	-	-	-	-	-	-	-
Blueprint 2000 Reimbursement	337402	103,536	99,600	104,601	104,601	107,739	110,971	114,300	117,729
Payments In Lieu Of Taxes	339100	23,147	23,750	25,000	23,750	23,750	23,750	23,750	23,750
$2.00 IT Added Court Cost FS 28.24(12)	341160	316,884	317,034	327,500	311,125	314,260	317,395	320,530	323,760
Zoning Fees	341200	5,550	14,250	4,000	3,800	3,800	3,800	3,800	3,800
Medical Examiner Facility Use Fee	343800	220,700	229,964	230,007	218,507	225,062	231,814	238,768	245,931
Parking Facilities	344500	125,993	114,950	131,000	124,450	126,939	129,478	132,067	134,709
Library Parking	344510	114	7,030	6,591	6,261	6,261	6,261	6,261	6,261
Library Fees	347100	57,580	49,115	60,646	57,614	60,495	63,519	66,696	70,030

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

General Fund (001)

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Library Printing	347101	17,367	18,050	19,059	18,106	18,288	18,470	18,655	18,841
FS 29.0085 Court Facilities	348930	579,236	618,450	563,000	534,850	539,557	545,222	561,306	578,370
GAL / Ciruit-wide Reimbursement	349501	56,519	26,648	32,898	31,253	31,878	32,516	33,166	33,829
Radio Communications Program	351600	187,662	199,500	184,200	174,990	176,740	178,507	180,292	182,095
Interest Income - Investment	361110	-	100,000	-	-	-	-	-	-
Pool Interest Allocation	361111	3,026,858	2,025,495	1,911,300	1,815,735	1,870,207	1,926,313	1,984,103	2,043,626
Net Incr(decr) In Fmv Of Investment	361300	478,187	-	-	-	-	-	-	-
Rents And Royalties	362000	120	4,750	161,034	152,982	156,401	4,586	4,586	4,586
Gain (loss) On Sale Land	364300	118,116	-	-	-	-	-	-	-
Other Scrap Or Surplus	365900	631,999	106,210	290,000	275,500	283,765	292,278	301,046	310,078
Refund Of Prior Year Expenses	369300	61,217	-	-	-	-	-	-	-
Other Miscellaneous Revenue	369900	145,948	130,625	137,500	130,625	130,625	130,625	130,625	130,625
Volunteer Certificate Training Fees	369930	600	1,425	1,500	1,425	1,425	1,425	1,425	1,425
Transfer From Fund 106	381106	97,192	55,372	73,791	73,791	73,791	73,791	73,791	73,791
Transfer From Fund 126	381126	9,239,679	5,802,127	8,182,702	8,182,702	7,367,437	4,325,776	5,571,335	6,781,733
Transfer From Fund 128	381128	66,416	-	-	-	-	-	-	-
Transfer From Fund 137	381137	-	1,955,725	-	-	-	-	-	-
Transfer From Fund 140	381140	249,966	165,458	187,628	187,628	187,628	187,628	187,628	187,628
Transfer From Fund 145	381145	4,462	4,307	3,337	3,337	3,337	3,337	3,337	3,337
Transfer From Fund 160	381160	28,524	40,121	30,959	30,959	30,959	30,959	30,959	30,959
Transfer From Fund 162	381162	135,583	135,684	70,603	70,603	70,595	58,827	53,923	53,923
Transfer From Fund 165	381165	278,446	206,644	197,177	197,177	197,177	197,177	197,177	197,177
Transfer from Fund 166	381166	109,599	83,255	68,133	68,133	68,133	68,133	68,133	68,133
Transfer From Fund 401	381401	62,487	50,581	43,119	43,119	43,119	43,119	43,119	43,119
Clerk Excess Fees	386100	202,901	-	-	-	-	-	-	-
Property Appraiser	386600	189,664	-	-	-	-	-	-	-
Tax Collector	386700	627,186	400,000	500,000	500,000	500,000	500,000	500,000	500,000
Supervisor Of Elections	386800	941,952	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	531,161	-	-	-	-	-	-
Total Revenues		96,038,783	97,116,740	107,208,661	102,485,097	108,801,256	110,488,383	114,206,390	117,626,770

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
County Commission	100-511	2,006,724	1,991,283	2,037,387	2,112,596	2,179,501	2,248,759	2,320,454	2,394,689
Commissioner Office Budget	101-511	24,324	23,500	23,500	23,500	23,500	23,500	23,500	23,500
Commissioner Office Budget	102-511	20,155	23,500	23,500	23,500	23,500	23,500	23,500	23,500
Commissioner Office Budget	103-511	13,815	23,500	23,500	23,500	23,500	23,500	23,500	23,500

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

General Fund (001)

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Commissioner Office Budget	104-511	8,983	23,500	23,500	23,500	23,500	23,500	23,500	23,500
Commissioner Office Budget	105-511	12,314	23,500	23,500	23,500	23,500	23,500	23,500	23,500
Commissioner Office Budget	106-511	19,618	23,500	23,500	23,500	23,500	23,500	23,500	23,500
Commissioner Office Budget	107-511	11,220	23,500	23,500	23,500	23,500	23,500	23,500	23,500
Commissioners' Account	108-511	23,174	24,530	24,530	24,530	24,530	24,530	24,530	24,530
County Administration	110-512	1,917,104	1,790,765	1,922,679	1,733,293	1,781,678	1,831,699	1,883,416	1,936,898
Volunteer Services	113-513	128,063	124,354	125,764	132,884	136,534	140,338	144,305	148,441
Strategic Initiatives	115-513	884,705	941,386	817,358	839,193	855,728	872,876	890,669	909,126
Community and Media Relations	116-513	1,142,559	1,226,616	1,258,617	1,304,919	1,337,346	1,370,998	1,405,919	1,442,142
County Attorney	120-514	2,077,338	2,316,759	2,477,065	2,389,761	2,445,625	2,503,569	2,563,406	2,625,404
Office of Sustainability	127-513	229,692	322,418	312,169	309,179	305,266	318,853	315,271	329,188
Office of Management & Budget	130-513	941,847	1,045,991	1,074,412	1,111,717	1,143,387	1,176,236	1,210,334	1,243,712
Clerk - Finance Administration	132-586	2,642,358	3,037,119	3,185,886	3,289,395	3,449,652	3,617,864	3,794,426	3,979,754
Procurement	140-513	591,653	588,569	624,327	647,515	666,681	686,586	707,266	728,739
Warehouse	141-513	124,852	133,585	133,521	139,154	143,606	148,227	153,179	158,147
Facilities Management	150-519	9,214,266	9,685,965	10,207,407	10,256,146	10,505,011	10,764,037	11,032,960	11,312,232
Facilities - Detention Center	152-519	2,704,126	3,240,005	3,328,826	3,357,708	3,406,518	3,464,190	3,501,485	3,550,180
Real Estate Management	156-519	482,927	575,718	578,084	592,058	602,773	613,886	625,412	637,357
Human Resources	160-513	1,577,722	1,801,238	1,905,528	1,922,377	1,977,132	2,033,936	2,091,190	2,150,416
Management Information Services	171-513	8,911,931	9,876,991	10,435,721	11,074,991	11,658,764	11,867,914	12,204,677	12,467,367
Health Department	190-562	236,224	247,381	247,381	252,260	252,260	252,260	252,260	252,260
Mosquito Control	216-562	559,617	871,685	938,337	847,967	863,053	878,712	894,931	910,324
Lib - Policy, Planning, & Operations	240-571	682,590	693,379	697,757	708,981	726,697	741,635	756,885	772,679
Library Public Services	241-571	5,920,921	6,464,086	6,456,588	6,684,724	6,882,182	7,086,902	7,289,698	7,493,781
Summer Youth Employment	278-551	49,859	75,378	80,178	80,178	80,178	80,178	80,178	80,178
Cooperative Extension	361-537	414,923	514,163	534,573	534,652	555,879	577,952	600,909	624,763
Medical Examiner	370-527	1,001,612	1,039,131	1,056,480	1,056,480	1,056,480	1,056,480	1,056,480	1,056,480
Tubercular Care & Child Protection Exams	370-562	33,250	50,000	50,000	36,000	36,000	36,000	36,000	36,000
Baker Act & Marchman Act	370-563	706,615	765,784	829,598	829,598	829,598	829,598	829,598	829,598
Medicaid & Indigent Burials	370-564	3,687,810	4,295,241	4,438,421	5,038,421	5,124,059	5,211,411	5,300,509	5,391,389
CHSP & Emergency Assistance	370-569	2,045,385	2,083,575	2,164,344	2,182,333	2,196,646	2,211,484	2,226,850	2,242,794
Housing Services	371-569	510,353	628,747	612,094	642,856	660,416	678,662	697,616	717,295
Affordable Housing Gap Financing Program	379-554	-	-		250,000	250,000	250,000	250,000	250,000
Veteran Services	390-553	327,702	414,902	419,293	429,615	438,042	446,783	455,855	465,268
Blueprint	403-515	419,637	481,438	540,372	743,148	663,456	684,446	706,145	728,576
Public Safety Complex Facilities	410-529	1,651,898	2,127,216	2,243,179	2,256,559	2,296,032	2,335,432	2,376,082	2,418,003
Public Safety Complex Technology	411-529	236,932	269,105	271,102	253,941	260,289	266,889	273,758	280,900
Geographic Info. Systems	421-539	2,080,396	2,378,500	2,335,212	2,419,253	2,544,320	2,610,251	2,760,526	2,858,485

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

General Fund (001)

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
MIS Automation - General Fund	470-519	326,397	499,825	502,678	507,811	510,744	513,706	516,698	516,698
General Fund - Risk	495-519	669,254	805,109	808,127	931,737	935,182	935,182	935,182	935,182
Indirect Costs - General Fund	499-519	(8,377,000)	(9,624,000)	(9,920,000)	(11,576,173)	(11,930,938)	(12,297,720)	(12,673,869)	(13,062,744)
Property Appraiser	512-586	6,066,108	6,712,518	7,044,112	6,875,966	7,363,794	7,729,377	7,729,377	7,729,377
Tax Collector	513-586	6,535,018	6,886,500	7,024,300	7,334,300	7,701,100	8,086,100	8,490,400	8,914,900
Radio Communication Systems (800 MHZ)	529-519	1,280,402	1,991,459	2,009,992	2,009,992	2,014,686	1,866,124	1,866,124	1,866,124
Court Administration	540-601	265,085	353,833	403,405	379,773	391,986	404,701	417,943	431,730
Court Information Systems	540-713	10,015	2,718	2,718	2,718	2,718	2,718	2,718	2,718
Guardian Ad Litem	547-685	10,795	20,238	20,238	20,238	20,238	20,238	20,238	20,238
GAL Information Systems	547-713	1,775	419	419	419	419	419	419	419
Planning Department	817-515	1,089,076	967,224	1,143,714	1,001,228	1,041,277	1,082,928	1,126,245	1,171,295
Non-Operating General Fund	820-519	1,294,247	1,087,652	1,087,651	1,281,320	1,240,245	1,240,245	1,240,245	1,240,245
Tax Deed Applications	831-513	(4,397)	45,000	45,000	25,000	25,000	25,000	25,000	25,000
Line Item - Detention/Correction	888-523	247,759	247,759	247,759	247,759	247,759	247,759	247,759	247,759
Line Item - Human Service Agencies	888-569	100,000	-	-	-	-	-	-	-
COCA Contract	888-573	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Transfers	950-581	20,761,768	19,351,910	28,024,595	20,566,627	24,245,494	24,052,673	25,886,131	27,474,775
Primary Health Care	971-562	1,504,539	1,854,123	1,854,715	1,858,683	1,861,701	1,864,828	1,868,069	1,871,428
CRA-Payment	972-559	3,276,892	3,276,950	3,518,816	4,018,816	4,280,031	4,280,031	4,280,031	4,280,031
Budgeted Reserves - General Fund	990-599	9,660,648	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Total Appropriations		101,145,575	97,116,740	108,696,930	102,485,097	108,801,256	110,488,383	114,206,390	117,626,770
Revenues Less Appropriations		(5,106,792)	-	(1,488,268)	-	-	-	-	-

Notes:

The Leon County budget is balanced without increasing the current 8.3144 millage rate. For FY 2026 property values increased by 7.78%, providing an additional $15.6 million in property tax revenue. Last year taxable values increased 10.01%. The decline in growth can be attributed to a number of factors, including, but not limited to: a reduction in the Save-Our-Homes cap to 2.9%; reduction in net new taxable values; and the implementation and impacts of a constitutional amendment approved by voters in November 2024 providing an annual inflationary adjustment to the exempt value of homestead properties.

Property taxes growth was offset by increases in personnel costs for retirement and healthcare, funding for 5% raises for all employees, including Constitutional Officers, and inflationary costs for contractual services, fuel, and materials and supplies.

To ensure some capital projects are not delayed due to current supply chain difficulties, especially with vehicles and construction materials, the Board appropriated $8.8 million in general fund capital reserves in FY 2025. As a result, the total FY 2026 general fund transfer to the capital fund (Fund 305) is $10.8 million ($9.7 million coming from the general fund and $1.1 million from the Municipal Services Fund).

With increased property tax revenue, and constraining expenditures to the greatest extent possible, there was no use of general fund balance for FY 2026, a $531,161 reduction from FY 2025. Outyears reflect maintaining the millage rate at the existing 8.3144, and increased property values providing the necessary revenue growth to fund increases in operational expenses.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Supervisor of Elections (060)

Fund Type: General Fund

The Supervisor of Elections Fund is a general fund established as part of the FY 2002 budget process. The Supervisor of Elections requested their appropriation be established in a separate fund to provide discrete accounting of their budget. The revenue is transferred from the General Fund. At the conclusion of the fiscal year, any funds available in the Supervisor of Elections fund are returned to the General Fund as excess fees.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Supervisor Of Elections	341550	53,305	-	-	-	-	-	-	-
Transfer From Fund 001	381001	7,491,752	5,927,098	6,906,851	6,906,851	6,565,057	8,160,677	7,084,144	7,526,232
Total Revenues		7,545,057	5,927,098	6,906,851	6,906,851	6,565,057	8,160,677	7,084,144	7,526,232

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
MIS Automation-SOE	470-513	19,175	47,625	47,625	47,625	47,625	47,625	47,625	47,625
Supervisor of Elections - Risk	495-513	32,359	42,070	42,221	44,608	44,831	44,831	44,831	44,831
Voter Registration	520-513	3,396,978	3,800,849	3,926,340	4,143,654	4,268,690	4,358,526	4,517,471	4,618,797
Elections	520-586	254,327	-	-	-	-	-	-	-
Elections	521-513	3,154,592	2,036,554	2,871,864	2,670,964	2,203,911	3,709,695	2,474,217	2,814,979
Elections	521-586	687,625	-	-	-	-	-	-	-
Total Appropriations		7,545,057	5,927,098	6,888,050	6,906,851	6,565,057	8,160,677	7,084,144	7,526,232
Revenues Less Appropriations		-	-	18,801	-	-	-	-	-

Notes:

The Supervisor of Elections budget varies year to year depending on the election cycles. Funding for the Supervisor of Elections increases for Presidential Preference Primary elections cycles and decreases in general election and off year election cycles. The upcoming FY 2026 cycle includes a general election.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Transportation Trust (106)

Fund Type: Special Revenue

The Transportation Trust Fund is a special revenue fund established by F.S. 129.02(2). Major revenue sources for the Transportation Trust Fund include proceeds from local and state gas taxes. Leon County imposes a total of twelve cents in gas taxes. The County Ninth-Cent, Local Option and Second Local Option are local county taxes. Of those, the Local Option and Second Local Option revenues are split 50/50 with the City of Tallahassee. The 20% Surplus, 5th & 6th Cent and Gas Tax Pour-Over Trust are State gas tax revenues. The fund is used to account for resources dedicated and expenditures restricted to the maintenance/construction of roads and bridges.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
County Ninth-Cent Voted Fuel Tax	312300	1,401,129	1,331,710	1,461,700	1,388,615	1,423,290	1,458,915	1,495,395	1,532,730
Local Option Gas Tax	312410	3,652,248	3,510,060	3,850,300	3,657,785	3,749,270	3,842,940	3,939,080	4,037,500
2nd Local Option Gas Tax	312420	2,841,050	2,735,810	2,937,900	2,791,005	2,860,735	2,932,270	3,005,610	3,080,755
Federal Payments in Lieu of Taxes	333000	50,760	46,930	49,500	47,025	47,025	47,025	47,025	47,025
20% Surplus Gas Tax	335420	593,371	620,635	626,000	594,700	603,621	612,675	621,865	631,193
5th & 6th Cent Gas Tax	335430	2,373,482	2,274,300	2,407,000	2,286,650	2,315,233	2,344,174	2,373,476	2,403,144
Gas Tax Pour-Over Trust	335440	1,283,809	1,322,400	1,346,000	1,278,700	1,310,050	1,343,300	1,376,550	1,410,750
Other Transportation	335490	1,479	5,985	4,700	4,465	4,465	4,465	4,465	4,465
Service Area App Fees	343651	1,824	950	1,400	1,330	1,330	1,330	1,330	1,330
FDOT NPDES Reimbursement	343901	108,000	36,000	36,000	36,000	36,000	36,000	36,000	36,000
DOT Reimbursement-Landscape	343917	90,823	70,000	70,000	70,000	70,000	70,000	70,000	70,000
Grading Fee Public Works	343920	86,763	66,880	65,600	62,320	63,878	65,475	67,112	68,790
FDOT Street Lighting Reimbursement	344909	107,131	110,045	110,045	110,045	110,045	110,045	110,045	110,045
Traffic Signs	344910	1,275	475	1,000	950	950	950	950	950
Subdivision Fees	344911	-	1,900	1,500	1,425	1,468	1,512	1,557	1,604
R-O-W Placement Fees	344913	21,900	57,000	22,600	21,470	21,685	21,902	22,121	22,342
Pool Interest Allocation	361111	280,571	280,250	391,700	372,115	383,278	394,777	406,620	418,819
Net Incr(decr) In Fmv Of Investment	361300	57,904	-	-	-	-	-	-	-
Other Scrap Or Surplus	365900	-	95,500	94,600	89,870	89,870	89,870	89,870	89,870
Other Miscellaneous Revenue	369900	85	-	-	-	-	-	-	-
Transfer From Fund 123	381123	1,840,440	1,724,735	1,770,470	1,770,470	1,814,055	1,859,230	1,906,050	1,955,460
Transfer From Fund 126	381126	3,342,451	6,415,898	5,580,889	5,580,889	6,011,043	9,076,435	8,603,078	8,976,099
Appropriated Fund Balance	399900	-	-	500,000	500,000	-	-	-	-
Total Revenues		18,136,495	20,707,463	21,328,904	20,665,829	20,917,291	24,313,290	24,178,199	24,898,871

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Support Services	400-541	723,682	745,159	743,013	766,188	785,094	804,647	824,859	845,765
Engineering Services	414-541	3,941,418	4,851,809	4,863,800	5,079,948	5,216,335	5,357,811	5,504,576	5,656,564
Transportation Maintenance	431-541	4,726,745	5,892,370	5,222,733	5,276,619	5,361,640	5,475,785	5,597,539	5,716,814
Right-Of-Way Management	432-541	3,112,537	4,122,238	4,298,907	4,396,543	4,499,261	4,605,980	4,716,523	4,826,601
MIS Automation - Transportation Trust	470-541	33,317	61,230	61,658	64,432	64,892	65,356	65,825	65,825
Transportation Trust - Risk	495-541	90,723	104,810	105,656	101,265	102,045	102,045	102,045	102,045
Indirect Costs - Transportation Trust	499-541	2,025,000	2,329,000	2,399,000	2,678,000	2,758,340	2,841,090	2,926,323	3,014,113
Transfers	950-581	1,311,208	2,590,847	4,701,791	2,292,834	2,119,684	5,050,576	4,430,509	4,661,144

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Transportation Trust (106)

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Budgeted Reserves - Transport. Trust	990-599	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Total Appropriations		15,964,631	20,707,463	22,406,558	20,665,829	20,917,291	24,313,290	24,178,199	24,898,871
Revenues Less Appropriations		2,171,865	-	(1,077,654)	-	-	-	-	-

Notes:

Gasoline taxes are estimated to increase by 2% or $202,635. Gas taxes, which are consumption based (taxes are per gallon, not a percentage of cost), are only slightly increasing year-over-year due to better vehicle fuel efficiencies and an increase in the use of hybrid and electric vehicles. As a result, $500,000 in available Transportation Fund balance is appropriated in FY 2026 to provide continued support for roadway maintenance.

Additionally, a review of fund reserves in FY 2025 indicated that $4.3 million in Transportation Trust fund balance above policy minimums were available to support the transportation capital program in FY 2026 and FY 2027. To ensure infrastructure improvements continue and heavy equipment and vehicle purchases are not delayed due to supply chain issues, $2 million in funding was advanced funded in FY 2025.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Fine and Forfeiture (110)

Fund Type: Special Revenue

The Fine and Forfeiture Fund is a special revenue fund established by F.S. 129.02(3) and F.S. 142.01. Major revenue sources for the County Fine and Forfeiture Fund include proceeds from ad valorem taxes and other miscellaneous revenues. The fund is used to account for revenues collected in support of and expenditures dedicated to criminal prosecution, court operations, and operations of the Sheriff's Department.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Ad Valorem - Fine/Fore. Fund	311120	111,879,896	120,258,813	137,577,855	130,698,962	138,819,701	147,927,766	157,847,111	168,650,812
Child Support Enforcement	331240	13,847	9,785	11,600	11,020	11,130	11,242	11,354	11,467
Title IV - Child Support Enforcement	331691	-	3,562	4,189	3,980	4,019	4,060	4,100	4,141
Sheriff Fees-Warrants, Fingerprints, Records	341520	335,137	248,539	344,500	327,275	330,548	333,853	337,192	340,564
Sheriff Wrecker Services	341525	30,284	80,655	65,700	62,415	63,663	64,937	66,235	67,560
Room And Board - Prisoners	342300	222,946	217,075	247,600	235,220	239,924	244,723	249,617	254,610
Court Fines	351120	20,624	32,476	30,900	29,355	29,649	29,945	30,244	30,547
Crime Prevention (fs 775.083(2))	351150	39,984	47,500	43,000	40,850	41,259	41,671	42,088	42,509
Pool Interest Allocation	361111	1,297,887	703,760	906,300	860,985	886,815	913,419	940,822	969,046
Net Incr(decr) In Fmv Of Investment	361300	59,389	-	-	-	-	-	-	-
Sheriff F.S. 125.315	361330	2,439	93,691	90,677	86,143	87,005	87,875	88,753	89,641
Transfer From Fund 125	381125	1,519,674	-	-	-	-	-	-	-
Sheriff Excess Fees	386400	3,157,263	-	-	-	-	-	-	-
Total Revenues		118,579,369	121,695,856	139,322,321	132,356,205	140,513,713	149,659,491	159,617,516	170,460,897

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
MIS Automation - State Attorney	470-602	30,570	65,770	66,134	69,590	69,992	70,399	70,809	70,809
MIS Automation - Public Defender	470-603	45,081	94,530	94,530	98,897	98,897	98,897	98,897	98,897
Fine & Forfeiture - Risk	495-689	654,404	831,117	832,272	971,770	973,343	973,343	973,343	973,343
Consolidated Dispatch Agency (CDA)	507-529	3,742,860	3,920,075	4,109,303	4,351,564	4,530,831	4,717,270	4,911,165	5,112,817
Diversionary Programs	508-569	-	100,000	120,000	120,000	120,000	120,000	120,000	120,000
Law Enforcement	510-586	58,966,497	61,261,620	65,362,533	66,499,381	70,774,171	75,700,543	81,070,553	86,924,607
Detention	511-586	44,042,349	47,667,536	50,684,268	52,198,282	55,369,310	58,826,813	62,596,882	66,707,996
Sheriff Grants	515-586	1,519,674	-	-	-	-	-	-	-
Judicial	516-586	5,145,878	5,382,801	5,808,238	5,953,822	6,431,604	6,952,186	7,519,471	8,137,716
State Attorney	532-602	121,746	118,600	98,600	98,600	98,600	98,600	98,600	98,600
State Attorney	532-713	11,680	1,426	1,426	1,426	1,426	1,426	1,426	1,426
Public Defender	533-603	84,677	118,525	118,525	118,525	118,525	118,525	118,525	118,525
Public Defender	533-713	41,600	1,667	1,667	1,667	1,667	1,667	1,667	1,667
Clerk - Article V Expenses	537-614	486,828	498,919	523,779	504,822	529,973	556,382	584,111	613,227
Legal Aid	555-715	257,500	257,500	257,500	257,500	257,500	257,500	257,500	257,500
Juvenile Detention Payment - State	620-689	1,038,441	1,375,770	1,375,770	1,110,359	1,137,874	1,165,940	1,194,567	1,223,767
Total Appropriations		116,189,785	121,695,856	129,454,545	132,356,205	140,513,713	149,659,491	159,617,516	170,460,897
Revenues Less Appropriations		2,389,584	-	9,867,776	-	-	-	-	-

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Notes:

The County maintained the countywide millage rate of 8.3144 for FY 2026. Additional information regarding this levy for recurring operating expenditures is located on the general fund page (Fund 001).

The largest expenditure appropriations in this fund are the Sheriff Law Enforcement and Detention budgets. The overall increase to the Sheriff's budget is 9% or $10.3 million. In addition to normal personnel costs and contractual services increases, the budget includes costs to increase the base pay for sworn officers to $62,000, four new deputies to support the Uniform Patrol Division, and one additional Homeless Outreach Street Team (HOST) deputy to provide law enforcement support in the engagement of unsheltered individuals.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Probation Services (111)

Fund Type: Special Revenue

The Probation Services Fund is a special revenue fund established in support of the administration of County Probation programs. Major revenue sources for the Probation Services Fund include fees related to pretrial costs, other probation related services, and a transfer from the General Fund. The fund is used to account for resources and expenditures related to the alternative Community Service Work Program, the Pretrial Release Program, urinalysis testing fees and other County Probation programs and services.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
County Court Probation Fees	349120	162,489	145,350	161,000	152,950	154,678	156,411	158,131	159,855
Community Service Fees	349122	61,236	57,950	72,000	68,400	70,300	72,200	75,050	76,950
Probation-no Show Fees	349125	315	760	400	380	380	380	380	475
Pre-trial Fees	349130	71,310	66,025	99,900	94,905	95,816	96,841	97,752	98,778
SCRAM Unit User Fees	349135	5,246	4,465	12,900	12,255	12,373	12,490	12,608	12,725
GPS	349136	26,756	22,135	20,000	19,000	19,570	20,139	20,780	21,420
Alternative Community Service Fees	349140	180	570	200	190	190	190	190	190
UA Testing Fees	349147	73,625	90,250	90,000	85,500	87,400	90,250	93,100	95,950
Alcohol Testing Fees	349148	32,740	30,400	44,900	42,655	43,879	45,204	46,529	47,957
Pool Interest Allocation	361111	76,140	60,135	94,500	89,775	92,468	95,242	98,100	101,043
Net Incr(decr) In Fmv Of Investment	361300	14,814	-	-	-	-	-	-	-
Transfer From Fund 001	381001	3,463,983	3,887,826	3,236,459	3,236,459	3,934,097	4,034,419	4,138,123	4,246,802
Appropriated Fund Balance	399900	-	-	600,000	600,000	-	-	-	-
Total Revenues		3,988,835	4,365,866	4,432,259	4,402,469	4,511,151	4,623,766	4,740,743	4,862,145

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
MIS Automation - Probation Services	470-523	10,279	23,670	23,763	24,632	24,733	24,837	24,940	24,940
Probation Services - Risk	495-523	24,908	29,827	30,090	28,931	29,173	29,173	29,173	29,173
Indirect Costs - Probation Services	499-523	605,000	696,000	717,000	800,000	824,000	848,720	874,182	900,407
County Probation	542-523	1,301,029	1,505,464	1,536,766	1,584,833	1,632,465	1,682,050	1,733,674	1,787,418
Pretrial Release	544-523	1,192,885	1,916,991	1,810,533	1,744,065	1,776,434	1,810,116	1,845,186	1,881,699
Drug & Alcohol Testing	599-523	162,936	193,914	215,993	220,008	224,346	228,870	233,588	238,508
Total Appropriations		3,297,037	4,365,866	4,334,145	4,402,469	4,511,151	4,623,766	4,740,743	4,862,145
Revenues Less Appropriations		691,798	-	98,114	-	-	-	-	-

Notes:

The FY 2026 Probation Services revenues are only estimated to increase slightly from FY 2025 due primarily to increased number of pre and post assignments such as alcohol and urinalysis tests being administered. However, the Courts continue to authorize the fees to accrue, be waived, or for the probationers to be civil judged which reduces collections. As a result of these revenue declines, the general revenue subsidy to the fund has continued to increase. The FY 2026 Budget reflects the use of $600,000 in available Probation fund balance to support the Probation and Pretrial program. The use of these dedicated reserves allows for reduced general revenue support in FY 2026. If revenues continue to decline, the Board may wish to consider future adjustments to fees or services, or a combination of both.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Teen Court (114)

Fund Type: Special Revenue

Effective July 1, 2005, the Board of County Commissioners authorized a $3 fee be imposed for certain Court proceedings; the revenue will be used to support the Teen Court program.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Teen Court Fees	351500	57,700	64,383	67,751	64,363	64,363	64,363	64,363	64,363
Total Revenues		57,700	64,383	67,751	64,363	64,363	64,363	64,363	64,363

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Teen Court - Risk	495-662	815	1,678	1,687	1,351	1,356	1,356	1,356	1,356
Indirect Costs - Teen Court	499-662	10,000	12,000	12,000	14,000	14,420	14,853	15,298	15,757
Court Administration - Teen Court	586-662	43,191	50,705	70,339	49,012	48,587	48,154	47,709	47,250
Total Appropriations		54,006	64,383	84,026	64,363	64,363	64,363	64,363	64,363
Revenues Less Appropriations		3,694	-	(16,275)	-	-	-	-	-

Notes:

FY 2026 estimated revenues are anticipated to meet program costs. Outyear revenue projections are anticipated to remain steady.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Drug Abuse Trust (116)

Fund Type: Special Revenue

The Drug Abuse Trust Fund is a special revenue fund established as the repository for the collection of court costs from felony fines. Funding is used to support drug intervention programs.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
County Alcohol Tf (fs 938.13)	348125	3,036	3,325	3,100	2,945	2,945	3,040	3,040	3,135
Felony Drug Intervention	348241	25,639	30,210	28,600	27,170	27,645	28,215	28,785	29,355
Pool Interest Allocation	361111	10,611	7,315	6,000	5,700	5,871	6,047	6,229	6,415
Appropriated Fund Balance	399900	-	57,285	62,320	62,320	61,674	60,833	-	-
Total Revenues		39,286	98,135	100,020	98,135	98,135	98,135	38,054	38,905

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Drug Abuse	800-562	645	98,135	98,135	98,135	98,135	98,135	98,135	98,135
Total Appropriations		645	98,135	98,135	98,135	98,135	98,135	98,135	98,135
Revenues Less Appropriations		38,641	-	1,885	-	-	-	(60,081)	(59,230)

Notes:

The FY 2026 Drug Court program is experiencing a decline in court costs collected for misdemeanor and felony drug cases. Available Drug Abuse Trust fund balance is used to support the program through FY 2028. FY 2029 and FY 2030 reflect a deficit in supporting program expenditures as fund balance will be depleted in FY 2028. A reduction in services may need to be considered if revenues do not increase to support the program.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Judicial Programs (117)

Fund Type: Special Revenue

On June 8, 2004, the Board of County Commissioners authorized the imposition of a $65.00 criminal violation court costs. In accordance with Florida Statutes and the enabling County Ordinance, the proceeds from the $65.00 fine are to be used as follows: 25% to supplement State funding requirements related to the implementation of a Statewide court system or to pay for local requirements; 25% to be used to fund legal aid programs; 25% to be used to fund law library personnel and materials; and 25% to be used to fund alternative juvenile programs. At the end of the fiscal year, any fund balance remaining shall be utilized in subsequent fiscal years for the funding of either the State or local requirements.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Court Innovations Local Requirement	348921	33,689	28,595	33,200	31,540	32,205	32,775	33,440	34,105
Legal Aid Local Ordinance	348922	33,689	28,595	33,200	31,540	32,205	32,775	33,440	34,105
Law Library Local Ordinance	348923	33,689	28,595	33,200	31,540	32,205	32,775	33,440	34,105
Juvenile Alternative Local Ordinance	348924	33,689	28,595	33,200	31,540	32,205	32,775	33,440	34,105
Leon County	349510	81	-	-	-	-	-	-	-
Pool Interest Allocation	361111	25,154	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	173,667	88,939	88,939	93,764	96,045	98,112	100,359
Total Revenues		159,990	288,047	221,739	215,099	222,584	227,145	231,872	236,779

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Judicial Programs - Risk	495-569	2,864	1,519	1,534	1,654	1,670	1,670	1,670	1,670
Indirect Costs - Judicial Programs	499-601	1,000	1,000	1,000	1,000	1,030	1,061	1,093	1,126
Alternative Juvenile Programs	509-569	69,325	61,343	45,789	49,605	51,291	53,045	54,870	56,771
Law Library	546-714	-	28,595	28,595	28,595	28,595	28,595	28,595	28,595
Judicial Programs/Article V	548-662	31,027	151,590	79,470	90,245	95,998	98,774	101,645	104,617
Legal Aid - Court	555-715	44,000	44,000	44,000	44,000	44,000	44,000	44,000	44,000
Total Appropriations		148,216	288,047	200,388	215,099	222,584	227,145	231,872	236,779
Revenues Less Appropriations		11,773	-	21,351	-	-	-	-	-

Notes:

A decrease in revenues for court required programs are necessitating the use of accumulated fund balance to support these programs. The current use of fund balance is within policy limits. However, the outyears show only nominal increases in revenue and a continued use of fund balance to support programs. A reduction in programs may need to be considered if revenues do not increase to support these discrete programs.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Opioid Litigation Settlement (118)

Fund Type: Special Revenue

The Opioid Litigation Settlement Fund is a special revenue fund established to account for settlement proceeds associated with the multidistrict opioid litigation (MDL).

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Pool Interest Allocation	361111	39,692	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	2,509	-	-	-	-	-	-	-
Lawsuit Settlements	369350	220,251	-	-	-	-	-	-	-
Opioid Settlement NWFHN	369351	1,520,366	-	-	-	-	-	-	-
Opioid Settlement CORE	369352	875,000	-	-	-	-	-	-	-
Total Revenues		2,657,818	-	-	-	-	-	-	-

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Opioid Settlement NWFHN	925019-569	649,640	-	-	-	-	-	-	-
Total Appropriations		649,640	-	-	-	-	-	-	-
Revenues Less Appropriations		2,008,178	-	-	-	-	-	-	-

Notes:

In 2018, the Board authorized the County's participation in multidistrict opioid litigation (MDL) against opioid manufacturers, resulting in significant settlement funds allocated to mitigate opioid impacts. On September 14, 2021, the Board approved a Memorandum of Understanding with the Attorney General to participate in settlement negotiations collectively with the State and other local governments. Based on the litigation and subsequent settlements, the County would receive approximately $1.9 million over an 18-year period directly from opioid manufacturers and pharmaceutical companies.

The Northwest Florida Health Network (NWFHN) notified the County in 2023 that the County would receive an additional $11.6 million in settlement funds through the State over an 18-year period for a total of $13.5 million. Pursuant to the settlement agreement, all proceeds are restricted to abatement and treatment of opioid use disorder and other limited uses such as mental health and substance abuse recovery and support.

The annual amount of funds distributed to the County will vary each year. Due to this uncertainty, anticipated revenues are not included in the adopted budget and settlement proceeds will be realized as received throughout the fiscal year. Actual revenues and expenditures are reflected annually.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Building Inspection (120)

Fund Type: Special Revenue

The Building Inspection Fund is a special revenue fund established to account for fees collected on building permits issued within the unincorporated area of Leon County. The fees are used to fund the operation of the Building Plans Review and Inspection Division.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Building Permits	322000	2,220,314	1,886,700	1,965,000	1,866,750	1,922,566	1,980,051	2,039,452	2,100,636
Manufactured Homes	322005	49,094	42,560	61,300	58,235	59,945	61,750	63,650	65,550
Contractor's Licenses	329140	-	143	200	190	190	190	190	190
Electronic Document Recording Fee	329290	5,725	6,175	5,200	4,940	5,434	5,928	6,504	7,164
Notice of Commencement Fee	329291	20,208	-	-	-	-	-	-	-
State Surcharge Retention	335291	5,682	4,085	4,200	3,990	3,990	4,085	4,085	4,180
Technology Fee	341111	67,396	60,000	63,270	63,270	65,170	67,070	69,065	71,155
Pool Interest Allocation	361111	145,804	77,235	79,500	75,525	77,791	80,124	82,528	85,004
Net Incr(decr) In Fmv Of Investment	361300	39,585	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	1,116,792	1,307,490	1,307,490	-	-	-	-
Total Revenues		2,553,808	3,193,690	3,486,160	3,380,390	2,135,086	2,199,198	2,265,474	2,333,879

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Building Inspection Technology	076055-524	32,407	143,419	146,090	63,270	65,170	67,070	69,065	71,155
Building Plans Review and Inspection	220-524	2,106,501	2,501,011	2,475,894	2,514,349	2,587,580	2,663,702	2,742,820	2,825,076
MIS Automation - Building Inspection	470-524	8,060	12,040	12,140	12,618	12,724	12,831	12,939	12,939
Building Inspection	495-524	14,735	18,220	18,399	18,153	18,329	18,329	18,329	18,329
Indirect Costs - Building Inspections	499-524	451,000	519,000	535,000	597,000	614,910	633,357	652,358	671,929
Transfers	950-581	-	-	-	175,000	-	-	-	-
Total Appropriations		2,612,703	3,193,690	3,187,523	3,380,390	3,298,713	3,395,289	3,495,511	3,599,428
Revenues Less Appropriations		(58,894)	-	298,637	-	(1,163,627)	(1,196,091)	(1,230,037)	(1,265,549)

Notes:

In February 2022, the Board adopted a revised fee schedule based on a 2021 building plan review and inspections fee study. The study found that overall permit costs were commensurate with the services provided but recommended a revenue-neutral transition to a flat fee structure and the implementation of a technology fee to support demands for greater digital services.

For FY 2026, revenues are estimated to remain relatively flat from FY 2025 based on a stabilization of growth in permitting activity following the low interest rate environment enacted by the Federal Reserve to combat the impacts of the COVID pandemic on the economy. Consumer demand and supply chain shortages in the post COVID economic recovery caused high inflation, which was countered by the Federal Reserve increasing interest rates. These increased rates then slowed building construction loans and mortgages which in turn results in building permitting activity subsiding.

To ensure Building Inspection continues to provide prompt permitting services, $1.3 million in fund balance is budgeted in FY 2026. The outyears reflect only nominal increases in revenues and depletion of the Building fund balance in FY 2026. A reduction in services may need to be considered if these revenues do not increase to support these services.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Development Support & Environ. Mgmt. Fund (121)

Fund Type: Special Revenue

The Development Support and Environmental Management Fund is a special revenue fund established to account for the activities related to Development Support and Environmental Management in accordance with the City of Tallahassee/Leon County Comprehensive Plan. The fund is supported by both permitting fees and general revenue. The functions supported by this Fund include Environmental Services, Development Services, Code Compliance Services, and Support Services.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Licenses And Permits	322100	-	1,228,350	1,100,000	1,045,000	1,097,459	1,152,332	1,209,718	1,270,325
Stormwater - Standard Form	329100	415,462	-	-	-	-	-	-	-
Stormwater - Short Form B-High	329110	19,741	-	-	-	-	-	-	-
Stormwater - Short Form B-Low	329111	648,565	-	-	-	-	-	-	-
Stormwater - Short Form A	329112	185,916	-	-	-	-	-	-	-
New Address Assignments	329113	22,788	-	-	-	-	-	-	-
Tree Permits	329120	57,867	-	-	-	-	-	-	-
Vegetative Management Plans	329121	720	-	-	-	-	-	-	-
Landscape Permit Fees	329130	23,994	-	-	-	-	-	-	-
Amend/Resubmittal/Extensions	329150	11,887	-	-	-	-	-	-	-
General Utility Permit	329160	28,380	-	-	-	-	-	-	-
Operating Permit	329170	29,500	-	-	-	-	-	-	-
Subdivision Exemptions	329200	27,234	-	-	-	-	-	-	-
Certificate Of Concurrency	329210	40,548	-	-	-	-	-	-	-
Project Status	329240	78,850	-	-	-	-	-	-	-
PUV - Permitted Use Verification	329250	21,624	-	-	-	-	-	-	-
Site Plan Review	329260	128,161	-	-	-	-	-	-	-
Other Development Review Fees	329270	42,270	-	-	-	-	-	-	-
Electronic Document Recording Fee	329290	1,037	-	-	-	-	-	-	-
Code or Lien Cost Recovery Fee	341300	19,440	19,380	16,500	15,675	16,575	17,624	18,674	19,724
Driveway Permit Fees	343930	38,315	47,975	26,500	25,175	26,406	27,774	29,143	30,580
Environmental Analysis	343941	36,788	-	-	-	-	-	-	-
Boaa Variance Requests	343950	2,100	-	-	-	-	-	-	-
Vacation of Plats	343952	2,880	-	-	-	-	-	-	-
Reinspection Fees	349100	372	-	-	-	-	-	-	-
Code Enforcement Board Fines	354100	82,741	54,245	51,000	48,450	49,889	51,381	52,927	54,531
Pool Interest Allocation	361111	142,107	107,540	148,200	140,790	145,014	149,364	153,845	158,460
Net Incr(decr) In Fmv Of Investment	361300	25,404	-	-	-	-	-	-	-
Other Miscellaneous Revenue	369900	6,932	-	-	-	-	-	-	-
Abandon Property Registration Fee	369905	19,200	20,330	21,500	20,425	20,900	21,280	21,755	22,135
Transfer From Fund 126	381126	3,332,547	3,543,490	2,998,262	2,998,262	3,079,184	3,962,272	4,047,893	4,135,481
Appropriated Fund Balance	399900	-	-	800,000	800,000	800,000	-	-	-
Total Revenues		5,493,369	5,021,310	5,161,962	5,093,777	5,235,427	5,382,027	5,533,955	5,691,236

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Development Support & Environ. Mgmt. Fund (121)

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Environmental Services	420-537	1,459,721	1,806,540	1,698,530	1,787,992	1,835,941	1,885,742	1,937,459	1,991,171
Development Services	422-537	732,035	978,136	1,051,082	1,047,634	1,077,579	1,108,668	1,140,935	1,174,440
Code Compliance Services	423-537	552,113	613,048	522,752	538,362	553,566	569,341	585,705	602,689
DS Support Services	424-537	527,398	646,744	660,471	605,068	621,679	638,950	656,890	675,549
MIS Automation - Growth Management	470-537	22,745	39,155	39,360	40,351	40,568	40,787	41,009	41,009
Growth Management - Risk	495-537	21,682	24,687	24,917	24,370	24,594	24,594	24,594	24,594
Indirect Costs - Growth Management	499-537	794,000	913,000	940,000	1,050,000	1,081,500	1,113,945	1,147,363	1,181,784
Total Appropriations		4,109,694	5,021,310	4,937,112	5,093,777	5,235,427	5,382,027	5,533,955	5,691,236
Revenues Less Appropriations		1,383,676	-	224,850	-	-	-	-	-

Notes:

In FY 2026, permit fee revenue is estimated to decrease slightly from FY 2025 reflecting a stabilization of growth in environmental permitting after the low interest rate environment established by the Federal Reserve as a tool to ameliorate the affects of COVID on the economy. Due to the decline in revenues and to reduce the general revenue support required for this fund, $800,000 in available DSEM fund balances are appropriated in FY 2026. The outyears reflect general fund support increasing incrementally to maintain service levels and is anticipated to increase up to $4.1 million in FY 2030. Long term approaches to balancing general revenue support, DSEM fee levels, and the use of fund balances will continue to be evaluated.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Stormwater Utility (123)

Fund Type: Special Revenue

The Stormwater Utility Fund is a special revenue fund established in support of the administration of the unincorporated areas Stormwater Maintenance, Engineering, Facility Improvements, and Water Quality Monitoring programs. Major revenue sources for the Stormwater Utility Fund include: the non ad valorem assessment for stormwater utility and non-restricted revenues (i.e. local half-cent sales, State revenue sharing, etc.).

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Non Ad-valorem Assessment	319100	3,622,148	3,577,130	3,975,000	3,776,250	3,832,894	3,890,387	3,948,743	4,007,974
Delinquent Assessments 2013	319213	182	-	-	-	-	-	-	-
Delinquent Assessments-2015	319215	169	-	-	-	-	-	-	-
Delinquent Assessments - 2018	319218	628	-	-	-	-	-	-	-
Delinquent Assessments	319219	650	-	-	-	-	-	-	-
Delinquent Assessments - 2020	319220	957	-	-	-	-	-	-	-
Delinquent Assessments - 2021	319221	1,007	-	-	-	-	-	-	-
Delinquent Assessments - 2022	319222	8,091	-	-	-	-	-	-	-
Pool Interest Allocation	361111	178,369	146,680	176,500	167,675	172,705	177,886	183,223	188,720
Net Incr(decr) In Fmv Of Investment	361300	24,487	-	-	-	-	-	-	-
Transfer From Fund 106	381106	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
Transfer From Fund 126	381126	2,050,582	2,485,009	2,922,907	2,922,907	3,032,888	3,268,601	3,289,963	3,424,853
Total Revenues		6,687,270	7,008,819	7,874,407	7,666,832	7,838,487	8,136,874	8,221,929	8,421,547

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Stormwater Maintenance	433-538	3,349,136	4,712,678	5,164,968	5,245,708	5,357,121	5,593,408	5,614,214	5,746,470
MIS Automation - Stormwater	470-538	75	185	185	8,478	8,561	8,645	8,729	8,815
Stormwater Utility - Risk	495-538	24,913	22,453	22,678	22,408	22,632	22,632	22,632	22,632
Indirect Costs - Stormwater Utility	499-538	412,000	474,000	488,000	545,000	561,350	578,191	595,536	613,402
Tax Collector	513-586	70,069	74,768	74,768	74,768	74,768	74,768	74,768	74,768
Transfers	950-581	1,840,440	1,724,735	1,773,580	1,770,470	1,814,055	1,859,230	1,906,050	1,955,460
Total Appropriations		5,696,633	7,008,819	7,524,179	7,666,832	7,838,487	8,136,874	8,221,929	8,421,547
Revenues Less Appropriations		990,637	-	350,228	-	-	-	-	-

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Notes:

In FY 2014, the County implemented the first increase to the stormwater non ad valorem assessment in 23 years from $20 to $85 for each single-family equivalent unit. This allowed for the general revenue subsidy to decrease by $2.5 million. As specified in the adopted ordinance, the current general revenue subsidy covers the cost of the fee discount for low-income seniors, disabled veterans and properties that receive a stormwater credit discount. The remaining general revenue transfer covers the operating deficit in the program. The transfer of $800,000 from the Transportation Trust fund provides funding for stormwater maintenance activity related to roadways.

The increase in general revenue support in FY 2026 is related to no growth in the non-ad valorem fee due to the issuance of more stormwater credit discounts and increases in program expenditures. These expenses include inflationary costs associated with fuel and vehicle repair costs. As presented to the Board at the June 20, 2023, April 23, 2024 and the June 17, 2025 Budget Workshops, to ensure the continued long-term fiscal viability of the County and eliminate the general revenue subsidy, a stormwater fee study is intended to be conducted in FY 2027 to be considered as part of the FY 2028 budget process.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

SHIP Trust (124)

Fund Type: Special Revenue

The State Housing Initiatives Partnership (SHIP) Trust Fund is a special revenue fund established in accordance with F.S. 420.9075(5) to account for the distribution of State funds to local housing programs. Expenditures are limited to the administration and implementation of local housing programs.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
SHIP - Doc Stamp Revenue	345100	522,439	759,021	698,493	698,493	719,448	741,031	763,262	786,160
SHIP Loan Repayment	345150	74,485	60,868	61,293	61,293	62,519	63,769	65,045	66,346
Pool Interest Allocation	361111	19,187	-	-	-	-	-	-	-
Total Revenues		616,111	819,889	759,786	759,786	781,967	804,800	828,307	852,506

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
SHIP 2021-2024	932058-554	309,908	-	-	-	-	-	-	-
SHIP 2022-2025	932059-000	(86,816)	-	-	-	-	-	-	-
SHIP 2022-2025	932059-554	95,834	-	-	-	-	-	-	-
SHIP 2023-2026	932080-000	86,816	-	-	-	-	-	-	-
SHIP 2023-2026	932080-554	207,253	-	-	-	-	-	-	-
SHIP 2024-2027	932081-554	-	819,889	780,697	-	-	-	-	-
SHIP 2025-2028	932082-554	-	-	59,585	759,786	781,967	804,800	828,307	852,506
Total Appropriations		612,995	819,889	840,282	759,786	781,967	804,800	828,307	852,506
Revenues Less Appropriations		3,116	-	(80,496)	-	-	-	-	-

Notes:

The State Housing Initiatives Partnership (SHIP) program allocated $698,493 for local housing programs to Leon County during the FY 2025 legislative session, a slight reduction from the $759,021 in FY 2025. The County allocates approximately $125,000 annually in SHIP funds for the Rental Development Program, which provides gap financing to developers that build new affordable rental units for very low- and low-income renters.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Grants (125)

Fund Type: Special Revenue

The Grants Fund is a special revenue fund established to account for grants that are consistently received on an annual basis. The fund also accounts for other restricted revenues such as Friends of the Library and the Driver Education funding. As new grants are received during the fiscal year, appropriate action is taken by the Board of County Commissioners to realize these additional grant proceeds into the budget. This fund includes the corresponding County matching funds for the various grants.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
EMPG Federal Grant	331271	240,730	84,453	85,821	85,821	85,821	85,821	85,821	85,821
Law Enforcement Block Grant	331280	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
USEPA Clean Water Campaign	331351	3,750	-	-	-	-	-	-	-
Urban & Community Forestry Grant	331352	18,835	-	-	-	-	-	-	-
DOT Old Bainbridge CCNW	331418	(7)	-	-	-	-	-	-	-
Silver Lake to SR20 Blountstown Hwy	331419	158,768	-	-	-	-	-	-	-
FDOT Miccosukee Rd Bridge Grant	331420	698,331	-	-	-	-	-	-	-
LATCF Treasury Funds	331505	421,473	-	-	-	-	-	-	-
Small Cities CDBG-CV	331512	1,358,819	-	-	-	-	-	-	-
HUD Grant Concord School	331513	1,000,000	-	-	-	-	-	-	-
FCC Emergency Connectivity Grant	331711	(241)	-	-	-	-	-	-	-
The Big Read Grant	331729	17,880	-	-	-	-	-	-	-
EMPA State Grant	334271	105,806	105,806	105,806	105,806	105,806	105,806	105,806	105,806
Waste Tire Grant	334324	7,398	-	-	-	-	-	-	-
Woodville Sewer Grant	334354	220,598	-	-	-	-	-	-	-
Belair-Annawood Septic to Sewer Grant	334356	109,288	-	-	-	-	-	-	-
NE Lake Munson Septic to Sewer Grant	334357	4,537,210	-	-	-	-	-	-	-
FDEP - Willkinson Woods Sewer Project	334368	1,076,413	-	-	-	-	-	-	-
Dep Storage Tank Program	334392	161,783	136,800	174,571	174,571	178,062	181,624	185,256	188,961
Mosquito Control	334610	30,233	38,026	38,026	38,026	38,026	38,026	38,026	38,026
Library Construction Grant	334754	311,657	-	-	-	-	-	-	-
Boating Improvement	334792	44,875	-	-	-	-	-	-	-
City Start Grant	336314	25,000	-	-	-	-	-	-	-
Blueprint 2000 Reimbursement	337402	398,529	-	-	-	-	-	-	-
COT Reimb Magnolia Dr Trail	337405	1,795,781	-	-	-	-	-	-	-
BP 2000 Magnolia Dr Multiuse Trail	337406	1,045,318	-	-	-	-	-	-	-
HFA Emergency Repairs	337502	42,336	75,000	75,000	75,000	75,000	75,000	75,000	75,000
BP 2000 St. Marks Greenway	337702	5,053,437	-	-	-	-	-	-	-
Library of Things	337712	4,246	-	-	-	-	-	-	-
Friends Of The Library	337714	14,588	15,000	15,000	15,000	15,000	15,000	15,000	15,000
BP Comp Wastewater Treatment	343918	13,119	-	-	-	-	-	-	-
Slosberg $3 Driver Education	348531	79,768	79,610	83,600	83,600	85,310	87,020	88,730	90,535
Capacity Fee	363244	(4,700)	-	-	-	-	-	-	-

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Grants (125)

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Contributions And Donations	366000	48,867	-	-	-	-	-	-	-
Florida Off Road Grant	366904	40,517	-	-	-	-	-	-	-
Other Miscellaneous Revenue	369900	232	-	-	-	-	-	-	-
Library E-Rate Program	369910	20,862	-	-	-	-	-	-	-
Transfer From Fund 126	381126	371,257	428,949	435,654	435,654	450,979	466,908	483,586	499,103
Transfer From Fund 305	381305	400,000	-	-	-	-	-	-	-
Total Revenues		19,922,756	1,013,644	1,063,478	1,063,478	1,084,004	1,105,205	1,127,225	1,148,252

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Fred George Park	043007-572	358,330	-	-	-	-	-	-	-
St. Marks Headwaters Greenways	047001-572	3,256,923	-	-	-	-	-	-	-
Springhill Road Bridge Rehabilitation	051008-541	398,529	-	-	-	-	-	-	-
DOT Old Bainbridge Rd @ CC NW	053011-541	(7)	-	-	-	-	-	-	-
Silver Lake to SR20 Blountstown Hwy	053012-541	158,768	-	-	-	-	-	-	-
Magnolia Drive Multi-Use Trail	055010-541	2,841,099	-	-	-	-	-	-	-
Intersection and Safety Improvements	057001-541	12,321	-	-	-	-	-	-	-
Miccosukee Road Bridge Replacement	057918-541	698,331	-	-	-	-	-	-	-
Woodville Sewer Project	062003-535	220,598	-	-	-	-	-	-	-
BP Comprehensive Wastewater Treatment Project	062006-535	13,119	-	-	-	-	-	-	-
Belair-Annawood Septic to Sewer	062007-535	109,288	-	-	-	-	-	-	-
NE Lake Munson Septic to Sewer	062008-535	4,537,210	-	-	-	-	-	-	-
Mosquito Control Grant	214-562	30,233	38,026	38,026	38,026	38,026	38,026	38,026	38,026
Grants - Risk	495-595	2,328	4,088	4,128	1,807	1,825	1,825	1,825	1,825
Emergency Management	864-525	171,141	120,463	120,527	130,698	130,762	130,827	130,894	130,938
DEP Storage Tank	866-524	230,234	254,053	255,503	266,733	274,890	283,337	292,085	301,141
Library E-Rate Program	912013-571	20,862	-	-	-	-	-	-	-
The Big Read 2024 - NEA Grant	912031-571	17,880	-	-	-	-	-	-	-
Main Library Construction Grant	912085-571	311,657	-	-	-	-	-	-	-
Patron Donations-Library	913023-571	48,867	-	-	-	-	-	-	-
Friends Literacy Contract 2005	913045-571	14,588	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Library of Things	913075-571	4,246	-	-	-	-	-	-	-
City Start Grant	914025-525	25,000	-	-	-	-	-	-	-
Slosberg Drivers Education Grant	915013-529	80,000	79,610	81,225	81,225	82,840	84,455	86,165	86,165
LATCF Treasury Funds	917023-525	421,473	-	-	-	-	-	-	-
Urban & Community Forestry Grant	921016-525	18,835	-	-	-	-	-	-	-
Boating Improvement	921043-572	44,875	-	-	-	-	-	-	-

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Grants (125)

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Waste Tire Grant FY24 - DEP	922049-534	7,398	-	-	-	-	-	-	-
USEPA Clean Water Campaign	927018-535	3,750	-	-	-	-	-	-	-
FDEP Springs Restoration	927128-535	169,413	-	-	-	-	-	-	-
FDEP Springs Restoration Incentive Project	927130-535	907,000	-	-	-	-	-	-	-
HFA Emergency Repairs Program	932019-554	42,336	75,000	75,000	75,000	75,000	75,000	75,000	75,000
CDBG-CV Concord School Grant	932157-572	1,358,819	-	-	-	-	-	-	-
HUD Grant Concord School	932158-572	1,000,000	-	-	-	-	-	-	-
Veteran's Court	944010-601	-	-	17,922	-	-	-	-	-
Transfers	950-581	1,519,674	-	-	-	-	-	-	-
EMPA State Grant	952030-525	105,806	-	-	-	-	-	-	-
EMPG Federal Grant	952031-525	90,730	-	-	-	-	-	-	-
EMPA State Grant	952032-525	-	170,056	178,636	-	-	-	-	-
EMPG Federal Grant	952033-525	-	117,348	123,348	-	-	-	-	-
EMPG Federal Grant	952035-525	-	-		128,557	132,991	137,596	142,378	147,344
EMPA State Grant	952036-525	-	-		186,432	192,670	199,139	205,852	212,813
Backup Generator for Orange Avenue	952038-525	300,000	-	-	-	-	-	-	-
FDLE JAG Pretrial FY21-22	982066-521	50,000	-	-	-	-	-	-	-
FDLE JAG FY23-24	982068-521	-	50,000	50,000	-	-	-	-	-
FDLE JAG FY24-25	982069-521	-	-		50,000	50,000	50,000	50,000	50,000
Grant Match Funds	991-595	-	90,000	90,000	90,000	90,000	90,000	90,000	90,000
Total Appropriations		19,601,653	1,013,644	1,049,315	1,063,478	1,084,004	1,105,205	1,127,225	1,148,252
Revenues Less Appropriations		321,103	-	14,163	-	-	-	-	-

Notes:

Grant program expenditures for Emergency Management and the Storage Tank Program are greater than the grant allocations, which require increasing the general revenue transfer to maintain program service levels. Since 2012, the Board has allocated additional funding for the Storage Tank Program to ensure all local petroleum facilities are inspected on an annual basis, which is in excess of the Florida Department of Environmental Protection's 50% requirement.

As allowed by the Dori Slosberg Driver Education Safety Act, the Board amended the Leon County Code of Laws related to civil traffic penalties at the January 28, 2020 meeting and increased the civil traffic penalty from $3 to $5 to support high school driver education programs. The additional funding supports Leon County Schools' Drivers Education Program.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Non-Countywide General Revenue (126)

Fund Type: Special Revenue

The Non Countywide General Revenue Fund is a special revenue fund originally established as part of the FY 2002 budget process. Prior to FY 2002, the 1/2 Cent Sales Tax, State Revenue Sharing, and other unrestricted resources were directly budgeted into the specific funds they supported. Beginning in FY 2002, the revenues were brought into this fund and budgetary transfers were established to the funds supported by these revenues. This approach allows for the entire revenue to be shown in one place and all funds being supported to be similarly reflected. These revenues are not deposited directly into the General Fund in order to discretely show support for activities not eligible for Countywide property tax revenue.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Local Communication Svcs Tax	315000	2,422,603	2,446,250	2,569,000	2,440,550	2,513,522	2,589,431	2,667,373	2,747,127
State Revenue Sharing	335120	7,266,980	8,338,150	7,378,409	7,009,489	7,219,773	7,436,366	7,659,458	7,890,026
Insurance Agents County	335130	81,228	78,090	82,900	78,755	79,515	80,275	81,130	81,890
Mobile Home Licenses	335140	31,610	28,595	42,431	40,309	41,525	42,769	44,052	45,372
Alcoholic Beverage Licenses	335150	111,263	120,365	115,300	109,535	112,765	116,185	119,605	123,215
Racing Tax F.S. 212.20 (6)	335160	223,250	212,088	223,251	212,088	212,088	212,088	212,088	212,088
Local 1/2 Cent Sales Tax	335180	15,806,814	15,767,150	16,380,240	15,561,228	16,028,378	16,508,479	17,004,370	17,514,140
Total Revenues		25,943,748	26,990,688	26,791,531	25,451,954	26,207,566	26,985,593	27,788,076	28,613,858

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Transfers	950-000	-	-	-	-	-	-	-	-
Transfers	950-581	27,892,829	26,990,688	27,792,486	25,451,954	26,207,566	26,985,593	27,788,076	28,613,858
Total Appropriations		27,892,829	26,990,688	27,792,486	25,451,954	26,207,566	26,985,593	27,788,076	28,613,858
Revenues Less Appropriations		(1,949,082)	-	(1,000,955)	-	-	-	-	-

Notes:

The State Shared and ½ Cent Sales Tax revenues are projected to decline by approximately $1.5 million for FY 2026. These declines are attributed to shifts in consumer spending that stem from higher inflation and economic uncertainty associated with the commencement of new tariffs, in addition to the Legislature's repeal of the Business Rental Tax in 2025.

Effective July 1, 2021, internet sales retailers and marketplace providers with no physical presence in Florida were required to collect the Florida sales tax on sales of taxable items delivered to purchasers in Florida if the out-of-state retailer or marketplace provider makes a substantial number of sales into Florida.

The Communication Services Tax (CST) has been in decline statewide the past five years due to a decline in cable services as consumers "cord cut" in favor of streaming, and certain demographics and small businesses abandoning telephone landlines. FY 2026 revenues estimate a decrease from FY 2025 due to the redirection of a portion of the communication tax to be allocated to Utility Relocation Reimbursement Grant Program.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Grants - Interest Bearing (127)

Fund Type: Special Revenue

This fund was established independently of the reimbursement grant fund (Fund 125) in order to post interest to grants as may be required by the grant contract and/or special endowment.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
US Treasury - Emergency Rental Assistance	331612	103,847	-	-	-	-	-	-	-
US Treasury - Emergency Rental Assistance	331613	(99,907)	-	-	-	-	-	-	-
DOH-Emergency Medical Services	334201	-	60,000	60,000	60,000	60,000	60,000	60,000	60,000
DOH-State EMS Matching Grant	334202	80,256	-	-	-	-	-	-	-
Tree Bank Donations	337410	8,504	-	-	-	-	-	-	-
Friends Endowment	337716	140,619	-	-	-	-	-	-	-
Van Brunt Library Trust	337725	41,255	-	-	-	-	-	-	-
Parks And Recreation	347200	3,758	-	-	-	-	-	-	-
Pool Interest Allocation	361111	7,529	-	-	-	-	-	-	-
Transfer From Fund 135	381135	21,438	-	-	-	-	-	-	-
Total Revenues		307,298	60,000	60,000	60,000	60,000	60,000	60,000	60,000

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Friends Endowment 2005	913115-571	140,619	-	-	-	-	-	-	-
Van Brunt Library Trust	913200-571	41,255	-	-	-	-	-	-	-
Tree Bank	921053-541	8,504	-	-	-	-	-	-	-
Lake Jackson Community Center	921166-572	3,758	-	-	-	-	-	-	-
EMS/DOH - EMS Equipment	961071-526	-	60,000	60,000	-	-	-	-	-
EMS/DOH - CPR Grant	961072-526	23,750	-	-	-	-	-	-	-
EMS/DOH - AED Grant	961073-526	62,000	-	-	-	-	-	-	-
EMS/DOH - EMS Equipment	961088-526	-	-		60,000	60,000	60,000	60,000	60,000
Total Appropriations		279,886	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Revenues Less Appropriations		27,413	-	-	-	-	-	-	-

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

9-1-1 Emergency Communications (130)

Fund Type: Special Revenue

The 9-1-1 Emergency Communications Fund is a special revenue fund established in accordance with the Florida Emergency Telephone Act F.S. 365.171. Major revenue sources of the 9-1-1 Emergency Communications Fund include proceeds from the wireless Enhanced 9-1-1 fee (50 cents/month per service subscriber) pursuant to F.S. 365.172 - 365.173 and the 9-1-1 fee (50 cents/month per service line) pursuant to F.S. 365.171(13). The fund is used to account for resources and expenditures associated with 9-1-1 emergency services within Leon County.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
State Revenue Sharing Enhanced 911 Fee	335220	203,965	220,400	221,000	209,950	215,650	222,300	228,950	235,600
State Revenue Sharing Enhanced 911 DMS	335221	1,312,272	1,059,250	1,106,500	1,051,175	1,061,687	1,093,450	1,126,700	1,159,950
Transfer From Fund 330	381330	122,032	357,128	371,041	371,041	198,754	180,857	162,190	143,735
Total Revenues		1,638,269	1,636,778	1,698,541	1,632,166	1,476,091	1,496,607	1,517,840	1,539,285

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Enhanced E-911-Administration	180-525	1,295,301	1,437,540	1,443,543	1,409,209	1,248,384	1,264,079	1,280,356	1,297,244
MIS Automation	470-525	42,985	74,830	75,318	78,124	78,645	79,171	79,703	79,703
Insurance for E-911	495-525	2,910	3,408	3,442	5,833	5,892	5,892	5,892	5,892
Indirect Costs - Emergency 911	499-525	105,000	121,000	125,000	139,000	143,170	147,465	151,889	156,446
Total Appropriations		1,446,196	1,636,778	1,647,303	1,632,166	1,476,091	1,496,607	1,517,840	1,539,285
Revenues Less Appropriations		192,073	-	51,238	-	-	-	-	-

Notes:

For FY 2026, revenue for this fund is projected to decrease slightly. This trend is anticipated to continue in outyears as consumers continue to switch from landlines to wireless devices. The fund reflects a transfer from the 9-1-1 Capital Project fund to maintain current service levels.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

American Rescue Plan Act (ARPA) (137)

The American Rescue Plan (ARPA) Fund is a special revenue fund established to account for funding provided by the Federal Government to remedy the increasing costs to provide critical local government services and the decline in revenues as a result of the COVID pandemic.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Pool Interest Allocation	361111	635,077	-	-	-	-	-	-	-
ARP Appropriated Fund Balance	399902	-	1,955,725	-	-	-	-	-	-
Total Revenues		635,077	1,955,725	-	-	-	-	-	-

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Woodville Sewer Project-ARPA	062003-535	8,507,577	-	-	-	-	-	-	-
Belair Annawood Septic to Sewer-ARPA	062007-535	78,037	-	-	-	-	-	-	-
NE Lake Munson Sewer-ARPA	062008-535	2,328,402	-	-	-	-	-	-	-
Transfers	950-581	-	1,955,725	-	-	-	-	-	-
American Rescue Plan Act	952021-525	1,899,220	-	-	-	-	-	-	-
Total Appropriations		12,813,237	1,955,725	-	-	-	-	-	-
Revenues Less Appropriations		(12,178,160)	-	-	-	-	-	-	-

Notes:

In May 2021, Leon County received $57.02 million in ARPA funding. Accordingly, as part of the FY 2022 budget process, the Board approved a multi-year ARPA expenditure plan. The plan provided funding to address community nonprofit and human services assistance, public health support, targeted support for the local business community, and funding to complete major wastewater projects.

The expenditure plan also allocated $25 million of the ARPA funding as revenue replacement to mitigate revenue losses incurred by the County due to the pandemic. These funds were used to support general government services and the capital program from FY 2022 through FY 2025.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Municipal Services (140)

Fund Type: Special Revenue

The Municipal Services Fund is a special revenue fund established in support of various municipal services provided in the unincorporated area of Leon County. These services include: parks and recreation, and animal control. The major revenue sources for the Municipal Services Fund are transfers from the Non-Restricted Revenue Fund (i.e. State revenue sharing, the local cent sales tax, etc.) and the Public Services Tax.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Public Service Tax - Electric	314100	8,697,998	8,403,699	9,669,559	9,186,081	9,369,803	9,557,199	9,748,343	9,943,310
Public Service Tax - Water	314300	1,388,609	1,353,142	1,517,281	1,441,417	1,470,246	1,499,650	1,529,643	1,560,236
Public Service Tax - Gas	314400	778,276	757,330	895,212	850,451	875,965	902,244	929,311	957,191
Public Service Tax - Fuel Oil	314700	642	2,708	2,851	2,708	2,708	2,708	2,708	2,708
Public Service Tax - 2% Discount	314999	(31,033)	28,500	(30,000)	(28,500)	(28,500)	(28,500)	(28,500)	(28,500)
DOT-Reimbursement Route 27	343913	7,176	5,741	5,741	5,741	5,741	5,741	5,741	5,741
Parks And Recreation	347200	10	-	-	-	-	-	-	-
Coe's Landing Park	347201	104,626	101,270	106,800	101,460	105,518	109,739	114,129	118,694
Animal Control Education	351310	189	-	-	-	-	-	-	-
Pool Interest Allocation	361111	113,554	137,275	205,900	195,605	201,473	207,517	213,743	220,155
Net Incr(decr) In Fmv Of Investment	361300	15,626	-	-	-	-	-	-	-
Contributions And Donations	366000	9,683	-	-	-	-	-	-	-
Transfer From Fund 352	381352	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Total Revenues		11,585,357	11,289,665	12,873,343	12,254,963	12,502,954	12,756,298	13,015,118	13,279,535

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Animal Control	201-562	2,088,523	2,215,935	2,286,083	2,565,066	2,632,949	2,453,465	2,471,660	2,490,503
Parks and Recreation Services	436-572	3,571,915	4,634,690	4,915,850	4,976,794	5,225,555	5,336,784	5,451,544	5,536,414
MIS Automation - Animal Control	470-562	3,809	8,685	8,702	8,858	8,877	8,895	8,914	8,914
MIS Automation - Parks and Recreation	470-572	20,582	10,090	10,165	26,815	27,057	27,300	27,549	27,549
Municipal Services - Risk	495-572	47,731	61,508	61,794	63,140	63,405	63,405	63,405	63,405
Indirect Costs - Municipal Services (Animal Control)	499-562	273,000	314,000	323,000	361,000	371,830	382,985	394,474	406,309
Indirect Costs - Municipal Services (Parks & Recreation)	499-572	858,000	987,000	1,017,000	1,135,000	1,169,050	1,204,122	1,240,245	1,277,452
Payment to City- Parks & Recreation	838-572	1,704,403	1,776,840	1,852,356	1,852,356	1,931,081	2,013,152	2,098,711	2,187,906
Transfers	950-581	864,588	1,223,917	1,094,009	1,265,934	1,073,150	1,266,190	1,258,616	1,281,083
Total Appropriations		9,432,551	11,232,665	11,568,959	12,254,963	12,502,954	12,756,298	13,015,118	13,279,535
Revenues Less Appropriations		2,152,806	57,000	1,304,384	-	-	-	-	-

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Notes:

For FY 2026, Public Services Tax (PST) revenues are projected to increase slightly which can be attributed to an increase in utility rates and more residential and commercial development associated with an improved economy. Expense increases to the fund are primarily related to inflationary operating costs of trail, playground and ballfield maintenance, increase acreage for mowing contracts, and tree trimming on greenway and park trails.

The transfer to Fund 305 (the Capital Improvement Fund) was increased by approximately $20,000 from the previous fiscal year ($1.06 million in FY 2025 to $1.08 million in FY 2026). This is part of the total $10.8 million general revenue transfer to the capital fund. The remaining transfer is from the General Fund.

The $500,000 transfer of revenue from the Sales Tax Extension Joint Project Agreement Fund (Fund 352) assists in funding the maintenance of parks constructed with previous local infrastructure sales tax dollars. This is a level transfer that will occur until 2039.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Fire Rescue Services (145)

Fund Type: Special Revenue

The Fire Services Fund is a special revenue fund established in FY 2010 as a method to fund enhanced fire protection services in the unincorporated area of Leon County. The funding is derived from a fire service fee levied on single family, commercial and governmental properties in the unincorporated area of the County. Homes are charged a flat rate, and commercial and governmental properties pay per square foot. Square footage associated with the worship area of a church is excluded from the fee. In addition, the County provides support to the Volunteer Fire Departments.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Fire Service Fee - City Billing	325201	7,320,221	7,693,099	7,982,358	7,583,240	7,734,905	7,889,603	8,047,395	8,208,343
Fire Service Fee	325202	3,770,359	3,706,158	4,156,973	3,949,124	3,988,616	4,028,502	4,068,787	4,109,475
Delinquent Fees	325203	19,701	-	-	-	-	-	-	-
City VFD Payment	337407	482,479	482,479	482,479	482,479	482,479	482,479	482,479	482,479
Pool Interest Allocation	361111	144,847	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	58,709	-	-	-	-	-	-	-
Total Revenues		11,796,316	11,881,736	12,621,810	12,014,843	12,206,000	12,400,584	12,598,661	12,800,297

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
VFD Fire Services - Risk	495-552	948	1,275	1,275	1,466	1,466	1,466	1,466	1,466
Indirect Costs - Fire Services	499-522	47,000	54,000	56,000	62,000	63,860	65,776	67,749	69,782
Tax Collector	513-586	72,858	75,049	75,049	75,049	75,049	75,049	75,049	75,049
Fire Services Payment	838-522	10,985,418	11,204,626	11,373,615	11,318,512	11,497,009	11,677,257	11,859,078	12,042,256
Volunteer Fire Department	843-522	414,116	482,479	482,479	482,479	482,479	482,479	482,479	482,479
Transfers	950-581	62,562	64,307	63,337	75,337	86,137	98,557	112,840	129,265
Total Appropriations		11,582,902	11,881,736	12,051,755	12,014,843	12,206,000	12,400,584	12,598,661	12,800,297
Revenues Less Appropriations		213,414	-	570,055	-	-	-	-	-

Notes:

With the implementation of the fire service fee the City initially billed all affected properties in the unincorporated area. In FY 2010, the Board approved placing this assessment on the tax bill for property owners who did not pay the fee via the established billing system. As reflected above, direct billing by the City of Tallahassee is the primary source for the collection for this fee, but non-ad valorem assessment collections continue to increase as property owners become delinquent in their payments or choose to have their fee placed on the tax bill.

In FY 2024, a new fire services fee was implemented to adequately fund the County's share of the Fire Department. Increasing the fire services fee eliminated the general revenue subsidy that was provided to assist funding these services. This fee will remain unchanged for FY 2026.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Tourism (160)

Fund Type: Special Revenue

The Tourism Fund is a special revenue fund established as the repository for the collection of the 5% Local Option Tourist Development Tax on transient lodging sales in Leon County (bed tax). Expenditure of these revenues, as limited by law, is to support tourist development initiatives.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Tourist Development (4 Cents)	312100	7,135,334	6,680,875	7,598,000	7,218,100	7,362,462	7,509,711	7,659,905	7,813,104
Tourist Development (1 Cent)	312110	1,783,827	1,670,680	1,997,000	1,897,150	1,935,093	1,973,795	2,013,271	2,053,536
Pool Interest Allocation	361111	423,590	214,510	249,000	236,550	243,647	250,956	258,485	266,239
Net Incr(decr) In Fmv Of Investment	361300	102,804	-	-	-	-	-	-	-
Tax Collector F.S. 125.315	361320	30,259	-	-	-	-	-	-	-
Merchandise Sales	365000	20,046	40,773	10,311	9,795	10,088	10,391	10,703	11,024
Special Event Grant Reimbursements	366500	-	152,500	150,000	150,000	12,500	12,500	12,500	12,500
Other Miscellaneous Revenue	369900	211,460	35,249	429,000	407,550	23,750	23,750	23,750	23,750
Appropriated Fund Balance	399900	-	432,535	588,053	588,053	-	-	-	-
Total Revenues		9,707,320	9,227,122	11,021,364	10,507,198	9,587,540	9,781,103	9,978,614	10,180,153

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Tourism Development Building	086065-552	17,899	-	-	-	-	-	-	-
Administration	301-552	652,467	798,765	868,614	862,365	890,814	908,934	927,727	947,246
Advertising	302-552	1,139,538	1,600,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Marketing	303-552	3,470,394	3,879,929	3,741,620	4,533,656	3,998,656	4,115,641	4,234,144	4,354,252
Special Projects	304-552	625,011	800,000	800,000	800,000	800,000	800,000	800,000	800,000
1 Cent Expenses	305-552	1,501,512	-	-	-	-	-	-	-
MIS Automation - Tourism	470-552	8,151	18,235	18,347	18,973	19,094	19,215	19,337	19,337
Tourism - Risk	495-552	6,922	14,996	15,150	20,095	20,224	20,224	20,224	20,224
Indirect Costs - Tourism	499-552	283,000	325,000	341,000	374,000	392,700	412,335	432,952	454,599
Council on Culture & Arts (COCA)	888-573	1,783,832	1,646,757	1,679,693	1,897,150	1,935,093	1,973,795	2,013,271	2,053,536
Transfers	950-581	28,524	143,440	30,959	500,959	30,959	30,959	30,959	30,959
Budgeted Reserves - Tourism	990-599	-	-	317,788	-	-	-	-	-
Total Appropriations		9,517,249	9,227,122	9,313,171	10,507,198	9,587,540	9,781,103	9,978,614	10,180,153
Revenues Less Appropriations		190,071	-	1,708,193	-	-	-	-	-

Notes:

Leon County's tourism revenue continues to increase after the subsidence of COVID and a restoration of normal travel activities. In addition to events that attract overnight stays, Leon County has seen an increase in available rooms related to the construction of new hotels near the universities and the interstate. Also, the average room rate has increased as demand and inflation drive the hotel rates which results in greater tourism revenue collection as the tourist tax rate is collected as a percentage of a hotel room's cost.

Expenditure increases reflect more funds for the COCA cultural grant programs, as well as additional resources for the Division of Tourism marketing efforts and costs associated with the 2026 World Athletics Cross Country Championship at Apalachee Regional Park.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

County Accepted Roadways and Drainage Systems Program (162)

Fund Type: Special Revenue

The County Accepted Roadways and Drainage Systems Program (CARDS) Fund is a special revenue fund established to account for the repayment of special assessments associated with the County's CARDS program (formerly the 2/3 2/3 paving program). The revenue received into this fund is collected as a non ad valorem special assessment on the annual tax bill. These revenues are repaying the County for loans utilized to construct special assessment paving projects. The revenues are transferred annually to the General Fund (001).

Revenue Sources	**Acct #**	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Pool Interest Allocation	361111	-	500	526	500	500	500	500	500
Other Interest Earnings	361390	21,097	3,400	1,053	1,000	600	200	-	-
Special Assessments	363000	124,670	136,233	74,224	70,513	70,913	59,313	54,513	54,513
Total Revenues		145,767	140,133	75,803	72,013	72,013	60,013	55,013	55,013

Appropriations by Department/Division	**Acct #**	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Tax Collector	513-586	2,527	4,449	942	1,410	1,418	1,186	1,090	1,090
Transfers	950-581	135,583	135,684	71,491	70,603	70,595	58,827	53,923	53,923
Total Appropriations		138,110	140,133	72,433	72,013	72,013	60,013	55,013	55,013
Revenues Less Appropriations		7,657	-	3,370	-	-	-	-	-

Notes:

This fund will continue to see a decline in revenue as special assessments are paid in full and the lack of new assessments being levied due to a decline in projects.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Special Assessment - Sewer (164)

Fund Type: Special Revenue

This Special Assessment Fund was established to account for revenues and expenditures associated with the special assessment levied on property owners to pay for the costs associated with maintaining the new City of Tallahassee sewer service distribution system. These assessments are collected and remitted to the City of Tallahassee in accordance with interlocal agreements with the City of Tallahassee. Areas include Killearn Lakes Units I and II completed in October 2006 and ten units in the Annawood subdivision completed in 2022.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Pool Interest Allocation	361111	10,947	-	-	-	-	-	-	-
Special Assessment - Killearn Lakes Sewer	363230	228,665	605,780	652,997	620,347	620,347	620,347	620,347	620,347
Special Assessment - Annawood Sewer	363231	6,688	7,836	10,113	9,607	9,607	9,607	9,607	9,607
Total Revenues		246,300	613,616	663,109	629,954	629,954	629,954	629,954	629,954

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Tax Collector	513-586	4,134	12,114	12,114	12,599	12,599	12,599	12,599	12,599
Payment to City - Sewer Services	838-535	231,214	601,502	601,502	617,355	617,355	617,355	617,355	617,355
Total Appropriations		235,349	613,616	613,616	629,954	629,954	629,954	629,954	629,954
Revenues Less Appropriations		10,952	-	49,493	-	-	-	-	-

Notes:

The amount of sewer special assessments is established by the City of Tallahassee's sewer service rate ordinances, which are adjusted annually based on changes in Consumer Price Index (CPI). The significant increase in FY 2025 revenue for this fund was due to the City of Tallahassee adjusting rates for the Killearn Lakes Sewer special assessment to fully recover the cost of service. FY 2026 revenue reflects CPI rate adjustments and two additional properties receiving sewer service in the Belair/Annawood Area.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

County Government Annex (165)

Fund Type: Special Revenue

On June 26, 2003, the Board of County Commissioners purchased the County Government Annex on Calhoun Street. The operating fund facilitates and account for the ongoing operations of this building. Revenues associated with this fund are primarily generated by leases associated with the tenants of the building. Expenses associated with this fund are comprised of the upkeep, maintenance, and management of the facility.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Parking Facilities	344500	70,752	58,859	62,448	59,326	49,319	41,163	32,804	32,804
Pool Interest Allocation	361111	120,350	72,675	92,700	88,065	90,707	93,428	96,231	99,118
Interest Income - Other	361120	122,926	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	29,474	-	-	-	-	-	-	-
Rents And Royalties	362000	1,377,808	1,017,799	1,089,581	1,035,102	573,843	406,703	369,655	374,008
Refund Of Prior Year Expenses	369300	9,116	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	434,397	184,279	184,279	475,143	648,911	774,936	-
Total Revenues		1,730,427	1,583,730	1,429,008	1,366,772	1,189,012	1,190,205	1,273,626	505,930

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
County Government Annex	086025-519	624,261	651,195	401,511	401,511	206,557	188,905	252,794	252,749
County Government Annex	154-519	402,092	629,093	684,730	665,852	682,317	700,420	719,189	738,766
County Government Annex - Risk	495-519	54,218	72,798	72,805	78,232	78,241	78,241	78,241	78,241
Indirect Costs - County Government Annex	499-519	24,000	24,000	25,000	24,000	24,720	25,462	26,225	27,012
Transfers	950-581	278,446	206,644	197,177	197,177	197,177	197,177	197,177	197,177
Total Appropriations		1,383,017	1,583,730	1,381,223	1,366,772	1,189,012	1,190,205	1,273,626	1,293,945
Revenues Less Appropriations		347,409	-	47,785	-	-	-	-	(788,015)

Notes:

Funding is allocated for general building maintenance and repairs including renovations, mechanical and electrical upgrades, and safety improvements at the Leon County Government Annex. Specific project details are in the Capital Improvements Project Section. In addition, FY 2026 and outyear transfers reflect utility payments to the General Fund (001).

The additional rental revenue in FY 2026 is due to a increase in leasing activity at the Leon County Government Annex. Outyears reflect the programmed expiration of leases, which may or may not be extended or renegotiated. Revenue is only contemplated when a lease is active. FY 2026 through FY 2029 reflect the use of accumulated fund balance to support expenditures, however, based on current leasing trends, it is anticipated that leasing revenue will increase. If leasing activity does not increase expenditure reductions and/or general revenue support may be needed as fund balance will be depleted in FY 2029.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Huntington Oaks Plaza (166)

Fund Type: Special Revenue

This fund was established to account for the maintenance of the Huntington Oaks Plaza purchased by the County in FY 2010 for the expansion of the Lake Jackson store front library and the construction of a community center. Revenue from this fund is derived from lease payments from space rentals and are used for maintaining the property.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Pool Interest Allocation	361111	33,912	16,245	26,200	24,890	25,637	26,406	27,198	28,014
Interest Income - Other	361120	21,899	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	(980)	-	-	-	-	-	-	-
Rents And Royalties	362000	451,724	290,439	251,582	239,003	239,003	239,003	239,003	239,003
Total Revenues		506,556	306,684	277,782	263,893	264,640	265,409	266,201	267,017

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Huntington Oaks Plaza Bldg Improvement	083002-519	29,607	42,454	30,000	20,916	18,244	-	-	-
Huntington Oaks Plaza Operating	155-519	39,643	113,384	116,949	97,178	99,097	116,565	115,766	114,943
Huntington Oaks - Risk	495-519	13,083	17,591	17,591	27,666	27,666	27,666	27,666	27,666
Indirect Costs - Huntington Oaks Plaza	499-519	50,000	50,000	52,000	50,000	51,500	53,045	54,636	56,275
Transfers	950-581	109,599	83,255	68,133	68,133	68,133	68,133	68,133	68,133
Total Appropriations		241,932	306,684	284,673	263,893	264,640	265,409	266,201	267,017
Revenues Less Appropriations		264,624	-	(6,891)	-	-	-	-	-

Notes:

FY 2026 reflects a decline in leasing activity at the Huntington Oaks Plaza. The expenditure transfers are utility payments to the General Fund (001) for building utilities.

The decline in outyear lease revenue is due to programmed expiration of leases, which may or may not be extended or renegotiated. Revenue is only contemplated when a lease is active. If lease activity does not increase expenditure reductions and/or general revenue support may be needed in the outyears.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

2017 Capital Improvement Revenue Refinancing (222)

Fund Type: Debt Service

The Debt Series 2014 Fund is a debt service fund established to account for the debt service associated with the refinancing of the non taxable portion of the Capital Improvement Revenue Refunding Bond Series 2005 with a bank loan. The original bond was issued to fully refund the Parks and Recreation Bond Series 1998A, a portion of the Stormwater Bond Series 1997 and a portion of the Capital Improvement Revenue Bond Series 1999.

Revenue Sources	**Acct #**	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Transfer From Fund 126	381126	3,269,753	3,270,583	-	-	-	-	-	-
Total Revenues		3,269,753	3,270,583	-	-	-	-	-	-

Appropriations by Department/Division	**Acct #**	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
2014 Debt Series	979-582	3,269,753	3,270,583	-	-	-	-	-	-
Total Appropriations		3,269,753	3,270,583	-	-	-	-	-	-
Revenues Less Appropriations		-	-	-	-	-	-	-	-

Notes:

At the April 26, 2017 workshop, the Board approved the refinancing of a FY 2014 bank loan which saved $489,075 over the life of the loan. The loan reached maturity in FY 2025.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Bond Series 2020-Capital Equipment Financing (223)

Fund Type: Debt Service

The Bond Series 2020 Fund is a debt service fund established to account for the debt service associated with the financing of the purchase of a new helicopter for the Sheriff's office.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
COT Capital Reimbursement	337304	130,000	130,000	35,890	35,890	-	-	-	-
Transfer From Fund 126	381126	127,645	127,601	35,891	35,891	-	-	-	-
Total Revenues		257,645	257,601	71,781	71,781	-	-	-	-

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Bond Series 2020	979-582	257,645	257,601	71,781	71,781	-	-	-	-
Total Appropriations		257,645	257,601	71,781	71,781	-	-	-	-
Revenues Less Appropriations		-	-	-	-	-	-	-	-

Notes:

The Bond Series 2020 Capital Equipment Financing Fund was established in FY 2020 to pay the debt service payment for a new Sheriff helicopter over a six-year term. Funding for the repayment of the debt service is split evenly between the County and the City of Tallahassee. The County bills the City for their half of the debt service payment.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Supervisor of Elections Building (224)

Fund Type: Debt Service

The Bond Series 2021 Fund is a debt service fund for the Supervisor of Elections Voting Operations Center Building. The purchase and building improvements was made from loan proceeds to be paid back over 15 years. The repayment of the loan is established in a debt service fund beginning in FY 2022 to coincide with the first debt service payment due on December 1, 2021.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Transfer From Fund 126	381126	418,893	417,788	421,590	421,590	420,208	418,733	417,165	420,505
Total Revenues		418,893	417,788	421,590	421,590	420,208	418,733	417,165	420,505

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Bond Series 2021	979-582	418,893	417,788	421,590	421,590	420,208	418,733	417,165	420,505
Total Appropriations		418,893	417,788	421,590	421,590	420,208	418,733	417,165	420,505
Revenues Less Appropriations		-	-	-	-	-	-	-	-

Notes:

The Bond Series 2021 Supervisor of Elections Building Fund was established during the FY 2022 budget to account for the debt service payment for the purchase and renovations of the Supervisor or Elections' Voter Operations Center Building.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

ESCO Lease (225)

Fund Type: Debt Service

The ESCO Lease Fund is a debt service fund established to account for the debt service associated with the obligations relating to the County's Energy Performance Contract with Energy Savings Group (ESG). This lease was entered into to fund upgrades and replacements of critical building infrastructure at County facilities, including the Detention Center, Courthouse and Sheriff's Administration building relating to the County's Energy Performance Contract. These energy efficiency improvements will offset the cost of the lease. Energy Savings Group will pay any balance on the lease not offset by these energy cost savings.

Revenue Sources	**Acct #**	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Transfer From Fund 001	381001	700,633	721,652	743,302	743,302	765,601	788,569	812,226	836,593
Transfer From Fund 126	381126	557,404	533,467	513,590	513,590	492,713	465,858	443,006	419,092
Total Revenues		1,258,037	1,255,119	1,256,892	1,256,892	1,258,314	1,254,427	1,255,232	1,255,685

Appropriations by Department/Division	**Acct #**	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
ESCO Lease	977-582	1,258,037	1,255,119	1,256,892	1,256,892	1,258,314	1,254,427	1,255,232	1,255,685
Total Appropriations		1,258,037	1,255,119	1,256,892	1,256,892	1,258,314	1,254,427	1,255,232	1,255,685
Revenues Less Appropriations		-	-	-	-	-	-	-	-

Notes:

The ESCO Lease fund (225) was established during the FY 2022 Budget to account for the debt service related to the County's Energy Performance Contract with Energy Savings Group (ESG). The savings generated from this contract for FY 2026 is reflected in the Facilities Management and Facilities Detention Center operating budgets in the General Fund (001).

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

800 MHz Radios (226)

Fund Type: Debt Service

The 800 MHz Radios Fund is a debt service fund established to account for the debt service associated with the replacement of the County's 800 MHz radios. The loan will be paid back over seven years.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Transfer From Fund 126	381126	512,862	511,734	510,542	510,542	509,286	512,965	511,515	-
Total Revenues		512,862	511,734	510,542	510,542	509,286	512,965	511,515	-

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
800 MHz Radios	949-582	512,862	511,734	510,542	510,542	509,286	512,965	511,515	-
Total Appropriations		512,862	511,734	510,542	510,542	509,286	512,965	511,515	-
Revenues Less Appropriations		-	-	-	-	-	-	-	-

Notes:

The 800 MHz Fund was established during the FY 2023 budget to account for the debt service related to the County's purchase of replacement radios for the Leon County Sheriff's Office, Emergency Medical Services (EMS), Animal Control and the Volunteer Fire Departments. FY 2029 will be the last year of payment.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Capital Improvements (305)

Fund Type: Capital Projects

The Capital Improvements Fund is a capital project fund established in support of the County's Capital Improvement Program. A major revenue source of the Capital Improvement Fund is a transfer from general revenue dollars. The fund is used to account for resources and expenditures associated with the acquisition or construction of major non-transportation related capital facilities and/or projects other than those financed by Proprietary Funds.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Pool Interest Allocation	361111	1,841,067	140,147	528,000	501,600	516,648	532,147	548,112	564,555
Net Incr(decr) In Fmv Of Investment	361300	519,806	-	-	-	-	-	-	-
Other Scrap Or Surplus	365900	8,374	-	-	-	-	-	-	-
Transfer From Fund 001	381001	6,090,400	8,815,334	9,680,015	9,680,015	12,980,739	11,069,008	13,851,638	14,865,148
Transfer From Fund 120	381120	-	-	175,000	175,000	-	-	-	-
Transfer From Fund 135	381135	-	-	305,000	305,000	-	-	-	-
Transfer From Fund 140	381140	614,622	1,058,459	1,078,306	1,078,306	885,522	1,078,562	1,070,988	1,093,455
Transfer From Fund 160	381160	-	103,319	470,000	470,000	-	-	-	-
Appropriated Fund Balance	399900	-	-	-	-	2,615,572	-	-	-
Total Revenues		9,074,269	10,117,259	12,236,321	12,209,921	16,998,481	12,679,717	15,470,738	16,523,158

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Non Departmental	000-000	202,879	-	-	-	-	-	-	-
General Vehicle & Equipment Replacement	026003-519	709,499	-	875,000	-	500,000	450,000	300,000	350,000
Stormwater Vehicle & Equipment Replacement	026004-538	591,154	222,000	550,000	-	400,000	500,000	500,000	500,000
Fleet Management Shop Equipment	026010-519	-	45,000	37,000	-	-	37,000	-	-
General Government New Vehicle Requests	026018-519	37,679	-	-	-	-	-	-	-
Apalachee Regional Park	045001-572	92,829	150,000	300,000	450,000	1,275,000	825,000	800,000	700,000
Parks Capital Maintenance	046001-572	592,747	-	650,000	-	300,000	358,000	500,000	750,000
Playground Equipment Replacement	046006-572	305,026	-	-	-	-	-	-	-
New Vehicles and Equipment for Parks/Greenways	046007-572	-	53,319	-	-	-	-	-	-
Greenways Capital Maintenance	046009-572	10,517	-	340,750	-	100,000	100,000	300,000	300,000
Dog Parks - Unincorporated Area	046013-572	-	-	-	90,000	-	-	-	-
Woodville Sewer Project	062003-535	117,018	-	-	-	-	-	-	-
Belair-Annawood Septic to Sewer	062007-535	16,854	-	-	-	-	-	-	-
NE Lake Munson Septic to Sewer	062008-535	(85)	-	-	-	-	-	-	-
Lexington Pond - Ford's Arm	063005-538	101,090	-	-	-	-	-	-	-
Maylor Road Stormwater Imrpovements	065005-538	252,718	-	-	-	-	-	-	-

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Capital Improvements (305)

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Stormwater Pond Repairs	066026-538	68,429	504,823	100,000	100,000	200,000	350,000	100,000	100,000
Leon County Basin Management Plan Updates	067009-538	-	-	250,000	-	250,000	750,000	750,000	750,000
Financial Hardware and Software	076001-519	55,499	278,157	220,762	420,762	279,221	640,744	681,027	1,183,158
Supervisor of Elections Technology	076005-519	46,547	50,000	50,000	50,000	50,000	50,000	50,000	50,000
County Compute Infrastructure	076008-519	(349,372)	700,000	400,000	1,070,000	424,500	329,135	733,909	588,826
Geographic Information Systems	076009-539	349,000	409,000	435,000	449,000	396,000	479,000	556,000	583,000
Library Services Technology	076011-571	208,583	415,030	385,030	385,030	540,030	310,030	270,030	265,000
Permit & Enforcement Tracking System	076015-537	400,633	242,471	255,505	260,000	225,600	242,136	309,674	343,543
Technology In Chambers	076022-519	43,447	25,000	41,480	141,480	141,974	142,484	43,008	43,548
Courtroom Technology	076023-519	196,768	396,305	270,575	391,000	367,230	293,497	394,802	396,146
User Computer Upgrades	076024-519	138,316	224,270	250,000	954,000	650,000	400,000	500,000	750,000
Mobile Devices	076042-519	-	25,000	25,000	25,000	25,000	25,000	25,000	25,000
State Attorney Technology	076047-519	168,136	272,141	279,724	285,224	187,567	245,678	354,358	241,417
Public Defender Technology	076051-519	123,225	131,500	111,500	136,733	85,975	98,025	169,282	99,765
Geographic Information Systems Incremental Basemap Update	076060-539	228,500	298,500	298,500	333,500	333,500	333,500	333,500	333,500
Records Management	076061-519	138,352	150,000	157,500	157,500	115,375	173,644	182,326	191,442
E-Filing System for Court Documents	076063-519	40,797	-	100,000	-	100,000	100,000	100,000	100,000
Justice Information System (JIS) Upgrade	076065-519	22,500	350,000	350,000	335,000	337,550	840,177	842,882	1,095,668
Large Application Upgrades	076066-519	-	337,500	234,900	100,000	44,822	200,667	206,687	120,145
Public Safety Complex Technology	076069-529	45,977	100,000	100,000	15,000	15,000	465,000	665,000	15,000
Courtroom Minor Renovations	086007-519	122,097	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Architectural & Engineering Services	086011-519	13,824	60,000	60,000	120,000	50,000	50,000	60,000	60,000
Courthouse Security	086016-519	26,829	35,000	35,000	110,000	35,000	35,000	35,000	35,000
Common Area Furnishings	086017-519	27,326	55,000	55,000	65,000	35,000	35,000	35,000	55,000
Courthouse Renovations	086027-519	360,678	40,000	165,000	165,000	-	-	40,000	40,000
Sheriff Facilities Capital Maintenance	086031-523	2,046,612	1,806,768	4,788,393	1,867,609	1,765,000	1,560,000	2,295,253	2,710,000
Building Roofing Repairs and Replacements	086076-519	419,846	100,000	755,000	100,000	300,000	275,000	400,000	625,000
Building Mechanical Repairs and Replacements	086077-519	740,002	-	794,000	-	716,587	235,000	750,000	750,000
Building Infrastructure Improvements	086078-519	448,954	-	717,800	-	675,000	500,000	715,000	1,300,000

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Capital Improvements (305)

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Building General Maintenance and Renovations	086079-519	455,869	657,475	786,386	558,633	590,000	500,000	500,000	400,000
Solar Arrays on County Buildings	086081-519	-	80,000	80,000	80,000	-	50,000	50,000	50,000
Essential Libraries Initiative	086085-571	(5,227)	1,000,000	1,000,000	1,000,000	4,000,000	-	-	-
Serenity Cemetery Expansion	091002-519	-	-	-	-	-	-	190,000	-
Public Safety Complex	096016-529	47,781	780,000	780,000	1,585,000	700,000	510,000	610,000	500,000
Voting Equipment Replacement	096028-513	28,118	48,000	334,450	334,450	712,550	116,000	48,000	48,000
Transfers	950-581	400,000	-	-	-	-	-	-	-
HMGP LCSO Building	951066-523	79,432	-	-	-	-	-	-	-
Total Appropriations		10,167,402	10,117,259	17,494,255	12,209,921	16,998,481	12,679,717	15,470,738	16,523,158
Revenues Less Appropriations		(1,093,132)	-	(5,257,934)	-	-	-	-	-

Notes:

The FY 2026 general capital improvement program is $12.2 million. The FY 2026 – FY 2030 Capital Improvement Plan is primarily focused on maintaining the County's infrastructure of buildings, roads, stormwater system, parks, information technology and fleet. To maintain the capital program, a consistent amount of recurring general revenue is required to fund these projects. From FY 2020 – FY 2025, the recurring general revenue support for the capital program ranged from $5 million to $9 million. The general revenue transfer increased to $10.8 million for FY 2026.

A review of fund reserves in FY 2025 indicated that the County had $11.4 million in available general revenue fund balances above the policy minimums that were available to support the capital program for FY 2026 and FY 2027. To ensure some capital projects are not delayed due to current supply chain difficulties, especially with vehicles and construction materials, $8.8 million in fund balances were appropriated in FY 2025. This funding will support projects associated with the purchase of County vehicles and heavy equipment, facility improvements, Sheriff Facilities improvements, and park facility improvements.

For FY 2026, additional funding is for IT infrastructure, improvements to critical facilities including the Public Safety Complex, and the Essential Libraries Strategic Initiative. The Essential Library Initiative is a process of re-envisioning the Leon County Public Library System to address the changing needs of residents and trends in library use. These funds are for space improvements to the Main Library.

Outyear expenditure projections reflect overall inflation and the rising costs of construction materials and supplies. Due in part to these inflationary pressures, the general revenue transfer is projected to increase to $16 million by FY 2030.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Transportation Improvements (306)

Fund Type: Capital Projects

The Transportation Improvement Fund is a capital project fund established to account for transportation related capital projects. Major revenue sources for the Transportation Improvement Fund include proceeds from local and state gas taxes from the Transportation Trust Fund (106). Leon County imposes a total of twelve cents in gas taxes.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
COT Capital Reimbursement	337304	148,028	-	-	-	-	-	-	-
City Utility Funding	337320	204,071	-	-	-	-	-	-	-
Pool Interest Allocation	361111	670,736	33,630	222,800	211,660	218,010	224,550	231,287	238,225
Net Incr(decr) In Fmv Of Investment	361300	209,206	-	-	-	-	-	-	-
Transfer From Fund 106	381106	414,016	1,735,475	1,419,043	1,419,043	1,245,893	4,176,785	3,556,718	3,787,353
Appropriated Fund Balance	399900	-	-	-	-	2,286,665	-	-	-
Total Revenues		1,646,057	1,769,105	1,641,843	1,630,703	3,750,568	4,401,335	3,788,005	4,025,578

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Public Works Vehicle & Equipment Replacement	026005-541	1,501,369	230,000	850,000	-	860,000	900,000	1,000,000	1,200,000
Arterial & Collector Roads Pavement Markings	026015-541	217,480	71,200	135,200	135,200	135,200	135,200	135,200	135,200
New Public Works Vehicles & Equipment	026022-541	34,459	-	-	-	-	-	-	-
Baum Road Drainage Improvement	054011-541	6,665	-	-	-	-	-	-	-
Community Safety & Mobility	056005-541	-	-	425,000	-	425,000	1,000,000	250,000	250,000
Public Works Design and Engineering Services	056011-541	13,695	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Sidewalk Program	056013-541	2,622,529	1,367,905	1,402,103	1,395,503	1,430,368	1,466,135	1,502,805	1,540,378
Intersection & Safety Improvements	057001-541	100,605	-	-	-	-	-	-	-
Miccosukee Road Bridge Replacement	057918-541	87,786	-	-	-	-	-	-	-
Maylor Road Stormwater Improvments	065005-538	1,906,409	-	-	-	-	-	-	-
Stormwater Infrastructure Preventative Maintenance	067006-538	78,899	-	950,000	-	800,000	800,000	800,000	800,000
Total Appropriations		6,569,897	1,769,105	3,862,303	1,630,703	3,750,568	4,401,335	3,788,005	4,025,578
Revenues Less Appropriations		(4,923,840)	-	(2,220,460)	-	-	-	-	-

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Notes:

When originally approved for collection beginning January 2014, the second local option gas tax was split 50/50 for sidewalk projects and general transportation maintenance. In FY 2019, this gas tax was approved for reallocation to stormwater projects for two years (FY 2020 and FY 2021) to fix chronic flooding problems on county roads. However, in the FY 2021 budget, due to COVID and subsequent budget balancing strategies for FY 2021, sidewalk funding was suspended, and transportation and stormwater funding were reduced with sidewalk funding being budgeted solely from Sales Tax Extension (352) funds. The second local option gas tax returned to being split 50/50 between sidewalks and transportation maintenance projects in FY 2022. For FY 2026, $1.4 million is allocated for the Sidewalk Program.

A review of fund reserves in FY 2025 indicated that $4.3 million in Transportation Trust fund balances above policy minimums were available to support the transportation capital program in FY 2026 and FY 2027. To ensure infrastructure improvements continue and heavy equipment and vehicle purchases are not delayed due to supply chain issues, $2 million in funding was advanced funded in FY 2025.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Sales Tax (308)

Fund Type: Capital Projects

The Local Option Sales Tax Fund is a capital project fund established in accordance with a 1989 county-wide referendum, and is used to account for resources and expenditures associated with the construction of transportation and jail facility related projects. The Local Government Infrastructure Surtax includes proceeds from a One-Cent Sales Tax on all transactions up to $5,000. Pursuant to an interlocal agreement with the City of Tallahassee, the revenue generated by the tax will be split between the County and the City. The County's share of the proceeds is equal to 52.84%, and the City's share is equal to 47.16%. The 1989 referendum approved the sales tax levy for a period of fifteen years; however, through a county-wide referendum passed in November 2000, the sales tax was extended for an additional fifteen years (Note: the extended sales tax is accounted for in Fund 309).

Revenue Sources	**Acct #**	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Pool Interest Allocation	361111	155,773	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	56,424	-	-	-	-	-	-	-
Total Revenues		212,197	-	-	-	-	-	-	-

Appropriations by Department/Division	**Acct #**	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Sheriff Facilities Capital Maintenance	086031-523	1,798,896	-	-	-	-	-	-	-
Total Appropriations		1,798,896	-	-	-	-	-	-	-
Revenues Less Appropriations		(1,586,699)	-	-	-	-	-	-	-

Notes:

The current 1-Cent Local Option Sales Tax expired in 2019. On November 4, 2014, Leon County residents approved a ballot initiative to extend the sales tax for another 20 years until 2039. In FY 2020, two new funds (351 and 352) were established for the new sales tax extension that went into effect on January 1, 2020. Previous projects assigned to this fund were moved to Fund 351. This fund is still open due to the accumulated funds in the intersection and safety improvement project to support the reconstruction of the Blair Stone Road and Old St. Augustine intersection and critical maintenance needs at the Sheriff Facilities.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Sales Tax - Extension (309)

Fund Type: Capital Projects

In November of 2000, Leon County residents approved a referendum extending the imposition of the 1 Cent Local Option Sales Tax beginning in FY 2004 for 15 years. The extension commits 80% of the revenues to Blueprint 2000 projects and will be jointly administered and funded by Leon County and the City of Tallahassee. The remaining 20% will be split evenly between the County and the City. The County's share will be used for various road, stormwater and park improvements. The Blueprint 2000 Joint Participation Agreement Revenue supports County projects funded through the County's share of the $50 million water quality/flooding funding.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Pool Interest Allocation	361111	65,087	-	-	-	-	-	-	-
Net Incr(decr) In Fmv Of Investment	361300	20,402	-	-	-	-	-	-	-
Total Revenues		85,489	-	-	-	-	-	-	-

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Fred George Park	043007-572	671,499	-	-	-	-	-	-	-
Community Safety & Mobility	056005-541	49,429	-	-	-	-	-	-	-
Total Appropriations		720,928	-	-	-	-	-	-	-
Revenues Less Appropriations		(635,439)	-	-	-	-	-	-	-

Notes:

The current 1-Cent Local Option Sales Tax expired in 2019. On November 4, 2014, Leon County residents approved a ballot initiative to extend the sales tax for another 20 years until 2039. Two new funds (351 and 352) were established for the new sales tax revenue beginning in FY 2020 to account for the projects that were programmed in this fund. This fund remains open for expenditures related to the Lexington Pond Retrofit project.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

9-1-1 Capital Projects (330)

Fund Type: Capital Projects

The 9-1-1 Capital Projects Fund was established to support the capital needs of the emergency communications system. Major revenue sources of the Emergency Communications Fund include proceeds transferred from the 9-1-1 Emergency Communications Fund which includes: wireless Enhanced 9-1-1 fee (50 cents/month per service subscriber) pursuant to F.S. 365.172 - 365.173; and the 9-1-1 fee (50 cents/month per service line) pursuant to F.S. 365.171(13). The fund is used to account for resources and expenditures associated with capital projects related to the provision of 9-1-1 emergency services.

Revenue Sources	**Acct #**	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Pool Interest Allocation	361111	215,913	52,250	55,000	52,250	53,818	55,432	57,095	58,808
Net Incr(decr) In Fmv Of Investment	361300	57,643	-	-	-	-	-	-	-
Appropriated Fund Balance	399900	-	304,878	318,791	318,791	144,936	125,425	105,095	84,927
Total Revenues		273,556	357,128	373,791	371,041	198,754	180,857	162,190	143,735

Appropriations by Department/Division	**Acct #**	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Transfers	950-581	122,032	357,128	360,634	371,041	198,754	180,857	162,190	143,735
Total Appropriations		122,032	357,128	360,634	371,041	198,754	180,857	162,190	143,735
Revenues Less Appropriations		151,524	-	13,157	-	-	-	-	-

Notes:

Revenues are collected in the operating fund (Fund 130). FY 2026 and outyear transfers reflect support for operating expenses for the E-911 System. Funds not utilized for operating the E 9-1-1 System are transferred at fiscal year end to the capital fund for future expenditure on capital upgrades.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Sales Tax - Extension 2020 (351)

Fund Type: Capital Projects

In November 2014, Leon County residents approved a referendum providing a second extension of the 1998 imposed 1-Cent Local Option Sales Tax beginning in FY 2020 for 20 years. The extension commits 80% of the revenues for Blueprint 2020 infrastructure projects, Blueprint 2020 Economic Development Programs, and Livable Infrastructure For Everyone (L.I.F.E.) projects. The remaining 20% is split evenly between the County and the City. The County's 10% share, accounted for in this fund, will be used for transportation resurfacing and intersection improvement projects and other statutorily authorized uses approved by the County Commission.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
1 Cent Sales Tax	312600	5,950,262	5,961,682	6,820,428	6,479,407	6,673,789	6,874,002	7,080,223	7,292,629
Pool Interest Allocation	361111	650,487	32,110	113,000	107,350	110,571	113,888	117,304	120,823
Net Incr(decr) In Fmv Of Investment	361300	158,052	-	-	-	-	-	-	-
Total Revenues		6,758,801	5,993,792	6,933,428	6,586,757	6,784,360	6,987,890	7,197,527	7,413,452

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Open Graded Cold Mix Main/Resurfacing	026006-541	409,590	215,605	215,605	215,605	215,605	215,605	215,605	215,605
DOT Old Bainbridge Road @ CC NW	053011-541	12,252	-	-	-	-	-	-	-
Arterial/Collect/Local Road Resurfacing	056001-541	5,359,196	5,528,187	5,707,680	5,371,152	6,318,755	6,522,285	6,731,922	6,947,847
Intersection and Safety Improvement	057001-541	491,206	250,000	250,000	1,000,000	250,000	250,000	250,000	250,000
Total Appropriations		6,272,243	5,993,792	6,173,285	6,586,757	6,784,360	6,987,890	7,197,527	7,413,452
Revenues Less Appropriations		486,557	-	760,143	-	-	-	-	-

Notes:

This fund was established to account for the County's 10% share of the sales tax extension starting January 1, 2020. The first year of collections was affected by COVID and the associated drop in consumer spending starting in March 2020. The FY 2026 revenue estimates reflect consumer spending returning to more normal levels.

The 10% share supports the County's annual road resurfacing, OCGM maintenance and intersection/safety capital projects.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Sales Tax - Extension 2020 JPA Agreement (352)

Fund Type: Capital Projects

In November 2014, Leon County residents approved a referendum providing a second extension of the 1-Cent Local Option Sales Tax beginning in FY 2020 for 20 years. The extension commits 80% of the revenues for Blueprint 2020 infrastructure projects, and will be jointly administered and funded by Leon County and the City of Tallahassee. The Blueprint 2020 Joint Participation Agreement revenue supports County projects funded through the County's share of the sales tax extension. The BP 2020 JPA revenue, accounted for in this fund, will be used for Water Quality and Stormwater, and Sidewalks. The fund also accounts for the 2% portion of the fund dedicated to Liveable Infrastructure For Everyone (L.I.F.E.) projects.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
LIFE Revenue	312601	1,263,248	1,192,336	1,364,086	1,295,882	1,334,758	1,374,801	1,416,045	1,458,526
BP2000 JPA Revenue	343916	3,875,000	3,875,000	3,875,000	3,875,000	3,875,000	3,875,000	3,875,000	3,875,000
Pool Interest Allocation	361111	347,246	61,750	65,000	61,750	63,603	65,511	67,476	69,500
Net Incr(decr) In Fmv Of Investment	361300	66,423	-	-	-	-	-	-	-
Total Revenues		5,551,916	5,129,086	5,304,086	5,232,632	5,273,361	5,315,312	5,358,521	5,403,026

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Sidewalk Program	056013-541	2,076,649	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
BluePrint 2020 Water Quality and Stormwater	067003-538	-	2,125,000	2,125,000	2,125,000	2,125,000	2,125,000	2,125,000	2,125,000
L.I.F.E. Rural Road Safety Stabilization	091003-541	36,483	100,000	100,000	100,000	100,000	100,000	100,000	100,000
L.I.F.E. Miccosukee Sense of Place	091004-519	920,278	-	-	-	-	-	-	-
L.I.F.E. Street Lighting	091005-541	23,914	125,000	125,000	125,000	125,000	125,000	125,000	125,000
L.I.F.E. Neighborhood Enhancements & Transportation Safety	091006-541	17,131	175,000	175,000	175,000	175,000	175,000	175,000	175,000
L.I.F.E. Boat Landing Enhancements & Upgrades	091007-572	27,466	75,000	85,000	85,000	85,000	85,000	85,000	85,000
L.I.F.E. Private to Public Dirt Road Improvement Program	091008-541	-	-	-	50,000	50,000	50,000	50,000	50,000
L.I.F.E. Stormwater and Flood Relief	091009-538	-	295,460	333,270	349,810	321,386	434,194	407,671	452,176
L.I.F.E. Recreational Amenities	091010-572	86,751	483,626	472,822	472,822	541,975	471,118	540,850	540,850
Transfers	950-581	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Total Appropriations		3,688,673	5,129,086	5,166,092	5,232,632	5,273,361	5,315,312	5,358,521	5,403,026
Revenues Less Appropriations		1,863,243	-	137,994	-	-	-	-	-

Notes:

On November 4, 2014, Leon County residents approved a ballot initiative to extend the current 1-Cent Local Option Sales Tax for another 20 years until 2039. This fund has been established to account for the 2% sales tax share dedicated to the L.I.F.E. program, and the County's share of the Blueprint JPA revenue.

For FY 2026, Sales Tax Extension revenue estimates reflect consumer spending returning to more normal levels. The Blueprint JPA revenue is consistent in FY 2026 and the outyears since this is a lump sum payment from Blueprint specified in the interlocal agreement.

Sales Tax Extension projects in FY 2026 include the Sidewalk program, Water Quality and Stormwater improvements, and L.I.F.E. projects (Rural Road and Safety Improvements, Street Lighting, Neighborhood Enhancements and Transportation Safety, Boat Landing, Private to Public Dirt Road Improvements, Stormwater and Flood Relief, and Recreational Amenities). In addition, the $500,000 transfer to the Municipal Services Fund (Fund 140) will assist in funding the maintenance of parks constructed with previous local infrastructure sales tax dollars.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Solid Waste (401)

Fund Type: Enterprise

The Solid Waste Fund is an enterprise fund established in support of the County's waste management programs. Major revenue sources for the Solid Waste Operations Fund include the Non-Ad Valorem Assessment, and Transfer Station Tipping Fees. The fund is used to account for resources and expenditures related to the operation of the County Solid Waste Management Facility and the provision of the County Waste Management program.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Solid Waste	313700	269,664	407,473	398,951	379,003	379,003	379,003	379,003	379,003
Public Service Tax - 2% Discount	314999	(1,000)	-	-	-	-	-	-	-
Waste Disposal Special Assessment	319150	1,590,372	1,585,010	1,638,084	1,556,180	1,602,865	1,650,951	1,700,480	1,751,494
Delinquent Assessments 2013	319213	142	-	-	-	-	-	-	-
Delinquent Assessments-2015	319215	133	-	-	-	-	-	-	-
Delinquent Assessments - 2018	319218	432	-	-	-	-	-	-	-
Delinquent Assessments	319219	455	-	-	-	-	-	-	-
Delinquent Assessments - 2020	319220	647	-	-	-	-	-	-	-
Delinquent Assessments - 2021	319221	755	-	-	-	-	-	-	-
Delinquent Assessments - 2022	319222	4,643	-	-	-	-	-	-	-
Operating Income - Class I	343410	68,496	-	-	-	-	-	-	-
Transfer Station Receipts	343411	11,610,411	11,799,710	14,091,018	13,386,467	13,788,061	14,201,703	14,627,754	15,066,587
Marpan Administrative Fee	343412	-	950	1,000	950	950	950	950	950
Marpan Class III Residuals	343413	1,640,578	1,253,766	1,689,795	1,605,305	1,653,464	1,703,068	1,754,160	1,806,785
Operating Income - Tires	343415	57,590	68,328	77,920	74,024	76,245	78,532	80,888	83,315
Operating Income - Electronics	343416	-	475	500	475	475	475	475	475
Operating Income - Yard Trash Clean	343417	240,130	136,800	247,334	234,967	242,016	249,277	256,755	264,458
Operating Income - Yard Trash	343418	102,653	36,718	108,905	103,460	106,564	109,760	113,053	116,445
Operating Income - Landfill Yard Trash Bagged	343420	-	393	414	393	393	393	393	393
Resource Recovery (metals, etc)	343451	(197,150)	-	-	-	-	-	-	-
Hazardous Waste	343453	50,858	61,547	65,240	61,978	63,837	65,752	67,725	69,757
Recycling Promotional Services	343461	35,000	33,250	35,000	33,250	33,250	33,250	33,250	33,250
Interest Income - Investment	361110	275,957	-	-	-	-	-	-	-
Pool Interest Allocation	361111	21,925	419,710	600,000	570,000	578,550	587,228	596,037	604,977
Net Incr(decr) In Fmv Of Investment	361300	26,626	-	-	-	-	-	-	-
Rents And Royalties	362000	-	23,444	-	-	-	-	-	-
Equipment Buyback	364100	56,846	-	-	-	-	-	-	-
Other Scrap Or Surplus	365900	-	60,600	67,500	64,125	-	-	-	-
Transfer From Fund 001	381001	3,015,000	-	-	-	-	-	-	-

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Solid Waste (401)

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Transfer From Fund 126	381126	4,669,757	3,454,042	3,849,927	3,849,927	4,843,828	4,488,045	4,420,535	3,956,992
Total Revenues		23,540,920	19,342,216	22,871,587	21,920,504	23,369,501	23,548,387	24,031,458	24,134,881

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Solid Waste Facility Heavy Equip. & Vehicle Replacement	036003-534	-	256,000	350,000	100,000	560,000	85,000	55,000	75,000
Transfer Station Heavy Equip Replacement	036010-534	1,034,000	252,500	200,000	165,000	535,000	55,000	175,000	200,000
HHW Collection Center	036019-534	-	50,000	150,000	80,000	80,000	500,000	500,000	500,000
Transfer Station Improvements	036023-534	196,631	350,000	350,000	1,255,000	615,000	695,000	880,000	900,000
Rural Waste Service Center Improvements	036025-534	-	-		-	300,250	304,750	373,000	-
Rural/Hazardous Waste Vehicle and Equipment Replacement	036033-534	238,350	14,000	175,000	142,000	440,000	650,000	400,000	400,000
Hazardous Waste Vehicle and Equipment Replacement	036042-534	36,950	60,000	60,000	65,000	55,000	60,000	55,000	60,000
Capital Landfill Closure	036043-534	181,774	-	-	-	-	-	-	-
Yard Waste	416-534	557,675	484,040	547,379	548,434	561,642	574,977	588,680	602,766
Rural Waste Service Centers	437-534	875,376	941,800	1,008,832	1,009,888	1,033,010	1,056,911	1,081,327	1,106,564
Transfer Station Operations	441-534	13,020,605	14,373,332	14,659,800	15,897,351	16,195,203	16,499,635	16,782,880	17,072,663
Solid Waste Management Facility	442-534	571,931	710,483	681,156	672,264	950,756	963,740	977,183	991,099
Hazardous Waste	443-534	755,769	926,064	913,230	951,028	982,113	1,014,287	1,045,922	1,080,377
MIS Automation - Solid Waste Fund	470-534	25,490	34,855	35,117	35,816	36,087	36,362	36,638	36,638
Enterprise Fund Fixed Asset Allocation	494-534	4,474,161	-	-	-	-	-	-	-
Solid Waste - Risk	495-534	24,904	33,848	34,072	35,891	36,118	36,118	36,118	36,118
Indirect Costs - Solid Waste	499-534	668,000	768,000	791,000	883,000	909,490	936,775	964,878	993,824
Tax Collector	513-586	30,698	36,713	36,713	36,713	36,713	36,713	36,713	36,713
Transfers	950-581	62,487	50,581	43,119	43,119	43,119	43,119	43,119	43,119
Total Appropriations		22,754,800	19,342,216	20,035,418	21,920,504	23,369,501	23,548,387	24,031,458	24,134,881
Revenues Less Appropriations		786,120	-	2,836,169	-	-	-	-	-

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Notes:

The Solid Waste fund is an enterprise fund and is supported by a non-ad valorem assessment and tipping fees collected at the Transfer Station. During the FY 2020 budget process, the Board adopted a multi-year fiscal plan that reallocated $4.1 million in FY 2021 debt services savings to avoid future tax and fee increases for as long as possible.

The plan allowed for the elimination of the rural waste center collection fees and avoided the need to raise the non-ad valorem assessment. For FY 2021, the plan called for the reallocation of $1.11 million in debt service savings to the solid waste fund to support the Rural Waste Service Centers and the recycling contract. This general revenue transfer increased to $2.7 million and $3.5 million in FY 2024 and FY 2025 respectively.

For FY 2026, the general revenue transfer increased to $3.8 million and continues to support recycling, and the rural waste collection centers. The increase in revenue and expenditures for the Transfer Station is related to a contractual increase in hauling and disposal rates associated with transferring waste from the transfer station to the regional landfill in Jackson County. FY 2026 capital funding is included for Solid Waste Facility, Transfer Station and Rural Waste Heavy Equipment Replacements, Hazardous Waste Collection and Transfer Station Improvements.

As presented to the Board at the June 20, 2023, June 18, 2024 and June 17, 2025 Budget Workshops, the $40 non-ad valorem assessment no longer pays the full cost of disposing of solid waste or operating the rural waste service centers. To ensure the continued long-term fiscal viability of the County and eliminate the general revenue subsidy, a solid waste fee study was conducted in FY 2025 and considered as part of the FY 2026 budget process. However, the Board chose to postpone any increases to the solid waste assessment to mitigate increases to residents as much as possible and continue subsidizing the fund with general revenue. This fiscal policy issue will be brought back to the Board for consideration during a future budget cycle.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Insurance Service (501)

Fund Type: Internal Services

The Insurance Service Fund is an internal service fund established in support of general County operations. Major revenue sources of the Insurance Service Fund include proceeds from interdepartmental billings. The fund is used to account for resources and expenditures associated with assessed premiums, claims, and administration of the County's Risk Management Program related to auto and property liability, workers' compensation, and other types of insurance.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Pool Interest Allocation	361111	397,317	31,242	20,889	19,845	20,242	20,646	21,060	21,480
Transfer From Fund 145	381145	58,100	60,000	72,000	72,000	82,800	95,220	109,503	125,928
Vehicle Insurance	396100	558,123	735,832	915,065	915,065	1,052,326	1,210,174	1,391,701	1,600,455
General Liability	396200	731,104	802,385	901,605	901,605	1,036,758	1,192,272	1,371,228	1,576,913
Aviation Insurance	396300	90,204	98,700	113,500	113,500	130,525	150,104	172,619	198,512
Property Insurance	396400	1,667,785	1,427,260	1,641,234	1,641,234	1,805,357	1,985,893	2,184,482	2,402,931
Workers Compensation Insurance	396600	2,386,602	3,609,134	3,673,591	3,673,591	4,040,790	4,444,704	4,889,005	5,031,648
Total Revenues		5,889,235	6,764,553	7,337,884	7,336,840	8,168,798	9,099,013	10,139,598	10,957,867

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Non Departmental	000-000	(24,732)	-	-	-	-	-	-	-
Risk Management	132-513	205,462	247,616	270,798	267,423	272,783	278,325	283,540	288,951
MIS Automation-Risk Fund	470-513	225	555	555	555	555	555	555	555
Enterprise Fund Fixed Asset Allocation	494-596	(1,979,063)	-	-	-	-	-	-	-
Insurance Service - Risk	495-596	582	681	688	759	767	774	782	782
Indirect Costs - Insurance Service	499-596	52,000	60,000	62,000	69,000	71,070	73,202	75,398	77,660
Workers' Comp Risk Management	821-596	4,733,165	6,455,701	7,035,362	6,999,103	7,823,623	8,746,157	9,779,323	10,589,919
Total Appropriations		2,987,639	6,764,553	7,369,403	7,336,840	8,168,798	9,099,013	10,139,598	10,957,867
Revenues Less Appropriations		2,901,596	-	(31,519)	-	-	-	-	-

Notes:

The FY 2026 insurance budget reflects an increase to properly fund the County's insurance premium coverages for property and general liability. Leon County continues to have an aggressive safety and risk avoidance program, which has resulted in reduced workers compensation costs for Leon County Government.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Communications Trust (502)

Fund Type: Internal Services

The Communications Trust Fund is an internal service fund established to account for the resources and expenditures associated with the County's communications network, which includes the telephone and internet systems. The individual departments and agencies are assessed based on the number of internet connections, data lines, and telephone usage within their individual areas.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Departmental Billings	394000	1,360,064	1,089,395	1,102,769	1,102,769	1,110,271	1,117,849	1,125,505	1,133,235
Departmental Billings - MIS Automation	394200	650,226	968,733	1,084,433	1,084,433	1,084,433	1,084,433	1,084,433	1,084,433
Total Revenues		2,010,290	2,058,128	2,187,202	2,187,202	2,194,704	2,202,282	2,209,938	2,217,668

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Communications Trust	900-590	1,228,929	2,058,128	2,078,707	2,187,202	2,194,704	2,202,282	2,209,938	2,217,668
Total Appropriations		1,228,929	2,058,128	2,078,707	2,187,202	2,194,704	2,202,282	2,209,938	2,217,668
Revenues Less Appropriations		781,361	-	108,495	-	-	-	-	-

Notes:

The FY 2026 communications budget reflects inflationary increases in the cost for communication services (phone and internet) primarily associated with outside billing costs for the Constitutional Officers.

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Motor Pool (505)

Fund Type: Internal Services

The Motor Pool Fund is an internal service fund established to account for the costs associated with operating and maintaining the County's fleet of vehicles and heavy equipment. This internal service fund generates its revenues from direct billings by the Fleet Management Department to other departmental users. Fuel purchased by the Fleet Management Department is supplied to departmental users at cost plus a minor surcharge. Repairs and maintenance performed by the Fleet Management Department are charged to users at the costs of parts plus an applicable shop rate.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Pool Interest Allocation	361111	23,219	-	-	-	-	-	-	-
Departmental Billings - Fleet	394100	2,140,756	2,040,195	2,245,697	2,245,697	2,268,346	2,291,234	2,314,350	2,337,709
Gas And Oil Sales	395100	2,465,765	2,921,800	2,635,987	2,635,987	2,660,346	2,684,919	2,716,935	2,749,965
Vehicle Insurance	396100	2,989	-	-	-	-	-	-	-
Workers Compensation Insurance	396600	(184)	-	-	-	-	-	-	-
Total Revenues		4,632,546	4,961,995	4,881,684	4,881,684	4,928,692	4,976,153	5,031,285	5,087,674

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Fleet Maintenance	425-591	4,662,231	4,942,998	4,968,254	4,860,563	4,907,476	4,954,906	5,010,005	5,066,394
MIS Automation - Motor Pool Fund	470-519	2,885	6,060	6,089	6,284	6,316	6,347	6,380	6,380
Fleet Maintenance - Risk	495-591	10,202	12,937	12,992	14,837	14,900	14,900	14,900	14,900
Total Appropriations		4,675,318	4,961,995	4,987,335	4,881,684	4,928,692	4,976,153	5,031,285	5,087,674
Revenues Less Appropriations		(42,773)	-	(105,651)	-	-	-	-	-

Notes:

The FY 2026 budget for this fund reflects inflationary growth in the costs of parts to maintain the County fleet, offset by a modest decrease in the overall projected cost of fuel.

LEON COUNTY RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, ADOPTING THE TENTATIVE FY 2025/2026 EMERGENCY MEDICAL SERVICES MUNICIPAL SERVICE TAXING UNIT MILLAGE RATE; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the Board of County Commissioners of Leon County, Florida, pursuant to Section 129.03, Florida Statutes, has received and examined the Fiscal Year 2025/2026 tentative budget; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation with Leon County has been certified by the County Property Appraiser to the Board of County Commissioners for the Emergency Medical Services Municipal Service Taxing Unit as $27,342,270,635; and

WHEREAS, the Board of County Commissioners for the Taxing Unit of Leon County, Florida, pursuant to Section 200.065, Florida Statutes, has computed a proposed millage rate necessary to fund the tentative Emergency Medical Services Municipal Service Taxing Unit budget other than the portion of the budget to be funded from sources other than this ad valorem tax; and

WHEREAS, the Board of County Commissioners for the Emergency Medical Services Municipal Service Taxing Unit of Leon County, Florida, pursuant to Section 200.065, Florida Statues, has advised the County Property Appraiser of its proposed millage rate, of its rolled-back rate, and of the date, time, and place at which a public hearing will be held to consider the proposed millage rate; and

WHEREAS, the Board of County Commissioners for the Emergency Medical Services Municipal Service Taxing Unit of Leon County, Florida, pursuant to Section 200.065, Florida Statutes, has held a public hearing on September 15, 2025 for the purpose of hearing requests and complaints from the public regarding the proposed tax levies.

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

The Fiscal Year 2025/2026 tentative aggregate millage rate is 9.0644 mills (*0.7500 mills – Emergency Medical Services MSTU and 8.3144 mills – Countywide*), which is above the aggregate rolled-back rate of 8.7615 by 3.46%.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 15th day of September, 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 RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, ADOPTING THE TENTATIVE FY 2025/2026 EMERGENCY MEDICAL SERVICES MUNICIPAL SERVICE TAXING UNIT BUDGET; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the Board of County Commissioners of Leon County, Florida, pursuant to Section 129.03, Florida Statutes, has received and examined the Fiscal Year 2025/2026 tentative budget; and

WHEREAS, the Board of County Commissioners for the Emergency Medical Services Municipal Service Taxing Unit of Leon County, Florida, pursuant to Section 200.065, Florida Statutes, has advised the County Property Appraiser of its proposed millage rate, of its rolled-back rate, and of the date, time, and place at which a public hearing will be held to consider the tentative budget; and

WHEREAS, the Board of County Commissioners for the Emergency Medical Services Municipal Service Taxing Unit of Leon County, Florida, pursuant to Section 200.065, Florida Statutes, has held a public hearing on September 15, 2025 for the purpose of hearing requests and complaints from the public regarding the tentative budget; and

WHEREAS, the Board of County Commissioners for the Emergency Medical Services Municipal Service Taxing Unit of Leon County, Florida, set forth the appropriations and revenue estimate, attached hereto as Exhibit A, for the tentative Emergency Medical Services Municipal Service Taxing Unit budget for Fiscal Year 2025/2026 for the amount of $41,142,336.

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

The Fiscal Year 2025/2026 tentative Emergency Medical Services Municipal Service Taxing Unit (Fund 135) budget be adopted by fund as it appears in the attached Exhibit A.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 15th day of September, 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:_____

Exhibit A

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Emergency Medical Services MSTU (135)

Fund Type: Special Revenue

The Emergency Medical Services MSTU Fund is a special revenue fund established in FY 2004 for emergency medical and transport services. The primary revenue sources are transport fees paid primarily by medical insurance, Medicare and the Emergency Medical Services Municipal Services Taxing Unit.

Revenue Sources	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
MSTU Ad Valorem	311130	16,717,519	18,074,780	20,506,703	19,481,368	20,845,063	22,095,768	23,200,556	24,360,584
Delinquent Taxes 2004	311204	-	-	-	-	-	-	-	-
Delinquent Taxes 2007	311207	-	-	-	-	-	-	-	-
Delinquent Taxes 2008	311208	(107)	-	-	-	-	-	-	-
Delinquent Taxes 2009	311209	-	-	-	-	-	-	-	-
Delinquent Taxes 2010	311210	-	-	-	-	-	-	-	-
Delinquent Taxes 2011	311211	-	-	-	-	-	-	-	-
Delinquent Taxes 2012	311212	-	-	-	-	-	-	-	-
Delinquent Taxes 2013	311213	(2,701)	-	-	-	-	-	-	-
Delinquent Taxes 2014	311214	-	-	-	-	-	-	-	-
Delinquent Taxes 2015	311215	27	-	-	-	-	-	-	-
Delinquent Taxes 2016	311216	(173,425)	-	-	-	-	-	-	-
Delinquent Taxes 2017	311217	72	-	-	-	-	-	-	-
Delinquent Taxes 2018	311218	306	-	-	-	-	-	-	-
Delinquent Taxes 2019	311219	328	-	-	-	-	-	-	-
Delinquent Taxes 2020	311220	361	-	-	-	-	-	-	-
Delinquent Taxes 2021	311221	(644)	-	-	-	-	-	-	-
Delinquent Taxes 2022	311222	6,248	-	-	-	-	-	-	-
DOH Reimbursement	334200	218,400	-	-	-	-	-	-	-
Ambulance Fees	342600	16,272,475	14,824,750	18,165,491	17,257,216	18,120,077	19,026,081	19,977,386	20,976,255
Medicaid - Ambulance Fees	342601	205,297	200,070	210,600	200,070	200,070	200,070	200,070	200,070
Special Events	342604	330,999	403,845	365,491	347,216	357,632	368,361	379,412	390,794
Patient Transports	342605	14,699	7,600	19,100	18,145	18,635	19,207	19,779	20,434
Medicaid - Fee for Service	342607	4,206,767	3,770,694	2,906,565	2,906,565	2,906,565	2,906,565	2,906,565	2,906,565
Pool Interest Allocation	361111	693,999	512,843	646,100	613,795	632,209	651,175	670,710	690,832
Net Incr(decr) In Fmv Of Investment	361300	72,437	-	-	-	-	-	-	-
Rents And Royalties	362000	27,389	-	-	-	-	-	-	-
Other Scrap Or Surplus	365900	11,600	48,000	42,000	39,900	39,900	39,900	39,900	39,900
Other Miscellaneous Revenue	369900	48,395	31,588	32,696	31,061	31,061	31,061	31,061	31,061
Appropriated Fund Balance	399900	-	235,780	247,000	247,000	-	-	-	-
Total Revenues		38,650,442	38,109,950	43,141,745	41,142,336	43,151,212	45,338,188	47,425,439	49,616,495

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Emergency Medical Services Vehicle & Equipment Replacement	026014-526	2,008,322	4,272,209	4,371,000	3,149,000	3,708,000	4,500,000	4,750,000	5,000,000
New Emergency Medical Services Vehicle & Equipment	026021-526	19,902	-	410,000	410,000	-	420,000	-	430,000
Emergency Medical Services Technology	076058-526	31,787	200,500	250,000	448,000	665,000	700,366	806,204	912,305
Emergency Medical Services	185-526	29,558,588	29,329,750	30,426,933	33,406,070	34,138,132	34,819,099	35,637,459	36,489,673
MIS Automation - EMS Fund	470-526	31,225	63,525	64,042	68,950	69,521	70,098	70,681	70,681
EMS - Risk	495-526	93,906	125,026	126,155	146,866	148,195	148,195	148,195	148,195
Indirect Costs - EMS	499-526	1,719,000	1,977,000	2,036,000	2,794,173	2,877,998	2,964,338	3,053,268	3,144,866

LEON COUNTY FISCAL YEAR 2026 TENTATIVE BUDGET

Emergency Medical Services MSTU (135)

Appropriations by Department/Division	Acct #	Actual FY 2024	Adopted FY 2025	Requested FY 2026	Budget FY 2026	Planned FY 2027	Planned FY 2028	Planned FY 2029	Planned FY 2030
Tax Collector	513-586	-	364,400	371,600	391,200	399,000	407,000	415,200	423,500
Transfers	950-581	21,438	-	-	305,000	-	-	-	-
Budgeted Reserves - EMS Fund	990-599	-	1,777,540	2,096,911	23,077	1,145,366	1,309,092	2,544,432	2,997,275
Total Appropriations		33,484,168	38,109,950	40,152,641	41,142,336	43,151,212	45,338,188	47,425,439	49,616,495
Revenues Less Appropriations		5,166,274	-	2,989,104	-	-	-	-	-

Notes:

Property valuations for the EMS MSTU increased 7.78% for the FY 2026 budget. During the FY 2024 budget process, the Board approved the planned millage rate increase from 0.50 to 0.75 to eliminate the general revenue subsidy to the EMS fund. Additionally, the 0.75 millage rate provides for reserves to support future increased staffing and equipment requirements for the program over the next five years. In addition to the increase in property values, the growth in EMS revenues also reflects an increase in ambulance fees and Medicaid reimbursements from the State.

Most of the increase in expenditures is related to the planned replacement of aging ambulances in the EMS fleet. In addition, to maintain current service levels and ensure adequate resources are available for increased call demand, the FY 2026 budget includes the addition of ten full-time positions. Additional increases are associated with inflationary costs of EMS contracts and medical supplies.

Leon County
Board of County Commissioners

Notes for Agenda Item #33

Leon County Board of County Commissioners

Agenda Item #33

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Zoning Classification for 18.51 Acres Located at 4767 Capital Circle SE from the Single Family Detached, Attached and Two-Family Residential (R-3) Zoning District to the Light Industrial (M-1) Zoning District

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) Mike Alfano, Director, Planning Department
Lead Staff / Project Team:	Russell Snyder, Administrator, Land Use Division, Planning Department Sean Reiss, Principal Planner, Land Use Division, Planning Department

Statement of Issue:

This item requests the Board conduct the first and only public hearing to consider an ordinance (Attachment #1) amending the Official Zoning Map from the Single Family Detached, Attached and Two-Family Residential (R-3) zoning district to the Light Industrial (M-1) zoning district for an approximately 18.51-acre parcel located at 4767 Capital Circle Southeast (SE). The proposed Ordinance would change the allowable uses from low-density residential uses to light industrial uses.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the proposed Ordinance amending the Official Zoning Map to change the zoning classification from the Single Family Detached, Attached and Two-Family Residential (R-3) zoning district to the Light Industrial (M-1) zoning district, based on the findings of fact and conclusions of law of the Planning Commission, this report, and any evidence submitted at the hearing hereon.

Report and Discussion

Background:

This item requests the Board conduct the first and only public hearing to consider a change to the Official Zoning Map from the Single Family Detached, Attached and Two-Family Residential (R-3) zoning district to the Light Industrial (M-1) zoning district on an approximately 18.51-acre parcel located at 4767 Capital Circle SE. ***This public hearing is quasi-judicial in nature.*** More information regarding quasi-judicial hearings is provided in the Analysis section.

The subject property is in the Suburban Future Land Use Map (FLUM) category and the site is currently vacant. The proposed Ordinance to designate the subject parcel M-1 zoning district would facilitate development on the site with light manufacturing, processing, storage, community and recreational facilities or other activities compatible with light industrial operations. The proposed zoning district is consistent with the Suburban FLUM category and the subject site meets the required criteria to qualify for the M-1 zoning district.

The subject site was previously rezoned from M-1 to R-3 in 2024 to allow for residential development on the site. It was discovered that the site had previously been used as a landfill, making residential development on the site infeasible. As a result, the applicant is requesting a return to the previous M-1 designation to allow for development with non-residential uses.

The agent is Urban Catalyst Consultants, Inc., which is represented by Sean Marston, and the applicant/owner is Arden Gates, LLC, with Hadi Boulos listed as the corporate officer.

Historic Zoning:

Historic Zoning: Prior to the adoption of the Zoning Code of Leon County in 1992, the subject property was zoned Agricultural (A-2). The A-2 district allowed for single-family, two-family, and mobile home residential uses along with golf courses, churches and schools, nursing homes and the retail sales of agricultural products. A portion of the property was also zoned General Industrial (M-2), which allowed industrial uses.

1992: The Official Zoning Map for Leon County was adopted by Ordinance #92-11 to implement the 1990 Tallahassee-Leon County Comprehensive Plan. The subject property was rezoned Mixed Use B.

1998: Leon County implemented "Site-Specific Zoning" and the subject property was rezoned to Light Industrial (M-1).

October 8, 2024: The Board of County Commissioners approved Ordinance 24-13, which changed the zoning classification of the subject property from M-1 to R-3.

July 1, 2025: The Planning Commission voted unanimously (4 – 0) to find the proposed Ordinance (Attachment #1) consistent with the comprehensive plan, and to recommend approval to the Board of County Commissioners. There were no public speakers.

Analysis:

In accordance with Section 10-6.205(b)13 (Procedures for Ordinance and Official Zoning Map Amendments), of the *Leon County Code of Ordinances*, the Board of County Commissioners shall consider the following in in its review of zoning map amendment applications:

1. ***Comprehensive Plan.*** *Is the proposal consistent with all applicable policies of the adopted Comprehensive Plan?*

   Yes. The subject property is located within the Urban Services Area and within the Suburban Future Land Use Map (FLUM) Category (Policy 2.2.5: [L], Attachment #2) of the Comprehensive Plan. The Suburban FLUM category is intended as an environment for economic investment or re-investment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low- to medium-density residential areas. The proposed M-1 zoning district meets this intent given that it will provide employment opportunities and its proximity to nearby residential areas.

   Availability of requisite infrastructure is a key determining factor in the appropriateness of an implementing zoning district in the Suburban FLUM category. Policy 2.2.5: [L] states that "allowed land uses within the Suburban Future Land Use Category shall be regulated by zoning districts which implement the intent of this category, and which recognize the unique land use patterns, character, and availability of infrastructure in the different areas within the Suburban Future Land Use Category. The subject site has access to City of Tallahassee central sewer and water services.

2. ***Conformance with the Land Development Regulations***. *Is the proposal in conformance with any applicable substantive requirements of the land development regulations, including minimum or maximum district size?*

   Yes. The M-1 district is intended to be located in areas designated Bradfordville Mixed Use or Suburban on the future land use map of the Comprehensive Plan and shall apply to urban areas with convenient access to transportation facilities, where light manufacturing, processing, storage, community and recreational facilities and other activities compatible with light industrial operations are permitted. These conditions exist for the subject property given the suburban FLUM designation and access to Capital Circle SE (a principal arterial roadway).

   A comparison of existing and proposed uses in the M-1 and R-3 zoning districts (Attachment #3) is provided in Table #1. A comparison of the allowable densities and intensities is contained in Table #2.

Table #1: Comparison of Existing and Proposed Permitted Uses

Permitted Uses	Zoning Districts	
	To: M-1	From: R-3
Armored truck service	X	
Assembly of apparel and accessories	X	
Automotive service, including car wash	X	
Bottling Plants	X	
Broadcast studios	X	
Building Contractors and related services	X	
Cemeteries	X	
Community and utilities	X	
Community Services, including vocational schools. Library, elementary, middle, or high schools prohibited.	X	
Community facilities related to residential uses including religious facilities, and elementary, middle, vocational and exceptional student education schools. Libraries and high schools are prohibited.		X
Community Services for police fire and other community services may be allowed in accordance with section 10-6.806	X	X
Crematoriums	X	
Day care centers	*	
Distribution facilities	X	
Dry Cleaning Plants	X	
Food processing, excluding slaughter	X	
Golf courses	X	X
Gun firing ranges (indoors)	X	
Heavy infrastructure	X	
Laboratories: research and development activities	X	
Lawn and tree removal services	X	
Manufacturing (consistent with the definition of light industrial)	X	
Non-medical offices and services, including business and government offices and services	X	
Off-street parking facilities	X	
Passive and active recreational activities	X	X
Pest control services	X	
Printing and publishing	X	
Repair service, non-automotive	X	
Single-family attached dwellings		X
Single-family detached dwellings		X
Towing, wrecking and recovery services	X	

Permitted Uses	Zoning Districts	
	To: M-1	From: R-3
Transportation and freight handling services	X	
Two-family dwellings		X
Warehouses, mini-warehouses, or self-storage facilities	X	
Welding and machine shops	X	
Wholesale activities	X	
Wholesale building supplies	X	
Zero-lot line single-family detached dwellings		X
Other uses, which in the opinion of the County Administrator or designee, are of a similar and compatible nature to those described in the M-1 zoning district	X	

*Accessory only
See Attachment #3: §10-6.653 Light Industrial; §10-6.637. Single- and Two-Family Residential district charts.

Table #2: Density and Intensity Comparison

Zoning District	Maximum Residential Density	Maximum Non-Residential Building Size	Potential Development on the Subject Site
R-3 *Current* 18.51 acres	8 du/acre	10,000 square feet of gross building floor area per acre	148 dwelling units 185,100 gsf
M-1 *Proposed* 18.51 acres	Accessory residential use only	50,000 square feet per acre of gross building floor area for storage areas within buildings (some exceptions, 2,500 square feet of commercial floor area per acre). Max. 3 stories.	0 dwelling units 925,000 gsf
Net Change in Use			**-148 Residential Units +739,900 Non-residential gsf**

3. ***Changed Conditions.*** *Have the land use and development conditions changed since the effective date of the existing zoning district regulations involved, which are relevant to the properties?*

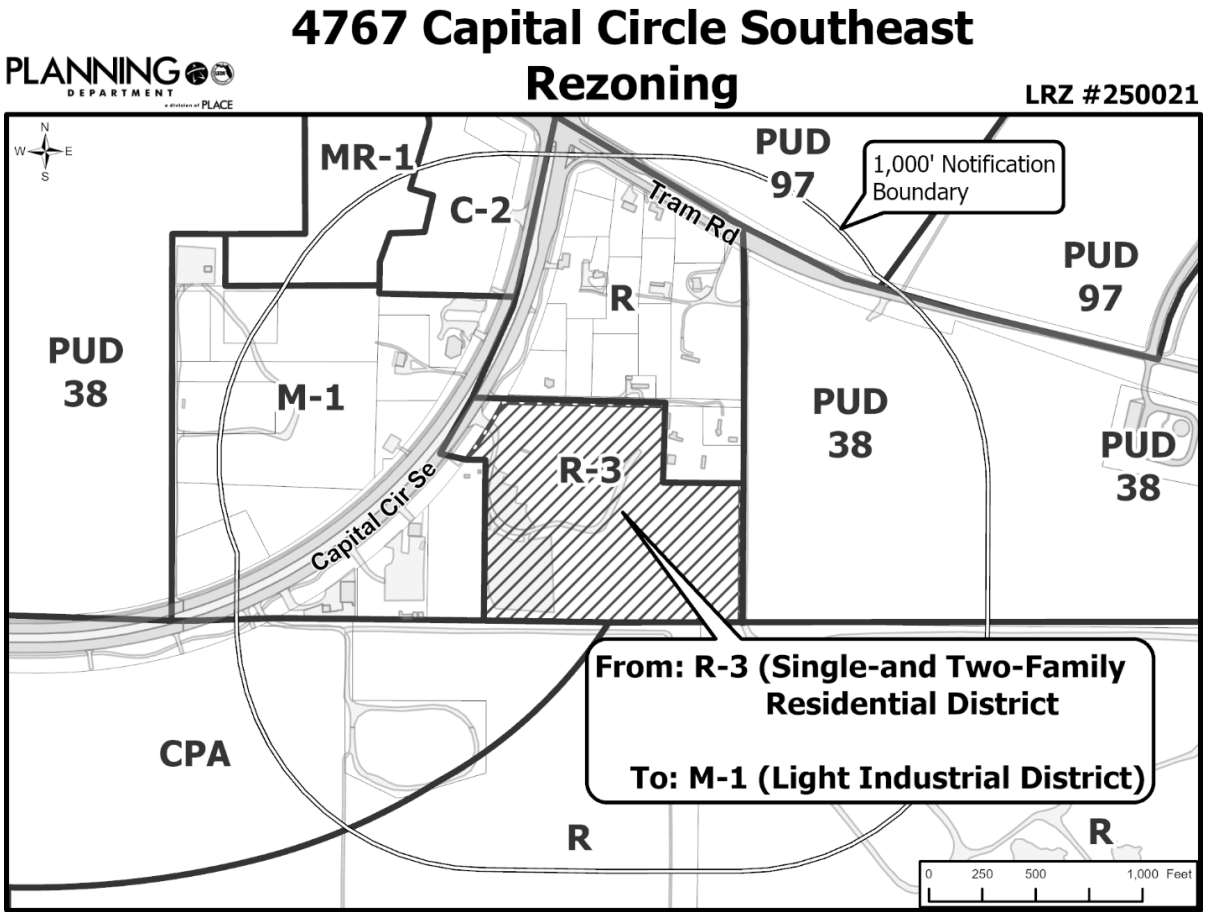
   No. The land use and development conditions have not changed since the effective date of the existing zoning, which was adopted on October 8, 2024.

4. ***Land Use Compatibility.*** *Will the proposal result in any incompatible land uses, considering the type and location of uses involved?*

   No. There is no predominant land use pattern surrounding the subject area. It is a mixture of zoning that ranges from M-1, Rural, Critical Planning Area (CPA), and PUD. As shown in Table #3, to the east is a mix of Rural and PUD zoning that includes low density residential and a stormwater facility. To the north is an enclave of Rural that is within the Urban Services Area (USA).

   To the west is a communications tower that is zoned M-1, and to the south is vacant land that is zoned Rural and CPA. The surrounding mix of uses will not result in any incompatible uses.

   Figure #1: Proposed zoning classification change with surrounding zoning districts



5. ***School Considerations.*** *Is there capacity in area schools? What effects on enrollment could the proposed rezoning have on area schools?*

   A School Impact Analysis (SIA) form was not submitted to the Leon County School Board since the proposed zoning district does not allow residential development, so there will be no impacts to Leon County Schools.

6. ***Other Matters****. Are there any other matters which the Commission may deem relevant and appropriate?*

   No.

Public Notification & Response:

The public hearing has been noticed and advertised in accordance with the provisions of the *Leon County Code of Ordinances* (Attachment #5). The Planning Department mailed 22 notices to property owners within 1,000 feet of the subject property. To date, the Planning Department has received no inquiries or comments.

Legal Considerations for Quasi-Judicial Proceedings

This hearing is a quasi-judicial proceeding; therefore, members of the Board shall not initiate or knowingly engage in ex parte communications regarding this item. Ex parte communications are verbal or written communications made to a member of the Board on a matter to come before the Board by, or on behalf of, a party outside of a Commission meeting, and without notice to the other parties. All ex parte communications received by a Commissioner should be forwarded to the County Attorney's Office for inclusion in the agenda materials. If a communication is not included in the agenda materials or occurs after agenda materials are distributed to the Board, the Commissioner must disclose the details of the communication at the Commission meeting before the Board takes action on the matter.

Quasi-judicial hearings require due process (notice and an opportunity to be heard and cross-examine), must comport with the essential requirements of the law (consideration of the correct criteria), and require that the decision of the Board be supported by competent, substantial evidence placed on the record before the Board. "Competent substantial evidence" is that which is "sufficiently relevant and material that a reasonable mind would accept it as adequate to support the conclusion reached". *De Groot v. Sheffield*, 95 So. 2d 912, 916 (Fla. 1957). Evidence relied upon must be fact-based, real, material, pertinent and relevant. If the Board denies this rezoning request, such denial must include a determination on the record that maintaining the existing conditions furthers a legitimate public purpose.

Options:

1. Conduct the first and only public hearing and adopt the proposed Ordinance amending the Official Zoning Map to change the zoning classification from the Single Family Detached, Attached and Two-Family Residential (R-3) zoning district to the Light Industrial (M-1) zoning district, based on the findings of fact and conclusions of law of the Planning Commission, this report, and any evidence submitted at the hearing hereon.
2. Conduct the first and only public hearing and do not adopt the proposed Ordinance amending the Official Zoning Map to change the zoning classification from the Single Family Detached, Attached and Two-Family Residential (R-3) zoning district to the Light Industrial (M-1) zoning district, based on the findings of fact and conclusions of law of the Board of County Commissioners and any evidence submitted at the hearing hereon.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Ordinance/Location map
2. Suburban Future Land Use Comprehensive Plan Policy
3. Zoning Districts—Land Development Code
4. Notice of Public Hearing

LEON COUNTY ORDINANCE NO. 25-___

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE SINGLE FAMILY DETACHED, ATTACHED AND TWO-FAMILY RESIDENTIAL (R-3) ZONING DISTRICT TO THE LIGHT INDUSTRIAL (M-1) ZONING DISTRICT FOR 18.51 ACRES LOCATED AT 4767 CAPITAL CIRCLE SE IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1. The Official Zoning Map as adopted in Leon County Ordinance No. 92-11 is hereby amended as it pertains to the following described real property:

LRZ250021: From Single Family Detached, Attached and Two-Family Residential (R-3) to Light Industrial (M-1)

(See Exhibit A)

SECTION 2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan as amended, which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.

SECTION 3. If any word, phrase, clause, section, or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

SECTION 4. If any word, phrase, clause, section or portion of this Ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

SECTION 5. This Ordinance shall become effective upon filing with the Florida Department of State.

DULY PASSED AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this _____ day of _____, 2025.

LEON COUNTY, FLORIDA

By:_____
Brian Welch Chairman
Board of County Commissioners

Date:_____

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

By:_____

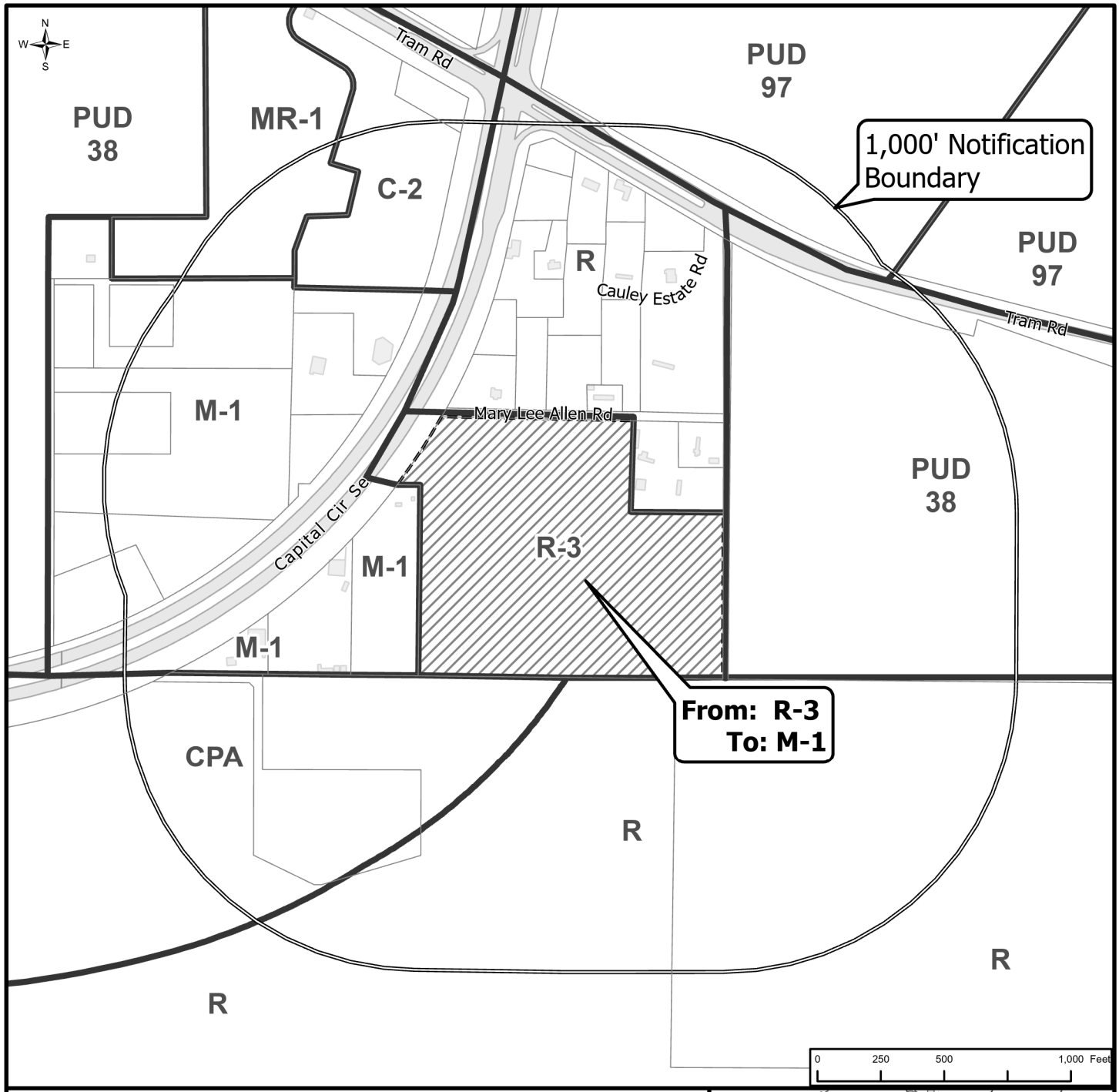
ATTEST:
Gwendolyn Marshall Knight, Clerk of the Court & Comptroller, Leon County, Florida

By:_____

4767 Capital Circle Southeast Rezoning

PLANNING DEPARTMENT a division of PLACE

LRZ #250021

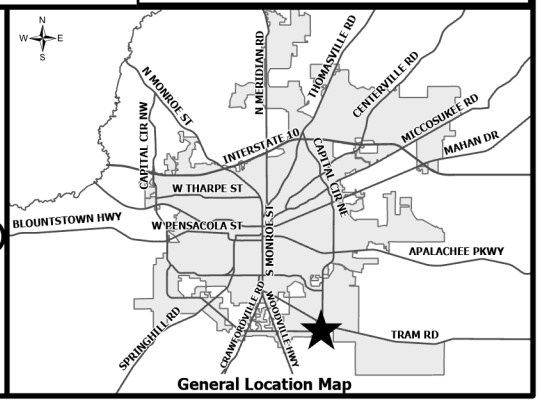


Parcel ID: 31-21-20-402-0000

Size: +/- 18.51 acres

Current Zoning: R-3 (Single-and Two-Family Residential District)

Proposed Zoning: M-1 (Light Industrial District)



General Location Map

A PARCEL OF LAND LYING IN SECTIONS 15 AND 22, TOWNSHIP 2 NORTH, RANGE 1 EAST. LEON COUNTY. FLORIDA, SAID PARCEL BEING DESCRIBED IN OFFICIAL RECORDS BOOK 692, PAGE 847 AND OFFICIAL RECORDS BOOK 92J, PAGE 966, OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED BY FIELD SURVEY AS FOLLOWS:
COMMENCE AT A J INCH BY J INCH CONCRETE MONUMENT MARKING THE NORTHEAST CORNER OF SAID SECTION 22, TOWNSHIP 2 NORTH, RANGE 1 EAST, LEON COUNTY, FLORIDA AND RUN THENCE NORTH 89 DEGREES 52 MINUTES 10 SECONDS WEST A DISTANCE OF 426.67 FEET TO THE POINT OF BEGINNING. FROM SAID POINT OF BEGINNING RUN THENCE SOUTH 40 DEGREES 42 MINUTES 02 SECONDS EAST A DISTANCE OF 66.10 FEET TO A FOUND •x• TOP CONCRETE MONUMENT; THENCE SOUTH JS DEGREES 59 MINUTES 05 SECONDS WEST A DISTANCE OF 2J.50 FEET TO A FOUND •x• TOP CONCRETE MONUMENT; THENCE SOUTH J8 DEGREES 04 MINUTES 49 SECONDS EAST A DISTANCE OF JJ0.24 FEET TO A FOUND CONCRETE MONUMENT (NO ID #); THENCE SOUTH 11 DEGREES 04 MINUTES 14 SECONDS EAST A DISTANCE OF 192.75 FEET TO A FOUND CONCRETE MONUMENT (NO ID #); THENCE SOUTH 75 DEGREES 20 MINUTES 42 SECONDS WEST A DISTANCE OF J87.4J FEET; THENCE ALONG THE BOUNDARY LINE ESTABLISHED BY QUIT CLAIM DEED RECORDED IN OFFICIAL RECORDS BOOK 925, PAGE 100J, AND OFFICIAL RECORDS BOOK 92J, PAGE 966 AS FOLLOWS: NORTH 14 DEGREES JO MINUTES 00 SECONDS WEST A DISTANCE OF J7J.06 FEET; THENCE NORTH 90 DEGREES 00 MINUTES 00 SECONDS EAST A DISTANCE OF 41.58 FEET; THENCE NORTH 14 DEGREES JO MINUTES 00 SECONDS WEST A DISTANCE OF 264 FEET; THENCE NORTH 89 DEGREES 52 MINUTES 10 SECONDS WEST A DISTANCE OF 41.58 FEET; THENCE NORTH 14 DEGREES JO MINUTES 00 SECONDS WEST A DISTANCE OF SJ.09 FEET TO A SET IRON REBAR AND CAP (LB# J29J) ON THE SOUTHERLY RIGHT OF WAY OF STATE ROAD NO. 61 (THOMASVILLE ROAD) AS ESTABLISHED BY ORDER OF TAKING RECORDED IN OFFICIAL BOOK 2146, PAGE 1780 OF THE SAID PUBLIC RECORDS; THENCE NORTH 41 DEGREES 24 MINUTES 11 SECONDS EAST ALONG SAID RIGHT OF WAY A DISTANCE OF 178.J4 FEET TO A SET IRON REBAR AND CAP (LB# J29J); THENCE LEAVING SAID RIGHT OF WAY RUN SOUTH 40 DEGREES 42 MINUTES 02 SECONDS EAST A DISTANCE OF 244.97 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PROPERTY BEING SUBJECT TO A CEMETERY LOCATED IN THE SOUTHEASTERLY CORNER AND BEING DESCRIBED BY FIELD SURVEY AS FOLLOWS:

COMMENCE AT A J INCH BY J INCH CONCRETE MONUMENT MARKING THE NORTHEAST CORNER OF SAID SECTION 22, TOWNSHIP 2 NORTH, RANGE 1 EAST. LEON COUNTY. FLORIDA AND RUN THENCE NORTH 89 DEGREES 52 MINUTES 10 SECONDS WEST A DISTANCE OF 426.67 FEET; RUN THENCE SOUTH 40 DEGREES 42 MINUTES 02 SECONDS EAST A DISTANCE OF 66.10 FEET TO A FOUND •x• TOP CONCRETE MONUMENT; THENCE SOUTH JS DEGREES 59 MINUTES 05 SECONDS WEST A DISTANCE OF 2J.50 FEET TO A FOUND •x• TOP CONCRETE MONUMENT; THENCE SOUTH J8 DEGREES 04 MINUTES 49 SECONDS EAST A DISTANCE OF JJ0.24 FEET TO A FOUND CONCRETE MONUMENT (NO #); THENCE SOUTH 11 DEGREES 04 MINUTES 14 SECONDS EAST A DISTANCE OF 4.96 FEET; THENCE SOUTH 78 DEGREES 55 MINUTES 46 SECONDS WEST A DISTANCE OF J0.26 FEET TO THE POINT OF BEGINNING. FROM SAID POINT OF BEGINNING RUN THENCE SOUTH 11 DEGREES 00 MINUTES 45 SECONDS EAST A DISTANCE OF 119.72 FEET; THEN SOUTH 75 DEGREES 2J MINUTES 18 SECONDS WEST A DISTANCE OF 119.66 FEET; THENCE NORTH 11 DEGREES 22 MINUTES 06 SECONDS WEST A DISTANCE OF 120.1J FEET; THENCE NORTH 75 DEGREES J6 MINUTES 1J SECONDSEAST A DISTANCE OF 120.J8 FEET TO THE POINT OF BEGINNING.

Policy 2.2.5: [L] (EFF. 3/14/07)

SUBURBAN

To create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Employment opportunities should be located near residential areas, if possible within walking distance. This category recognizes the manner in which much of Tallahassee-Leon County has developed since the 1940s. The category predominantly consists of single-use projects that are interconnected whenever feasible. Mixed-use projects and the principles of traditional neighborhood developments are encouraged, though not required. The Suburban category is most suitable for those areas outside of the Central Core. However, additional areas inside the Central Core may be designated as appropriate based on existing land use pattern.

To complement the residential aspects of this development pattern, recreational opportunities, cultural activities, commercial goods and services should be located nearby. To reduce automobile dependency of residents and employers alike, mass transit stops should be located at large commercial centers and appropriate street and pedestrian connections established between commercial and residential areas. Except within mixed use centers, larger scale commercial development should be buffered from adjacent residential neighborhoods.

Development shall comply with the Suburban Intensity Guidelines. Business activities are not intended to be limited to serve area residents; and as a result may attract shoppers from throughout larger portions of the community.

Suburban Intensity Guidelines (EFF. 3/14/07; REV. EFF. 7/14/14; REV. EFF. 5/31/18)

Table 4: Suburban Intensity Guidelines

Development Patterns	Allowed Land Uses	Gross Residential Density	Non-Res Intensity	Percentage Mix of Uses
Low Density Residential	Residential, Recreation, Light Infrastructure & Community Service	0 to 8 UNITS/ ACRE (4)	10,000 SQ FT/ACRE	65-80%
Low Density Residential Office	Residential, Office, Recreation, Light Infrastructure & Community Service	0 to 8 UNITS/ ACRE (4)	10,000 SQ FT/ACRE (5)	
Medium Density Residential	Residential, Recreation, Light Infrastructure & Community Service	8 to 16 UNITS/ ACRE	20,000 SQ FT/ACRE	
Medium Density Residential Office	Residential, Office, Ancillary 1st Floor Commercial, Recreation, Light Infrastructure, Community Service & Post-Secondary Schools	8 to 20 UNITS/ ACRE	20,000 SQ FT/ACRE(6)	
Village Center	Residential, Office, Commercial up to 50,000 SQ FT, maximum business size. Centers shall not be located closer than ¼ mile to another village center or commercial development including more than 20,000 SQ FT of floor area.	8 to 16 UNITS/ ACRE	12,500 SQ FT/ACRE per parcel for center 20 acres or less (7)	
Urban Pedestrian Center	Residential, Office, Commercial, Recreation, Light Infrastructure & Community Service	6 to 16 UNITS/ ACRE (3)	Up to 20,000 SQ FT/ACRE (3)	35-50%
Suburban Corridor	Residential, Office, Commercial, Recreation, Light & Heavy Infrastructure & Community Service	Up to 16 UNITS/ ACRE	Up to 25,000 SQ FT/ACRE (8)	
Medical Center	Residential, Office, Commercial, Recreation, Light Infrastructure & Community Service	6 to 20 UNITS/ ACRE (1)	80,000 SQ FT/ACRE (2)	
Business Park	Office, Residential and Commercial	Up to 16 UNITS/ ACRE	20,000 SQ FT/ ACRE	5-10%

Notes:
(1) 8 units/acre minimum for exclusively residential;
(2) Hospitals up 176,000 sq ft/acre;
(3) 20 units/acre and 40,000 sq ft/acre for multiple use development; Combined residential and non-residential development may have up to 40,000 SF and up to a six story building. Residential use, office use and commercial use is allowed.
(4) Low Density Residential and Residential Office development patterns can have a minimum of 1 unit per acre if water and sewer are not available.
(5) The maximum square footage is increased to 12,500 SF if the project is a mixed-use development.
(6) The maximum square footage increases to 40,000 SF per acre and maximum height increases to six stories if 50% of parking is structured. This provision only applies to areas previously designated as Mixed Use C
(7) 250,000 SF of total development permitted on 20 to 30 acre centers.
(8) Storage areas may be 50,000 SF per acre. Office and Retail is allowed.

While mixed land uses are encouraged in the Suburban Future Land Use Category, the more prevalent pattern will be a compatibly integrated mix of single-use developments that include low and medium density residential, office, and retail development. Allowed land uses within the Suburban Future Land Use Category shall be regulated by zoning districts which implement the intent of this category, and which recognize the unique land use patterns, character, and availability of infrastructure in the different areas within the Suburban Future Land Use Category. In those areas lacking the necessary infrastructure, the Land Development Regulations may designate a low intensity interim use. Any evaluation of a proposed change of zoning to a more intensive district shall consider, among other criteria, the availability of the requisite infrastructure.

Section 10-6.637. R-3 Single- and Two-Family Residential District.

1. District Intent	PERMITTED USES	
	2. Principal Uses	3. Accessory Uses
The R-3 district is intended to be located in areas designated Bradfordville Mixed Use, Urban Residential, Urban Residential 2, or Suburban on the Future Land Use Map of the Comprehensive Plan which contain or are anticipated to contain a wide range of single-family and two-family housing types. The maximum gross density allowed for new residential development in the R-3 district is 8 dwelling units per acre; a minimum density of 4 dwelling units per acre is required when applied to the Urban Residential future land use category. The minimum density is not applicable if constraints of public easements, concurrency, or preservation an/or conservation features preclude the attainment of the minimum densities. Certain community and recreational facilities related to residential uses are also permitted.	(1) Community facilities related to residential uses including religious facilities, police/fire stations, and elementary, middle, vocational, and exceptional student education schools. Libraries and high schools are prohibited. Other community facilities may be allowed in accordance with Section 10-6.806 of these regulations. (2) Golf courses. (3) Passive and active recreational facilities. (4) Single-family attached dwellings. (5) Single-family detached dwellings. (6) Two-Family dwellings. (7) Zero-lot line single-family detached dwellings.	(1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the County Administrator or designee. (2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee.

DEVELOPMENT STANDARDS

	4. Minimum Lot or Site Size			5. Minimum Building Setbacks				6. Maximum Building Restrictions	
Use Category	**a. Lot or Site Area**	**b. Lot Width**	**c. Lot Depth**	**a. Front**	**b. Side-Interior Lot**	**c. Side-Corner Lot**	**d. Rear**	**a. Building Size (excluding gross building floor area used for parking)**	**b. Building Height (excluding stories used for parking)**
Single-Family Detached Dwellings	5,000 square feet	50 feet	100 feet	20 feet	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet	15 feet	25 feet	not applicable	3 stories
Single-Family Attached Dwellings	3,750 square feet end unit; 2,400 square feet interior lot	37.5 feet end unit; 25 feet interior lot	80 feet	20 feet	not applicable	15 feet	25 feet	maximum length: 8 units	3 stories
Zero-Lot Line Single-Family Detached Dwellings	3,750 square feet	30 feet interior lot; 40 feet corner lot	100 feet	20 feet	0 feet one side; 5 feet other side	15 feet	25 feet	not applicable	3 stories
Two-Family Dwelings	8,000 square feet	60 feet	100 feet	20 feet	same as for single-family detached dwellings	15 feet	25 feet	not applicable	3 stories
Any Permitted Principal Non-Residential Use	12,000 square feet	60 feet	100 feet	25 feet	same as for single-family detached dwellings	15 feet	25 feet	10,000 square feet of gross building floor area per acre	3 stories

GENERAL NOTES:

1. If central sanitary sewer is not available, residential development is limited to a minimum of 0.50 acre lots and non-residential development is limited to a maximum of 2,500 square feet of building area. Community service facilities are limited to a maximum of 5,000 square feet of building area or a 500 gallon septic tank. Also, refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.

2. Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.

3. Refer to the Concurrency Management Ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parks, etc.).

Section 10-6.652. M-1 Light Industrial District.

	PERMITTED USES		
1. District Intent	**2. Principal Uses**		**3. Accessory Uses**
The M-1 district is intended to be located in areas designated Bradfordville Mixed Use or Suburban on the Future Land Use Map of the Comprehensive Plan shall apply to urban areas with convenient access to transportation facilities, where light manufacturing, processing, storage, community and recreational facilities and other activities compatible with light industrial operations are permitted. The district is not intended to accommodate heavy industrial operations or to accommodate commercial or residential development which would restrict the principal light industrial operations.	(1) Armored truck services. (2) Assembly of apparel and accessories. (3) Automotive service and repair, including car wash. (4) Bottling plants. (5) Broadcasting studios. (6) Building contractors and related services. (7) Cemeteries. (8) Communications and utilities. (9) Community services, including vocational schools and police/fire stations. Libraries, elementary, middle, or high schools are prohibited. Other community services may be allowed in accordance with Section 10-6.806 of these regulations. (10) Crematoriums. (11) Distribution facilities. (12) Dry cleaning plants. (13) Food processing, excluding slaughter. (14) Golf courses. (15) Gun firing ranges (indoor). (16) Heavy infrastructure (maintenance yards, motor pools, airports, land fills, sewage treatment plants, etc.).	(17) Laboratories; research and development activities. (18) Lawn and tree removal services. (19) Manufacturing (consistent with the definition of light industrial). (20) Non-medical offices and services, including business and government offices and services. (21) Off-street parking facilities. (22) Passive and active recreational activities. (23) Pest control services. (24) Printing and publishing. (25) Repair services, non-automotive. (26) Towing, wrecking, and recovery services. (27) Transportation and freight handling activities. (28) Warehouses, mini-warehouses, or self-storage facilities. (29) Welding and machine shops. (30) Wholesale activities. (31) Wholesale building supplies. (32) Other uses, which in the opinion of the County Administrator or designee, are of a similar and compatible nature to those uses described in this district.	(1) A lawfully established use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the gross floor area of the principal use or structure, as determined by the County Administrator or designee. The 33 percent limitation does not apply to outdoor storage that is accessory to a permitted principal use. (a) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee. (b) Residential use (intended for watchman or guard not to exceed 1 dwelling unit per industrial use). (c) Outdoor storage (without the 33 percent limitation), provided it complies with Section 7 below. (d) The following uses are permitted accessory uses in this district: 1. Eating and drinking establishments such as cafeterias or snack bars, (located within the interior of any permitted use.) 2. Temporary employment 3. Security Guard Service 4. Day Care Centers-- licensed day care services as described in and regulated by section 10-6.811. 5. Recreational amenities—provided as an accessory to a permitted uses established within the district for use by employees management, and their guests. 6. Retail sales—provided the sales are directly related to the principal light industrial use(s), e.g. gun sales at an indoor shooting range. Retail sales must be limited to no more than 33% of the gross floor area.

DEVELOPMENT STANDARDS (continued on page 1 of 2)									
Permitted Principal Commercial Uses Numbers (3), (21), (25)	none	none	none	25 feet	none	25 feet	10 feet	10,000 square feet of gross building floor area per parcel	3 stories
All Other Permitted Principal Non-Residential Uses	none	none	none	25 feet	none	25 feet	10 feet	20,000 square feet of gross building floor area per acre. 50,000 square feet of gross building floor area per acre for storage areas within buildings.	3 stories

7. Criteria for Outdoor Storage: Outdoor storage is permitted as an accessory use to a permitted principal use (without the 33 percent limitation) if the outdoor storage area is screened with an opaque material (an opaque material may include vegetation). The opacity requirements are as follows: 100 percent along any property line that adjoins an existing residential use; 80 percent along any property line that adjoins any other type of use other than residential (commercial, office, etc.) or a street right-of-way. The determination of the adequacy of the opaque material will be evaluated at the time of permitting.

8. Street Vehicular Access Restrictions: Properties in the M-1 zoning district may have vehicular access to any type of street. However, in order to protect residential areas and neighborhoods from non-residential traffic, vehicular access to a local street is prohibited if one of the following zoning districts is located on the other side of the local street: RA, R-1, R-2, R-3, R-4, R-5, MH, MR-1, and RP

9. Fencing Requirement: All areas proposed for use, currently used, or previously used, in open-pit mining operations and/or construction and demolition debris disposal must be secured by a fence, unless the area is determined to be a reclaimed open-pit mine by the county administrator or designee. The fence must be at least four feet in height with openings that will reject the passage of a seven-inch diameter sphere. The fence must be equipped with a gate which shall remain locked when workers or employees of the land owner or mining company are not present at the site. At every gate or access point, at least one sign must be posed which states, in at least four-inch tall letter, “Danger,” “Keep Out,” “No Trespassing,” or similar language to indicate that there may be hazardous conditions on the premises.

GENERAL NOTES:

1. If central sanitary sewer is not available, residential development is limited to a minimum of 0.50 acre lots and non-residential development is limited to a maximum of 2,500 square feet of building area. Community service facilities are limited to a maximum of 5,000 square feet of building area or a 500 gallon septic tank. Also, refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.

2. Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.

3. Refer to the Concurrency Management Ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parks, etc.)

Column
AFFIDAVIT OF PUBLICATION

See Proof on Next Page

COLUMN SOFTWARE, PBC

STATE OF FLORIDA
COUNTY OF LEON

Before the undersigned authority personally appeared Ankit Sachdeva, who on oath says that he or she is an authorized agent of Column software, PBC; that the attached copy of advertisement, being a legal advertisement or public notice in the matter of BCCAd091525, was published on the publicly accessible website of Leon County, hosted by Column Software, PBC on
Aug. 25, 2025

Affiant further says that the website complies with all legal requirements for publication in chapter 50, Florida Statutes.

PUBLICATION DATES:
Aug. 25, 2025

Notice ID: cTdJPyZt9eGUEmQy2a46
Notice Name: BCCAd091525

PUBLICATION FEE: $0.00

Signed by:

Ankit Sachdeva

_____ _____, as authorized signatory of Column Software, PBC

SHERI SMITH
Notary Public - State of Florida
Commission # HH269383
Expires on May 31, 2026

VERIFICATION

State of Florida
County of Broward

Signed or attested before me on this: 08/28/2025

S Smith
_____
Notary Public
Notarized remotely online using communication technology via Proof.

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of County Commissioners of Leon County, Florida will conduct a public hearing on Tuesday, September 15, 2025, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider adoption of the ordinance entitled to wit:

4767 CAPITAL CIRCLE SW REZONING

LEON COUNTY ORDINANCE
NO. 25-_____

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE SINGLE FAMILY DETACHED, ATTACHED AND TWO-FAMILY RESIDENTIAL (R-3) ZONING DISTRICT TO THE LIGHT INDUSTRIAL (M-1) ZONING DISTRICT FOR 18.51 ACRES LOCATED AT 4767 CAPITAL CIRCLE SE IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Leon County will also broadcast the public hearing on Comcast channel 16, the Leon County Florida channel on Roku, and the County's Facebook page (https://www.facebook.com/LeonCountyFL/ , YouTube channel (https://www.youtube.com/user/LeonCountyFL , and web site (www.LeonCountyFL.gov .

All interested parties are invited to present their comments at the public hearing at the time and place set out above. Interested parties may also provide virtual real-time public comments during the public hearing. Interested parties wishing to provide virtual real-time public comments must complete and submit the registration form provided at https://www2.leoncountyfl.gov/coadmin/agenda/ by 8:00 p.m. on Sunday, September 14, 2025. Following submittal of the registration form, further instructions for participating in the meeting will be provided. Persons needing assistance with registering or providing real-time comments may contact County Administration via telephone at (850) 606-5300. Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., entitled "Addressing the Commission", and Article IX., Section F., entitled "Decorum", shall remain in full force and effect.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: (850) 606-5300 or (850) 606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of the Ordinances may be inspected as part of the agenda package on the County's web site (https://www2.leoncountyfl.gov/coadmin/agenda/). To receive copies of the Ordinances by other means, such as email, mail, or facsimile transmittal, contact County Administration at (850) 606-5300 or the Tallahassee-Leon County Planning Department at (850) 891-6400.

For public notices online, go to http://leonfl.column.us

Leon County
Board of County Commissioners

Notes for Agenda Item #34

Leon County Board of County Commissioners

Agenda Item #34

September 15, 2025

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: First and Only Public Hearing to Adopt an Ordinance Amending Section 10-4.207 of the Environmental Management Act Pertaining to Land Management Activities

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Scott Brockmeier, Director, Development Support & Environmental Management
Lead Staff / Project Team:	Deji Ajose-Adeogun, Director, Environmental Services Division

Statement of Issue:

This item requests the Board conduct the first and only public hearing to adopt an ordinance amending Section 10-4.207 of the Environmental Management Act. The proposed amendments pertain to the silviculture and forest management application requirements to expand environmental permitting exemption criteria to include land actively managed in accordance with an accredited land trust management plan, and consistent with other criteria as discussed in the analysis section of this item.

Fiscal Impact:

This item has minimal fiscal impact. The proposed permitting exemption would result in an estimated annual revenue loss of approximately $3,500 from fees currently collected through environmental permits.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt an Ordinance (Attachment #1) to amend Section 10-4.207 of the Environmental Management Act pertaining to the silviculture and forest management application requirements to expand environmental permitting exemption criteria to include land actively managed in accordance with an accredited land trust management plan and that meets one of the following criteria: has a perpetual conservation easement held by an accredited land trust; is owned outright by an accredited land trust; or has a perpetual conservation easement held by a government agency.

Report and Discussion

Background:

This item requests the Board conduct the first and only public hearing to adopt an ordinance amending Section 10-4.207 of the Environmental Management Act. The proposed amendments pertain to the silviculture and forest management application requirements to expand environmental permitting exemption criteria to include land actively managed in accordance with an accredited land trust management plan and meets one of the following criteria: has a perpetual conservation easement held by an accredited land trust; is owned outright by an accredited land trust; or has a perpetual conservation easement held by a government agency.

At its regular meeting on February 11, 2025, the Board ratified actions taken at the annual Board Retreat including a strategic initiative to exempt land conservancy groups, such as Tall Timbers, from environmental permitting requirements for activities that support their mission of fostering exemplary land stewardship. These activities include establishing native successional forests through selective tree removal and other vegetation management practices. On March 13, 2025, the Board approved scheduling a public hearing to consider adopting an ordinance to amend the silviculture and forest management application requirements section of the Environmental Management Act (EMA).

This initiative advances the following FY 2022 – FY 2026 Strategic Initiative:

- *Exempt land conservancy groups, such as Tall Timbers, from environmental permitting requirements for activities that support and further their mission of fostering exemplary land stewardship such as tree removal and other vegetation management. (2025-92)*

This particular Strategic Initiative aligns with the Board's Environment Strategic Priority:

- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*

The EMA, codified in Chapter 10 of the Land Development Code (LDC), sets environmental protection standards for land use in Leon County. Section 10-4.207 of the LDC outlines application requirements for silviculture and forest management, and exempts properties classified as "agricultural" by the Property Appraiser's Office from these regulations. Properties without this agricultural exemption must submit a vegetative management plan or short form environmental permit for any silviculture or forest management activities, including those under a perpetual conservation easement for land conservancy, such as the properties with a conservation easement held by Tall Timbers Research, an Accredited Land Trust and research organization.

This Land Trust Accreditation is determined by the Land Trust Accreditation Commission, an independent, national accreditation program of the Land Trust Alliance governed by a diverse board of 18 volunteer commissioners with expertise in land protection, stewardship and nonprofit management. Land trust accreditation recognizes organizations that meet national quality standards. These accredited trusts have more staff and volunteers and invest eight times more resources into the stewardship and protection of their conservation lands compared to similar-sized non-accredited organizations. Additionally, accredited land trusts conserve three times more land than their non-accredited counterparts.

Analysis:

Following the Board's adoption of the strategic initiative, staff conducted a comprehensive review of the Environmental Management Act (EMA) to identify potential amendments aligned with the Initiative's objectives. As a result, the proposed Ordinance would exempt certain conservation lands from environmental permitting, provided that silviculture and forest management activities are conducted in accordance with an accredited land trust's management plan, and that one of the following conditions is met:

- The land is subject to a perpetual conservation easement held by an accredited land trust;
- The land is owned in fee simple by an accredited land trust; or
- The land is subject to a perpetual conservation easement held by a government agency.

Under the current provisions of the EMA, silviculture and forest management activities require an environmental permit, even when conducted in accordance with established conservation best practices prescribed by an accredited land trust. To address this issue and streamline regulatory processes for activities conducted in accordance with an accredited land trust management plan and meets any of the above referenced conditions, an amendment is proposed to Section 10-4.207 of the EMA. The proposed amendment would establish clear qualifying criteria for exemption from environmental permitting for these specific types of silviculture and forest management activities that are carried out under an accredited land trust's management plan.

The proposed amendment would advance the mission of accredited land conservancy organizations like Tall Timbers. As a nationally recognized leader in fire ecology with over six decades of foundational research, Tall Timbers manages nearly 160,000 acres through conservation easements across North Florida and South Georgia, safeguarding vital wildlife habitats, promoting sustainable forestry practices, and protecting watersheds. The proposed amendment would further strengthen the important contributions accredited land trusts make to land stewardship, public engagement, and educational outreach.

As part of the ordinance drafting process, staff gathered input from the Leon County Advisory Committee for Quality Growth (ACQG) and scheduled a consistency hearing with the Planning Commission. The ACQG met on April 21, 2025, and recommended approval of the draft amendments. The ACQG also recommended establishing a process requiring entities to submit their land management plans to the County and provide updates as they become available.

This recommendation aligns with existing practices by Tall Timbers, which publishes annual reports on its website detailing its activities, research, and accomplishments. These reports support transparency and meet the ACQG's recommendation by making management data available for staff and public review. Any other accredited land trust would be subject to the same process and must comply with the Land Trust Standards and Practices, which are reviewed every five years to ensure continued adherence. This accreditation process reinforces accountability and alignment with nationally recognized conservation standards.

The Planning Commission reviewed the proposed ordinance at its meeting on June 3, 2025. During the meeting, staff presented the draft ordinance along with the consistency memo that demonstrated alignment with the Comprehensive Plan (Attachment #2). The Planning Commission found the proposed amendment consistent with the comprehensive plan and recommended the Board adopt the ordinance.

The Board's public hearing has been advertised consistent with Florida Statutes (Attachment #3). A Business Impact Estimate was also provided online as required by Florida law (Attachment #4).

Options:

1. Conduct the first and only public hearing and adopt the Ordinance (Attachment #1) to amend Section 10-4.207 of the Environmental Management Act pertaining to the silviculture and forest management application requirements to expand environmental permitting exemption criteria to include land actively managed in accordance with an accredited land trust management plan and that meets one of the following criteria: has a perpetual conservation easement held by an accredited land trust; is owned outright by an accredited land trust; or has a perpetual conservation easement held by a government agency.
2. Conduct the first and only public hearing and do not adopt the Ordinance to amend Section 10-4.207 of the Environmental Management Act pertaining to the silviculture and forest management application requirements to expand environmental permitting exemption criteria.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Ordinance Amending the Silviculture and Forest Management Application Requirements of Section 10-4.207 of the EMA
2. Memorandum from Planning Department dated June 3, 2025
3. Notice of Public Hearing
4. Business Impact Estimate Form

LEON COUNTY ORDINANCE NO. 25-_____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 10 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; AMENDING SECTION 10-4.207, SILVICULTURE AND FOREST MANAGEMENT APPLICATION REQUIREMENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the Board of County Commissioners desires to enact an ordinance amending Sections 10-4.207 of the Leon County Code of Laws, relating to silviculture and forest management.

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

SECTION 1. Amendments to Section 10-4.207 of the Code of Laws of Leon County, Florida.

Section 10-4.207 of Article I of Chapter 10 of the Code of Laws of Leon County, Florida, entitled "Silviculture and forest management application requirements" is hereby amended to include the following new definitions and read as follows:

Sec. 10-4.207. Silviculture and forest management application requirements.

a) Activities associated with a bona fide silvicultural operation on land that has received an agricultural exemption from the county property appraiser is exempt from the provisions of this section.

b) Activities associated with forest management on land that has not received an agricultural exemption from the county property appraiser must apply for a vegetation management plan. Additional stormwater protection may be required, as determined by the County Administrator or designee, and may dictate a change to a short form permit. A buffer shall be left in an unaltered state within 25 feet from the property line. Approval under this section is not required when the only management activity is tree planting and/or prescribed burning including presuppression plowing.

c) Land management activities are exempt from this section, if the land is actively managed in accordance with an accredited land trust's land management plan and meets any of the following:

- It has a perpetual conservation easement held by an accredited land trust.
- It is owned outright by an accredited land trust.
- It has a perpetual conservation easement held by a government agency.

SECTION 3. Conflicts.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan as amended, which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.

SECTION 4. Severability.

If any word, phrase, clause, section, or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

SECTION 5. Applicability.

This ordinance shall apply to and be effective in the unincorporated area of Leon County.

SECTION 6. Effective Date.

This ordinance shall become effective upon filing with the Florida Department of State.

DONE, ADOPTED, AND PASSED by the Board of County Commissioners of Leon County, Florida, this _____ day of _____, 20____.

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:_____

PLANNING DEPARTMENT
a division of PLACE

MEMORANDUM

TO: Deji Ajose-Adeogun, Leon County Development Support & Environmental Management (DSEM)
FROM: Sean Reiss, Tallahassee-Leon County Planning Department
THRU: Russell Snyder, Land Use Administrator, Tallahassee-Leon County Planning Department
DATE: April 21, 2025
SUBJECT: Consistency Review – Amendment to Leon County Land Development Code Section 10-4.207, Silviculture and Forest Management Application Requirements.

Description of the Proposed Change:

The proposed ordinance would exempt land management activities on properties encumbered either with a perpetual conservation easement to an accredited land trust, or held in fee simple ownership by such a trust, from obtaining a vegetative management permit. The proposed ordinance aligns with one of the Board's Strategic Initiatives (Environment) which seeks to exempt land conservancy groups, such as Tall Timbers, from environmental permitting activities that support and further their mission of fostering exemplary land stewardship such as tree removal and other vegetation management activities.

Analysis of Consistency with the Tallahassee-Leon County Comprehensive Plan

The provisions of the proposed ordinance include development standards that implement the stated intent of the Comprehensive Plan to enhance the quality of life for all citizens by providing opportunities and channeling growth into locations and activities that protect the natural and aesthetic environments (Land Use Element Goal 1: [L]). The proposed amendment allows for land management practices that are consistent with the *Tallahassee-Leon County Comprehensive Plan*. The proposed changes are consistent with the Comprehensive Plan's requirement to provide land development regulations that include detailed development and design standards that ensure that any negative impacts on the natural environment are minimized and mitigated (Objective 1.4: [L] and its associated policies).

The proposed changes are consistent with Land Use Element Policy 2.2.20, which establishes the Agriculture/Silviculture/Conservation Future Land Use Map Category. Also, the proposed text amendment is consistent with the category's intent to conserve large tracts of plantation and former plantation land, forest land, agriculture and silviculture lands, and wildlife and conservation and recreational hunting areas. The proposed changes are likewise consistent with Land Use Element Policy 2.2.1, which establishes the Rural/Agriculture Future Land Use Map Category. The proposed amendment is consistent with the category's intent to maintain and promote agriculture, silviculture, and natural resource-based activities, to preserve natural systems and ecosystem functions, and to protect the scenic vistas and pastoral development patterns that typify Leon County's rural areas. Finally, the proposed changes are consistent with Conservation Element Policies 1.3.1 and 1.3.4, which require regulations for conservation and preservation features.

Finding of Consistency with the Tallahassee-Leon County Comprehensive Plan

Based on the findings above, the Planning Department finds the proposed ordinance consistent with the *Tallahassee-Leon County Comprehensive Plan*.

NOTICE OF PUBLIC HEARING
NOTICE OF AMENDMENTS TO CHAPTER 10 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA

Notice is hereby given that the Board of County Commissioners of Leon County, Florida, will conduct a public hearing on Monday, September 15, 2025, at 6:00 p.m., or as soon thereafter as such matter may be heard, in the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider adoption of an ordinance entitled to wit:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 10 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; AMENDING SECTION 10-4.207, SILVICULTURE AND FOREST MANAGEMENT APPLICATION REQUIREMENTS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Leon County will also broadcast the public hearing on Comcast channel 16, the Leon County Florida channel on Roku, and the County's Facebook page (https://www.facebook.com/LeonCountyFL/), YouTube channel (https://www.youtube.com/user/LeonCountyFL), and web site (www.LeonCountyFL.gov).

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

Interested parties may also provide virtual real-time public comments during the public hearing. After the Board of County Commissioner's agenda is posted online, interested parties wishing to provide virtual real-time public comments must complete and submit the registration form provided at https://www2.leoncountyfl.gov/coadmin/agenda/ by 8:00 p.m. on Sunday, September 14 2025. Following submittal of the registration form, further instructions for participating in the meeting will be provided. Persons needing assistance with registering or providing real-time comments may contact County Administration via telephone at (850) 606-5300. Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., entitled "Addressing the Board," and Article IX., Section F., entitled "Decorum," shall remain in full force and effect.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact, on behalf of the Chair, Mathieu Cavell at Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301 or CMR@leoncountyfl.gov, by written request at least 48 hours prior to the proceeding. Telephone: (850) 606-5300, 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida

Relay Service.

Copies of the Ordinance may be inspected as part of the agenda package on the County's website (https://www2.leoncountyfl.gov/coadmin/agenda/). To receive copies of the Ordinance by other means, such as email, mail, or facsimile transmittal, contact County Administration at (850) 606-5300.

Advertise: September 2, 2025

LEON COUNTY GOVERNMENT
People Focused. Performance Driven.

Business Impact Estimate

In accordance with Section 125.66(3)(a), Florida Statutes (F.S.), a Business Impact Estimate (BIE) is required to be: 1) prepared before enacting certain ordinances and 2) posted on Leon County's website no later than the date the notice of intent to consider the proposed ordinance is advertised (which, per Section 125.66(2)(a), F.S., is at least ten (10) days before the Public Hearing).

Proposed Ordinance's title in full: Ordinance Amending Chapter 10 of the Code of Laws of Leon County, Florida, Amending Section 10-4.207, Silviculture and Forest Management Application Requirements

Proposed Ordinance Public Hearing Date: September 15, 2025

Pursuant to Section 125.66(3)(c), F.S., the following types of ordinances are exempt from the BIE requirement. As such, if one or more boxes are checked below, Leon County, Florida, believes that a BIE is not required by state law for the proposed ordinance referenced above. Leon County, Florida, reserves the right to revise this BIE following an initial posting.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by a county government;

☐ The proposed ordinance is an emergency ordinance;

☐ The proposed ordinance relates to procurement; or

☐ The proposed ordinance is enacted to implement the following:

a. Development orders and development permits, as those terms are defined in Section 163.3164, F.S., and development agreements, as authorized by the Florida Local Government Development Agreement Act under Sections 163.3220 – 163.3243, F.S.;

b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the County;

c. Sections 190.005 and 190.046, F.S., regarding community development districts;

d. Section 553.73, F.S., relating to the Florida Building Code; or

e. Section 633.202, F.S., relating to the *Florida Fire Prevention Code*.

In accordance with Florida law Leon County, Florida, hereby posts the following BIE information for this proposed Ordinance on its website for public viewing and consideration on this 2nd day of September, 2025:

1. Summary of the proposed ordinance (must include statement of the public purpose, such as serving the public health, safety, morals, and welfare):

The proposed ordinance will expand environmental permitting exemption criteria for silviculture and forest management activities to include land actively managed in accordance with an accredited land trust management plan and that meets one of the following criteria: 1) has a perpetual conservation easement held by an accredited land trust; 2) is owned outright by an accredited land trust; or 3) has a perpetual conservation easement held by a government agency.

2. Estimate of direct economic impact of the proposed ordinance on private, for-profit businesses in the county, including the following (if any):

a.) Estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted: No impact.

b.) Any new charge or fee imposed by the proposed ordinance for which businesses will be financially responsible: No impact.

c.) Estimate of Leon County's regulatory costs, including estimated revenues from any new charges or fees to cover such costs: The proposed permitting exemption would result in an estimated annual revenue loss of approximately $3,500 from fees currently collected through environmental permits.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed Ordinance: None

4. Additional information Leon County deems necessary (if any): None