BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

REGULAR MEETING
AGENDA

Tuesday, February 10, 2026
3:00 p.m.

Judge Augustus D. Aikens, Jr. Courthouse, County Commission Chambers, Fifth Floor
301 South Monroe Street Tallahassee, FL 32301



COUNTY COMMISSIONERS

Christian Caban, Chairman
District 2

David T. O'Keefe, Vice Chairman District 5	Carolyn D. Cummings At-Large I	Nick Maddox At-Large II
Rick Minor District 3	Brian Welch District 4	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
Tuesday, February 10, 2026, 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 Reverend Dr. Lenny Marshall, St. Phillip AME

Pledge of Allegiance by Commissioner Welch

AWARDS AND PRESENTATIONS

- Proclamation Recognizing the 5th Anniversary of the Black Business Expo
  (Commissioner Cummings)
- Proclamation Recognizing the Office of Economic Vitality and Demirel International for the Development of the SoMo Walls Project
  (Commissioner Cummings)
- Proclamation Recognizing Ms. Vanessa Cobb, the First Black Female Postmaster in Tallahassee
  (Commissioner Proctor)

CITIZENS TO BE HEARD ON CONSENT AND NON-AGENDAED ITEMS

3-minute limit per speaker; there will not be any discussion by the Commission.

CONSENT

1. Minutes: December 9, 2025 Regular Meeting
   (Clerk of Court)

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

3. Acceptance of Florida Department of Environmental Protection Springs Restoration Grant Funding for the Woodville Sewer System Project and Septic Upgrade Incentive Program
   (County Administrator / Public Works)

4. Approval of Maintenance Maps for Centerville Road and Old St. Augustine Road
   (County Administrator / Public Works)

5. Acceptance of the Maintenance Agreement and Surety Device for Tower Gates Phase 2
   (County Administrator / Public Works)

6. Acceptance of the Maintenance Agreement and Surety Device for Chastain Manor Phase 2
   (County Administrator / Public Works)

7. Acceptance of the Maintenance Agreement and Surety Device for Fletcher Oaks Subdivision Phases 1 through 3
   (County Administrator / Public Works)

8. Acceptance of Performance Agreement and Surety Device for Horseman's Bluff Subdivision
   (County Administrator / Public Works)

Procurements:

- None

Status Reports:

9. 2025 Annual Real Estate Portfolio Report
   (County Administrator / Real Estate)

10. Status Report on the Co-Location of Outside Service Agencies at Florida Department of Health in Leon County Facilities
    (County Administrator / Human Services and Community Partnerships)

11. Status Report for Golf Cart Crossing on Dempsey Mayo Road
    (County Administrator / Public Works)

12. Annual Status Report on the Leon County Water Quality Monitoring Program and the 2025 Water Quality Report
    (County Administrator / Public Works)

13. Status Report on Laws Prohibiting Loitering on Private Property
    (County Administrator / Human Services and Community Partnerships)

14. Update on World Cross Country Tallahassee 2026 and Continued Discussions with World Athletics to Host Future Championships
    (County Administrator / Division of Tourism)

15. Status Report on the Fiscal Year 2024 External Audit Findings
    (Clerk of Court)

CONSENT ITEMS PULLED FOR DISCUSSION

GENERAL BUSINESS

16. Fairgrounds Beautification and Improvement Project Update with Board Direction on Lease Renegotiation
(County Administrator / Planning, Land Management & Community Enhancement)

17. Status Report on the Financial Review of Tallahassee Museum's Use of Public Grant Funds
(County Administrator / Tourism)

18. Full Board Appointment to the Canopy Roads Citizens Committee
(County Administrator / Administration)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

- None

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

COMMENTS/DISCUSSION ITEMS

Items from the County Attorney

Items from the County Administrator

Discussion Items by Commissioners

RECEIPT AND FILE

- None

ADJOURN

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

Tuesday, March 10, 2026 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
2026 Tentative Meeting Schedule

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 (if necessary)
July 14	Tuesday	3:00 p.m.	Regular Board Meeting
August 17	Monday	6:00 p.m.	Public Hearing on Charter Amendments
September 15	Tuesday	3:00 p.m.	Regular Board Meeting
September 15	Tuesday	6:00 p.m.	First Public Hearing on Tentative Millage Rates and Budgets
September 22	Tuesday	3:00 p.m.	Legislative Priorities Workshop
September 22	Tuesday	6:00 p.m.	Second Public Hearing on Final Millage Rates 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

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

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 12	10:00 a.m.	Capital Region Transportation Planning Agency Board Retreat Tallahassee State College Capitol Center
	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
	Tuesday 17	1:30 p.m.	Capital Region Transportation Planning Agency Board Meeting Tallahassee City Hall, 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 23	1:30 p.m.	Capital Region Transportation Planning Agency Board Meeting Tallahassee City Hall, 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 21	1:30 p.m.	Capital Region Transportation Planning Agency Board Meeting Tallahassee City Hall, Commission Chambers
	Tuesday 28	1:00 p.m.	Budget Workshop Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers

Month	Day	Time	Meeting Type
May 2026	Tuesday 12	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency Board Meeting Tallahassee City Hall, 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
	Tuesday 16	9:00 a.m.	Budget Workshop Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Tuesday 16	1:30 p.m.	Capital Region Transportation Planning Agency Board Meeting Tallahassee City Hall, 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 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 2026 (cont.)	*TBD*	1:30 p.m.	Capital Region Transportation Planning Agency Board Meeting Tallahassee City Hall, Commission Chambers
	Wednesday 16 – Friday 18		*FAC Innovation & Policy Conference* *Duval County*
	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 Rates 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		*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*			
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 20	1:30 p.m.	Capital Region Transportation Planning Agency Board Meeting Tallahassee City Hall, Commission Chambers
	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	Tuesday 3	Offices Closed	ELECTION DAY
	Wednesday 11	Offices Closed	VETERAN'S DAY
	Thursday 12	3:00 pm	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	TBD	1:30 p.m.	Capital Region Transportation Planning Agency Board Meeting Tallahassee City Hall, 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*

Month	Day	Time	Meeting Type
December 2026 (cont.)	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 Board Meeting Tallahassee City Hall, 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

Citizen Committees, Boards, and Authorities

Current and Upcoming Vacancies

CURRENT VACANCIES

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

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

Architectural Review Board
City Commission (1 appointment)

Board of Adjustments & Appeals
City Commission (2 appointments)

Canopy Roads Citizens Committee
Board of County Commissioners (1 appointment)
City Commission (3 appointments)

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

Joint City/County Bicycling Workgroup
City Commission (4 appointments)

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

Planning Commission
Board of County Commissioners (1 appointment)

Public Safety Coordinating Council
Board of County Commissioners Chairman: Christian Caban (2 appointments)

Tallahassee-Leon County Commission on the Status of Women & Girls
City Commission (1 appointment)

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

FUTURE VACANCIES

February 28, 2026

Animal Shelter Advisory Board
City Commission (2 appointments)

April 30, 2026

Minority, Women, & Small Business Enterprise Citizen Advisory Committee
Board of County Commissioners (2 appointments)
City Commission (2 appointments)

Tallahassee Sports Council
Board of County Commissioners (2 appointments)

May 31, 2026

Advisory Committee for Quality Growth
Board of County Commissioners (8 appointments)

June 30, 2026

Architectural Review Board
City Commission (1 appointment)

Board of Adjustments & Appeals
Board of County Commissioners (2 appointments)
City Commission (2 appointments)

CareerSource Capital Region
Board of County Commissioners (2 appointments)

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

Leon County
Board of County Commissioners

Notes for Agenda Item #1

Leon County Board of County Commissioners

Agenda Item #1

February 10, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Minutes: December 9, 2025 Regular Meeting

Review and Approval:	Vincent S. Long, County Administrator Chasity O'Steen, County Attorney
Department / Division Review:	Ken Morris, Assistant County Administrator Kimberly Wilder, Finance Director, Clerk of Court & Comptroller
Lead Staff / Project Team:	Beryl Wood, Clerk to the Board

Statement of Issue:

This item seeks Board review and approval of the following minutes: December 9, 2025 Regular Meeting.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes of December 9, 2025 Regular Meeting

Attachment:

1. December 9, 2025 Regular Meeting Minutes

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
December 9, 2025

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

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

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was provided by Reverend Sylvia Jones, Associate Pastor of Mount Zion AME Church.

The Pledge of Allegiance was provided by Commissioner Minor.

AWARDS AND PRESENTATIONS

- Proclamation Recognizing the Fairview Middle School Football Team as Division I Champions
  (Commissioner Maddox)
  - Commissioner Maddox presented a proclamation recognizing the Fairview Middle School Football Team as Division I Champions.
  - Principal Myer accepted the proclamation on behalf of the school, referenced the team's motto, and expressed appreciation to the Board. She also acknowledged and thanked the coaching staff for their leadership and commitment.
  - Commissioner Welch congratulated the Fairview Middle School Football Team on their achievement.
  - Commissioner Cummings offered congratulations to the team and school community.
  - Commissioner Proctor extended additional congratulations to the team, including quarterback Landon, and recognized the efforts of all players. He noted that a championship celebration would be held and invited those present to attend.
  - Commissioner Proctor also recognized Dr. Vivian Hobbs for her dedication and contributions to education.

- Proclamation Recognizing Miss Juneteenth Florida, Corrin Hobbs
  (*Commissioner Maddox)*
  - Commissioner Maddox presented Corrin Hobbs with a proclamation recognizing her as Miss Juneteenth Florida 2025.
  - Ms. Corrin Hobbs accepted the proclamation and expressed her appreciation to the Board.
  - Commissioner Proctor acknowledged Ms. Hobbs and thanked her for her dedicated service.

- Commissioner Cummings congratulated Ms. Hobbs and commended her for upholding her family's legacy of excellence.
- Commissioner O'Keefe recognized Ms. Hobbs as a positive role model and exemplary representative of the community.

- **CITIZENS TO BE HEARD ON CONSENT AND NON-AGENDAED ITEMS**

  3-minute limit per speaker; there will not be any discussion by the Commission

  - Carmen Lyttle-Nguessan, 912 Bob White Drive, virtual speaker, spoke regarding community growth occurring without the availability of essential services, specifically fiber internet and natural gas utilities, for residents.
  - Jennifer Dahm, no address provided, addressed Consent Agenda Item #12, expressing opposition to the use of public funds to support The Village Square.

CONSENT

Commissioner Welch moved, seconded by Commissioner Maddox, to approve the Consent Agenda, as presented.

- Commissioner O'Keefe requested clarification regarding whether additional information was available concerning the contract with The Village Square.
- Mr. Mathieu Cavell, Director of Community Relations and Resilience, provided an explanation of how Leon County funds are allocated in relation to Agenda Item #12.
- Commissioner Minor emphasized the significance of the community engagement efforts facilitated by The Village Square.

The motion carried 7 – 0.

1. Minutes: September 23, 2025 Public Hearing and Special Meeting and October 14, 2025 Regular Meeting

The Board approved Option 1: Approve the minutes of September 23, 2025 Public Hearing and Special Meeting and October 14, 2025 Regular Meeting.

2. Payment of Bills

The Board approved Option 1: Approve the payment of bills and vouchers submitted for December 9, 2025, and the pre-approval of payment of bills and vouchers for the period of December 10, 2025, through January 26, 2026.

3. Fiscal Year 2025 Carry Forward Adjustments

The Board approved Option #1: Authorize the carry forward adjustments of FY 2025 appropriations to the FY 2026 budget by approving the Resolution and associated Budget Amendment.

4. Commissioner Appointments to the Code Enforcement Board, the Library Advisory Board, and the Public Safety Coordinating Council

The Board approved Options #1 – 7:

Option #1: Ratify Chairman Caban's appointment of Carson Rowe to the Code Enforcement Board for the remainder of a three-year term ending July 31, 2026;

Option #2: Ratify Chairman Caban's reappointment of Elizabeth Jackson to the Library Advisory Board for a two-year term ending December 31, 2027;

Option #3: Ratify Commissioner Minor's reappointment of David Low to the Library Advisory Board for a two-year term ending December 31, 2027;

Option #4: Ratify Commissioner Welch's appointment of David Schubert to the Library Advisory Board for a two-year term ending December 31, 2027;

Option #5: Ratify Commissioner Cummings' appointment of Mike Kay to the Library Advisory Board for a two-year term ending December 31, 2027;

Option #6: Ratify Chairman Caban's reappointment of Nancy O'Farrell to fill Seat Category k. (representative from a community group who works with offenders & victims) on the Public Safety Coordinating Council for a four-year term ending December 31, 2029; and

Option #7: Ratify Chairman Caban's appointment of Patrick Mahoney to fill Seat Category k. (representative from a community group who works with offenders & victims) on the Public Safety Coordinating Council for a four-year term ending December 31, 2029.

5. Request to Schedule the First and Only Public Hearing for an Ordinance to Establish a Boating-Restricted Area on Lake Iamonia for January 27, 2026

The Board approved Option #1: Schedule the first and only public hearing on January 27, 2026, at 6:00 p.m., for an ordinance to establish a boating-restricted area within the pass between Strickland Arm and Lake Iamonia, and direct staff to coordinate with FWC for the installation of the associated regulatory waterway markers upon adoption of the ordinance.

6. Consideration of an Amendment to the Florida Department of Environmental Protection Permitting and Compliance Assistance Program Contract for the Petroleum Storage Tank Regulation Program for FY 2017 – 2027

The Board approved Option #1: Approve an amendment to the Florida Department of Environmental Protection Permitting and Compliance Assistance Program Contract for the Petroleum Storage Tank Regulation Program for execution by the County Administrator with an effective date upon signature, and authorize the County Administrator to execute any future agreements and amendments, subject to legal review by the County Attorney.

7. Proposed Resolution in Support of the Florida Department of Transportation Safe Routes to School Grant Application for the Construction of a Sidewalk on Buck Lake Road

The Board approved Option #1: Adopt the Resolution in support of a Florida Department of Transportation Safe Routes to School Grant Application to construct a sidewalk on Buck Lake Road between Walden Road and Alameda Drive.

8. Proposed Resolution in Support of the Florida Department of Transportation Grant Application for the Design and Construction of the Shelfer Road Sidewalk Project

The Board approved Option 1: Adopt the Resolution in support of the Florida Department of Transportation's Transportation Alternatives Set-Side Grant Application to construct the Shelfer Road Sidewalk Project.

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

The Board approved Options #1 – 2:

Option #1: Approve the Interlocal Agreement between Leon County and the FDOT for Services Related to the Stormwater Element of NPDES Program Requirements, and authorize the County Administrator to execute the Interlocal Agreement, and to approve and execute future amendments, subject to review by the County Attorney; and

Option #2: Adopt the Resolution authorizing the Interlocal Agreement with the FDOT for Services Related to the Stormwater Element of NPDES Program Requirements.

10. Approval for the Purchase of Two Replacement Hardware Devices for Data Backup

The Board approved Option #1: Approve the purchase of two data backup devices from Insight Public Sector Inc. utilizing OMNIA/Cobb County Contract #23-6692-03, for a total amount not to exceed $486,980.

11. Fiscal Year 2026 Insurance Coverages

The Board approved:

Option #1: Approve the FY 2026 insurance coverages and authorize the County Administrator to place insurance coverages for Property and Excess Workers' Compensation, and General Liability as specified in Renewal Option 1:

• Property and Flood Insurance: Zurich American Insurance Company, $720,008 with flood insurance; and Wright National Flood Insurance Company, $2,768 for Woodville Community Center and Branch Library, which has a small portion of the parcel within a FEMA mapped flood zone.

• Inland Marine Insurance: XL Specialty Insurance Company, $115,520.

• General Liability (including Public Official, Employment Practices Liability, Umbrella, Auto and Medical Malpractice): The Phoenix Insurance Company (Travelers), $1,198,060 and Lloyds of London, $10,710.

• Excess Workers' Compensation: Safety National Casualty Corp, $217,443 and Fortegra Specialty Ins. Co. $149,536.

• Cyber Security Insurance: Chubb, ACE American Insurance Company, $57,826.

• As the broker of record, authorize Brown & Brown to place Pollution, Accidental Death & Dismemberment, Aviation, Crime and Drone liability coverages, $176,579.

12. 2026 Citizen Engagement Series, Club of Honest Citizens, and The Village Square Events

The Board approved Option #1: Approve the 2026 Citizen Engagement Series, Club of Honest Citizens, and The Village Square proposed tentative events.

13. 2025 Annual Affordable Housing Advisory Committee Report of Recommendations

The Board approved Options # 1 – 2:

Option #1: Accept the 2025 Annual Affordable Housing Advisory Committee Report of Recommendations; and

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

14. Annual Status Report on the Minority, Women, and Small Business Enterprise Fiscal Year 2024 Expenditures for Leon County

The Board approved Option #1: Accept the Annual Status Report on the Minority, Women, and Small Business Enterprise Fiscal Year 2024 Expenditures for Leon County.

15. Status Report on the Alternative Mobility Funding System Study

The Board approved Option #1: Accept the Status Report on the Alternative Mobility Funding System Study and maintain the existing transportation concurrency management system.

CONSENT ITEMS PULLED FOR DISCUSSION

- NONE

GENERAL BUSINESS

16. Leon Arms Affordable Housing Rental Development and Housing Finance Authority of Leon County Plan of Financing

County Administrator Long stated this item seeks Board adoption of a Resolution to authorize the Housing Finance Authority of Leon County to issue Multifamily Housing Revenue Bonds in the amount of $15 million for proposed renovations and improvements to the Leon Arms affordable rental housing development located on Holton Street. This item also seeks Board adoption of a resolution to approve the Housing Finance Authority of Leon County's proposed Plan of Financing to seek up to $50 million in bonds from the State of Florida to fund affordable rental development projects in Leon County.

Commissioner Maddox moved, seconded by Commissioner Welch, for approval of Options #1 and Option #2:

- Commissioner Proctor inquired as to why local contractors were not being provided an opportunity to participate in the funding associated with the item and requested clarification on the number of housing units to be created by the project.
    - Mr. Shington Lamy, Assistant County Administrator, responded by outlining the project goals and confirmed that the use of local vendors would be included.
- Vice Chairman O'Keefe asked who would be responsible for repaying the bonds associated with the Leon Arms project.
    - Mr. Lamy stated that the developers would be responsible for bond repayment and that the County would have no liability or financial obligation related to the bonds.

Commissioner Maddox moved, seconded by Commissioner Welch, for approval of Option #1: Approve the Resolution authorizing the Housing Finance Authority of Leon County to issue $15,000,000 in Multifamily Housing Revenue Bonds for the Leon Arms project; and

Option #2: Adopt the Resolution approving the Housing Finance Authority of Leon County, Florida's Plan of Financing.

The motion carried 7 – 0.

17. Proposed Enhancements to the Community Human Services Partnership

County Administrator Long stated as requested by the Board and following multiple meetings with human service partners, this item provides a recommendation for the realignment of County funding in the Community Human Services Partnership (CHSP) that will maximize efficiency, reduce duplication, and optimize limited human services resources through greater coordination with the Children's Services Council of Leon County (CSC Leon). Furthermore, following input and feedback from the human service partners, the item presents additional recommendations for enhancements to the Community Human Services Partnership that will increase access and improve service delivery for human services providers.

- Commissioner Maddox recused himself from the vote as he is the CEO of Family Promise of the Big Bend.

Commissioner Welch moved, seconded by Commissioner Proctor, for approval of Option #1: Approve the proposed realignment of Leon County funding in the Community Human Services Partnership for line-item funding to the emergency homeless shelters; and

Option #2: Authorize the County Administrator to amend and execute a Memorandum of Understanding with the City of Tallahassee on the Community Human Services Partnership to establish minimum funding awards, eliminate funding caps, and perform administrative updates, subject to legal review by the County Attorney.

Commissioner Welch expressed appreciation to staff for the proposal aimed at better aligning funding to serve the community. He thanked Commissioner Cummings and staff for their work, noting that the effort will result in more efficient service to the community.

- Commissioner Proctor requested a copy of the CHSP Procedures Manual for review, specifically regarding the appeals process.
- Commissioner Cummings thanked Mr. Lamy, Ceka Greene, Executive Director of CSC Leon, and Darryl Jones for their work. She expressed support for Commissioner Proctor's recommendation to modify Option #2 to be contingent upon potential changes to property tax funding. She further suggested deferring approval of the Memorandum of Understanding (MOU) until the conclusion of the 2026 Legislative Session in March 2026.
    - Mr. Lamy explained that the programs are aligned and clarified that applicants who do not apply through the CSC may still apply through the CHSP. Commissioner Cummings and Mr. Lamy then engaged in a series of questions and responses regarding the programs. He commented that staff recommendation is based on direction provided by the Board. He stated they are happy to bring back the MOU in March after session.

Commissioner Cummings made a substitute motion, seconded by Commissioner Proctor, to approve Option #1 and postpone Option #2 until March 2026 when the Legislative Session is finalized.

Discussion followed by the Board.

- Chairman Caban requested a friendly amendment to the substitute motion to include a status report on programs previously funded by CSC Leon, to be presented when the item returns to the Board in March 2026.
- Commissioner Cummings accepted the friendly amendment.
- Commissioner Welch stated his support for Option #1 and indicated his willingness to follow Commissioner Cummings's recommendation based on her experience with the subject matter.
- Commissioner Proctor suggested that all vendor contracts include language specifying that funding is contingent upon property tax revenues. He further recommended that accountability measures be applied to CSC Leon funding for children's services.
- County Attorney O'Steen advised that Leon County contracts already include a clause related to budget availability.
- Commissioner Proctor shared with respect to Option #2, commented on the need for clearly defined measures of service delivery.

Commissioner Cummings amended the substitute motion, seconded by Commissioner Proctor, to approve Option #1: Approval of the proposed realignment of Leon County funding within the Community Human Services Partnership to provide line-item funding for emergency homeless shelters; and

Direct the County Administrator to bring back Option #2 in March 2026 to include a status report on which organizations have been funded by CSC Leon.

The motion carried 5 – 1 with Vice Chairman O'Keefe in opposition and Commissioner Maddox recusing himself due to the appearance of a conflict related to his position as CEO of Family Promise of the Big Bend.

18. Contract Award on the Evaluation of Fire Service

County Administrator Long stated this item seeks Board approval to award a contract to Fitch & Associates, LLC, the highest ranked respondent to the Request for Proposal (RFP) for consulting services to evaluate alternative models and cost-effective options for fire service in unincorporated Leon County. The item also seeks approval to schedule a workshop for May 12, 2026, at 9:30 a.m., for Board consideration of the consultant's report.

Public Comment:

- Daniel Waters, 6715 Landover Circle, commended Leon County for the emergency and fire services currently being provided and expressed opposition to funding separate fire services.
- Christopher Godwin, 2512 Pecan Rd, addressed the Board and stated that the current fire service fee is not risk-based, relying solely on property use codes and square footage, which results in disproportionate fees. He cited examples showing lower-risk residential and small business properties, particularly in unincorporated areas, paying higher fees than larger or higher-risk City properties, emphasized the negative impact on vulnerable residents such as seniors on fixed incomes, and submitted supporting data to the Board.

Vice Chairman O'Keefe moved, seconded by Commissioner Proctor, to approve Options #1 and #2.

Vice Chairman O'Keefe asked whether the vendor recommended by staff had worked with the City of Tallahassee in recent years, noting that the item was intended to identify a contingency option should negotiations on consolidated fire services not move forward.

- County Administrator Long responded that the vendor had previously been used by both the County and the City on a joint project, though not in recent years.
- Commissioner Minor stated that a consolidated fire service best serves Leon County residents and supported the staff recommendation to obtain data necessary for informed decision-making. He thanked staff for the proposal.
- Commissioner Proctor emphasized the importance of obtaining the information outlined in the proposal, referenced the City's 2028 deadline, and inquired about the cost of hiring the consultant. County Administrator Long responded that the cost would be $110,000.

- Commissioner Welch agreed with Commissioners Minor and O'Keefe that reaching an agreement with the City would be most beneficial for residents and stated that he believed the Board has acted in good faith throughout the negotiations.
- Commissioner Maddox stated that the matter involves business between two entities entrusted to act on behalf of residents. He recognized former City of Tallahassee Mayor Dot Inman-Johnson and relayed concerns from residents regarding the proposed shift in fire service fee collection from utility bills to property tax bills. He asked whether the Board had the authority to change the collection method and requested a friendly amendment to return collection to utility bills; the amendment failed for lack of a second.
    - County Attorney O'Steen advised that the Board has the authority to amend ordinances related to the method of collection in future fiscal years.
- Chairman Caban stated that any change to the method of collection should be addressed through a separate motion. He inquired about the City's cooperation in providing requested information and stated that the fairness and equity of fire service fee calculations should be evaluated.
    - County Attorney O'Steen shared that the City has provided only partial or incomplete information in response to the County's requests.
- Commissioner Maddox asked whether the contractor's study could include an evaluation of the fee collection method, and County Administrator Long confirmed that it would be included in the report.

Vice Chairman O'Keefe moved, seconded by Commissioner Proctor, to approve Option #1: Approve the contract award to Fitch & Associates, LLC, for consulting services to evaluate alternative models and cost-effective options for fire service in unincorporated Leon County and authorize the County Administrator to execute the agreement, and any amendments thereto, subject to legal review by the County Attorney; and

Option #2: Approve the Budget Amendment appropriating funds from the General Fund Contingency account.

The motion carried 7 – 0.

**The Chairman recessed the meeting at 5:30 p.m. and reconvened for the 6:00 p.m. Public Hearing.*

19. Status Report on County-City Consolidation in Florida

County Administrator Long introduced this item. The status report summarizes national and Florida experience with county-city consolidation, including Jacksonville–Duval County and prior Tallahassee–Leon County referenda; describes existing functional consolidation between Leon County and the City of Tallahassee; and outlines the state legal framework and research on potential advantages and disadvantages of consolidation. The item also identifies potential next steps the Board could consider if it wishes to further explore the issue.

Public Comment:

- Dot Inman-Johnson, 2121 Trescott Drive, stated that she has opposed previous consolidation efforts; however, she expressed that she is now in favor of consolidation. She urged the Board to conduct a study to evaluate consolidation and stated that her support is based on changes that have occurred in Leon County, which she briefly explained.

- Commissioner Proctor stated that former Mayor Inman-Johnson's remarks were powerful. He referenced the City's executive compensation of approximately $2.2 million and commented that, on an apples-to-apples basis, the County operates more efficiently. He stated that allowing voters to decide the issue is democratic and noted the distinct functions of city and county governments under Florida law. He also emphasized potential cost savings and the importance of transparency.
- Commissioner Welch stated that he remains open-minded but noted limited detail on how consolidation would operate. He referenced concerns from residents in his district who feel unrepresented due to a lack of City Commission representation and inquired whether the State could require a more representative form of city government. He added that he could support a non-binding advisory referendum on the November 2026 ballot but expressed concern about ballot character limitations.
- Vice Chairman O'Keefe inquired whether the Legislature has the authority to initiate a consolidation plan, expressed concern with that approach, and stated that now is not the appropriate time to advance consolidation discussions.
    - County Administrator Long confirmed that the Legislature may act on a consolidation plan if requested by a county or city and submitted by the applicable legislative deadline.
- Commissioner Cummings noted her history of opposing the consolidation of governments in Leon County and emphasized the need for substantial data before supporting the concept moving forward.
- Commissioner Minor referenced his prior research on consolidation, noting mixed results regarding efficiency, and expressed concern with the motion.
- Commissioner Maddox stated that issuing a straw poll without a defined plan would be disingenuous to the public. He added that there are more pressing issues requiring the Board's attention and stated that he could not support the motion.
- Chairman Caban stated that supporting the motion was the best way to obtain public input. He outlined several reasons for supporting consolidation as a concept and provided a handout highlighting unincorporated properties that have been annexed into the City over time.
- Commissioner Proctor discussed other examples of consolidation, for example the FSU- City hospital merger. He reiterated his belief that race is playing a factor in the Urban Services Area.
- Commissioner Maddox asked how many of the annexations were voluntary.
    - County Attorney O'Steen responded that most of the annexations shown were voluntary.
- Commissioner Welch stated that he supported the motion as a means to determine citizen interest.
- Commissioner Cummings asked whether there are any campaign restrictions if the Board were to approve a straw ballot question for voter referendum.
    - County Attorney O'Steen provided legal guidance on activities that are prohibited and funding restrictions regarding the topic.

Commissioner Proctor moved, seconded by Commissioner Cummings, to approve Option #2: Board direction to adopt a non-binding referendum (Straw poll) to obtain community input about consolidation.

The motion carried 5 – 2 with Vice-Chairman O'Keefe and Commissioner Maddox in opposition.

20. Appointment of Commissioners to the Canvassing Board

County Administrator Long introduced this item. He stated that pursuant to Florida Statutes this agenda item requests Board appointment of one eligible Commissioner to serve as a Substitute Member for the Canvassing Board. This item also recommends that the Chairman appoint an eligible Commissioner to serve as an Alternate Member for occasions when the Sitting Member is temporarily unable to participate in a Canvassing Board meeting.

Commissioner Proctor moved, seconded by Commissioner Cummings, to approve Option #1: Full Board to appoint Commissioner Maddox as the Substitute Member for the Canvassing Board for a two-year term ending December 31, 2027; and

Option #2: Chairman to appoint Commissioner Welch as the Alternate Member for the Canvassing Board for a two-year term ending December 31, 2027.

(The Board Chairman will appoint an eligible Commissioner to serve as the Alternate Member for the Canvassing Board once the Board selects the Substitute Member.)

The motion carried 7 – 0.

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

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

Commissioner Maddox moved, seconded by Commissioner Minor, to approve Option #1: Full Board to appoint Commissioner Minor to the Big Bend Continuum of Care Board for a two-year term ending December 31, 2027.

The motion carried 7 – 0.

Commissioner Maddox moved, seconded by Commissioner Minor, to approve Option #2: Appoint Commissioner Maddox, Commissioner Minor, and Vice Chairman O'Keefe to the Capital Region Transportation Planning Agency Board for a two-year term ending December 31, 2027.

The motion carried 7 – 0.

Commissioner Maddox moved, seconded by Commissioner Minor, to approve Option #3: Appoint Commissioner Cummings to the Juvenile Justice Circuit 2 Advisory Board for a two-year term ending December 31, 2027.

The motion carried 7 – 0.

Commissioner Maddox moved, seconded by Commissioner Minor, to approve Option #4: Appoint Commissioner Welch to the Leon County Educational Facilities Authority for a two-year term ending December 31, 2027.

The motion carried 7 – 0.

Commissioner Maddox moved, seconded by Commissioner Minor, to approve Option #5: Appoint Commissioner Maddox to the Workforce Development Consortium, Region 5, for a two-year term ending December 31, 2027.

The motion carried 7 – 0.

22. Full Board Appointment to the Early Learning Coalition of the Big Bend

County Administrator Long introduced this item which seeks the full Board's consideration for the appointment of a citizen to the Early Learning Coalition of the Big Bend.

Commissioner Cummings moved, seconded by Commissioner Welch, to approve Option #1: Appoint Brooke Bruner to the Early Learning Coalition for a four-year term ending on December 31, 2029.

The motion carried 7 – 0.

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

23. First and Only Public Hearing to Consider an Ordinance Amending Chapter 13, Section 13-58, of the Leon County Code of Laws, entitled "Consumption of Alcohol, Intoxication and Public Nuisances"

County Administrator Long introduced this item. It requests the Board to conduct the first and only public hearing to adopt an Ordinance amending Chapter 13, Section 13-58 of the Leon County Code of Laws, entitled "Consumption of Alcohol, Intoxication and Public Nuisances." The proposed Ordinance will establish procedures regarding authorization of alcohol at events occurring at County facilities. Further, this item seeks Board approval of scrivener's corrections to Policy 06-1, "Use and Scheduling of Parks & Recreation Facilities."

- Vice Chairman O'Keefe commented that this is the Board updating the policy in time for the Cross County World Championship event.

Commissioner Minor moved, seconded by Commissioner O'Keefe, to approve Options #1: Conduct the first and only public hearing and adopt the Ordinance amending Chapter 13, Section 13-58, of the Leon County Code of Laws, entitled "Consumption of Alcohol, Intoxication and Public Nuisances"; and

Option #2: Adopt the revised Parks and Recreation Usage Policy 06-1, "Use and Scheduling of Parks & Recreation Facilities."

The motion carried 6 – 0 with Commissioner Proctor out of Chambers.

24. First and Only Public Hearing to Consider Adoption of the Annual Update to the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule

County Administrator Long introduced this item. It requests the Board conduct the first and only public hearing to adopt an Ordinance updating the Tallahassee-Leon County Comprehensive Plan Capital Improvement Schedule pursuant to Florida Statutes. The Capital Improvements Schedule reflects the capital projects identified in currently adopted federal, state, and local budgets.

Commissioner Cummings moved, seconded by Commissioner Welch, to approve Option #1: Conduct the first and only public hearing and adopt the Ordinance updating the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule.

The motion carried 6 – 0 with Commissioner Proctor out of Chambers.

25. Adoption Public Hearing on the Comprehensive Plan Update

County Administrator Long introduced this item. It requests the Board conduct the adoption public hearing and adopt an ordinance amending the Land Use and Mobility Elements of the 2030 Tallahassee-Leon County Comprehensive Plan pursuant to Section 163.3184, Florida Statutes. If adopted by both the Board and City Commission, the current Land Use Element and Mobility Element will be replaced by the proposed Land Use and Mobility Element.

Public Comment:

- Craig Stevens, 2736 Summer Meadow Drive, spoke regarding the importance of land conservation, especially cemetery lands in Leon County. He noted concern for Meridian Road improvements that may cause danger to the cemetery.
- Althemese Barnes, 26195 Summerwood Avenue, spoke regarding protections for cemeteries in Leon County and specifically the Carr Cemetery. She discussed abandoned cemeteries in District 4.
- Roland Woodburry, 2415 Jim Lee Road, echoed prior speakers' requests for protections related to Carr Cemetery.
    - Commissioner Proctor asked for clarification on what a meeting between the individual speakers and County staff would involve, and County Administrator Long explained the scope and purpose of such a meeting.
- Vivian Young, 411 Oakland Drive, Special Projects Director for 1000 Friends of Florida, stated the organization's mission and expressed concerns regarding the proposed Comprehensive Plan, offering several suggested revisions.
- Anthony Gaudio, 2335 Grassroots Way, raised concerns that some individuals did not receive notice of proposed property changes and stated that owner-initiated requests provide a process that includes notification to adjacent property owners.
- Carrie Gaudio, 2347 Grassroots Way, expressed concern about the transparency of the process and requested that property changes be handled through methods that ensure notification to affected parties.
- Roy Knight, 5962 Centerville Road, stated that the Board should carefully consider and approve the best plan, noting that it will guide development for the next 30 years. He added that the current proposal does not adequately consider health, welfare, open space, and traffic impacts.
- Randi Denker thanked staff for their responsiveness and for providing information throughout the process but stated her opposition to increasing the amount of land within the Urban Services Area (USA).
- David Handy, 2396 Grassroots Way, expressed concern about impacts to the Old St. Augustine Road tree canopy and stated that the roadway cannot be widened or support additional traffic from future development.
- Jan Keshen, 5114 China Berry Lane, spoke in opposition to expanding the USA near Old St. Augustine Road.
- Daniel Hallinan, Jr., 2395 Copacetic Way, echoed opposition to expansion of the USA along Old St. Augustine Road.

- Danny Jones, 2323 Grassroots Way, opposed the Southwood Plantation development, citing impacts to the Old St. Augustine Road tree canopy and increased traffic.
- Mark Mahoney, 8733 Palencia Court, echoed concerns regarding expansion of the USA around Old St. Augustine Road and requested that the Board vote against the proposed Comprehensive Plan update.
- Wendy Grey, 1047 Myers Park, speaking on behalf of the Alliance of Tallahassee Neighborhoods, thanked staff for addressing several requested changes and asked the Board to consider additional amendments related to two new categories.
- Steve Leitman, 552 E. Georgia Street, spoke regarding the costs associated with expanding the USA.

Commissioner Maddox moved, seconded by Commissioner Welch, to approve Option #1.

- Commissioner Maddox requested clarification from staff on several issues raised by public speakers and thanked staff for completing the planning work directed by the current and prior Boards, as well as community groups. He also discussed concerns related to septic systems and asked staff to define the term "Urban Fringe," including whether the areas under consideration fall within that category.
    - Mr. Michael Alfano, Director of Planning, provided clarification. He defined Urban Fringe using the intersection of Bannerman and Meridian Road as an example. He also defended the proposed expansion of the Urban Fringe boundaries near Old St. Augustine Road, explaining that the area was recommended by consultants to accommodate future community growth. He noted that the location's proximity to the Urban Services Area make it well suited for future development; therefore, the rational was that it would be good planning to ensure this area had access to Urban Service amenities such as central water and sewer. Additionally, he emphasized the importance of designating the area as "Planned Development" for its land use category.
- Commissioner Maddox asked staff to clarify what changes, if any, were being contemplated to existing protections.

  Mr. Artie White, Director of Planning, Land Management, and Community Enhancement, provided additional details. He discussed infrastructure considerations, associated costs, and the proposal to allow higher-density development.
- Commissioner Maddox stated that planners plan, but community members must work together to balance environmental protection and business interests. He commended staff for their work on the proposal and commented that the community must ultimately find common ground, including the eventual need to extend boundaries.
- Vice Chairman O'Keefe thanked staff for their thorough explanations and responses. He then asked several questions and stated that the property along Old St. Augustine Road, which is under single ownership and exceeds 200 acres, should not be included in the Comprehensive Plan update. He commented that the owner should instead submit an individual application requiring property-specific data and analysis of environmental and infrastructure impacts, noting that his concerns

centered on the four parcels due to their size and ownership and that such matters are typically addressed through the master planning process.

- Mr. Alfano in responding to a question regarding master plans and the Board's authority, stated that if the Board's decisions are consistent with state statute and the Comprehensive Plan, the Board has the discretion to deny approval of a master plan if it finds any component unacceptable.

Vice Chairman O'Keefe made a substitute motion, seconded by Commissioner Proctor, to approve Option #1 as amended, to remove the areas of four parcels (31-12-20-012-000-0; 31-11-20-001-000-0; 31-11-20-022-000-0; and 32-07-20-401-000-0) proposed to be added to the USA along Old St. Augustine Road.

- Commissioner Welch commented on the community's growth challenges and expressed concern about continued southern expansion and sprawl. He referenced the master planning process, discussed ongoing citizen engagement on the issue since May 2025, and stated that he was not likely to support the substitute motion.
- Commissioner Proctor recalled the City's sale of the Capital City Cemetery golf course and the resulting community concerns. He stated that the USA boundary has racial implications for Black communities and commented on the broader racial divide. He expressed concern about protecting Carr Cemetery, stated that the property along Old St. Augustine Road should have been removed from the Comprehensive Plan update earlier, and suggested that proper notice should have been applied to that property. He discussed the concept of decoupling, expressed support for the substitute motion, and suggested that future growth be directed toward federal lands in the southern portion of the County.
  - Mr. Alfano responded that all parties within 1,000 feet of that subject property would have received an email notice and that the information was also shared with nearby neighborhood homeowners associations.
- Commissioner Cummings thanked County Administrator and his staff, as well as the citizens, for their diligence and concern. She inquired about the expansion, referencing the map identified in Attachment 12.
  - County Attorney O'Steen shared that if a property owner was to voluntarily file a petition to annex into the City, the application would first go to the City. That application would then be presented to the County. The County could object if there is a legal basis. This would trigger dispute resolution under the Interlocal Agreement. There are statutory criteria that are considered when determining whether annexation is legal, which the Board has historically applied when annexation requests have come before it for approval.
- Commissioner Cummings stated they have looked at all avenues, and one of the things that gives her pause is that nothing can occur on any of these properties until a master plan is submitted to the Planning Department, specifically in the Southwood area, and that a master plan must include an extension of Orange Avenue to alleviate traffic pressure. She commented that she liked that the master plan process would include extensive vetting of any proposal for any urban services area, with multiple public hearings and mailed notices.
- Commissioner Minor asked a citizen who was involved in the original citizen group who evaluated growth in Leon County to provide her feedback on that group's recommendations. He then asked staff questions. He agreed that when growth is

managed in the right way, it can have a lot of positives for the community. He noted support for the substitute motion on the floor.

  - Wendy Gray provided a brief history of the citizens' group dating back to 2003 and summarized its detailed analysis of land availability, focusing not only on development demand but also on where future development could realistically occur. She also shared her experience serving on the original group that recommended the Urban Services Area expansion near Southwood.

- Commissioner Minor commented that the updated conclusions may no longer apply and that additional housing units should be considered. He commented that growth can be beneficial if managed responsibly, but emphasized that Comprehensive Plan changes must be transparent and properly noticed, cautioning against introducing land use changes without clear disclosure. He stated his support for the motion on the floor, including a friendly amendment related to Meridian Road.

Vice Chairman O'Keefe amended the substitute motion, seconded by Commissioner Proctor, to approve Option #1: Conduct the adoption public hearing and adopt the proposed ordinance attached as Attachment #1, thereby adopting the proposed Land Use and Mobility Element and Glossary revisions to the Tallahassee-Leon County Comprehensive Plan, subject to the City Commission's adoption of the proposed amendments in accordance with Policy 1.8.1 of the Intergovernmental Coordination Element, removing the areas of four parcels (31-12-20-012-000-0; 31-11-20-001-000-0; 31-11-20-022-000-0; and 32-07-20-401-000-0) proposed to be added to the USA along Old St. Augustine Road.

The motion carried 4 – 3 with Chairman Caban, Commissioner Maddox, and Commissioner Welch in opposition.

26. First and Only Public Hearing to Consider Adopting a Resolution of Intent to Utilize the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Assessments for the Purpose of Collecting the Full Amount of all Charges Related to Sewer Service Imposed on Certain Real Property Located in Woodville Septic-to-Sewer System Phase 1 Project Area

County Administrator Long introduced this item. It requests the Board conduct the first and only public hearing to consider adopting the proposed Resolution of Intent to utilize the uniform method of collection for the levy, collection, and enforcement of non-ad valorem assessments for the purpose of collecting the full amount of all charges related to sewer service imposed on certain real property located in the Woodville Septic-to-Sewer System Phase 1 Project Area.

Commissioner Proctor moved, seconded by Commissioner Cummings, to approve Option #1: Conduct the first and only public hearing and adopt the Resolution of Intent to Utilize the Uniform Method of Collection for the Levy, Collection, and Enforcement of Non-Ad Valorem Assessments for the purposes of collecting the full amount of all charges related to sewer service imposed on certain real property located in the Woodville Septic-to-Sewer System Phase 1 Project Area.

The motion carried 6-1 with Chairman Caban in opposition.

The Board took a recess at 8:37 p.m. and reconvened at 8:50 p.m.

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS
(3-minute limit per speaker; Commission may discuss issues that are brought forth by speakers.)

- Jennifer Dahm, no address listed, spoke about consolidation and the ability for County residents to vote in City elections.

COMMENTS/DISCUSSION ITEMS

County Attorney O'Steen:

- Had no additional business.

County Administrator Long:

- Invited Ms. Kerri Post, Director of the Division of Tourism, to make remarks about the World Cross County Championship event being held on January 10, 2026.
    - Ms. Post mentioned 31 days remained until the world cross-county event. She informed the Board of the current status. She noted the historic moment for Leon County stepping onto the world stage.

COMMISSIONER DISCUSSION ITEMS

Commissioner Cummings:

- Requested a proclamation recognizing the efforts of the NAACP and the former Senior Bishop A.J. Richardson for promoting civil rights that will be presented at an event hosted in conjunction with the Council on Culture and Arts to unveil a new Civil Rights mural this Saturday.

Commissioner Cummings moved, seconded by Commissioner Maddox, for a proclamation for the NAACP organization and Reverend A.J. Richardson.

The motion carried 7 – 0.

- Requested a proclamation recognizing Wesley Sheffield in honor of his 93rd Birthday.

Commissioner Cummings moved, seconded by Commissioner Minor, for a proclamation in honor of the 93rd birthday of Mr. Wesley Sheffield.

The motion carried 7 – 0.

- Thanked Chairman Caban for great meeting.
- Wished all a Merry Christmas and Happy New Year.
- Reminded everyone of the Memorial for Former County Commissioner Bruce Host on December 10, 2025 at Mission Barbecue.

Commissioner Minor:

- Acknowledged the loss of several community members who had a big impact on making Leon County a great community. He offered condolences to the families of Mr. Bill Cotterell, Mr. Chuck Goodheart, and Mr. Bob Lotane.
- Mentioned the recent success of the Amtrak Mardi Gras Route and looks forward to utilizing that information going into Legislative Session.
- Wished Artie White a Happy Birthday!
- Wished everyone a Happy Holiday Season.

Vice Chairman O'Keefe:

- Requested a proclamation recognizing the 25th Anniversary of Bella Bella Restaurant to be presented in Chambers.

Vice Chairman O'Keefe moved, seconded by Commissioner Minor, to approve a proclamation recognizing the 25th Anniversary of Bella Bella Restaurant.

The motion carried 7 – 0.

- Requested a proclamation recognizing the 40th Anniversary of the Challenger Space Shuttle disaster to be presented at the Challenger Learning Center.

Vice Chairman O'Keefe moved, seconded by Commissioner Minor, to approve a proclamation recognizing the 40th Anniversary of the Challenger Space Shuttle disaster.

The motion carried 7 – 0.

- Requested a proclamation recognizing the Shady Grove Primitive Baptist Church #1 Voices of Victory album which was recently nominated for a Grammy Award.

Vice Chairman O'Keefe moved, seconded by Commissioner Cummings, to approve a proclamation recognizing the Shady Grove Primitive Baptist Church Voices of Victory album which was recently nominated for a Grammy Award.

The motion carried 7 – 0.

- Requested a proclamation recognizing January 18 – 24, 2026, as Certified Registered Nurse Anesthetist Week to be presented at their upcoming event.

Vice Chairman O'Keefe moved, seconded by Commissioner Proctor, to approve a proclamation recognizing January 18 – 24, 2026, as Certified Registered Nurse Anesthetist Week.

The motion carried 7 – 0.

Commissioner Welch:

- Offered Kerri Post congratulations on the upcoming Cross Country Event.
- Requested a proclamation recognizing the FSU Women's Soccer Team for winning their 5th National Championship.

Commissioner Welch moved, seconded by Commissioner Proctor, to approve a proclamation recognizing the FSU Women's Soccer Team for winning their 5th National Championship.

The motion carried 7 – 0.

Commissioner Maddox:

- Commissioner Maddox requested a proclamation recognizing the Fairview Middle School Girls Basketball Team as Division I-A Champions.

Commissioner Maddox moved, seconded by Commissioner Cummings, to approve a proclamation recognizing Fairview Middle School's Girls' Basketball Team as Division I-A Champions.

The motion carried 7 – 0.

- Requested a proclamation recognizing the Raa Middle School Girls Basketball Team as undefeated Division II Champions.

Commissioner Maddox moved, seconded by Vice Chairman O'Keefe, to approve a proclamation recognizing the Raa Middle School Girls Basketball Team as undefeated Division II Champions.

The motion carried 7 – 0.

- Requested a proclamation recognizing the 10th Anniversary of 'Conversations with Nicole' in March of 2026, to be presented at the end of February.

Commissioner Maddox moved, seconded by Commissioner Cummings, to approve a proclamation recognizing the 10th Anniversary of 'Conversations with Nicole.'

The motion carried 7 – 0.

- Congratulated the Florida State University Women's Soccer Team on the 5th National Championship.
- Wished everyone a Merry Christmas.
- Wished a Happy Birthday to his daughter, Mylee.

Commissioner Proctor:

- Commissioner Proctor requested an agenda item from the County Administrator to identify opportunities for service agencies to be co-located at the County Health Department buildings on Old Bainbridge Road and Orange Avenue.

Commissioner Proctor moved, seconded by Vice Chairman O'Keefe, directing the County Administrator to prepare an agenda item identifying opportunities for service agencies to be co-located at the County Health Departments on Old Bainbridge Road and Orange Avenue.

The motion carried 7 – 0.

- Requested a proclamation recognizing the 160th Anniversary of Bethel AME Church this Sunday.

Commissioner Proctor moved, seconded by Commissioner Cummings, for a proclamation honoring Bethel AME Church for its 160th anniversary.

The motion carried 7 – 0.

- He requested a proclamation recognizing the retirement of Senior Bishop A.J. Richardson from Bethel AME Church.

Commissioner Proctor moved, seconded by Commissioner Cummings, for a proclamation for Senior Bishop of the AME Church A.J Richardson for years of contribution as a Bishop and former Pastor of Bethel AME Church.

The motion carried 7 – 0.

- Shared there will be a Gala Celebration at the Jake Gaither Community Center this evening.
- Wished everyone Happy Holidays and especially to District 1.

Chairman Caban:

- Requested a proclamation recognizing the 175th Anniversary of Florida State University.

Commissioner Maddox moved, seconded by Commissioner Cummings, to approve a proclamation recognizing the 175th Anniversary of FSU.

The motion carried 7 – 0.

- Wished Commissioner Maddox Happy Birthday.
- Wished everyone a wonderful holiday break.

RECEIPT AND FILE:

- CareerSource Capital Region 2024 – 2025 Annual Report.

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 10:37 p.m.

ATTEST:

BY: _____
Christian Caban, Chairman
Board of County Commissioners

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

DRAFT

Leon County
Board of County Commissioners

Notes for Agenda Item #2

Leon County Board of County Commissioners

Agenda Item #2

February 10, 2026

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 Georgette Daniels, 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 February 10, 2026, and pre-approval of payment of bills and vouchers for the period of February 11, 2026, through March 9, 2026.

Fiscal Impact:

This item has a fiscal impact. All funds authorized for the issuance of these checks have been budgeted.

Staff Recommendation:

Option #1: Approve the payment of bills and vouchers submitted for February 10, 2026, and the pre-approval of payment of bills and vouchers for the period of February 11, 2026, through March 9, 2026.

Report and Discussion

Background:

The Office of Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the February 10th meeting, the morning of Monday, February 9, 2026. If, for any reason, any of these bills are not recommended for approval, OMB will notify the Board.

Analysis:

Since the next regular meeting is scheduled for March 10, 2026, it is advisable for the Board to pre-approve payment of the County's bills for February 11, 2026, through March 9, 2026, so that vendors and service providers will not experience hardship because of delays in payment. In the event the Board meeting is cancelled, the payment of bills/vouchers will be approved until the next scheduled meeting. OMB will continue to review the printouts prior to payment; if for any reason OMB questions payment, then payment will be withheld until an inquiry is made and satisfied, or until the next scheduled Board meeting. Copies of the bills/vouchers printout will be available in OMB for review.

Options:

1. Approve the payment of bills and vouchers submitted for February 10, 2026, and the pre-approval of payment of bills and vouchers for the period of February 11, 2026, through March 9, 2026.
2. Do not approve the payment of bills and vouchers submitted for February 10, 2026, and the pre-approval of payment of bills and vouchers for the period of February 11, 2026, through March 9, 2026.
3. Board direction.

Recommendation:

Option #1

Leon County
Board of County Commissioners

Notes for Agenda Item #3

Leon County Board of County Commissioners

Agenda Item #3

February 10, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of Florida Department of Environmental Protection Springs Restoration Grant Funding for the Woodville Sewer System Project and the Septic Upgrade Incentive Program

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
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 Florida Department of Environmental Protection Springs Restoration Grant funding totaling $6 million to support Phase 2 construction of the Woodville Sewer System and provide additional homeowner grants through the Septic Upgrade Incentive Program, and approval of the associated agreement amendments.

Fiscal Impact:

This item has a fiscal impact. A Resolution and Budget Amendment are provided to accept a total of $6,000,000 in state funding, including $5,000,000 for the Woodville Sewer System Project and $1,000,000 for the Septic Upgrade Incentive Program. The Woodville Sewer funding requires an equal local match which will be funded from the County's share of sales tax revenues dedicated to water quality projects. No local match is required for the Septic Upgrade Incentive Program funding. A Resolution and Budget Amendment is provided to realize the funding into the budget.

Staff Recommendation:

Provided on the following page.

Staff Recommendation:

Option #1: Authorize the County Administrator to approve and execute the Springs Restoration Grant Agreement Amendment No. 5 for the Woodville Sewer System Project upon receipt from the Florida Department of Environmental Protection, and approve and execute any future modifications, amendments, or associated agreements thereto, all subject to legal review and revision by the County Attorney.

Option #2: Authorize the County Administrator to approve and execute the Springs Restoration Grant Agreement Amendment No. 3 for the Septic Upgrade Incentive Program upon receipt from the Florida Department of Environmental Protection, and approve and execute any future modifications, amendments, or associated agreements thereto, all subject to legal review and revision by the County Attorney.

Option #3: Approve the Resolution and associated Budget Amendment (Attachment #1).

Report and Discussion

Background:

This item seeks Board acceptance of $6 million in new Florida Department of Environmental Protection (FDEP) Springs Restoration Grant funding, including $5 million to support the Woodville Sewer System Phase 2 construction and $1 million for the County's Septic Upgrade Incentive Program. The item seeks authorization for the County Administrator to approve and execute Amendment No. 5 to the Woodville Sewer System Project Grant Agreement and Amendment No. 3 to the Septic Upgrade Incentive Program Grant Agreement, once each is received from FDEP. This item also requests approval of a Resolution and Budget Amendment (Attachment #1) to realize the funding into the budget. This funding advances the County's commitment to sewer expansion in southern Leon County and natural resource protection by supporting Woodville Phase 2 construction and expanding septic upgrade assistance.

As of the agenda publication deadline, the County has not yet received the finalized amendments. It is anticipated that the proposed Grant Amendments will be finalized and ready for execution later this month. Accordingly, this item seeks Board authorization for the County Administrator to execute the Amendments, in a form approved by the County Attorney and consistent with prior FDEP grant amendments, to facilitate timely acceptance of the funding.

These projects advance 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 Priorities:

- *(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 Woodville community from septic systems to central sewer, while the County's Septic Upgrade Incentive Program provides up to $7,500 to help homeowners in southern Leon County upgrade existing septic systems to advanced nitrogen-reducing technology when central sewer service is unavailable. Together, these programs play a critical role in reducing nutrient loading to the aquifer, Wakulla Springs, and other connected water resources.

Based on a shared desire to enhance water quality, in 2018 Leon County and FDEP partnered under the Leon County Water Quality and Springs Protection Infrastructure Improvement Plan,

jointly committing more than $63 million toward several water quality and springs protection projects in the Primary Springs Protection Zone including the Woodville Sewer System Project, the Lake Munson Sewer Project, and State grants for the Septic Upgrade Incentive Program. This first of its kind multi-year agreement between the state and a 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.

The County continues to actively pursue additional state and federal grant opportunities to support septic system upgrades, sewer conversions, and progress toward the County's Bold Goal. In May 2025, County staff met with FDEP to discuss grant funding for the remaining Woodville project phases. As noted in prior updates on the Woodville Sewer project, County funding is not sufficient for the remaining phases and other funding sources are required. During the May 2025 meeting, FDEP officials explained that the State has shifted away from long-term and multi-year agreements in favor of awarding large funding requests on a phased basis. Under this approach, funding is distributed over two or more fiscal years, similar to multi-year agreements; however, future-year funding under a phased award is contingent upon satisfactory project progress and the effective use of existing grant funds.

In August 2025, the County submitted two Springs Restoration Grant applications, including $10 million for construction of Woodville Sewer System Phase 2, and $1 million to continue the Septic Upgrade Incentive Program. In December 2025, FDEP notified the County that the Septic Upgrade Incentive application had been approved and that the Woodville request would be funded over two state fiscal years (FY's), with half of the total funds awarded in State FY 2026 and the other half in State FY 2027, pending state budget approval. Additional details on project budgets and construction status are provided in the analysis section.

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, 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.

In addition, the County's partnership with state and federal lobbyists 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.

Leon County currently has grant agreements with FDEP for both the Woodville Sewer System Project and the Septic Upgrade Incentive Program. Acceptance of new grant funds requires amending the existing agreement with FDEP.

Analysis:

This item seeks Board authorization for the County Administrator to approve and execute amendments for two existing Springs Restoration Grant Agreements upon receipt from FDEP, and approval of a Resolution and Budget Amendment to formally realize the additional $6 million in new state funding. The amendments will also extend the grant terms to ensure full expenditure of grant funds, as detailed in this item.

Upon notification of the funding award, County staff began working with FDEP to prepare the grant amendments, a process that may extend over several months. It is anticipated that the Grant Amendments will be finalized and available for execution later this month.

Woodville Sewer System Project

The Woodville Sewer System Project is a four-phase, $110 million initiative to provide central sewer service to approximately 1,000 properties in the Woodville community. Table #1 details the funding and status of each phase of the project.

Table #1: Funding and Progress of the Woodville Sewer System Project

Phase	Total Funding	Properties Served	Status
Phase 1	$18 million	175	Done
Phase 2	$34 million	391	Design complete. Right-of-way acquisition underway
Phase 3	Estimated $21 million	Estimated 176	Right-of-way acquisition and construction pending future funding
Phase 4	Estimated $37 million	Estimated 382	Right-of-way acquisition and construction pending future funding

State funding for the Woodville Sewer project, combined with the County's match, has fully funded construction of Phase 1 and partially funded construction of Phase 2. To close the remaining funding gap for Phase 2 construction, the County submitted an FDEP Springs Restoration Grant application requesting $10 million in state funding, with half allocated in the State's FY 2026 budget and the remaining half anticipated to be allocated in the State's FY 2027 budget, pending State budget approval. Consistent with prior Board direction, the equal local match will be funded from the County's share of water quality sales tax revenues. Amendment No. 5 to the Woodville Sewer System Project Grant Agreement incorporates the first $5 million in new state funding and extends the grant term to provide adequate time for Phase 2 construction.

Phase 2 of the Woodville Sewer System Project includes Oak Ridge Road East, Natural Bridge Road, and areas between Summerhaven Drive and Natural Bridge Road on both sides of Woodville Highway. Final design for Phase 2 is complete, and right-of-way easement acquisition is currently underway. While construction cannot begin until the full $10 million in state funding is awarded—anticipated in FY 2027—the County is proceeding with easement acquisition to ensure readiness to move forward once Phase 2 is fully funded.

Septic Upgrade Incentive Program

The Septic Upgrade Incentive Program is an initiative funded entirely through an FDEP Springs Restoration Grant, providing incentive payments up to $7,500 to eligible Leon County resident that live within the Wakulla Springs Priority Focus Area (PFA) to upgrade an existing conventional septic system to an advanced nitrogen-reducing system. When an existing septic system within the PFA is repaired or replaced—whether voluntary or mandated by the State due to failure—the State requires the new or upgraded system to be equipped with advanced nitrogen-reducing technology with installation costs ranging from approximately $7,000 to $18,000 depending on the system selected. The County manages the Septic Upgrade Incentive Program and awards funding to offset costs for eligible residents seeking to upgrade their septic systems.

To date, 250 septic system upgrades have been completed through this program and an additional 46 upgrades are programmed with the State funds previously awarded to the County. The $1 million in new grant funding will extend the program to upgrade 133 additional systems in the PFA. This funding requires no local match. Amendment No. 3 to the Septic Upgrade Incentive Program Grant Agreement will incorporate the $1 million in new state funding and extend the grant term to allow adequate time for additional upgrades. Upon execution of the amendment, County staff will begin authorizing additional septic system upgrades.

This item seeks Board approval to amend two existing FDEP Springs Restoration Grant Agreements to accept $6 million in new state funding and extend the agreement terms to ensure full expenditure of grant funds. These amendments advance the multi-phase Woodville Sewer System Project and continue the Septic Upgrade Incentive Program—both focused on reducing nutrient impacts in environmentally sensitive areas and protecting the aquifer and ecological health of Wakulla Springs.

The remainder of this page intentionally left blank.

Options:

1. Authorize the County Administrator to approve and execute the Springs Restoration Grant Agreement Amendment No. 5 for the Woodville Sewer System Project upon receipt from the Florida Department of Environmental Protection, and approve and execute any future modifications, amendments, or associated agreements thereto, all subject to legal review and revision by the County Attorney.
2. Authorize the County Administrator to approve and execute the Springs Restoration Grant Agreement Amendment No. 3 for the Septic Upgrade Incentive Program upon receipt from the Florida Department of Environmental Protection, and approve and execute any future modifications, amendments, or associated agreements thereto, all subject to legal review and revision by the County Attorney.
3. Approve the Resolution and associated Budget Amendment (Attachment #1).
4. Do not authorize the County Administrator to approve and execute the Springs Restoration Grant Agreement Amendment for the Woodville Sewer System Project.
5. Do not authorize the County Administrator to approve and execute the Springs Restoration Grant Agreement for the Septic Upgrade Incentive Program.
6. Board direction.

Recommendation:

Options #1, #2, and #3

Attachment:

1. Resolution and Budget Amendment

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2025/2026; and,

WHEREAS, the Board of County Commissioners, pursuant to Chapter 129, Florida Statutes, desires to amend the budget.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Leon County, Florida, hereby amends the budget as reflected on the Departmental Budget Amendment Request Form attached hereto and incorporated herein by reference.

Adopted this 10th day of February, 2026.

LEON COUNTY, FLORIDA

By:_____
Christian Caban, 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 2025/2026
BUDGET AMENDMENT REQUEST

No: BAB26010
Date: 01/16/26

Agenda Item No:
Agenda Item Date: 02/10/26

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 Grant	13,639,703	5,000,000	18,639,703
125	927130	334368	000	FDEP Springs Restoration Grant	692,722	1,000,000	1,692,722
					Subtotal:	6,000,000	

Expenditures

Account Information							
Fund	***Org***	***Acct***	***Prog***	***Title***	**Current Budget**	**Change**	**Adjusted Budget**
125	062003	56900	535	Woodville Sewer Infrastructure	13,639,703	5,000,000	18,639,703
125	927130	55410	535	Springs Restoration Infrastructure	692,722	1,000,000	1,692,722
					Subtotal:	6,000,000	

Purpose of Request

This budget amendment realizes $6,000,000 from the Florida Department of Environmental Protection; $5,000,000 for the Woodville Sewer System project and an additional $1,000,000 Springs Restoration Grant for septic upgrade incentive program for voluntary upgrades of existing septic systems to include nitrogen-reducing enhancements in the Wakulla Springs Priority Focus Area.

Division/Department
2604/26

Roshaunda Bradley, Budget Director

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

Leon County
Board of County Commissioners

Notes for Agenda Item #4

Leon County Board of County Commissioners

Agenda Item #4

February 10, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of Maintenance Maps for Centerville Road and Old St. Augustine Road

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:	Joseph D. Coleman, County Surveyor

Statement of Issue:

This item seeks Board approval of two roadway maintenance maps to establish prima facie evidence of the County's ownership of the maintained right-of-way on Centerville Road, from southwest of Pimlico Drive to northeast of Roberts Road/Bradfordville Road, and on Old St. Augustine Road, from east of Paul Russell Road to Capital Circle SE.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the Maintenance Map for Centerville Road (Attachment #1).

Option #2: Approve the Maintenance Map for Old St. Augustine Road (Attachment #2).

Report and Discussion

Background:

This item seeks Board approval of two roadway Maintenance Maps to establish prima facie evidence of the County's ownership of the maintained right-of-way on Centerville Road, from southwest of Pimlico Drive to northeast of the Centerville Road and Roberts Road/Bradfordville Road intersection (Attachment #1), and on Old St. Augustine Road, from east of Paul Russell Road to west of Capital Circle SE (Attachment #2).

Section 95.361, Florida Statutes, provides in pertinent part for the presumed dedication to the County of a road that has been regularly maintained by the County for the immediate past seven years, after which all rights and title to the road vest in the County to the extent of such maintenance. The County has continually maintained this road by grading to County standards throughout the requisite period of time.

The maintenance maps will include all County-maintained portions of Centerville Road and Old St. Augustine Road, and will establish proper legal evidence of the County's ownership of the maintained right-of-way along both corridors.

Analysis:

Staff has prepared two maintenance maps, one for Centerville Road and another for Old St. Augustine Road, each showing the respective geographic limits of County maintenance over at least the past seven years. These maps clearly identify the portions of each roadway that the County has maintained, establishing the County's claim to those areas in accordance with Section 95.361, Florida Statutes. The maps also serve to formalize the existing right-of-way boundaries. Beyond supporting ongoing maintenance activities, the established limits for Centerville Road will be used to support the design of the proposed roundabout at the Centerville Road/Bradfordville Road / Roberts Road / Welaunee Boulevard intersection as part of the Blueprint - Welaunee Boulevard Northeast Gateway project. This information will also help determine whether additional right-of-way acquisition is needed for the project.

The County performs litter control, mowing, and clear-zone maintenance along 670 miles of right-of-way in Leon County each year. Preparing and recording the maintenance maps for Centerville Road and Old St. Augustine Road will provide formal documentation of approximately 1.588 miles of right-of-way that the County has maintained. This item seeks approval of the maintenance maps.

The remainder of this page intentionally left blank.

Options:

1. Approve the Maintenance Map for Centerville Road (Attachment #1)
2. Approve the Maintenance Map for Old St. Augustine Road (Attachment #2).
3. Do not approve the Maintenance Maps for Centerville Road or Old St. Augustine Road.
4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

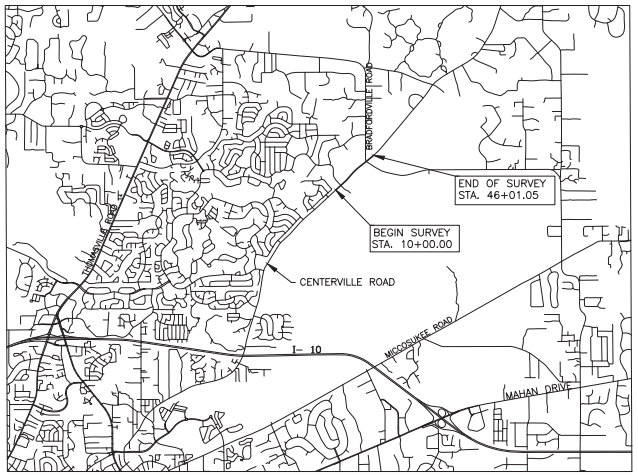
1. Centerville Road Maintenance Map
2. Old St. Augustine Road Maintenance Map

LEGEND (NOTE: NOT ALL ABBREVIATIONS NECESSARILY USED HEREON)

N – NORTH
S – SOUTH
E – EAST
W – WEST
TNP – TOWNSHIP
RNG – RANGE
SEC – SECTION
(F) – FIELD MEASUREMENT
(C) – CALCULATED MEASUREMENT FROM FIELD INFORMATION
(D) – DEED MEASUREMENT
□ – TELEPHONE PEDESTAL
–O– – TELEPHONE POLE
–◇– – POWER POLE
– LIGHT POLE
– SUPPORT POLE
– FIRE HYDRANT
<— – GUY WIRE ANCHOR
℄ – CENTERLINE
℗ – BASELINE
△ – CENTRAL ANGLE (DELTA)
R – RADIUS OF CURVE
D – DEGREE OF CURVE
L – ARC LENGTH OF CURVE
T – TANGENT DISTANCE
CH – LONG CHORD
E – EXTERNAL DISTANCE
P.I. – POINT OF INTERSECTION
P.C. – POINTOF CURVE
P.C.C. – POINT OF COMPOUND CURVE
P.T. – POINT OF TANGENT
DIST. – DISTANCE
USDA – UNITED STATES DEPARTMENT OF AGRICULTURE
E.O.S. – END OF SURVEY
B.O.S. – BEGINNING OF SURVEY
F.HYD. – FIRE HYDRANT
W.V. – WATER VALVE
TEL. PED. – TELEPHONE PEDISTAL
PT.# – POINT NUMBER
– RAILROAD IRON
PL – PROPERTY LINE
CB – CHORD BEARING
CD – CHORD DISTANCE
T to C – TANGENT TO CURVE
ACQ. – ACQUISITION
APPROX. – APPROXIMATE
C.O.T. – CITY OF TALLAHASSEE
D.B. – DEED BOOK
EOG – EDGE OF GRAVEL

HORIZ. – HORIZONTAL
VERT. – VERTICAL
C.M.P. – CORRUGATED METAL PIPE
R.C.P. – REINFORCED CONCRETE PIPE
R/W – RIGHT–OF–WAY
T.O.B. – TOP OF BANK
U/G – UNDERGROUND
E.O.P. – EDGE OF PAVEMENT
E.O.R. – EDGE OF ROAD
F.C.M. – FOUND CONCRETE MONUMENT
S.C.M. – SET CONCRETE MONUMENT
FIPE – FOUND IRON PIPE
FIP – FOUND IRON PIN
SIP – SET IRON PIN
– FENCE LINE
° ' " – DEGREES, MINUTES, SECONDS
" – INCHES
' – FEET
RT. – RIGHT
LT. – LEFT
FL.D.N.R. – FLORIDA DEPARTMENT OF NATURAL RESOURCES
DOC. NO. – DOCUMENT NUMBER
– SECTION CORNER
(11) – (TYPICAL) LAST THREE DIGITS OF LEON COUNTY PROPERTY APPRAISER'S PARCEL I.D. #
P.O.B. – POINT OF BEGINNING
P.O.C. – POINT OF COMMENCEMENT
FDOT – FLORIDA DEPARTMENT OF TRANSPORTATION
RD. – ROAD
(P) – PLAT MEASUREMENT
FIPE&C – FOUND IRON PIPE WITH SURVEYORS REGISTRATION NUMBER ON CAP
FIP&C – FOUND IRON PIN WITH SURVEYORS REGISTRATION NUMBER ON CAP
CONC. – CONCRETE
M.R/W – MAINTAINED RIGHT OF WAY
FPIP – FOUND PINCHED IRON PIPE
CALC. – CALCULATED PROPERTY CORNER
R – RADIAL STATION FROM THE SURVEY BASELINE TO LIMITS OF MAINTAINED RIGHT–OF–WAY
G.P.S. – GLOBAL POSITIONING SYSTEM
L.B. – LAND BUSINESS LICENSE
O.R. – OFFICIAL RECORD BOOK
PG. – PAGE
REF. – REFERENCE
R.L.S. – REGISTERED LAND SURVEYOR
RPB – ROAD PLAT BOOK
STA. – STATION
TLC – TALLAHASSEE–LEON COUNTY
PROPERTY LINES
RIGHT OF WAY LINE

LOCATION MAP
LEON COUNTY, FLORIDA



TOWNSHIP–2–NORTH RANGE–1–EAST SECTIONS 25 & 36
TOWNSHIP–2–NORTH RANGE–2–EAST SECTION 30

NOT TO SCALE

CERTIFICATIONS

THIS IS TO CERTIFY THAT THE WITHIN AND ATTACHED SHEETS NUMBERED 1 TO 4 INCLUSIVE, CONSTITUTES A TRUE COPY OF THE OFFICIAL MAINTENANCE MAP SHOWING LOCATION AND SURVEY BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS FOR CENTERVILLE ROAD LOCATED IN THE TOWNSHIP, RANGE, AND SECTION AS LISTED ON THIS SHEET LYING WITHIN LEON COUNTY, FLORIDA.

THE PROPERTY WITHIN THE LINES SHOWN THUSLY AND LABELED MAINTAINED RIGHT–OF–WAY LINE ON THE SAID SHEETS HAS BEEN VESTED IN LEON COUNTY, PURSUANT TO THE PROVISIONS OF SECTION 95.361 FLORIDA STATUTES.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS AND AFFIXED THE SEAL OF LEON COUNTY, AT TALLAHASSEE, FLORIDA, THIS _____ DAY OF _____ A.D. 2026.

_____ _____
DATE CHRISTIAN CABAN, CHAIR
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

ATTESTED BY: _____
GWEN MARSHALL
CLERK OF THE CIRCUIT COURT AND COMPTROLLER,
LEON COUNTY,FLORIDA

RECORDING INFORMATION

ACCEPTED FOR FILES AND RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY FLORIDA THIS _____ DAY OF _____, 2026 IN ROAD PLAT BOOK _____; PAGE _____.

GWEN MARSHALL, CLERK OF THE CIRCUIT COURT AND COMPTROLLER
LEON COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

SPECIAL PURPOSE SURVEY CERTIFICATION
CERTIFIED EXCLUSIVELY TO THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND AND SUPERVISION AND IS A CORRECT REPRESENTATION OF THE MAINTAINED RIGHT–OF–WAY FOR CENTERVILLE ROAD FROM APPROXIMATELY 500.00 FEET SOUTHWEST OF PIMLICO DRIVE TO 500.00 FEET NORTHEAST OF ROBERTS ROAD. THIS MAP REFLECTS THE MAINTAINED RIGHT–OF–WAY AS DEPICTED BY A FIELD SURVEY PERFORMED BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS. FIELD SURVEY DATE: 03/06/2025.

NOTE: NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SURVEYORS SEAL

_____ _____
DATE JOSEPH D. COLEMAN P.S.M.
COUNTY SURVEYOR
LEON COUNTY DEPARTMENT OF PUBLIC WORKS
CERTIFICATE NO. 5590

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.

THIS IS TO CERTIFY THAT THE RIGHT–OF–WAY LIMITS AS SHOWN ON THIS MAP CONSISTING OF SHEETS 1 THRU 4, HAVE BEEN MAINTAINED WITHOUT INTERRUPTION OR DISTURBANCE FOR MORE THAN SEVEN (7) YEARS.

ROAD NAME: CENTERVILLE ROAD

_____ _____
DATE CHARLES WU, P.E.
CERTIFICATE NO. 47518
DIRECTOR OF ENGINEERING SERVICES
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

_____ _____
DATE ANDREW RILEY
DIRECTOR OF OPERATIONS
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

NOTES

– LAST DATE OF FIELD SURVEY: MARCH 6, 2025
– LIMITS OF MAINTAINED RIGHT–OF–WAY MEASURED IN THE FIELD PERPENDICULAR TO THE SURVEY BASELINE UNLESS NOTED OTHERWISE
– NO IMPROVEMENTS LOCATED OTHER THAN SHOWN HEREON
– BEARINGS BASED ON GRID NORTH, FLORIDA NORTH ZONE NAD 1983
– ALL MONUMENTATION SHOWN BY STATION AND OFFSET IS LOCATED PERPENDICULAR OR RADIAL TO THE BASELINE WHICHEVER IS APPROPRIATE

REFERENCES

– DEEDS OF RECORDS, RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA
– LEON COUNTY PROPERTY APPRAISERS TAX MAP

NOTE

THIS DRAWING REPRESENTS THE LIMITS OF MAINTENANCE ALONG CENTERVILLE ROAD BY THE LEON COUNTY PUBLIC WORKS DEPARTMENT BETWEEN 10+00.00 AND 46+01.05 INCLUSIVE.

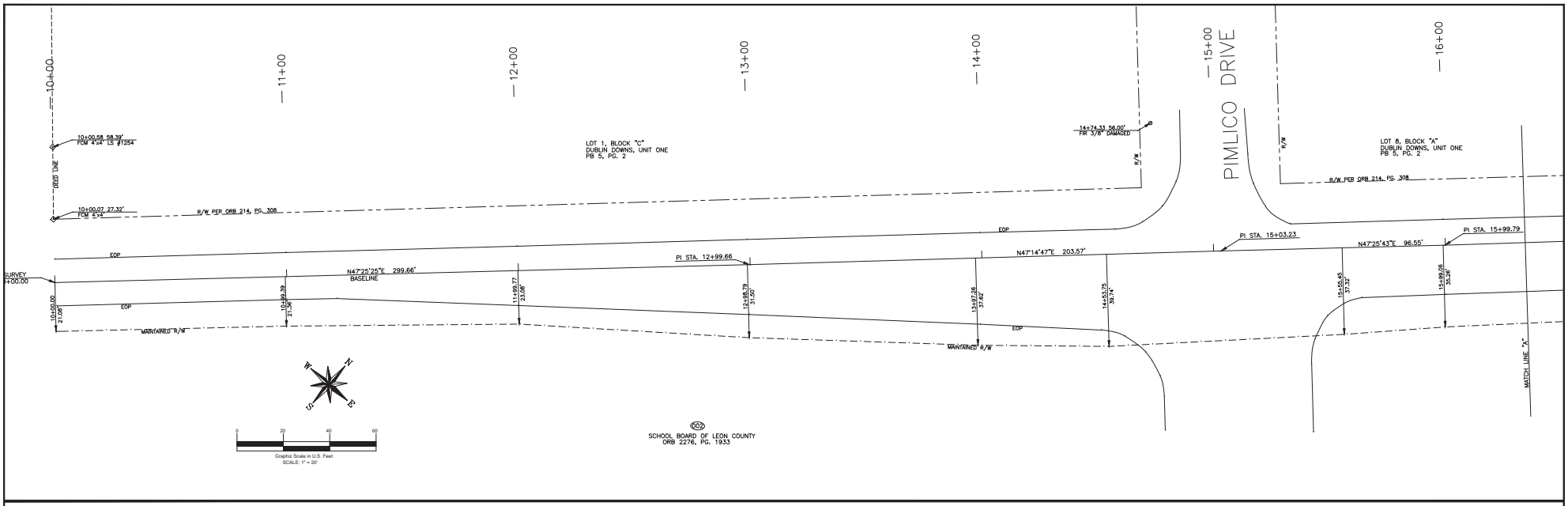
LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308
PHONE (850)606–1500 * FAX (850)606–1501

DRAWN BY	DK	CAD FILE NO.		REVISIONS	REVISIONS
CHECKED BY	JC	STATUS			
DATE OF SURVEY	03/06/2025	FIELD BOOK			
SCALE		PLOT DATE			
SCALE IN U.S. FEET		VERTICAL DATUM			

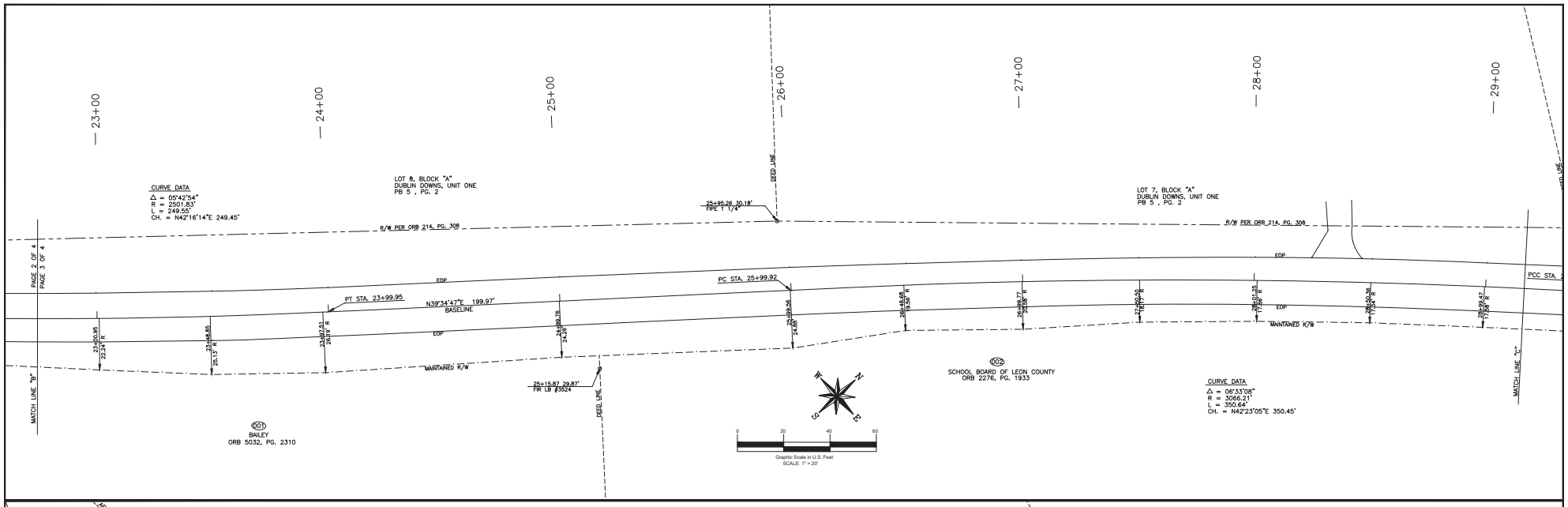
PROJECT: CENTERVILLE ROAD
PIMLICO DRIVE TO ROBERTS ROAD

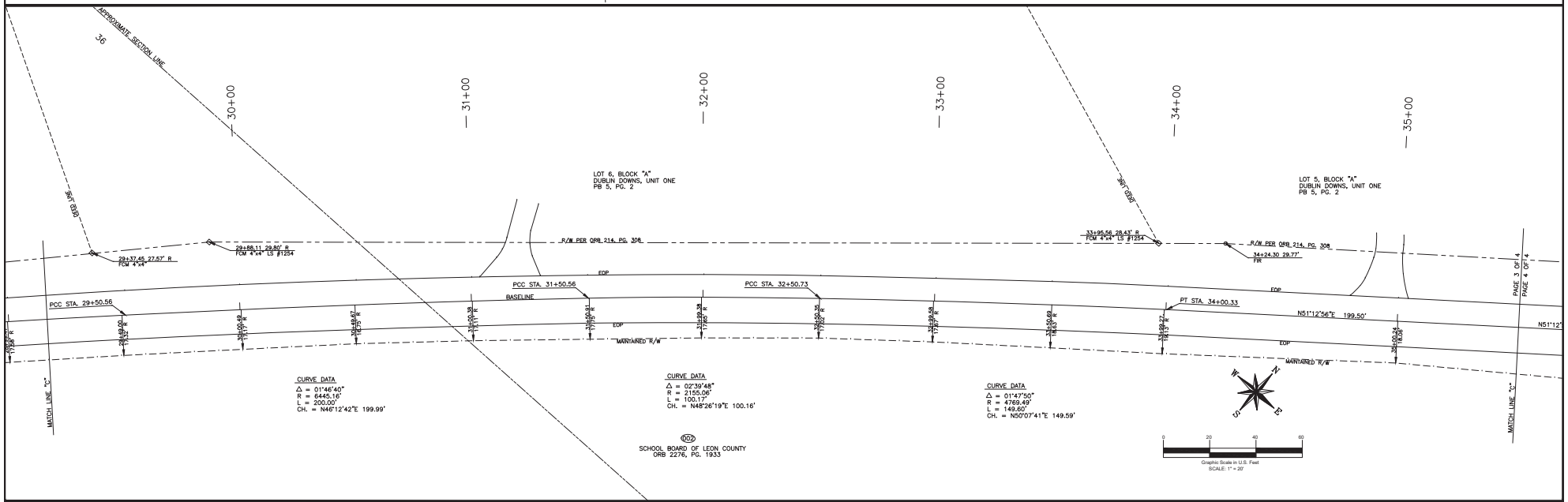
SHEET TITLE: MAINTENANCE MAP

SHEET NUMBER: 1 OF 4

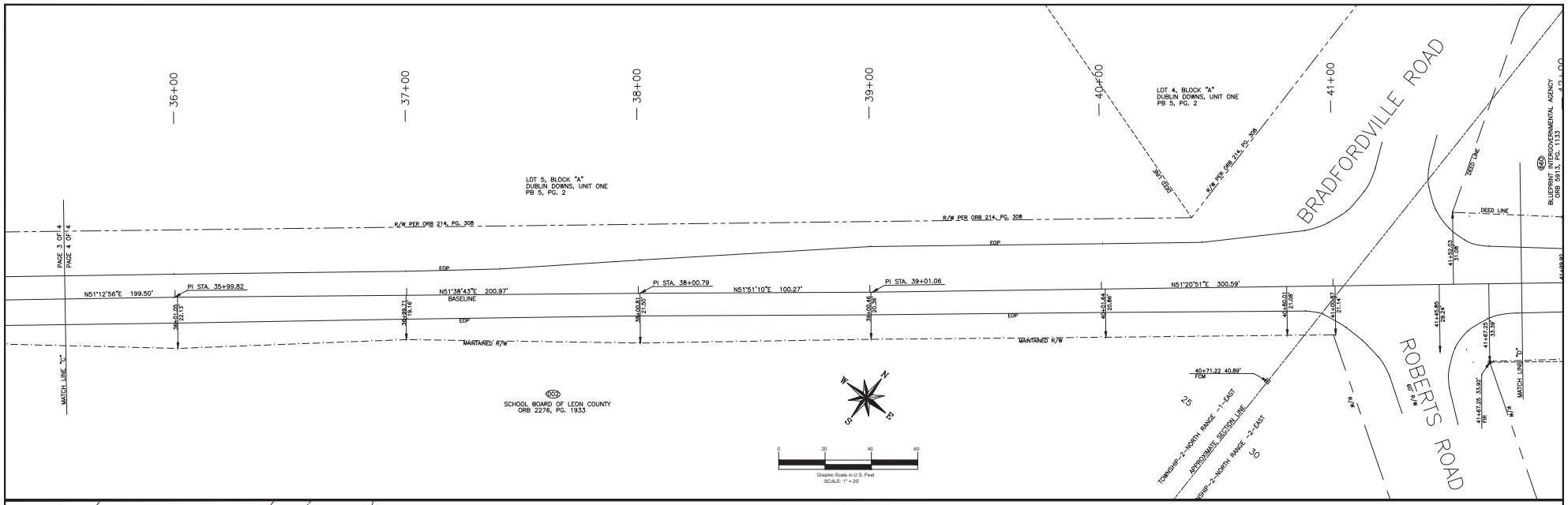


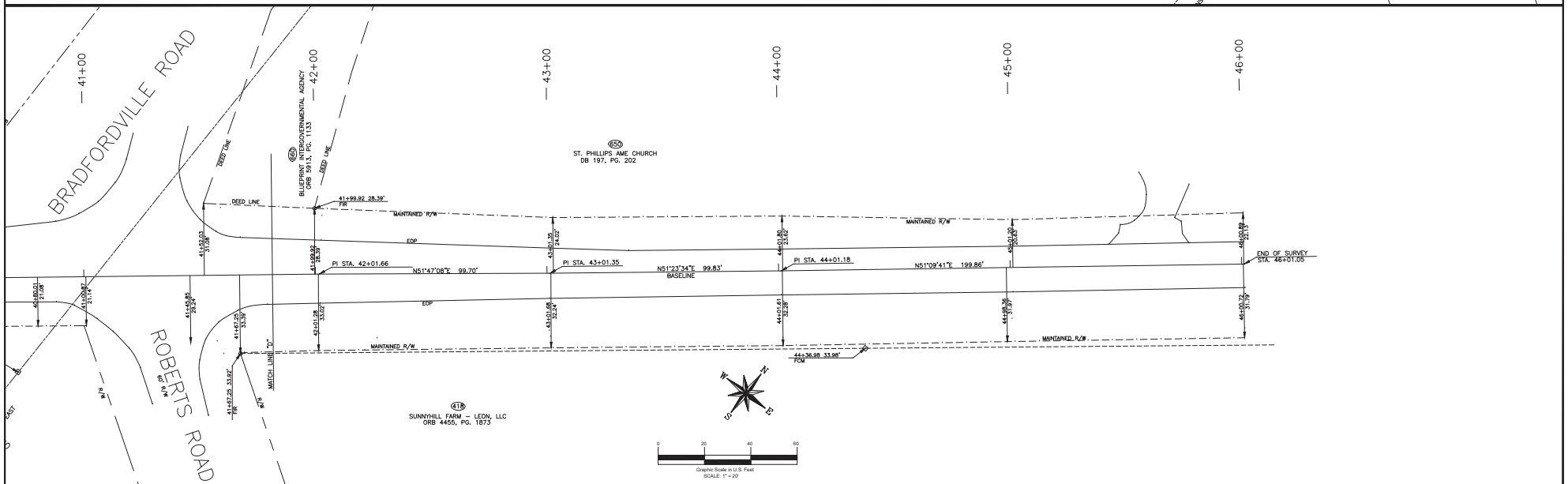
LEON COUNTY DEPARTMENT OF PUBLIC WORKS	2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501	DRAWN BY: DK CHECKED BY: JC DATE OF SURVEY: 03/06/2025 SCALE: 1" = 20' SCALE IN U.S. FEET	CAD FILE NO.: CENTERVILLE MRR PIMICO.DWG STATUS: FIELD BOOK: 514-25 PLOT DATE: VERTICAL DATUM:	REVISIONS	REVISIONS	PROJECT: CENTERVILLE ROAD FROM 500' SOUTH OF PIMLICO DRIVE TO 500' NORTH OF ROBERTS ROAD	SHEET TITLE: MAINTENANCE MAP	SHEET NUMBER: 2 OF 4





LEON COUNTY DEPARTMENT OF PUBLIC WORKS	2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501	DRAWN BY: DK CHECKED BY: JC DATE OF SURVEY: 03/06/2025 SCALE: 1" = 20' SCALE IN U.S. FEET	CAD FILE NO.: CENTERVILLE MRR PSM2025.DWG STATUS: FIELD BOOK: 514-25 PLOT DATE: VERTICAL DATUM:	REVISIONS	REVISIONS	PROJECT: CENTERVILLE ROAD FROM 500' SOUTH OF PIMLICO DRIVE TO 500' NORTH OF ROBERTS ROAD	SHEET TITLE: MAINTENANCE MAP	SHEET NUMBER: 3 OF 4



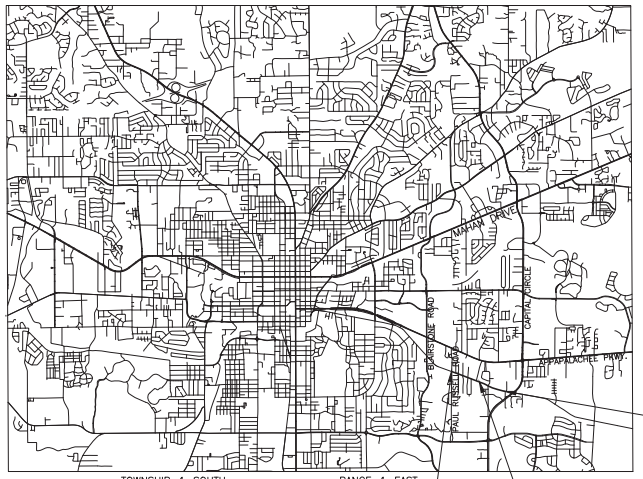


LEON COUNTY DEPARTMENT OF PUBLIC WORKS	2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501	DRAWN BY: DK CHECKED BY: JC DATE OF SURVEY: 03/06/2025 SCALE: 1" = 20' SCALE IN U.S. FEET	CAD FILE NO.: CENTERVILLE MRR PMRDB.DWG STATUS: FIELD BOOK: 514-25 PLOT DATE: VERTICAL DATUM:	REVISIONS	REVISIONS	PROJECT: CENTERVILLE ROAD FROM 500' SOUTH OF PIMLICO DRIVE TO 500' NORTH OF ROBERTS ROAD	SHEET TITLE: MAINTENANCE MAP	SHEET NUMBER: 4 OF 4

LEGEND (NOTE: NOT ALL ABBREVIATIONS NECESSARILY USED HEREON)

N – NORTH
S – SOUTH
E – EAST
W – WEST
TNP – TOWNSHIP
RNG – RANGE
SEC – SECTION
(F) – FIELD MEASUREMENT
(C) – CALCULATED MEASUREMENT FROM FIELD INFORMATION
(D) – DEED MEASUREMENT
□ – TELEPHONE PEDESTAL
–O– – TELEPHONE POLE
–◇– – POWER POLE
–☼– – LIGHT POLE
–☼– – SUPPORT POLE
– FIRE HYDRANT
<— – GUY WIRE ANCHOR
℄ – CENTERLINE
℔ – BASELINE
△ – CENTRAL ANGLE (DELTA)
R – RADIUS OF CURVE
D – DEGREE OF CURVE
L – ARC LENGTH OF CURVE
T – TANGENT DISTANCE
CH – LONG CHORD
E – EXTERNAL DISTANCE
P.I. – POINT OF INTERSECTION
P.C. – POINTOF CURVE
P.C.C. – POINT OF COMPOUND CURVE
P.T. – POINT OF TANGENT
DIST. – DISTANCE
USDA – UNITED STATES DEPARTMENT OF AGRICULTURE
E.O.S. – END OF SURVEY
B.O.S. – BEGINNING OF SURVEY
F.HYD. – FIRE HYDRANT
W.V. – WATER VALVE
TEL. PED. – TELEPHONE PEDISTAL
PT.# – POINT NUMBER
– RAILROAD IRON
PL – PROPERTY LINE
CB – CHORD BEARING
CD – CHORD DISTANCE
T to C – TANGENT TO CURVE
ACQ. – ACQUISITION
APPROX. – APPROXIMATE
C.O.T. – CITY OF TALLAHASSEE
D.B. – DEED BOOK
EOG – EDGE OF GRAVEL
HORIZ. – HORIZONTAL
VERT. – VERTICAL
C.M.P. – CORRUGATED METAL PIPE
R.C.P. – REINFORCED CONCRETE PIPE
R/W – RIGHT–OF–WAY
T.O.B. – TOP OF BANK
U/G – UNDERGROUND
E.O.P. – EDGE OF PAVEMENT
E.O.R. – EDGE OF ROAD
F.C.M. – FOUND CONCRETE MONUMENT
S.C.M. – SET CONCRETE MONUMENT
FIPE – FOUND IRON PIPE
FIP – FOUND IRON PIN
SIP – SET IRON PIN
– FENCE LINE
°,," – DEGREES, MINUTES, SECONDS
" – INCHES
' – FEET
RT. – RIGHT
LT. – LEFT
FL.D.N.R. – FLORIDA DEPARTMENT OF NATURAL RESOURCES
DOC. NO. – DOCUMENT NUMBER
– SECTION CORNER
(11) – (TYPICAL) LAST THREE DIGITS OF LEON COUNTY PROPERTY APPRAISER'S PARCEL I.D. #
P.O.B. – POINT OF BEGINNING
P.O.C. – POINT OF COMMENCEMENT
FDOT – FLORIDA DEPARTMENT OF TRANSPORTATION
RD. – ROAD
(P) – PLAT MEASUREMENT
FIPE&C – FOUND IRON PIPE WITH SURVEYORS REGISTRATION NUMBER ON CAP
FIP&C – FOUND IRON PIN WITH SURVEYORS REGISTRATION NUMBER ON CAP
CONC. – CONCRETE
M.R/W – MAINTAINED RIGHT OF WAY
FPIP – FOUND PINCHED IRON PIPE
CALC. – CALCULATED PROPERTY CORNER
R – RADIAL STATION FROM THE SURVEY BASELINE TO LIMITS OF MAINTAINED RIGHT–OF–WAY
G.P.S. – GLOBAL POSITIONING SYSTEM
L.B. – LAND BUSINESS LICENSE
O.R. – OFFICIAL RECORD BOOK
PG. – PAGE
REF. – REFERENCE
R.L.S. – REGISTERED LAND SURVEYOR
RPB – ROAD PLAT BOOK
STA. – STATION
TLC – TALLAHASSEE–LEON COUNTY
PROPERTY LINES
RIGHT OF WAY LINE

LOCATION MAP
LEON COUNTY, FLORIDA



N
W E
S

NOT TO SCALE

CERTIFICATIONS

THIS IS TO CERTIFY THAT THE WITHIN AND ATTACHED SHEETS NUMBERED 1 TO 5 INCLUSIVE, CONSTITUTES A TRUE COPY OF THE OFFICIAL MAINTENANCE MAP SHOWING LOCATION AND SURVEY BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS FOR OLD ST. AUGUSTINE ROAD LOCATED IN THE TOWNSHIP, RANGE, AND SECTION AS LISTED ON THIS SHEET LYING WITHIN LEON COUNTY, FLORIDA.

THE PROPERTY WITHIN THE LINES SHOWN THUSLY ▬▬▬▬▬ AND LABELED MAINTAINED RIGHT–OF–WAY LINE ON THE SAID SHEETS HAS BEEN VESTED IN LEON COUNTY, PURSUANT TO THE PROVISIONS OF SECTION 95.361 FLORIDA STATUTES.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS AND AFFIXED THE SEAL OF LEON COUNTY, AT TALLAHASSEE, FLORIDA, THIS _____ DAY OF _____ A.D. 2026.

_____ _____
DATE CHRITIAN CABAN, CHAIR
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

ATTESTED BY: _____
GWEN MARSHALL–KNIGHT
CLERK OF THE CIRCUIT COURT AND COMPTROLLER,
LEON COUNTY,FLORIDA

RECORDING INFORMATION

ACCEPTED FOR FILES AND RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY FLORIDA THIS _____ DAY OF _____, 2026 IN ROAD PLAT BOOK _____; PAGE _____.

GWEN MARSHALL, CLERK OF THE CIRCUIT COURT AND COMPTROLLER
LEON COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

SPECIAL PURPOSE SURVEY CERTIFICATION
CERTIFIED EXCLUSIVELY TO THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION AND IS A CORRECT REPRESENTATION OF THE MAINTAINED RIGHT–OF–WAY FOR OLD ST. AUGUSTINE ROAD FROM APPROXIMATELY PAUL RUSSELL ROAD TO HILL LANE. THIS MAP REFLECTS THE MAINTAINED RIGHT–OF–WAY AS DEPICTED BY A FIELD SURVEY PERFORMED BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS. FIELD SURVEY DATE: 01/29/2025.

NOTE: NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SURVEYORS SEAL

_____ _____
DATE JOSEPH D. COLEMAN P.S.M.
COUNTY SURVEYOR
LEON COUNTY DEPARTMENT OF PUBLIC WORKS
CERTIFICATE NO. 5590

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.

THIS IS TO CERTIFY THAT THE RIGHT–OF–WAY LIMITS AS SHOWN ON THIS MAP CONSISTING OF SHEETS 1 THRU 5, HAVE BEEN MAINTAINED WITHOUT INTERRUPTION OR DISTURBANCE FOR MORE THAN SEVEN (7) YEARS.

ROAD NAME: OLD ST. AUGUSTINE ROAD

_____ _____
DATE CHARLES WU, P.E.
CERTIFICATE NO. 47518
DIRECTOR OF ENGINEERING SERVICES
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

_____ _____
DATE ANDREW RILEY
DIRECTOR OF OPERATIONS
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

NOTES

– LAST DATE OF FIELD SURVEY: JANUARY 29, 2025
– LIMITS OF MAINTAINED RIGHT–OF–WAY MEASURED IN THE FIELD PERPENDICULAR TO THE SURVEY BASELINE UNLESS NOTED OTHERWISE
– NO IMPROVEMENTS LOCATED OTHER THAN SHOWN HEREON
– BEARINGS BASED ON GRID NORTH, FLORIDA NORTH ZONE NAD 1983
– ALL MONUMENTATION SHOWN BY STATION AND OFFSET IS LOCATED PERPENDICULAR OR RADIAL TO THE BASELINE WHICHEVER IS APPROPRIATE

REFERENCES

– DEEDS OF RECORDS, RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA
– LEON COUNTY PROPERTY APPRAISERS TAX MAP

NOTE

THIS DRAWING REPRESENTS THE LIMITS OF MAINTENANCE ALONG OLD ST. AUGUSTINE ROAD BY THE LEON COUNTY PUBLIC WORKS DEPARTMENT BETWEEN 10+00.00 AND 57+82.16 INCLUSIVE.

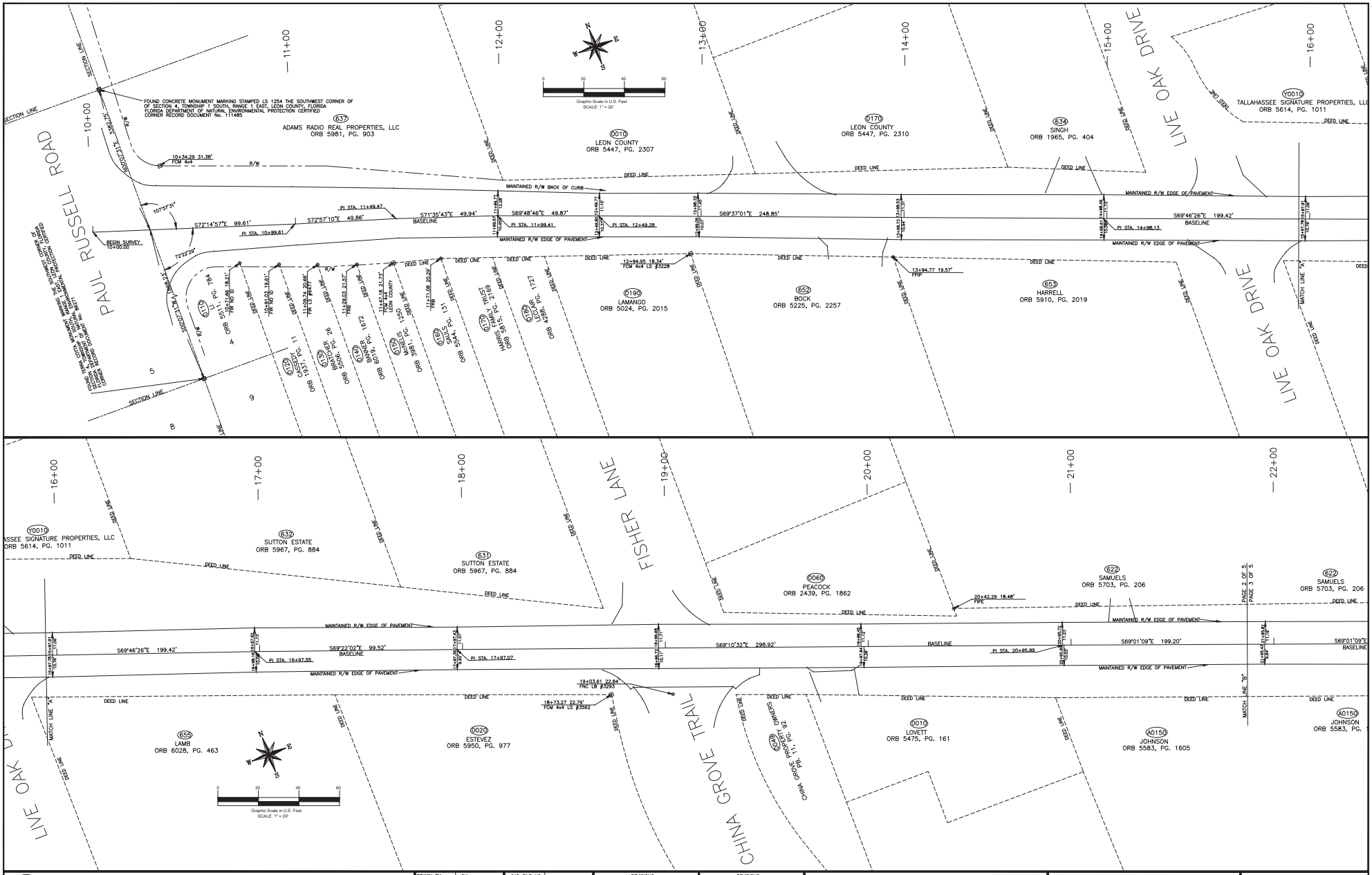
LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308
PHONE (850)606–1500 * FAX (850)606–1501

DRAWN BY	DK	CAD FILE NO.	OLD ST. AUGUSTINE COVER.DWG	REVISIONS	REVISIONS
CHECKED BY	JC	STATUS			
DATE OF SURVEY	01/29/2025	FIELD BOOK			
SCALE		PLOT DATE	XXXX		
SCALE IN U.S. FEET		VERTICAL DATUM			

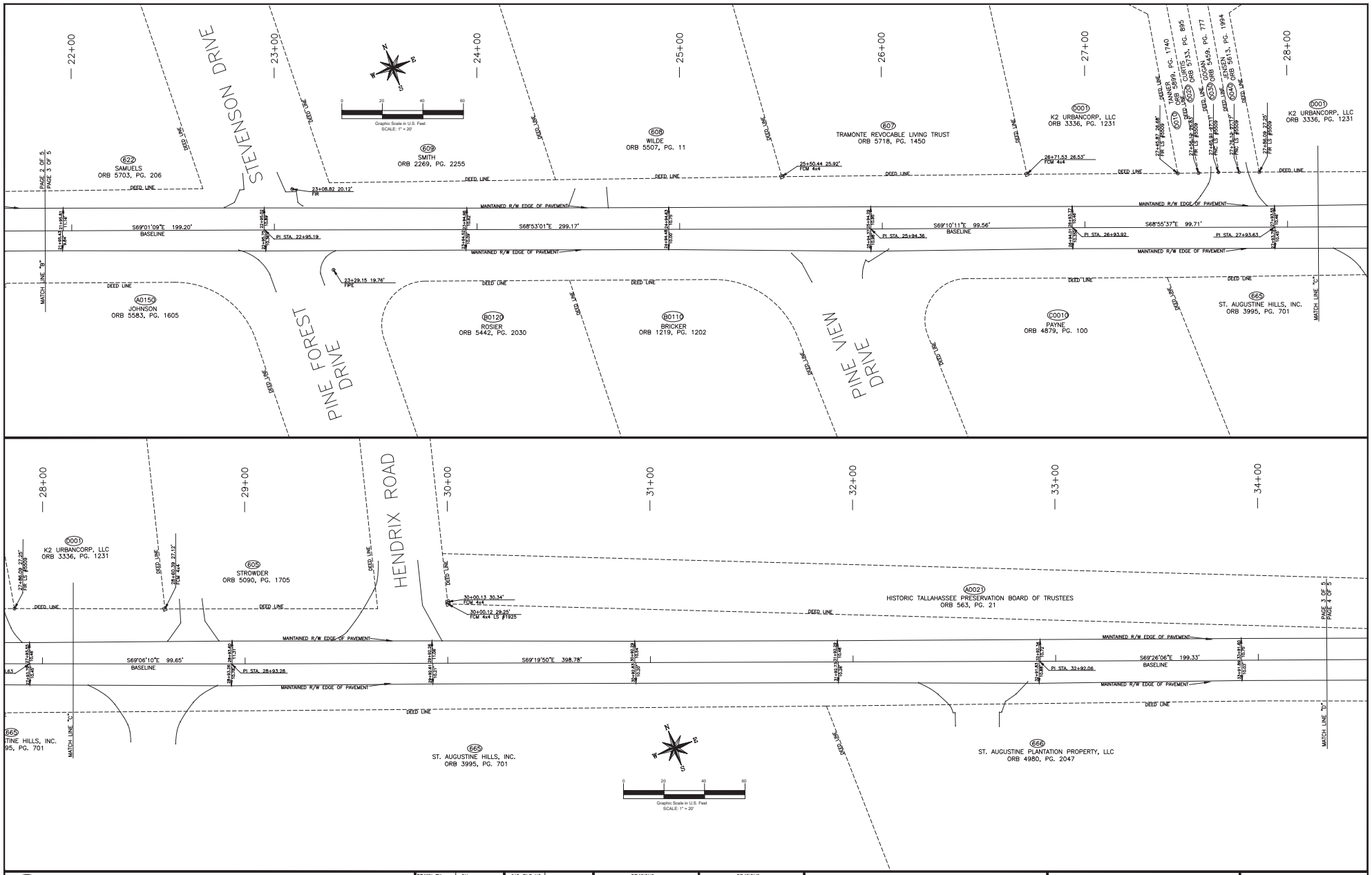
PROJECT: OLD ST. AUGUSTINE ROAD
PAUL RUSSELL ROAD TO HILL LANE

SHEET TITLE: MAINTENANCE MAP

SHEET NUMBER: 1 OF 5

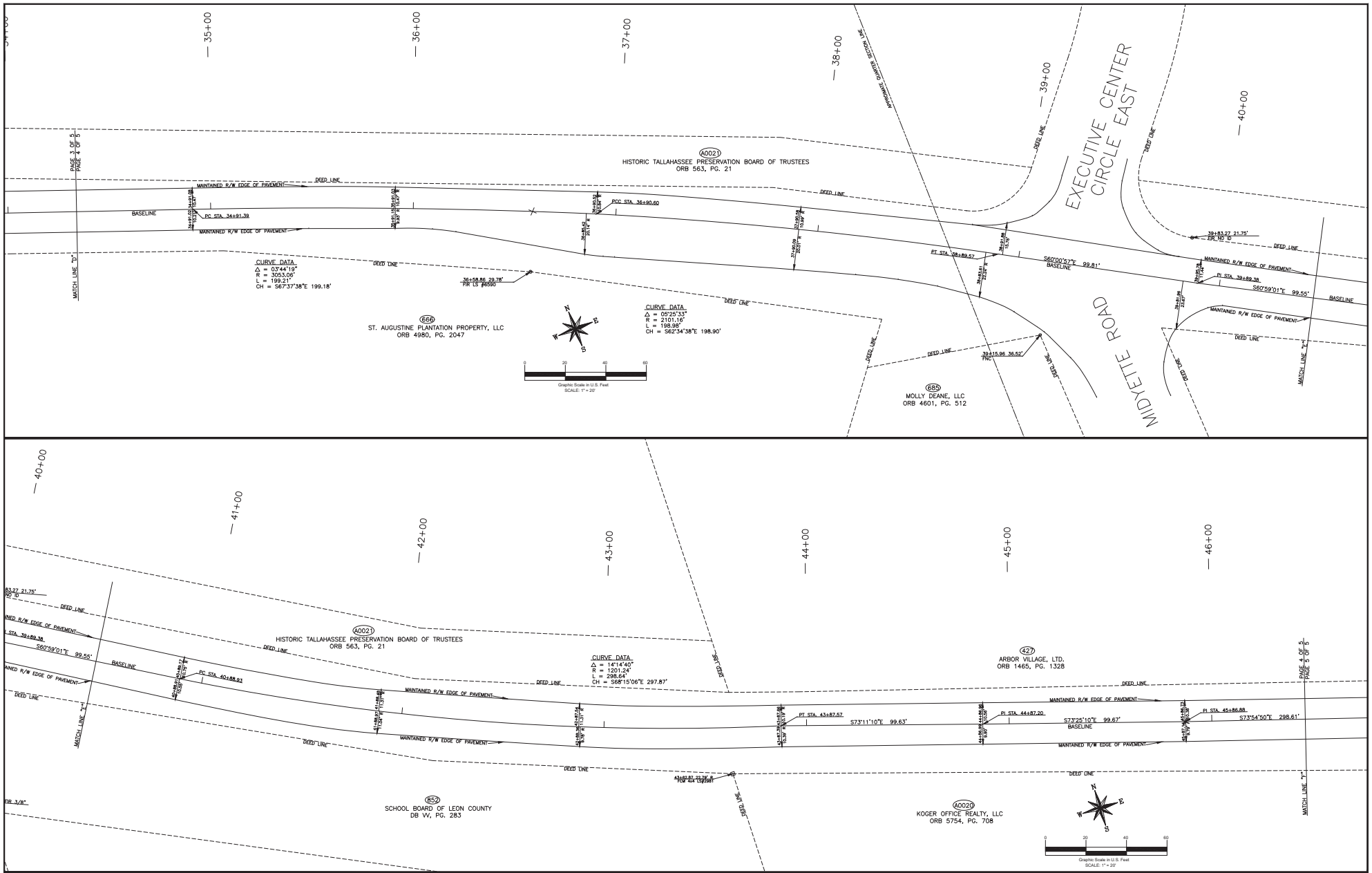


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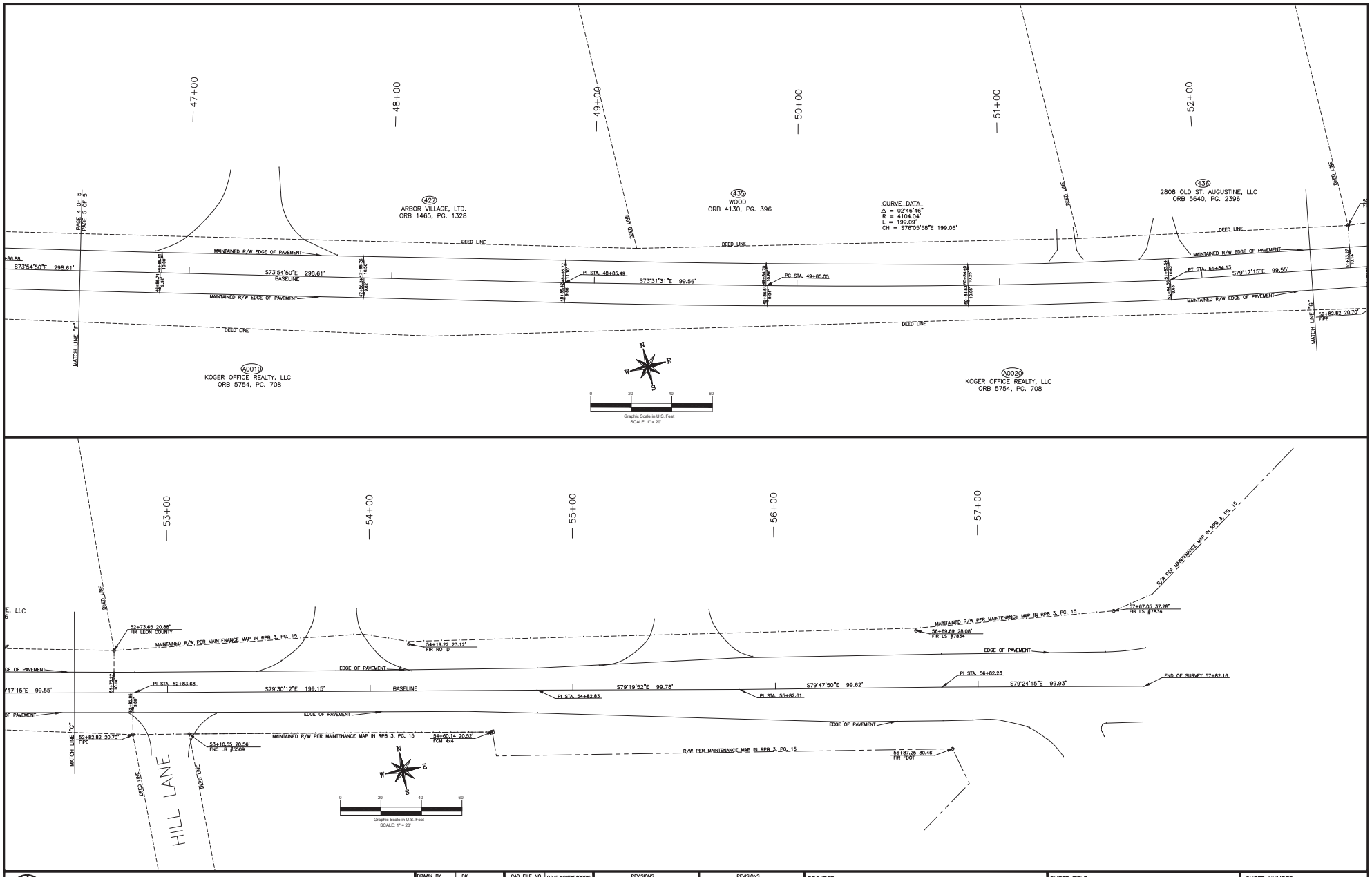


LEON COUNTY DEPARTMENT OF PUBLIC WORKS 2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501	DRAWN BY: DK CHECKED BY: JC DATE OF SURVEY: 01/29/25 SCALE: 1" = 20' SCALE IN U.S. FEET	CAD FILE NO. OLD ST. AUGUSTINE ROAD.DWG STATUS FIELD BOOK: XXX PLOT DATE: XXX VERTICAL DATUM	REVISIONS	REVISIONS	PROJECT: OLD ST. AUGUSTINE ROAD PAUL RUSSELL ROAD TO HILL LANE

SHEET TITLE	SHEET NUMBER
MAINTENANCE MAP	3 OF 5



LEON COUNTY DEPARTMENT OF PUBLIC WORKS	2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501	DRAWN BY: DK CHECKED BY: JC DATE OF SURVEY: 01/29/2025 SCALE: 1" = 20' SCALE IN U.S. FEET	CAD FILE NO.: OLD ST. AUGUSTINE ROAD.DWG STATUS FIELD BOOK: XXX PLOT DATE: XXX VERTICAL DATUM	REVISIONS	REVISIONS	PROJECT OLD ST. AUGUSTINE ROAD PAUL RUSSELL ROAD TO HILL LANE	SHEET TITLE MAINTENANCE MAP	SHEET NUMBER 4 OF 5



LEON COUNTY DEPARTMENT OF PUBLIC WORKS 2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501	DRAWN BY: DK CHECKED BY: JC DATE OF SURVEY: 01/29/2025 SCALE: 1" = 20' SCALE IN U.S. FEET	CAD FILE NO.: OLD ST. AUGUSTINE ROADLDRS STATUS FIELD BOOK: XXX PLOT DATE: XXX VERTICAL DATUM	REVISIONS	REVISIONS	PROJECT OLD ST. AUGUSTINE ROAD PAUL RUSSELL ROAD TO HILL LANE	SHEET TITLE MAINTENANCE MAP	SHEET NUMBER 5 OF 5

Leon County
Board of County Commissioners

Notes for Agenda Item #5

Leon County Board of County Commissioners

Agenda Item #5

February 10, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of Maintenance Agreement and Surety Device for Tower Gates Phase 2

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:	Kimberly Wood, Chief of Engineering Coordination Tim Barden, Administrative Services Manager

Statement of Issue:

This item seeks Board acceptance of a Maintenance Agreement and Surety Device for Tower Gates Phase 2 Subdivision.

Fiscal Impact:

This item has a fiscal impact. Routine maintenance of the roadway and drainage facilities in the Tower Gates Phase 2 Subdivision will be provided through the Public Works Operations Division's operating budget.

Staff Recommendation:

Option #1: Authorize the County Administrator to accept the Maintenance Agreement and Surety Devices for Tower Gates Phase 2 Subdivision (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 acceptance of a Maintenance Agreement and Surety Devices for Tower Gates Phase 2 Subdivision (Attachment #1).

On February 16, 2005, the Tower Gates (formerly Tower Creek) Subdivision was approved by the Development Review Committee (DRC) as a Type "C" site and development plan. On November 8, 2019, a minor modification was approved by DRC to allow phasing and a name change of the subdivision (Attachment #2). The Tower Gates Subdivision is located in Section 31; Township 2 North; Range 1 West, on the south side of Tower Road approximately 0.08 miles west of CSX Railroad Tracks. Phase 2 of the subdivision is 12.1 acres containing 57 residential lots (Attachment #3).

On February 9, 2021, the Board approved the plat of Tower Gates Phase 1 Subdivision for recording. Following this, the developer secured permits for Phase 2, commenced construction in the summer of 2024, and has now successfully completed the project.

For all subdivisions accepted into the County's maintenance program, a Maintenance Agreement and Surety Device is required. The Maintenance Agreement, in accordance with Section 10-7.604(3) of Leon County Code of Laws, includes a surety device in the amount of ten percent (10%) of the overall construction costs. This surety device serves as a guarantee to cover any defects in materials and/or workmanship for a period of two years.

Analysis:

Tower Gates Phase 2 Subdivision has completed the construction of the infrastructure and is now ready to submit the plat to the DRC for recording in the public record. Because this is a public subdivision with infrastructure dedicated to the Public, the developer is required to enter into a Maintenance Agreement with a Surety Device covering the infrastructure for two years against material and workmanship defects according to Leon County Code 10-7.604(3). In accordance with the current Leon County Code of Laws, the Maintenance Agreement requires Board approval and signifies the County acceptance of the infrastructure.

The developer plans to submit the plat for review and approval at the February 4, 2026, DRC meeting. Due to time-sensitive contractual obligations, the applicant, Tower Gates, LLC, is requesting Board approval of the Maintenance Agreement and Surety Device to ensure the plat can be recorded by the end of February.

Options:

1. Authorize the County Administrator to accept the Maintenance Agreement and Surety Devices for Tower Gates Phase 2 Subdivision (Attachment #1), and authorize the County Administrator to execute the Agreement, subject to legal review by the County Attorney.
2. Do not authorize the County Administrator to accept the Maintenance Agreement and Surety Devices for Tower Gates Phase 2 Subdivision.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Maintenance Agreement and Surety Devices for Tower Gates Phase 2 Subdivision
2. Development Review Letter
3. Location Map
4. Resolution 25-33

MAINTENANCE AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2026, between **TOWER GATES, LLC,** a Florida corporation, whose mailing address is 118 North Monroe Street, Tallahassee, Leon, FL 32301 hereinafter collectively called the "DEVELOPER," and **LEON COUNTY, FLORIDA,** a charter county and a political subdivision of the State of Florida, hereinafter called the "COUNTY."

WHEREAS, the DEVELOPER will be presenting maps or plats of **Tower Gates Phase 2 Subdivision** to the Development Review Committee (DRC) of Leon County, Florida, which map or plat will be approved by said DRC subject to the construction and paving of the roads and streets and installation of all storm conveyance systems, construction of all Stormwater Management Facilities, all monumentation, installation of landscaping, sidewalks and all other improvements in said subdivision in accordance with plans and specifications approved by the COUNTY (the "Improvements") therein and after the completion of said Improvements the execution of a two-year Maintenance Agreement by the DEVELOPER to correct, repair, or replace according to approved design specifications and to COUNTY satisfaction or reimburse the COUNTY for any defects in materials and workmanship in the construction and paving and installation of said Improvements; and

WHEREAS, said Improvements in said subdivision have been constructed, paved and installed in accordance with plans and specifications prescribed by the COUNTY, and said Improvements having been approved by the COUNTY;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH: That the DEVELOPER for and in consideration of the sum of Ten Dollars ($10.00) and other valuable considerations to them in hand paid by the COUNTY, the receipt whereof is hereby acknowledged, contract and agree to reimburse the COUNTY for all expenses that might be incurred by the COUNTY because of any defects in materials and/or workmanship in the construction and paving of the Improvements within **Tower Gates Phase 2 Subdivision** that become apparent within two (2) years from the date of this agreement.

PERFORMANCE OF THIS AGREEMENT by the DEVELOPER shall be secured by a 2-year warranty surety bond approved by the COUNTY in the amount of $201,754.00.

IN WITNESS WHEREOF, TOWER GATES, LLC, and **LEON COUNTY** have caused this Agreement to be executed in their names on the date written above.

[SIGNATURE PAGE TO FOLLOW]

(Witnesses)

_____(signature)

Rachael Davis (typed or printed name)

Austin Gazley (signature)

Austin Gazley (typed or printed name)

DEVELOPER:
TOWER GATES, LLC
By: _____(seal)

As its: Manager

Date: 1-13-26.

STATE OF Florida
COUNTY OF Leon

The foregoing instrument was acknowledged before me by means of X physical presence or ____ online notarization, this 13th day of January, 2026, by Mr. Hadi Boulos, as sole manager (Title of Officer or Agent), of Tower Gates, LLC, who (X) is personally known to me; ( ) produced a current driver's license as identification; or ( ) produced _____ as identification.

Heather Oberle
Notary Public

[Notarial Seal]

HEATHER L. OBERLE
Commission # HH 674557
Expires May 8, 2029

Printed Name: Heather Oberle
Commission No.: #HH674557
Expiration: 05/08/2029

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:_____
Gretchen Kelley Brantley
Assistant County Attorney

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

By:_____

Maintenance
Bond
Warranty Term
in years

Westfield Insurance Company

Westfield Group® 1 Park Circle, P O Box 5001
Westfield Center, OH 44251-5001
Toll free: 1-800-243-0210

Bond Number 511813K

MAINTENANCE BOND

KNOW ALL BY THESE PRESENTS, That we, Tower Gates, LLC

as Principal, and **WESTFIELD INSURANCE COMPANY**, a corporation organized under the laws of the State of Ohio and duly authorized to do business in the State of, Florida as Surety, are held and firmly bound unto Leon County, Florida as Obligee, in the penal sum of Two Hundred One Thousand Seven Hundred Fifty Four Dollars and 01/100 ($ 201,754.01), to which payment well and truly to be made we do bind ourselves, our and each of our heirs, executors, administrators, successors and assigns jointly and severally, firmly by these presents.

WHEREAS, the said Principal entered into a Contract with the Obligee, dated the 10th day of February, 2026, a copy of which is hereto attached and made a part hereof, for

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal shall guarantee that the work will be free of any defective materials or workmanship which become apparent during the period of Two (2) year(s) following completion of the Contract then this obligation shall be void, otherwise to remain in full force and effect, provided however, any additional warranty or guarantee whether expressed or implied is extended by the Principal or Manufacturer only, and the Surety assumes no liability for such a guarantee.

Signed, sealed and dated this 10th day of February, 2026.

Tower Gates, LLC
Principal

(Witness)

By _____ (Seal)

WESTFIELD INSURANCE COMPANY

(Witness)

By _____ (Seal)
Kristie Matheny **Attorney-in-Fact**

BD5951 (01-2004)

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.

POWER NO: **0997622 00**

General Power of Attorney

CERTIFIED COPY

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 10th day of February A.D., 2026 .

Frank A. Carrino, *Secretary*

AFFIDAVIT IN COMPLIANCE WITH SECTION 787.06(14), FLORIDA STATUTES

In accordance with Section 787.06(14), 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: Hadi Boulos
Title: Manager
Entity: Tower Gates II C

STATE OF Florida
COUNTY OF Leon

Sworn to (or affirmed) and subscribed before me by means of [X] physical presence or [____] online notarization, this 13th day of January, 2026, by Hadi Boulos (Affiant's Name).

Heather Oberle
(Signature of Notary Public)

HEATHER L. OBERLE
Commission # HH 674557
Expires May 8, 2029

(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:_____

LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.

BOARD OF COUNTY COMMISSIONERS

301 South Monroe Street
Tallahassee, Florida 32301
(850) 488-4710

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

Growth and Environmental Management
Development Services
3401 West Tharpe Street
Tallahassee, Florida 32303
Phone (850) 488-9300

February 16, 2005

Dan Hurtado
George & Hutcheson, Inc.
2015 Delta Street
Tallahassee, FL 32303

RE: Tower Creek Subdivision, a Type "C" Site and Development Plan
Tax Parcel Identification Numbers 21-06-51-000-024-0; 21-06-20-000-050-0; 21-06-51-000-042-0; 21-06-51-000-080-0

Dear Mr. Hurtado:

This letter is to notify you that on Tuesday, November 30, 2004, the Leon County Board of County Commissioners approved the above-referenced Site and Development Plan. A copy of the Site and Development Plan with the Development Review Committee signatures is being transmitted herewith for your records. By copy of this letter, signed copies are also being distributed to appropriate reviewing parties.

Please call if you need additional information.

Sincerely,

DAVID R. MCDEVITT

David McDevitt, AICP
Director, Development Services

cc: Gary W. Johnson, Growth and Environmental Management Director (letter only)
Joseph L. Brown, III, P. E., Director, Engineering Services
Tony Park, Public Works Director
Cherie Bryant, Land Use Planning Division Manager, TLCPD
Michael Clark, Development Services Coordinator
Ed Jarriel, Deputy Building Official (letter only)
George Su, Senior Environmental Engineer
D. Ray Mitchell, Managing Engineer, City of Tallahassee Electrical Operations
Lisa Oglesby, Addressing Program Team Leader
Joan Schairer, Senior Planner
Judy Hanna, Planning Intern (letter only)

Leon County
Board of County Commissioners
301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

Commissioners

JIMBO JACKSON
District 2
Chairman

BRYAN DESLOGE
District 4
Vice Chairman

BILL PROCTOR
District 1

RICK MINOR
District 3

KRISTIN DOZIER
District 5

MARY ANN LINDLEY
At-Large

NICK MADDOX
At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

DEVELOPMENT SUPPORT &
ENVIRONMENTAL MANAGEMENT
Development Services Division
435 N. Macomb Street, 2nd Floor
Tallahassee, Florida 32301

November 8, 2019

Tower Creek, LLC
c/o Kimley-Horn & Associates, Inc. (Debra Preble, P.E.)
2615 Centennial Boulevard, Suite 102
Tallahassee, FL 32308

RE: Tower Creek NKA Tower Gates Type "C" Site and Development Plan
Request for Minor Modification
Tax Parcel Identification Number(s): PID(s): 21-06-51-000-050-0,
21-06-51-000-024-0, 21-06-51-000-042-0 & 21-06-51-000-080-0
Project Number: LSP040046

Dear Mrs. Preble:

The Department of Development Support and Environmental Management has approved your request for a Minor Modification to the Tower Gates Type "C" Site and Development Plan. The modifications are limited to:

- Changing the subdivision name from "Tower Creek" to "Tower Gates"
- 2 phases of development:

Phase 1	97 lots & 3 SWMFs	Block A Lots 1-27 Block B Lots 1-14 & Lots 37-45 Block C Lots 1-6 Block E Lots 1,2,10 &11 Block F Lots 1-4 & Lots 11-25 Block G Lots 1-18
Phase 2	57 lots & 1 SWMF	Block B Lots 15-36 Block D Lots 1-22 Block E Lots 3-9 Block F Lots 5-10

- Elimination of Conservation Easement #1 and #2
- Addition of a utility easement along eastern boundary (dedicated to Talquin Electric Cooperative)
- Addition of a mail kiosk area

Approval of this minor modification plan does not provide an exemption from other applicable County final permitting requirements. Any modifications to the site plan from this point forward shall require additional review consistent with the criterion set forth in Article XI, Division 4, Sections 10-7.411 and 10-7.412 (Minor and Major Modifications).

Finally, the site and development plan approval shall remain in effect until full development

build-out and until transfer of ownership of all created lots. However, the approval shall expire if substantial and observable development has not begun within three years of the date of approval; or, substantial and observable development ceases for a before the project is complete and certificates of occupancy have been issued. If an extension is needed, you may request that the approval entity grant an additional three-year extension, upon demonstration of good faith effort and that the hardship is not self-created.

Please contact Nancy Garcia at (850) 606-1361 or send e-mail to "GarciaN@leoncountyfl.gov" if you have any questions regarding this approval.

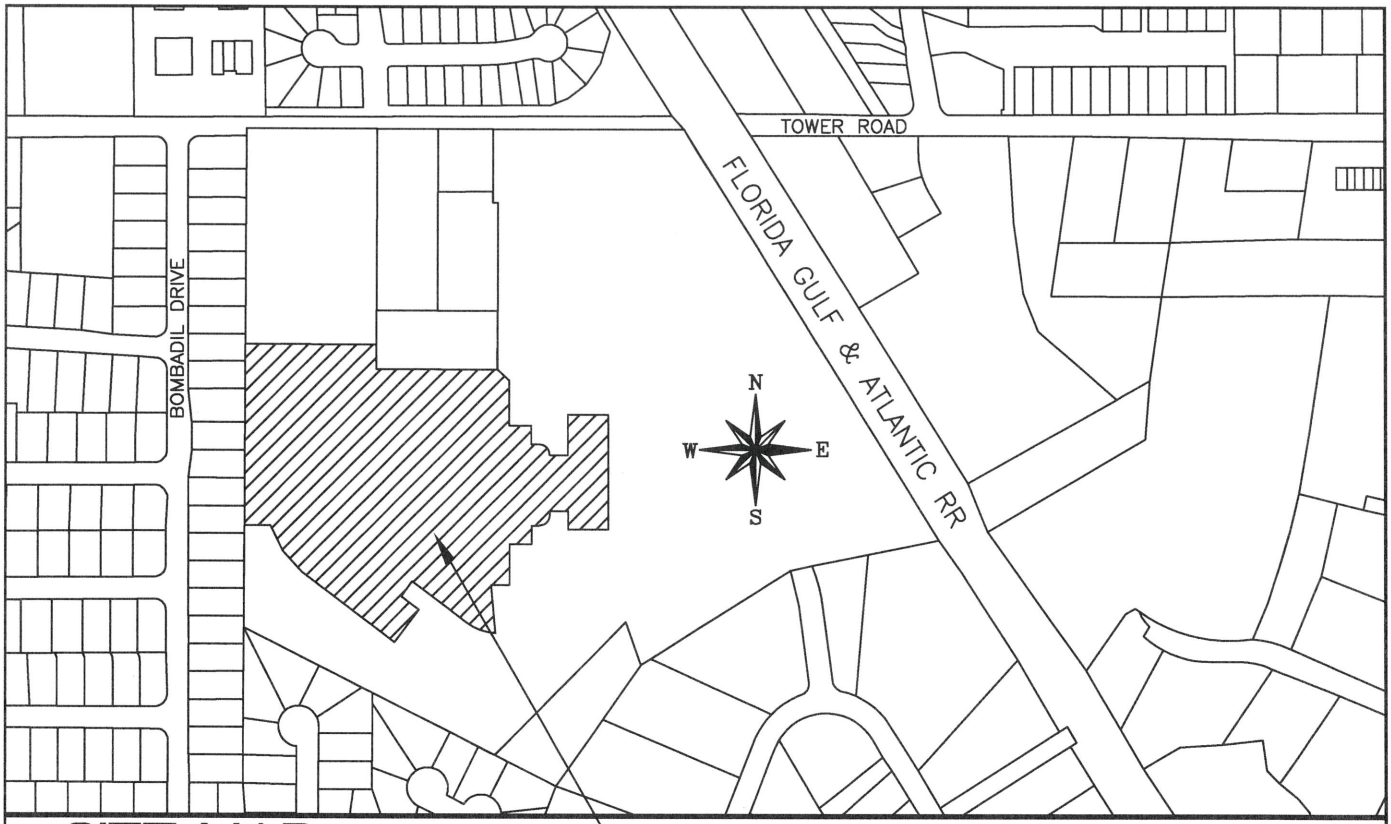
Sincerely,

Nancy Garcia, Senior Planner
Development Services Division

cc:

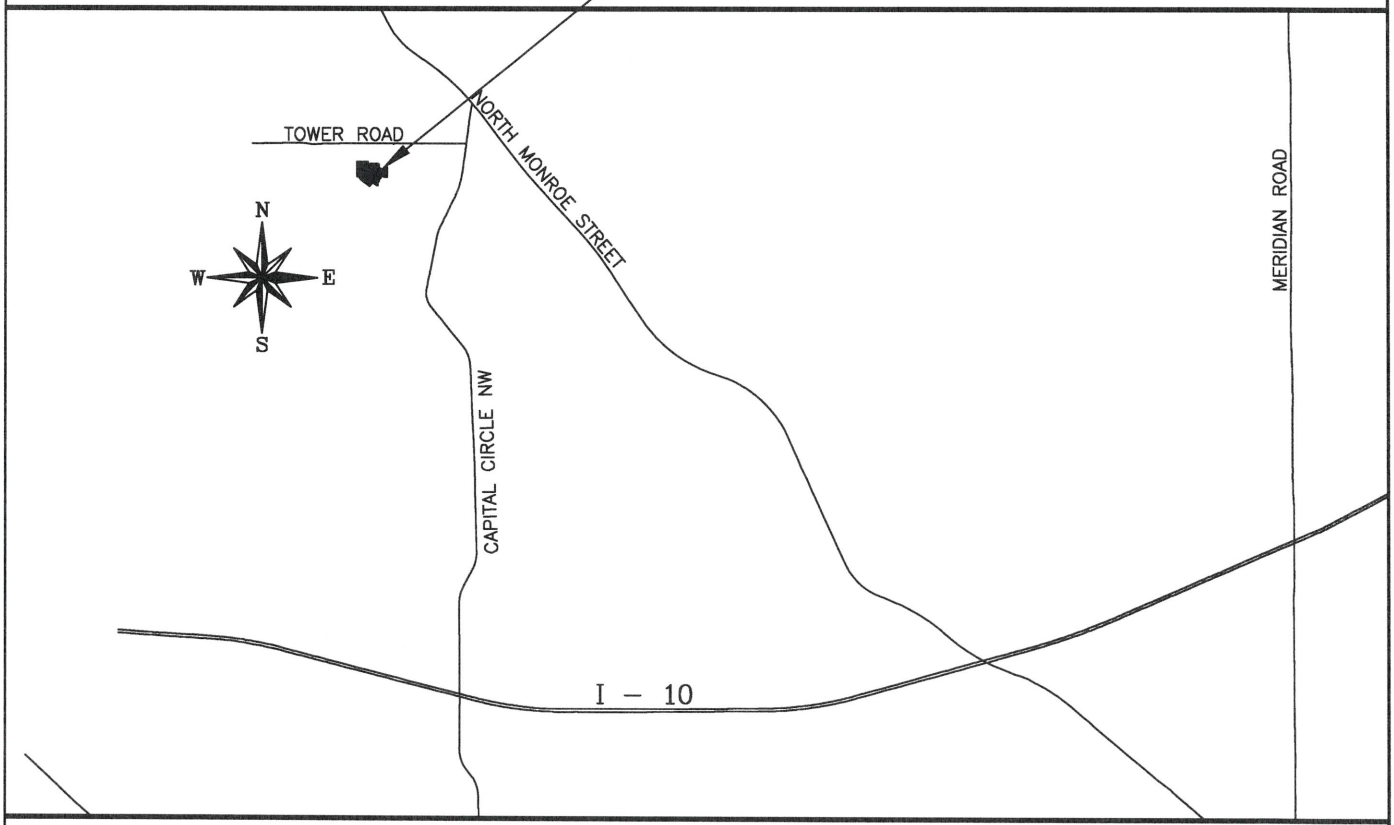
Ryan Culpepper, Director of Development Services
Scott Brockmeier, Development Services Administrator
Russell Snyder, Land Use Planning Division, PLACE
Nawfal Ezzagaghi P.E., Environmental Services Supervisor
Kimberly Wood P.E., Chief of Engineering Coordination, Public Works
Megan Whitmore, Senior Environmental Engineer
Gary Donaldson, City of Tallahassee Fire Department
Susan Poplin, Principal Planner, Department of PLACE
Lisa Scott, Addressing Team Leader

Project File No: LSP040046



SITE MAP
SCALE 1" = 500'

TOWER GATES, PHASE 2



LOCATION MAP
SCALE 1" = 6000'

Docusign Envelope ID: C337B712-6CE0-46AD-A25C-A7853A92E0A7

LEON COUNTY RESOLUTION NO. 25- 33

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, DESIGNATING THE LEON COUNTY DEVELOPMENT REVIEW COMMITTEE AS THE ADMINISTRATIVE AUTHORITY FOR THE REVIEW AND APPROVAL OF PLATS AND REPLATS PURSUANT TO SECTION 177.071, FLORIDA STATUTES, AS AMENDED BY SENATE BILL 784 (2025); AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, Senate Bill 784 was signed into law by the Governor on June 20, 2025, and became effective July 1, 2025, which amended Section 177.07, Florida Statutes; and

WHEREAS, prior to the adoption of Senate Bill 784, Section 177.071, Florida Statutes, required that all plats and replats be approved by the governing body of the local government; and

WHEREAS, the recent amendments to Section 177.071, Florida Statutes, requires that plats or replats be approved administratively without further action by the Board of County Commissioners (Board); and

WHEREAS, the statute now requires that the Board designate, by ordinance or resolution, an administrative authority responsible for receiving, reviewing, and processing plat and replat submittals, including rendering decisions to approve, approved with conditions, or deny such submittals; and

WHEREAS, the Board of County Commissioners of Leon County hereby designates the Leon County Development Review Committee, as established by Section 10-2.301 of the Code of Laws of Leon County, Florida, as the administrative authority to receive, review, process and take final action on all plats and replats within the unincorporated Leon County.

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

Section 1. Authority.

The Board hereby designates the Leon County Development Review Committee, as established by Section 10-2.301 of the Code of Laws of Leon County, Florida, as the administrative authority to receive, review, and process plat and replat submittals, including rendering decisions to approve, approve with conditions, or deny such submittals. The Chair of the Development Review Committee is hereby authorized to sign on behalf of County as evidence of approval as required by Section 177.071(4), Florida Statutes.

Section 2. Effective Date.

This resolution shall become effective immediately upon its adoption.

Docusign Envelope ID: C337B712-6CE0-46AD-A25C-A7853A92E0A7

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 8th day of July, 2025.

LEON COUNTY, FLORIDA

Signed by:
By: Brian Welch
D742DB1F2DD8458...
Brian Welch, Chairman
Board of County Commissioners

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

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

Signed by:

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

DocuSigned by:
By: Chasity H. O'Steen
BCE5E0EFD079484...

Leon County
Board of County Commissioners

Notes for Agenda Item #6

Leon County Board of County Commissioners

Agenda Item #6

February 10, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of Maintenance Agreement and Surety Device for Chastain Manor Phase 2

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:	Michael E. Sprayberry, Construction Project Engineer Greg Ouzts, Chief of Construction Management

Statement of Issue:

This item seeks Board acceptance of a Maintenance Agreement and Surety Device for Chastain Manor Phase 2 Subdivision, Units 1 through 4.

Fiscal Impact:

This item has a fiscal impact. Routine maintenance of the roadway and drainage facilities will be provided through the Public Works Operations Division's operating budget.

Staff Recommendation:

Option #1: Authorize the County Administrator to accept the Maintenance Agreement and Surety Device for Chastain Manor Phase 2 Subdivision, Units 1 through 4 (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 acceptance of a Maintenance Agreement and Surety Device for Chastain Manor Phase 2 Subdivision, Units 1 through 4 (Attachment #1).

This subdivision was approved by the Development Review Committee as a Type "B" site and development plan on January 7, 2020. The Chastain Manor Phase 2 Subdivision is located in Section 8; Township 2 North; Range 1 East, on the north side of Bannerman Road approximately 0.15 miles east of the Bull Headley and Bannerman Roads intersection. The development consists of 33.46 acres containing 81 residential lots (Attachment #2). Between May 2020 and July 2022, the Board approved the plats for Chastain Manor Phase 2 Subdivision Units 1-4, authorizing their recording in the public record.

For each plat, with the exception of Unit 4, which was a replat that did not include any infrastructure, the Board accepted a performance bond to guarantee the completion of the subdivision's infrastructure, which included:

- Final asphalt overlay
- Temporary and final thermoplastic pavement markings
- Concrete sidewalk work and repairs
- Drainage Facilities
- Stormwater conveyance system

Construction of the subdivision has been completed in accordance with the performance agreements, and the infrastructure has now been completed.

For all subdivisions accepted into the County's maintenance program, a Maintenance Agreement and Surety Device is required. The Maintenance Agreement, in accordance with Section 10-7.604(3) of Leon County Code of Laws, includes a surety device in the amount of ten percent (10%) of the overall construction costs. This surety device serves as a guarantee to cover any defects in materials and/or workmanship for a period of two years.

Analysis:

All infrastructure guaranteed by each of the three performance bonds have been completed by the developer, and upon the County's acceptance of the Maintenance Agreement and Surety Device, the performance bonds will be released by Public Works.

The proposed Maintenance Agreement will cover the entire Chastain Manor Phase 2 Subdivision and requires the developer to repair any defects in materials and/or workmanship in the construction of the streets, sidewalks and storm sewer facilities that become apparent within a two-year period. To guarantee the public infrastructure against defects in materials and/or workmanship, the County Engineer recommends approval of a Maintenance Agreement and Surety Device for a term of two years in the amount of $592,254, representing ten percent (10%) of the certified construction cost approved by the Division of Engineering Services.

With these protections in place, this item is recommended for approval of the Maintenance Agreement and Surety Device with a two-year warranty period. If repairs to defects are not made by the developer during the two-year period, the County may utilize funds from the Surety Device to make such repairs.

Options:

1. Authorize the County Administrator to accept the Maintenance Agreement and Surety Device for Chastain Manor Phase 2 Subdivision, Units 1 through 4 (Attachment #1), and authorize the County Administrator to execute the Agreement, subject to legal review by the County Attorney.
2. Do not authorize the County Administrator to accept and execute the Maintenance Agreement and Surety Device for Chastain Manor Phase 2 Subdivision, Units 1 through 4.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Chastain Manor Phase 2 Subdivision Maintenance Agreement and Surety Device
2. Location maps

MAINTENANCE AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2026, between **GOLDEN OAK LAND GROUP LLC,** a Florida corporation, whose mailing address is 4708 Capital Circle NW, Tallahassee, Leon, FL 32303 hereinafter collectively called the "DEVELOPER," and **LEON COUNTY, FLORIDA,** a charter county and a political subdivision of the State of Florida, hereinafter called the "COUNTY."

WHEREAS, the DEVELOPER has heretofore presented maps or plats of **Chastain Manor Phase 2 Subdivision Units 1 - 4** to the Board of County Commissioners of Leon County, Florida, which maps or plats were approved by said Board subject to the construction and paving of the roads and streets and installation of all storm conveyance systems, construction of all Stormwater Management Facilities, all monumentation, installation of landscaping, sidewalks and all other improvements in said subdivision in accordance with plans and specifications approved by the COUNTY (the "Improvements") therein and after the completion of said Improvements the execution of a two-year Maintenance Agreement by the DEVELOPER to correct, repair, or replace according to approved design specifications and to COUNTY satisfaction or reimburse the COUNTY for any defects in materials and workmanship in the construction and paving and installation of said Improvements; and

WHEREAS, said Improvements in said subdivision have been constructed, paved and installed in accordance with plans and specifications prescribed by the COUNTY, and said Improvements having been approved by the COUNTY;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH: That the DEVELOPER for and in consideration of the sum of Ten Dollars ($10.00) and other valuable considerations to them in hand paid by the COUNTY, the receipt whereof is hereby acknowledged, contract and agree to reimburse the COUNTY for all expenses that might be incurred by the COUNTY because of any defects in materials and/or workmanship in the construction and paving of the Improvements within **Chastain Manor Phase 2 Subdivision Units 1-4** that become apparent within two (2) years from the date of this agreement.

PERFORMANCE OF THIS AGREEMENT by the DEVELOPER shall be secured by a 2-year warranty surety bond approved by the COUNTY in the amount of $592,254.00.

IN WITNESS WHEREOF, GOLDEN OAK LAND GROUP LLC, and **LEON COUNTY** have caused this Agreement to be executed in their names on the date written above.

[SIGNATURE PAGE TO FOLLOW]

(Witnesses)
_____(signature)
_____(typed or printed name)
_____(signature)
_____(typed or printed name)

DEVELOPER:
GOLDEN OAK LAND GROUP LLC
By: _____ Jason Ghazvini (seal)
As its: Manager
Date: 1/13/26

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ online notarization, this ___ day of _____, 20__, by _____, as _____ (Title of Officer or Agent), of Golden Oak Land Group LLC, who (X) is personally known to me; ( ) produced a current driver's license as identification; or ( ) produced _____ as identification.

_____
Notary Public

[Notarial Seal]

FRANKLIN MICHAEL DIMITROFF
Commission # HH 710160
Expires October 22, 2029

Printed Name: _____
Commission No.: _____
Expiration: _____

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:_____
Gretchen Brantley
Assistant County Attorney

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

By:_____

AFFIDAVIT IN COMPLIANCE WITH SECTION 787.06(14), FLORIDA STATUTES

In accordance with Section 787.06(14), 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: Jasan Ghazvini
Title: Manager
Entity: Golden Oak Land Group LLC

STATE OF Florida
COUNTY OF Leon

Sworn to (or affirmed) and subscribed before me by means of [ ] physical presence or [ ] online notarization, this 13th day of January, 2026, by Jasan Ghazvini (Affiant's Name).

(Signature of Notary Public)
(Print, Type, or Stamp Commissioned Name of Notary and Affix Notary Seal)

FRANKLIN MICHAEL DIMITROFF
Commission # HH 710160
Expires October 22, 2029

[ ] Who is personally known to me, or
[ ] Who produced identification; Type of identification produced:_____

LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.

GREAT AMERICAN INSURANCE GROUP

Bond No. 3804978

MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS, That we, Golden Oak Land Group LLC as Principal, and the **GREAT AMERICAN INSURANCE COMPANY,** a corporation organized under the laws of the State of Ohio and duly authorized to transact business in the State of Florida as Surety, are held and firmly bound unto Leon County Board of County Commissioners as Obligee, in the sum of Five Hundred Ninety Two Thousand Two Hundred Fifty-Four and No/100---------- DOLLARS, for the payment whereof well and truly to be made, and Principal and the said Surety, bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED, sealed and dated this 10th day of February ,2026 .

WHEREAS the Principal and the Obligee have entered into a written agreement dated the 10th day of February ,2026 , for infrastructure items in the Chastain Manor subdivisior Phase 2, Units 1-4. the terms of which agreement were completed and accepted the 10th day of February , 2026 ; and

WHEREAS the Principal has given a two year maintenance guarantee under said agreement or otherwise against defective materials and workmanship.

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall well and truly comply with such guarantee, then this obligation to be void; otherwise it shall remain in full force.

PROVIDED that 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; and

PROVIDED FURTHER that the Surety shall have no liability under this bond unless the Obligee shall give written notice of claim of the Principal's failure to comply with such guaranteed to the Surety at its Administrative Office at 301 E. Fourth Street, Cincinnati, Ohio 45202 such notice to be given within the two year maintenance period.

Golden Oak Land Group LLC

Principal

GREAT AMERICAN INSURANCE COMPANY

By: Van A. Madsen
Attorney-in-Fact
Van A. Madsen

F.9607

GREAT AMERICAN INSURANCE COMPANY®

Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740

The number of persons authorized by
this power of attorney is not more than SIX

No. 0 22218

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

Name	Address	Limit of Power
VAN A. MADSEN	ALL OF	ALL
ROBERT K. BACON	TALLAHASSEE, FLORIDA	$100,000,000
ROBERT J. NYLEN		
PHILLIP E. BACON		
JOHN R. NYLEN, JR.		
RICHARD K. PRESSLEY		

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 25TH day of JANUARY , 2018 .

Attest

GREAT AMERICAN INSURANCE COMPANY

Assistant Secretary

Divisional Senior Vice President

MARK VICARIO (877-377-2405)

STATE OF OHIO, COUNTY OF HAMILTON - ss:

On this 25TH day of JANUARY , 2018 , before me personally appeared MARK VICARIO, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.

SUSAN A KOHORST
Notary Public
State of Ohio
My Comm. Expires
May 18, 2025

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

RESOLVED: That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisonal Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.

RESOLVED FURTHER: That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

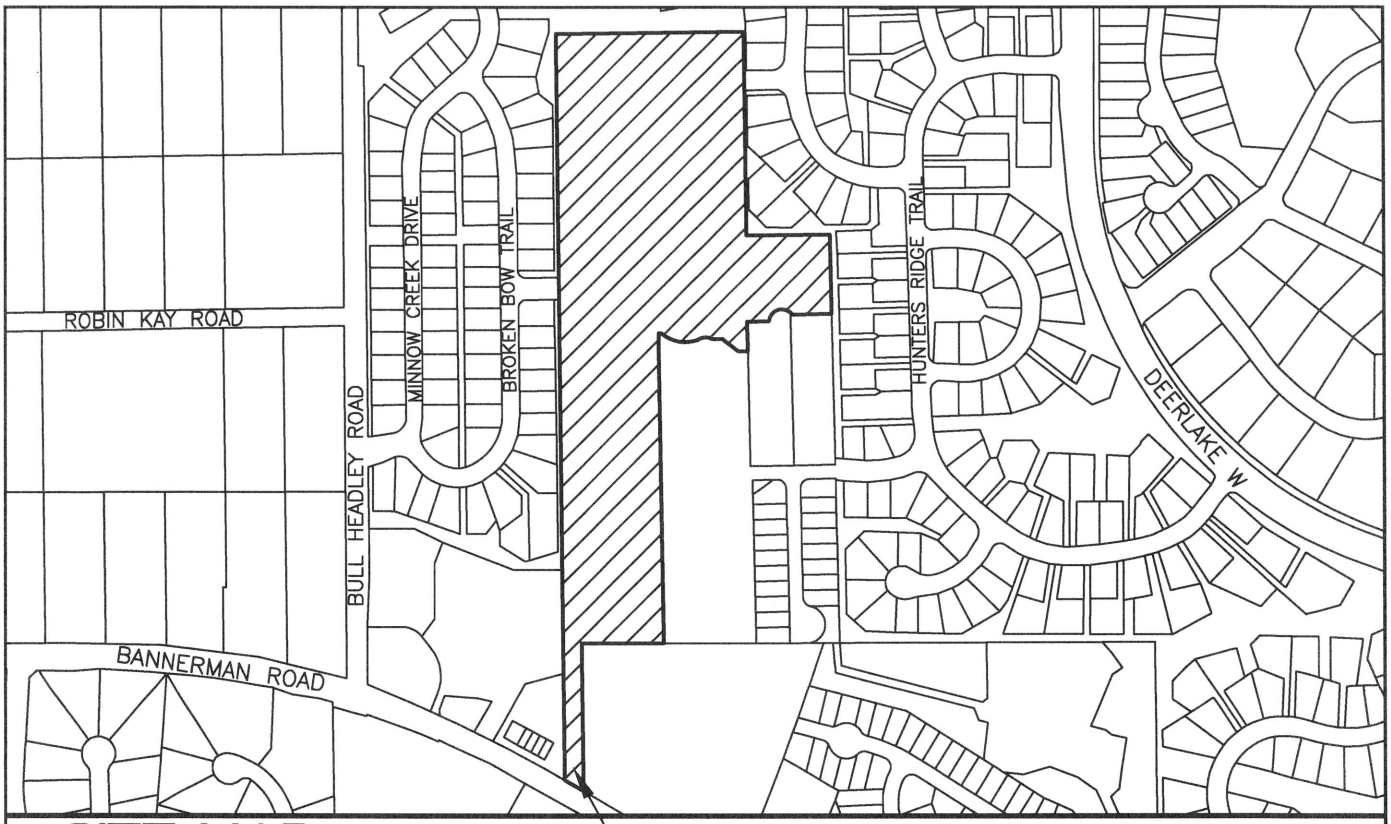
CERTIFICATION

I, STEPHEN C. BERAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this 10th day of February , 2026 .

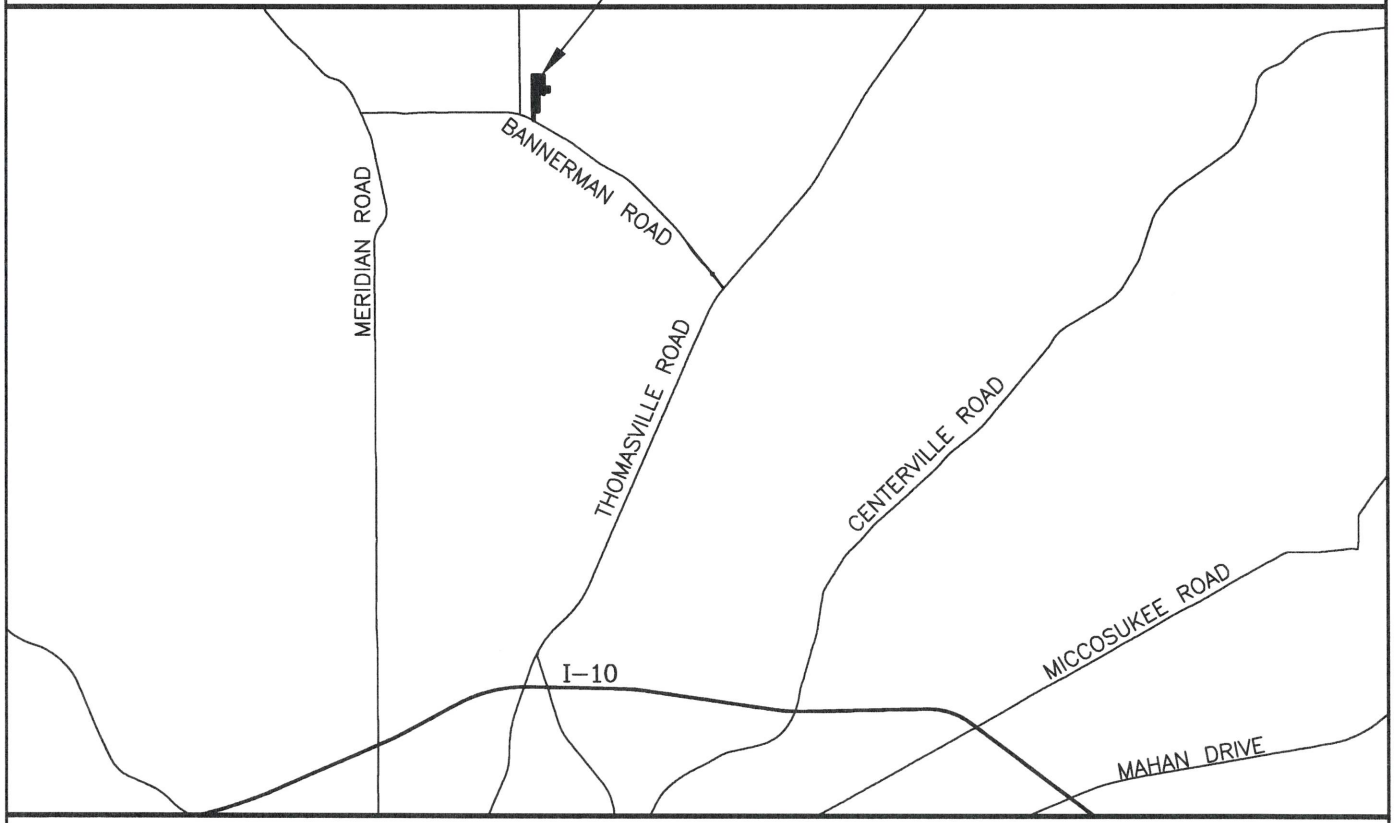
Assistant Secretary

S1029AH (03/20)



SITE MAP
SCALE 1" = 600'

CHASTAIN MANOR PHASE 2 , UNIT 1

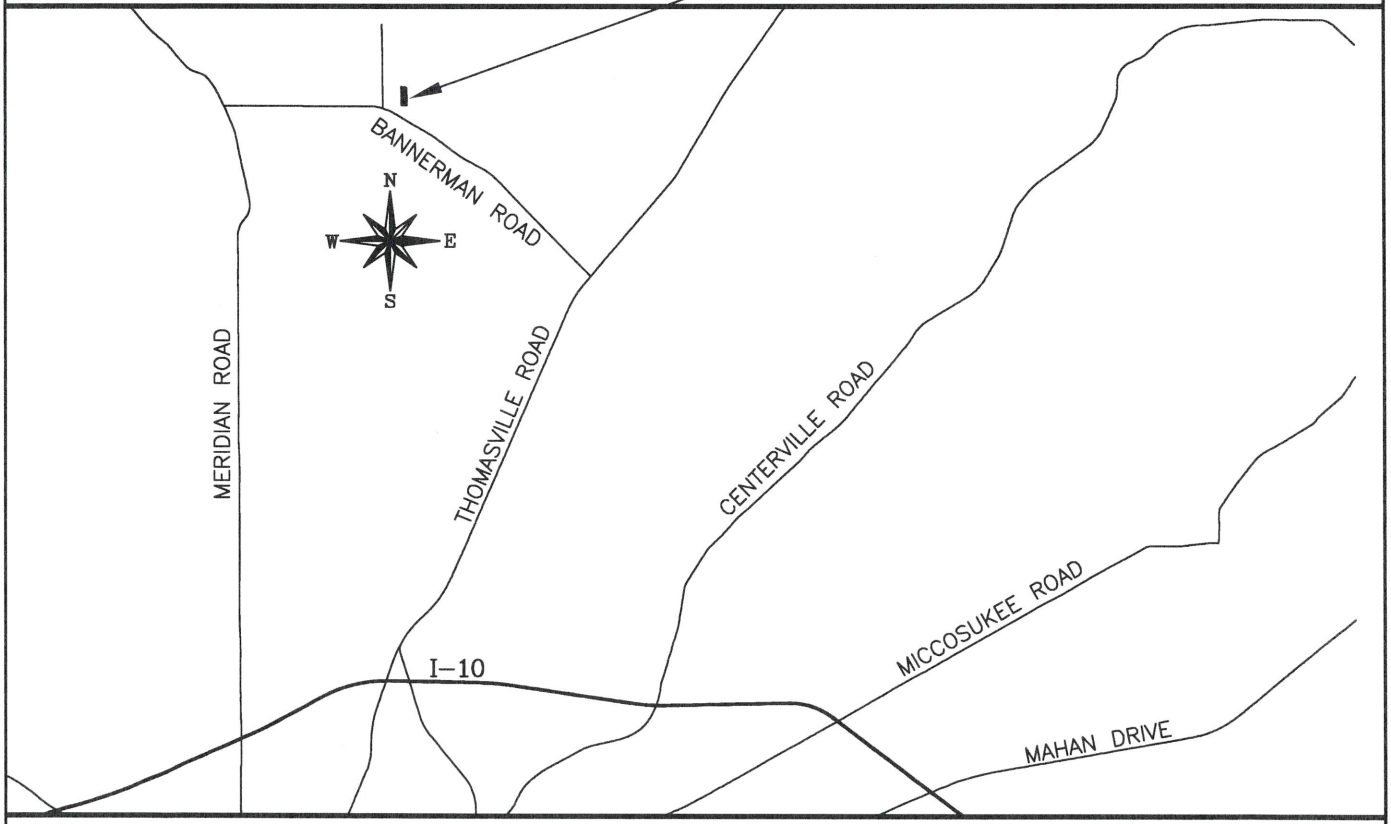


LOCATION MAP
SCALE 1" = 10,000'



CHASTAIN MANOR PHASE 2 , UNIT 2

SITE MAP
SCALE 1" = 500'

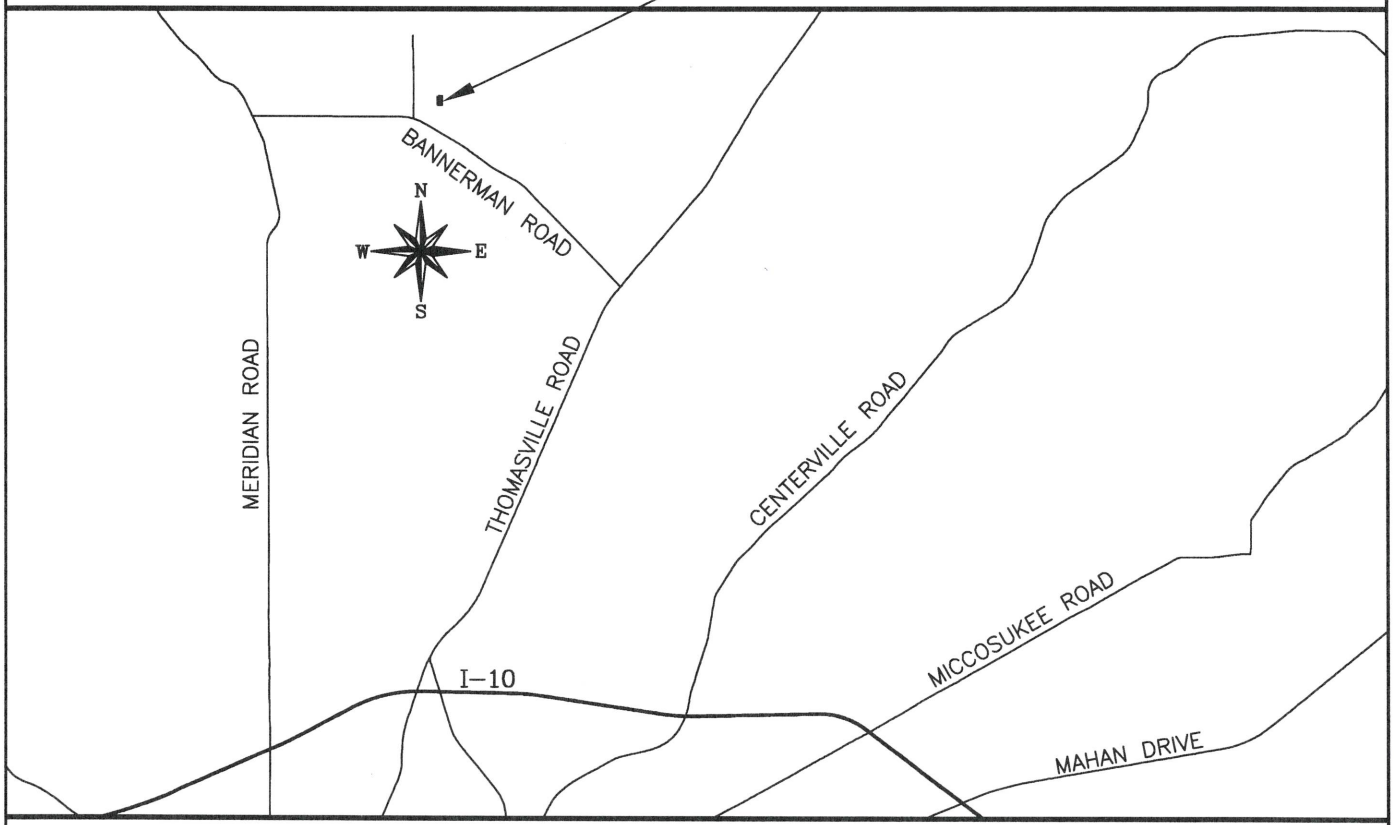


LOCATION MAP
SCALE 1" = 10,000'



CHASTAIN MANOR PHASE 2 , UNIT 3

SITE MAP
SCALE 1" = 500'

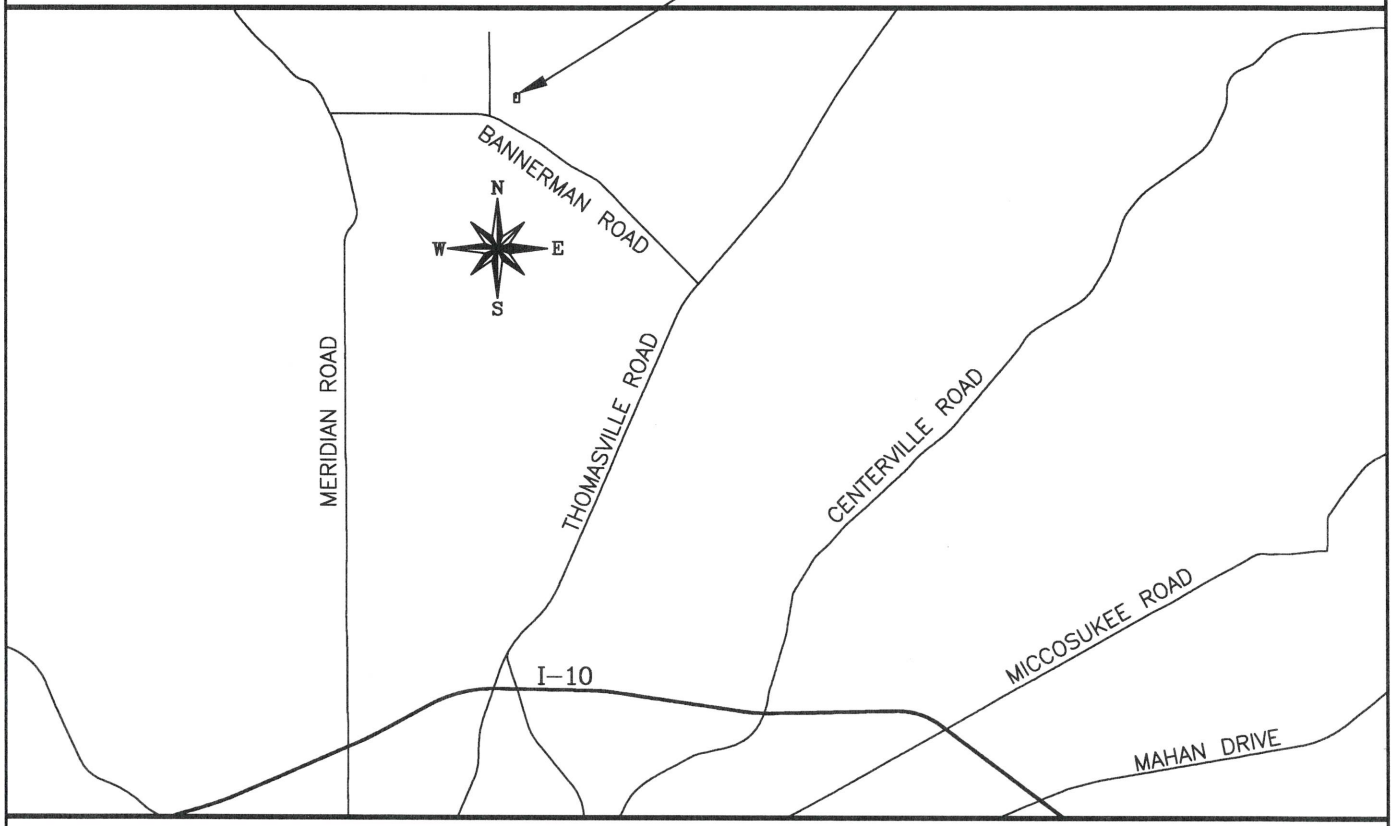


LOCATION MAP
SCALE 1" = 10,000'



CHASTAIN MANOR PHASE 2 , UNIT 4

SITE MAP
SCALE 1" = 500'



LOCATION MAP
SCALE 1" = 10,000'

Leon County
Board of County Commissioners

Notes for Agenda Item #7

Leon County Board of County Commissioners

Agenda Item #7

February 10, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of Maintenance Agreement and Surety Device for Fletcher Oaks Subdivision, Phases I through III

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:	Michael E. Sprayberry, Construction Project Engineer Greg Ouzts, Chief of Construction Management

Statement of Issue:

This item seeks Board acceptance of a Maintenance Agreement and Surety Device for Fletcher Oaks Subdivision, Phases I through III.

Fiscal Impact:

This item has a fiscal impact. Routine maintenance of the roadway and drainage facilities will be provided through the Public Works Operations Division's operating budget.

Staff Recommendation:

Option #1: Authorize the County Administrator to accept the Maintenance Agreement and Surety Device for Fletcher Oaks Subdivision, Phases I through III (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 acceptance of a Maintenance Agreement and Surety Device for Fletcher Oaks Subdivision, Phases I through III (Attachment #1).

This subdivision was approved by the Development Review Committee as a Type "B" site and development plan on November 1, 2019. The Fletcher Oaks Subdivision is located in Section 24; Township 1 North; Range 1 East, on the east side of Pedrick Road approximately 0.5 miles north of the Buck Lake and Pedrick Roads intersection. The development consists of 21.4 acres containing 90 residential lots (Attachment #2). Between April 2020 and November 2022, the Board approved the plats for Fletcher Oaks Subdivision, Phases I through III, authorizing their recording in the public record.

For each plat, the Board accepted a performance bond to guarantee the completion of the subdivision's infrastructure, which include:

- Final asphalt overlay
- Temporary and final thermoplastic pavement markings
- Concrete sidewalk work and repairs
- Drainage Facilities
- Stormwater conveyance system

The construction of the subdivision has been completed in accordance with the performance agreements, and the infrastructure has now been completed.

For all subdivisions accepted into the County's maintenance program, a Maintenance Agreement and Surety Device is required. The Maintenance Agreement, in accordance with Section 10-7.604(3) of Leon County Code of Laws, includes a surety device in the amount of ten percent (10%) of the overall construction costs. This surety device serves as a guarantee to cover any defects in materials and/or workmanship for a period of two years.

Analysis:

All infrastructure guaranteed by each of the three performance bonds have been completed by the developer, and upon the County's acceptance of the Maintenance Agreement and Surety Device, the performance bonds will be released by Public Works.

County standards require stormwater pipes to meet Florida Department of Transportation (FDOT) requirements for ovality (out-of-roundness) and repairs, including a maximum allowable ovality of 5 percent. During construction, portions of the conveyance system were not installed in accordance with County specifications. The developer corrected the non-conforming installations to comply with the FDOT Pipe Matrix; however, in certain locations, the installed pipes exceed FDOT's ovality limit while remaining compliant with the pipe manufacturer's specifications and American Association of State Highway and Transportation Officials (AASHTO) standards, which allow ovality of up to 7.5 percent. The developer has requested that the County consider

the manufacturer's and AASHTO specifications, which are industry standards but differ slightly from FDOT standards, as an acceptable alternative. To mitigate risk, the developer included as part of the Maintenance Agreement a 5-year surety device for the full cost of conveyance system replacement in the amount of $19,845. Considering that the five-year warranty will provide sufficient time and cost coverage for potential issues, and the pipes installed meet the AASHTO industry standards, the County has agreed to accept the alternative standards.

With these protections in place, this item recommends approval of the Maintenance Agreement and associated Surety Devices. The package includes:

- A two-year maintenance bond covering all infrastructure accepted by the County for maintenance, except stormwater pipes that do not meet FDOT standards but do meet AASHTO standards.
- A separate five-year maintenance bond covering the full cost of replacing or repairing the conveyance system that does not meet FDOT standards but does meet AASHTO standards.

During the applicable warranty period, if any developer-constructed infrastructure fails due to material defects or poor workmanship, the County may draw on the surety funds to complete the necessary repairs or replacements.

Options:

1. Authorize the County Administrator to accept the Maintenance Agreement and Surety Device for Fletcher Oaks Subdivision, Phases I through III (Attachment #1), and authorize the County Administrator to execute the Agreement, subject to legal review by the County Attorney.
2. Do not authorize the County Administrator to accept and execute the Maintenance Agreement and Surety Device for Fletcher Oaks Subdivision, Phases I through III.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Fletcher Oaks Subdivision, Phases I through III Maintenance Agreement and Surety Device
2. Location maps

MAINTENANCE AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2026, between **AZALEA LAND GROUP LLC,** a Florida corporation, whose mailing address is 4708 Capital Circle NW, Tallahassee, Leon, FL 32303 hereinafter collectively called the "DEVELOPER," and **LEON COUNTY, FLORIDA,** a charter county and a political subdivision of the State of Florida, hereinafter called the "COUNTY."

WHEREAS, the DEVELOPER has heretofore presented maps or plats of **Fletcher Oaks Subdivision Phases I-III** to the Board of County Commissioners of Leon County, Florida, which maps or plats were approved by said Board subject to the construction and paving of the roads and streets and installation of all storm conveyance systems ("Conveyance Systems"), construction of all Stormwater Management Facilities, all monumentation, installation of landscaping, sidewalks and all other improvements in said subdivision in accordance with plans and specifications approved by the COUNTY (the "Improvements") therein and after the completion of said Improvements the execution of a two-year Maintenance Agreement by the DEVELOPER to correct, repair, or replace according to Approved Design Specifications, as defined below, and to COUNTY satisfaction or reimburse the COUNTY for any defects in materials and workmanship in the construction and paving and installation of said Improvements; and

WHEREAS, some of the Conveyance Systems were installed using design and installation standards differing from certain COUNTY specifications, but consistent with the manufacturer's specifications and American Association of State Highway and Transportation Officials (AASHTO) standards; and

WHEREAS, the term **"Approved Design Specifications"** shall mean the plans and specifications approved by the County for the Improvements, including approved alternative standards based on manufacturer's specifications and AASHTO standards, as applicable; and

WHEREAS, the DEVELOPER has requested that the COUNTY consider the manufacturer's and AASHTO' s specifications as an acceptable alternative for the repairs to the Conveyance Systems; and

WHEREAS, the County is willing to accept a five-year maintenance bond under this Maintenance Agreement, to correct, repair, or replace the Conveyance Systems according to Approved Design Specifications to COUNTY'S satisfaction or reimburse the COUNTY for any

defects in materials and workmanship in the construction and installation and repairs of said Conveyance Systems; and

WHEREAS, all other Improvements other than a portion of the Conveyance Systems shall be guaranteed by a two-year maintenance bond under this Maintenance Agreement to cover any and all expenses that might be incurred by the COUNTY as a result of defects in materials and/or workmanship in the construction and paving of the Improvements; and

WHEREAS, nothing herein shall be construed as imposing new or revised design standards for the Improvements or the Conveyance Systems beyond those approved by the County prior to plat recordation.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH: That the DEVELOPER for and in consideration of the sum of Ten Dollars ($10.00) and other valuable considerations to them in hand paid by the COUNTY, the receipt whereof is hereby acknowledged, contract and agree to reimburse the COUNTY for all expenses that might be incurred by the COUNTY because of any defects in materials and/or workmanship in the construction and paving of the Improvements within **Fletcher Oaks Subdivision Phases I-III** that become apparent within two (2) years from date of this agreement and any and all expenses that might be incurred by the County resulting in defects in materials and/or workmanship in the construction of a portion of the Conveyance Systems that become apparent within five (5) years from the date of this agreement.

PERFORMANCE OF THIS AGREEMENT by the DEVELOPER shall be secured by Surety Bonds in the amounts as follows with surety thereon approved by the COUNTY:

a. $348,434.00 for two (2) years for the maintenance bond for the Improvements; and

b. $19,845.00 for five (5) years for the maintenance bond securing correction, repair, or replacement of the Conveyance Systems in the event of defects in materials or workmanship, or failure to perform as approved.

The COUNTY is authorized to redeem said bonds without notice.

IN WITNESS WHEREOF, AZALEA LAND GROUP LLC, and **LEON COUNTY** have caused this Agreement to be executed in their names on the date written above.

[SIGNATURE PAGE TO FOLLOW]

(Witnesses)

_____(signature)

_____(typed or printed name)

_____(signature)

_____(typed or printed name)

DEVELOPER:
AZALEA LAND GROUP LLC
By: _____(seal)

As its: Manager

Date: 1/13/26

STATE OF Florida
COUNTY OF Lee

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 13th day of January, 2026, by Jason Grazini, as MGR (Title of Officer or Agent), of Azalea Land Group LLC, who ☒ is personally known to me; ☐ produced a current driver's license as identification; or ☐ produced _____ as identification.

_____
Notary Public

[Notarial Seal]

FRANKLIN MICHAEL DIMITROFF
Commission # HH 710160
Expires October 22, 2029

Printed Name: Franklin Michael Dimitroff
Commission No.: HH 710160
Expiration: 10/22/29

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:_____
Gretchen Brantley
Assistant County Attorney

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

By:_____

GREAT AMERICAN INSURANCE GROUP

Bond No. 3804979

MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS, That we, Azalea Land Group LLC as Principal, and the **GREAT AMERICAN INSURANCE COMPANY,** a corporation organized under the laws of the State of Ohio and duly authorized to transact business in the State of Florida as Surety, are held and firmly bound unto Leon County Board of County Commissioners as Obligee, in the sum of Three Hundred Forty Eight Thousand Four Hundred Thirty-Four and No/100--------- DOLLARS, for the payment whereof well and truly to be made, and Principal and the said Surety, bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED, sealed and dated this 10th day of February ,2026 .

WHEREAS the Principal and the Obligee have entered into a written agreement dated the 10th day of February ,2026 , for infrastructure items for the Fletcher Oaks subdivision, Phases I-III the terms of which agreement were completed and accepted the 10th day of February , 2026 ; and

WHEREAS the Principal has given a two year maintenance guarantee under said agreement or otherwise against defective materials and workmanship.

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall well and truly comply with such guarantee, then this obligation to be void; otherwise it shall remain in full force.

PROVIDED that 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; and

PROVIDED FURTHER that the Surety shall have no liability under this bond unless the Obligee shall give written notice of claim of the Principal's failure to comply with such guaranteed to the Surety at its Administrative Office at 301 E. Fourth Street, Cincinnati, Ohio 45202 such notice to be given within the two year maintenance period.

Azalea Land Group LLC

Principal

GREAT AMERICAN INSURANCE COMPANY

By: Van A Madsen

Attorney-in-Fact

Van A. Madsen

F.9607

GREAT AMERICAN INSURANCE COMPANY®

Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740

The number of persons authorized by
this power of attorney is not more than SIX

No. 0 22218

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

Name	Address	Limit of Power
VAN A. MADSEN	ALL OF	ALL
ROBERT K. BACON	TALLAHASSEE, FLORIDA	$100,000,000
ROBERT J. NYLEN		
PHILLIP E. BACON		
JOHN R. NYLEN, JR.		
RICHARD K. PRESSLEY		

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 25TH day of JANUARY , 2018 .

Attest GREAT AMERICAN INSURANCE COMPANY

Assistant Secretary

Divisional Senior Vice President

MARK VICARIO (877-377-2405)

STATE OF OHIO, COUNTY OF HAMILTON - ss:

On this 25TH day of JANUARY , 2018 , before me personally appeared MARK VICARIO, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.

SUSAN A KOHORST
Notary Public
State of Ohio
My Comm. Expires
May 18, 2025

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

RESOLVED: That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisonal Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.

RESOLVED FURTHER: That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

CERTIFICATION

I, STEPHEN C. BERAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this 10th day of February , 2026 .

Assistant Secretary

GREAT AMERICAN. INSURANCE GROUP

Bond No. 3804980

MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS, That we, Azalea Land Group LLC as Principal, and the **GREAT AMERICAN INSURANCE COMPANY,** a corporation organized under the laws of the State of Ohio and duly authorized to transact business in the State of Florida as Surety, are held and firmly bound unto Leon County Board of County Commissioners as Obligee, in the sum of Nineteen Thousand Eight Hundred Forty-Five and No/100---------- DOLLARS, for the payment whereof well and truly to be made, and Principal and the said Surety, bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

SIGNED, sealed and dated this 10th day of February ,2026 .

WHEREAS the Principal and the Obligee have entered into a written agreement dated the 10th day of February ,2026 , for maintenance of designated conveyance systems at the Fletcher Oaks subdivision, Phases I-III the terms of which agreement were completed and accepted the 10th day of February , 2026 ; and

WHEREAS the Principal has given a five year maintenance guarantee under said agreement or otherwise against defective materials and workmanship.

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall well and truly comply with such guarantee, then this obligation to be void; otherwise it shall remain in full force.

PROVIDED that 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; and

PROVIDED FURTHER that the Surety shall have no liability under this bond unless the Obligee shall give written notice of claim of the Principal's failure to comply with such guaranteed to the Surety at its Administrative Office at 301 E. Fourth Street, Cincinnati, Ohio 45202 such notice to be given within the five year maintenance period.

Azalea Land Group LLC

Principal

GREAT AMERICAN INSURANCE COMPANY

By: *Van A. Madsen*
Attorney-in-Fact
Van A. Madsen

F.9607

GREAT AMERICAN INSURANCE COMPANY®

Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740

The number of persons authorized by
this power of attorney is not more than SIX

No. 0 22218

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

Name	Address	Limit of Power
VAN A. MADSEN	ALL OF	ALL
ROBERT K. BACON	TALLAHASSEE, FLORIDA	$100,000,000
ROBERT J. NYLEN		
PHILLIP E. BACON		
JOHN R. NYLEN, JR.		
RICHARD K. PRESSLEY		

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 25TH day of JANUARY, 2018.

Attest

Assistant Secretary

GREAT AMERICAN INSURANCE COMPANY

Divisional Senior Vice President

MARK VICARIO (877-377-2405)

STATE OF OHIO, COUNTY OF HAMILTON - ss:

On this 25TH day of JANUARY, 2018, before me personally appeared MARK VICARIO, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.

SUSAN A KOHORST
Notary Public
State of Ohio
My Comm. Expires
May 18, 2025

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

RESOLVED: That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisonal Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.

RESOLVED FURTHER: That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

CERTIFICATION

I, STEPHEN C. BERAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this 10th day of February, 2026.

Assistant Secretary

AFFIDAVIT IN COMPLIANCE WITH SECTION 787.06(14), FLORIDA STATUTES

In accordance with Section 787.06(14), 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.

FRANKLIN MICHAEL DIMITROFF
Commission # HH 710160
Expires October 22, 2029

SIGNATURE OF AFFIANT

Affiant's Name: Jasan Ghazvini
Title: Manager
Entity: Azalea Land Grap LLC

STATE OF Florida
COUNTY OF Leon

Sworn to (or affirmed) and subscribed before me by means of [X] physical presence or [ ] online notarization, this 13th day of January, 2026, by Jason Ghazvini (Affiant's Name).

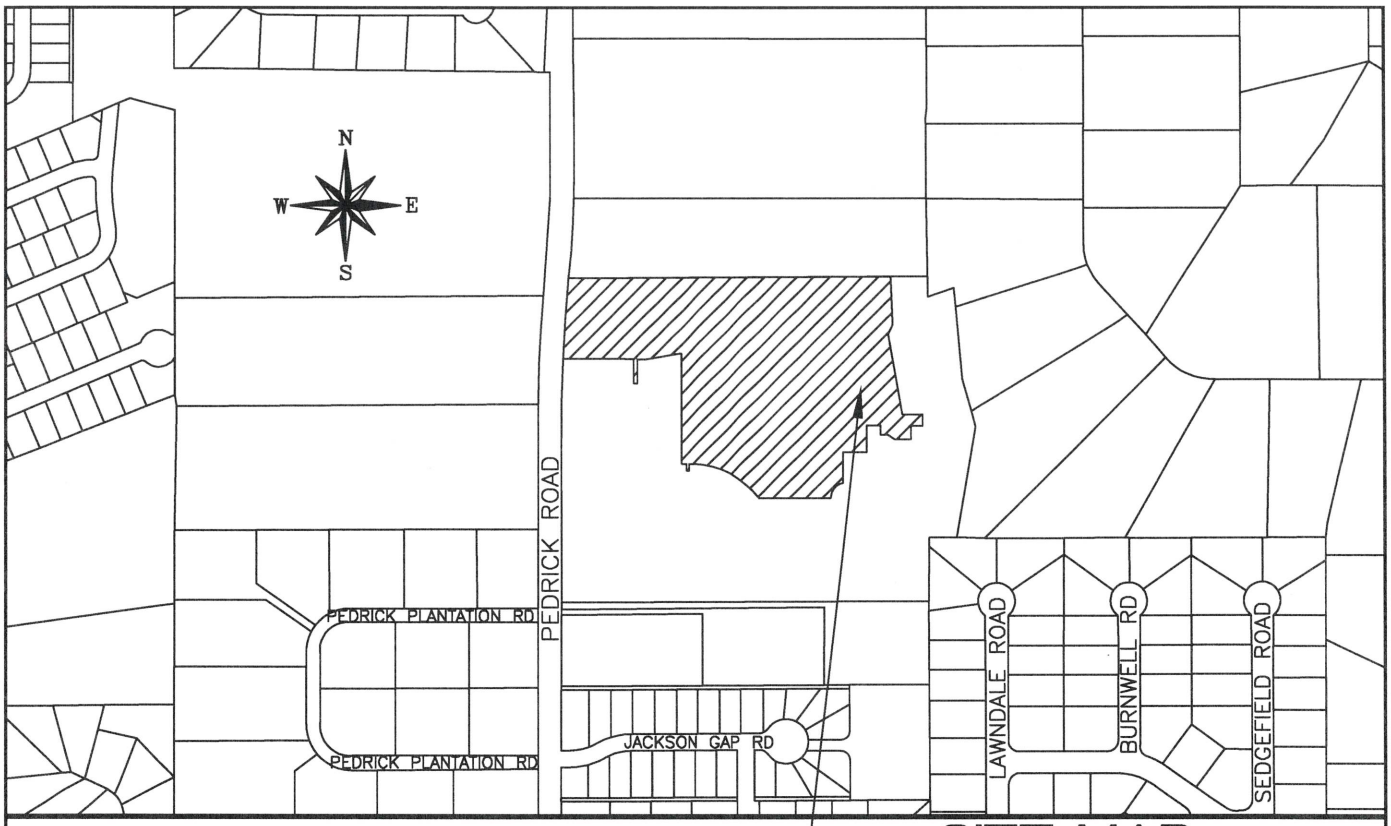
(Signature of Notary Public)

FRANKLIN MICHAEL DIMITROFF
Commission # HH 710160
Expires October 22, 2029

(Print, Type, or Stamp Commissioned Name of Notary and Affix Notary Seal)

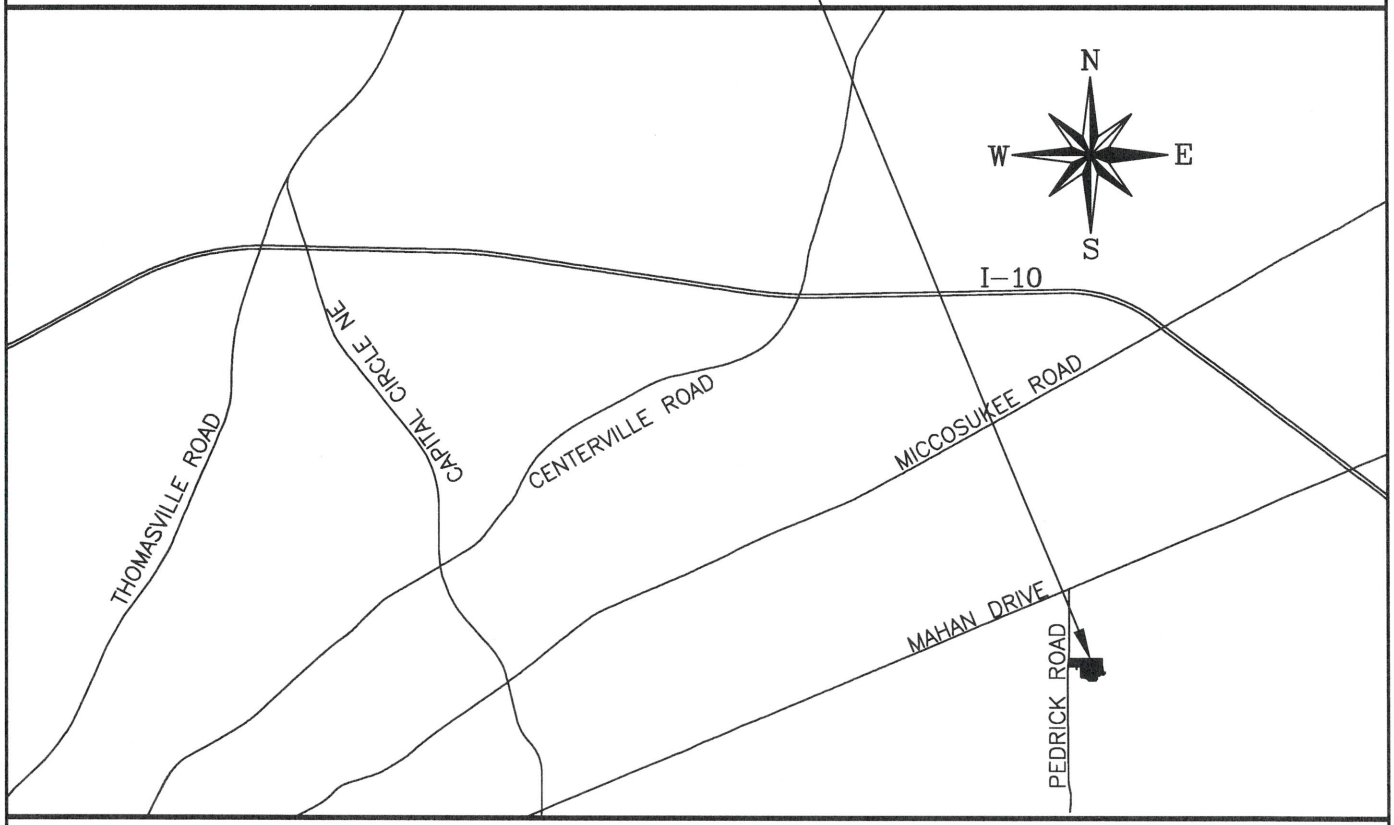
[X] Who is personally known to me, or
[ ] Who produced identification; Type of identification produced:_____

LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.

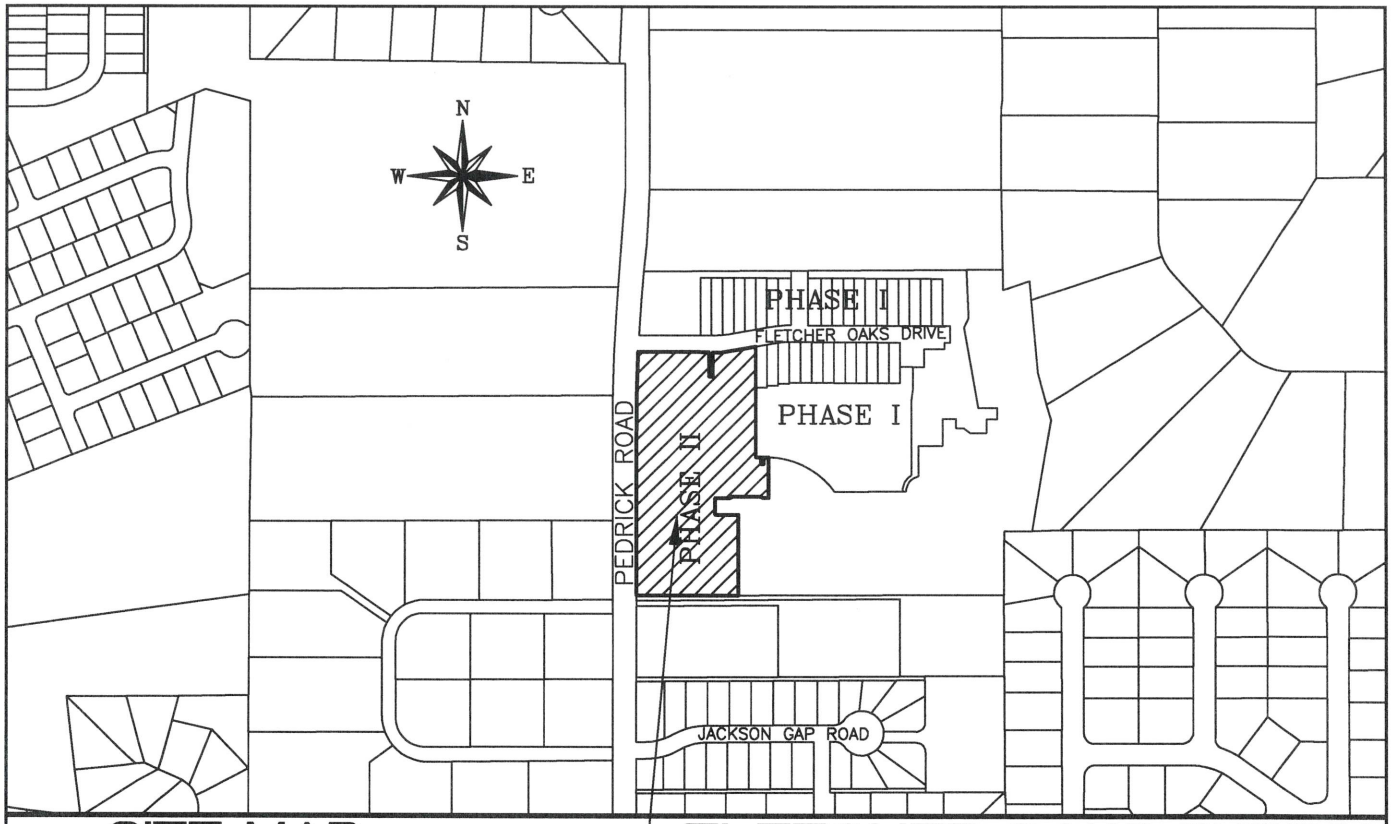


FLETCHER OAKS, PHASE I

SITE MAP
SCALE 1" = 500'

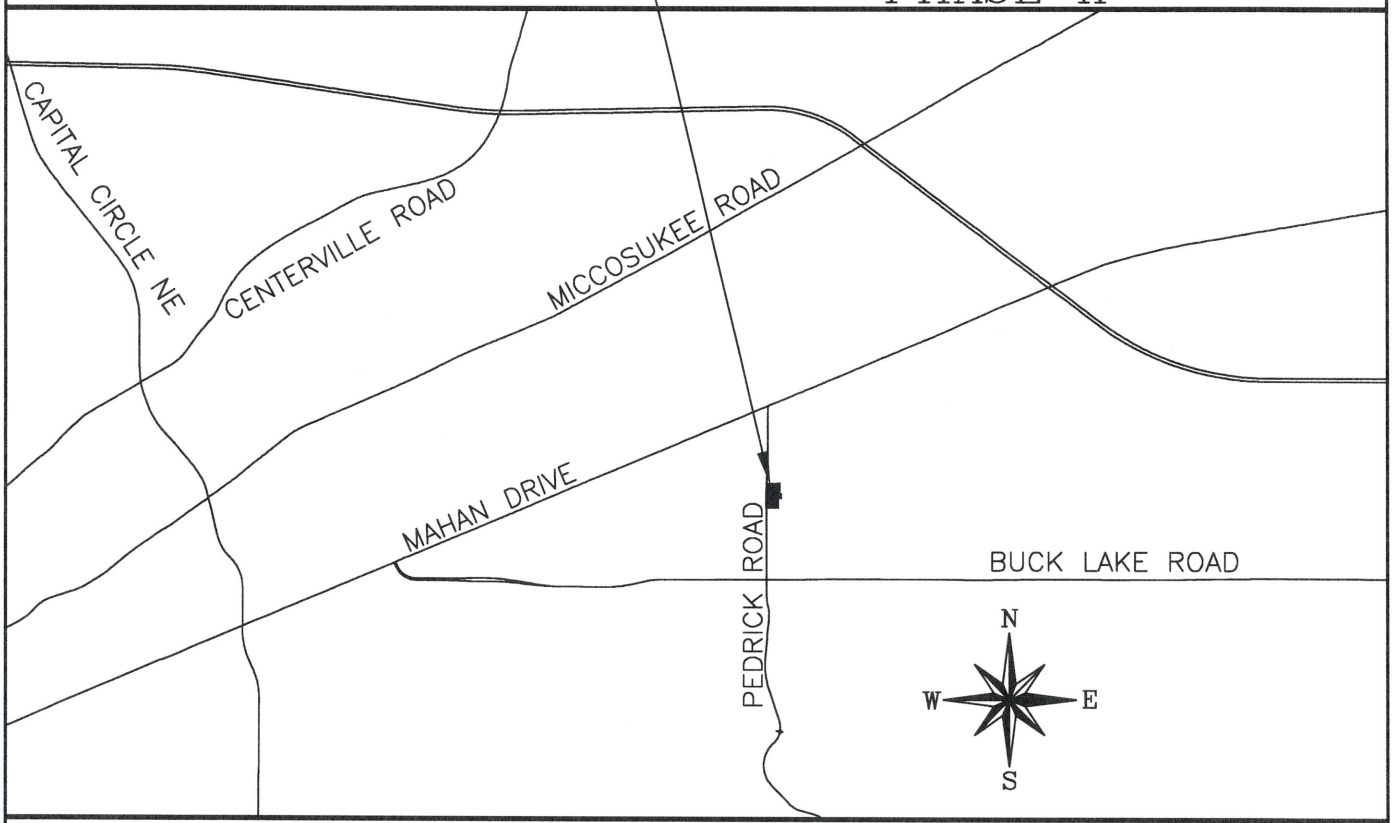


LOCATION MAP
SCALE 1" = 5000'

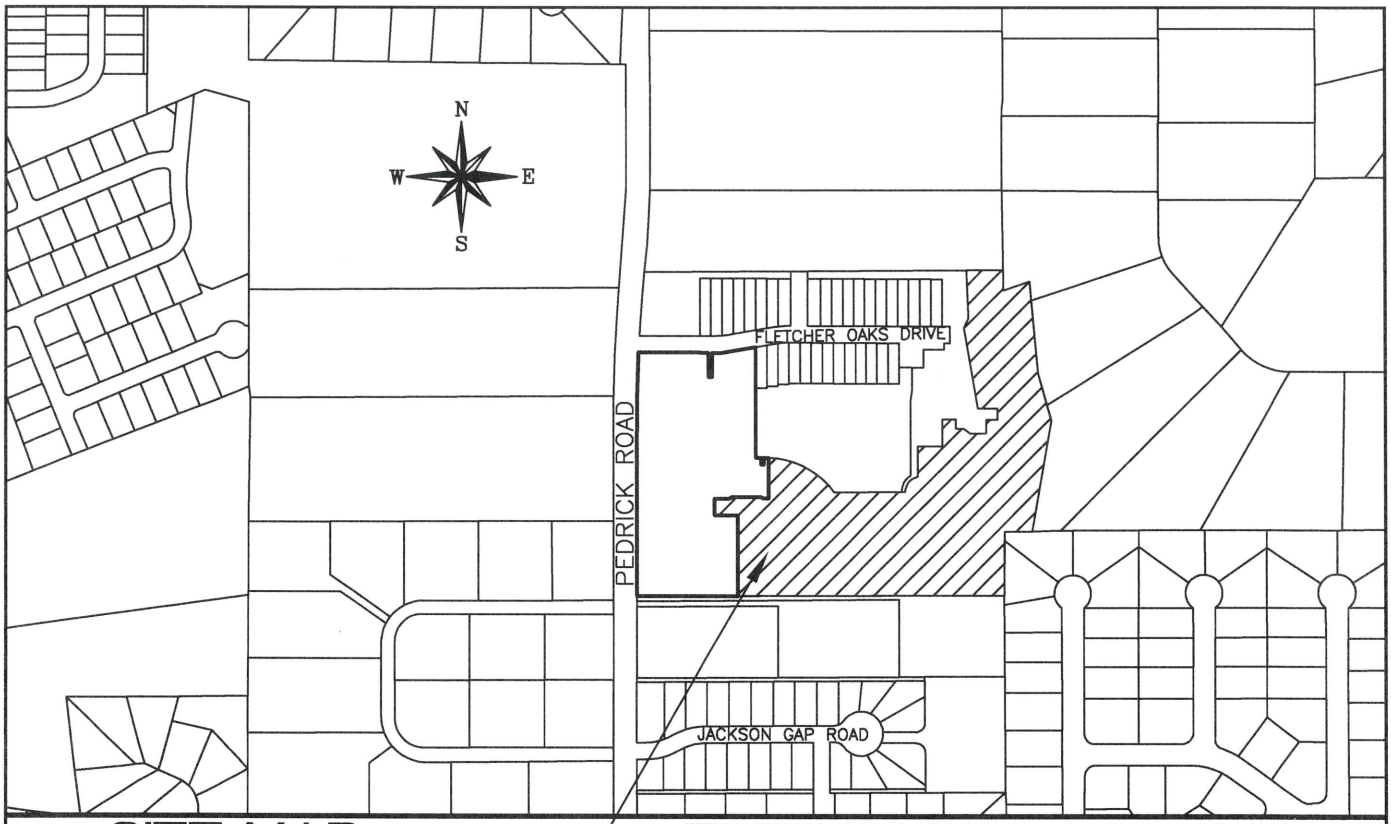


SITE MAP
SCALE 1" = 500'

FLETCHER OAKS SUBDIV.
PHASE II

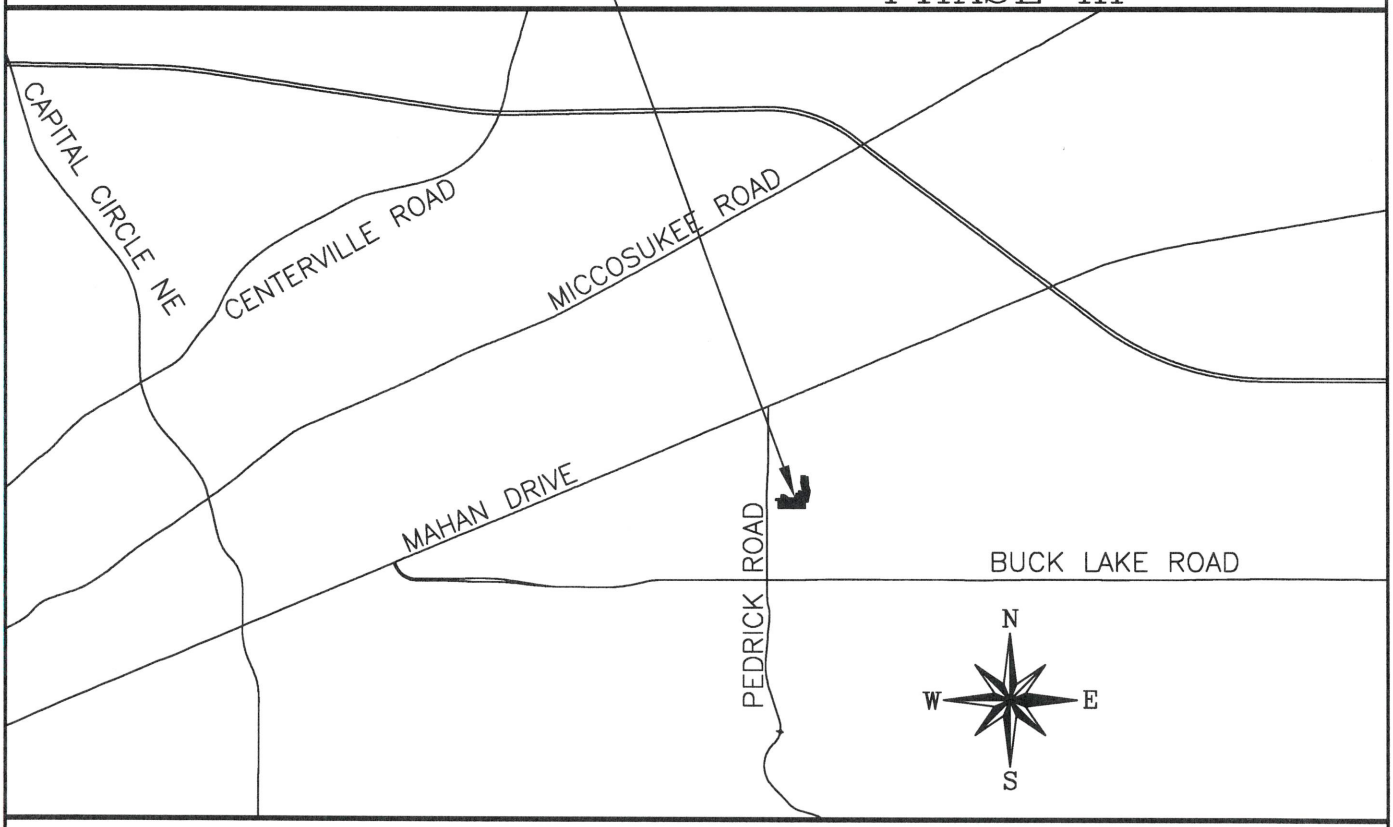


LOCATION MAP
SCALE 1" = 5000'



SITE MAP
SCALE 1" = 500'

FLETCHER OAKS SUBDIV.
PHASE III



LOCATION MAP
SCALE 1" = 5000'

Leon County
Board of County Commissioners

Notes for Agenda Item #8

Leon County Board of County Commissioners

Agenda Item #8

February 10, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Acceptance of Performance Agreement and Surety Device for Horseman's Bluff Subdivision

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:	Kimberly Wood, Chief of Engineering Coordination Tim Barden, Administrative Services Manager

Statement of Issue:

This item seeks Board acceptance of a Performance Agreement and Surety Device for Horseman's Bluff Subdivision.

Fiscal Impact:

This item has no fiscal impact. The surety device associated with the performance agreement guarantees that the developer will complete the project in accordance with County specifications. If the contractor fails to finish, abandons the job, or does not meet specifications, the surety device secures the funding to complete the project up to the bond amount with no cost to the County.

Staff Recommendation:

Option #1: Authorize the County Administrator to accept and execute the Performance Agreement and Surety Device for Horseman's Bluff Subdivision (Attachment #1), subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board acceptance of a Performance Agreement and Surety Device for Horseman's Bluff Subdivision (Attachment #1).

On June 3, 2022, Horseman's Bluff Subdivision was approved by the Development Support and Environmental Management as a Type "A" site and development plan. On December 10, 2024, a minor modification was approved to relocate the entrance road and emergency access road (Attachment #2).

Horseman's Bluff Subdivision is located in Section 25; Township 1 North; Range 2 West, on the north side of West Tennessee Street approximately 1.25 miles west of Capital Circle Southwest. The subdivision is 23.56 acres containing 141 residential lots (Attachment #3).

The plat of Horseman's Bluff Subdivision will be presented to the Development Review Committee (DRC) for recording in the public record following the Board's approval of the performance agreement.

Analysis:

Infrastructure construction in the Horseman's Bluff Subdivision is currently underway. Following a review of inspection reports and verification of the necessary remaining work, the Division of Engineering Services recommends a Performance Agreement and Surety Device of $902,352. This amount represents 110% of the certified outstanding construction costs.

The developer's goal is to submit the plat to the DRC for review and approval at the February 18, 2026, DRC meeting. Due to time-sensitive contractual obligations, the applicant, Benners Development Company Horseman, LLC, is requesting Board approval of the Performance Agreement and Surety Device to ensure the plat can be recorded by the end of February.

Options:

1. Authorize the County Administrator to accept and execute the Performance Agreement and Surety Devices for Horseman's Bluff Subdivision (Attachment #1), subject to legal review by the County Attorney.
2. Do not authorize the County Administrator to accept or execute the Performance Agreement and Surety Devices for Horseman's Bluff Subdivision.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Performance Agreement and Surety Devices for Horseman's Bluff Subdivision
2. Development Services Approval
3. Location Map
4. Resolution 25-33

PERFORMANCE AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2026, between **BENNERS DEVELOPMENT COMPANY HORSEMAN, LLC,** a Florida corporation, whose mailing address is 3618 Peddie Drive, Tallahassee, Leon, FL 32303 hereinafter called the "DEVELOPER," and **LEON COUNTY, FLORIDA,** a charter county and a political subdivision of the State of Florida, hereinafter called the "COUNTY."

WHEREAS, the Developer will present to the Development Review Committee (DRC) of Leon County, Florida, a certain map or plat of a subdivision named and designated **Horseman's Bluff Subdivision** which map or plat will be approved by said DRC subject to the construction and paving of the roads and streets and installation of all storm conveyance systems, construction of all Stormwater Management Facilities, all monumentation, installation of landscaping, sidewalks and all other improvements in said subdivision in accordance with plans and specifications approved by the COUNTY (the "Improvements"); and

WHEREAS, as a condition to the approval and recording of said map or plat, the COUNTY has required that the DEVELOPER enter into an agreement to construct and install the final overlay of asphalt, any work/repair to the initial base asphalt, temporary pavement markings and final thermoplastic pavement markings on the subdivision streets, installation of concrete sidewalks, installation of driveways, any work/repair of curbing, etc., any work/repair to the stormwater conveyance system, all monumentation, and installation of landscaping and all other improvements in said subdivision in accordance with plans and specifications approved by the County within a period of two (2) years from the date hereof.

NOW THEREFORE, THIS INDENTURE WITNESSETH: That the DEVELOPER hereby agrees to construct and install the final overlay of asphalt, any work/repair to the initial base asphalt, temporary pavement markings and final thermoplastic pavement markings on the subdivision streets, installation of concrete sidewalks, installation of driveways, any work/repair of curbing, etc., any work/repair to the stormwater conveyance system, all monumentation, and installation of landscaping and all other improvements in **Horseman's Bluff Subdivision** in accordance with plans and specifications approved by the County, within a period of two (2) year from date hereof. In the event the DEVELOPER fails to complete the Improvements within the required time, fails to maintain the required surety, or otherwise defaults under this Agreement, the County may, after written notice where required by law, exercise any and all rights available at law or in equity,

including drawing upon the surety to complete the Improvements.

PERFORMANCE OF THIS AGREEMENT by the DEVELOPER shall be secured by a 2-year Surety Bond approved by the County in the amount of $902,352.00. The DEVELOPER shall maintain the required surety in full force and effect until the Improvements are completed and accepted in writing by the County or until this Agreement is otherwise released by the County. Failure to renew, replace, or maintain the required surety without interruption prior to the County's written acceptance shall constitute a default of this Agreement. County acceptance shall not be unreasonably withheld upon completion in accordance with approved plans. If the Improvements are not completed and accepted in writing at least 45 days prior to the expiration of the required surety, the DEVELOPER shall, no later than 30 days before expiration, renew or replace the surety in a form and amount acceptable to the County. Renewal or replacement of the required surety shall not be construed as approval of delayed performance or as an extension of the time for completion of the Improvements.

The County may, but shall not be required to, authorize partial releases of the surety upon completion and approval of discrete portions of the Improvements, provided that sufficient surety remains to guarantee completion of all remaining Improvements. Partial release does not modify the completion deadline or default rights.

IN WITNESS WHEREOF, BENNERS DEVELOPMENT COMPANY HORSEMAN, LLC and **LEON COUNTY, FLORIDA,** have caused this Agreement to be executed in their names on the date written above.

[SIGNATURE PAGES TO FOLLOW]

(Witnesses)

BENNERS DEVELOPMENT COMPANY HORSEMAN, LLC

BEE (signature)

BEN EADES (typed or printed name)

By: _____ (seal)

As its: Manager

Kennedy Spears (signature)

Kennedy Spears (typed or printed name)

Date: 1/28/26

STATE OF FL
COUNTY OF LEE

The foregoing instrument was acknowledged before me by means of ✓ physical presence or ____ online notarization, this 28th day of JANUARY, 20 26, by BRAD BENNERS, as PRESIDENT (Title of Officer or Agent), of Benners Development Company Horseman, LLC, who (✓) is personally known to me; ( ) produced a current driver's license as identification; or ( ) produced _____ as identification.

Notary Public

[Notarial Seal]

Printed Name: _____
Commission No.: _____
Expiration: _____

NOTARY PUBLIC STATE OF FLORIDA
AMANDA MCCOY
Commission # HH 669668
Expires August 23, 2029

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:_____
Gretchen Kelley Brantley
Assistant County Attorney

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

By:_____

IAT INSURANCE GROUP Surety

HARCO NATIONAL INSURANCE COMPANY

SUBDIVISION BOND

AMOUNT: $902,352 BOND NO. 3003771

KNOW ALL MEN BY THESE PRESENTS: THAT WE, Benners Development Company Horseman, LLC

as Principal, and Harco National Insurance Company, a Illinois corporation authorized to do business in the State of with its main bonding office at 4200 Six Forks Rd, Suite 1400, Raleigh, NC as Surety, are held and firmly bound unto the Leon County Florida as Obligee, in the full and just sum of Nine Hundred Two Thousand Three Hundred Fifty Two & no/100 DOLLARS ($ 902,352.00) lawful money of the United States, to the payment of which sum, well and truly to be made, the Principal and the Surety bind themselves, their successors and assigns, jointly and severally, firmly by these presents.

SIGNED, SEALED AND DATED THIS 10th day of February, 2026

WHEREAS, the Principal has entered into an agreement with the Leon County Florida as Obligee, guaranteeing that the principal will construct, install and complete the improvements

at certain land known as, "Horseman's Bluff Subdivision" all of which improvements

shall be maintained and completed on or before 2-10-28.

NOW, THEREFORE THE CONDITION OF THIS OBLIGATION IS SUCH, THAT IF THE principal shall carry out all the terms of said agreement and perform all the work as set forth therein, all within the time set forth in said agreement, then this obligation shall be null and void; otherwise to remain in full force and effect. FURTHERMORE, the rights of the Obligee hereunder are exclusive to it and the surety shall have no obligation hereunder to any person or entity other than the named Obligee herein. The rights of such Obligee are not assignable.

Witness :

Benners Development Company Horseman, LLC
PRINCIPAL:

BY:

Witness :

Harco National Insurance Company
BY:
Benjamin R. Campbell Attorney-in-Fact

POWER OF ATTORNEY

Bond # _____

HARCO NATIONAL INSURANCE COMPANY
INTERNATIONAL FIDELITY INSURANCE COMPANY

Member companies of IAT Insurance Group, Headquartered: 702 Oberlin Road, Raleigh, North Carolina 27605

KNOW ALL MEN BY THESE PRESENTS: That **HARCO NATIONAL INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of Illinois, and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of New Jersey, and having their principal offices located respectively in the cities of Rolling Meadows, Illinois and Newark, New Jersey, do hereby constitute and appoint

DANIEL L. SHERRADEN, KRISTIE E. SHAW, BENJAMIN R. CAMPBELL, E. SCOTT JAY

Tallahassee, FL

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** and is granted under and by authority of the following resolution adopted by the Board of Directors of **INTERNATIONAL FIDELITY INSURANCE COMPANY** at a meeting duly held on the 13th day of December, 2018 and by the Board of Directors of **HARCO NATIONAL INSURANCE COMPANY** at a meeting held on the 13th day of December, 2018.

"**RESOLVED**, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** have each executed and attested these presents on this 31st day of December, 2019

INTERNATIONAL FIDELITY INSURANCE COMPANY CORPORATE SEAL 1904 NEW JERSEY

STATE OF NEW JERSEY
County of Essex

STATE OF ILLINOIS
County of Cook

HARCO NATIONAL INSURANCE COMPANY CORPORATE SEAL 1984 ILLINOIS

Kenneth Chapman
Executive Vice President, Harco National Insurance Company
and International Fidelity Insurance Company

On this 31st day of December, 2019, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY**; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.

SHIRELLE A. OUTLEY NOTARY PUBLIC My Comm. Exp. 04-04-2023 No. 50079910 NEW JERSEY

IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.

Shirelle A. Outley a Notary Public of New Jersey
My Commission Expires April 4, 2023

CERTIFICATION

I, the undersigned officer of **HARCO NATIONAL INSURANCE COMPANY** and **INTERNATIONAL FIDELITY INSURANCE COMPANY** do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this day, 10TH OF FEBRUARY, 2026

A01408

Irene Martins, Assistant Secretary

Posted on February 2, 2026

AFFIDAVIT IN COMPLIANCE WITH SECTION 787.06(14), FLORIDA STATUTES

In accordance with Section 787.06(14), 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: Brad Benners
Title: President
Entity: Benners Dev. Co. Horseman, LLC

STATE OF FL
COUNTY OF Leon

Sworn to (or affirmed) and subscribed before me by means of [✓] physical presence or [____] online notarization, this 28th day of JANUARY, 2026, by BRAD BENNERS (Affiant's Name).

(Signature of Notary Public)
(Print, Type, or Stamp Commissioned Name of Notary and Affix Notary Seal)

NOTARY PUBLIC STATE OF FLORIDA
AMANDA MCCOY
Commission # HH 669668
Expires August 23, 2029

[✓] Who is personally known to me, or
[____] Who produced identification; Type of identification produced:_____

LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.

Leon County
Board of County Commissioners
301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5300 www.leoncountyfl.gov

DEPARTMENT OF DEVELOPMENT SUPPORT & ENVIRONMENTAL MANAGEMENT
Development Services Division
Renaissance Center, 2nd Floor
435 North Macomb Street
Tallahassee, Florida 32301-1019

Commissioners

BILL PROCTOR
District 1
Chairman

NICK MADDOX
At-Large
Vice Chairman

JIMBO JACKSON
District 2

RICK MINOR
District 3

BRIAN WELCH
District 4

KRISTIN DOZIER
District 5

CAROLYN D. CUMMINGS
At-Large

VINCENT S. LONG
County Administrator

CHASITY H. O'STEEN
County Attorney

June 3, 2022

Clifford Lamb & Associates
Attn: Cliff Lamb, P.E.
201 Pinewood Drive
Tallahassee, FL 32303

RE: Letter of Approval
Horseman's Bluff Subdivision - Project #: **LSP21036**
Type "A" Site and Development Plan CPA Track
Parcel ID#: 22-25-20-018-0000, 22-25-20-024-0000, 22-25-20-049-0000

Dear Mr. Lamb:

This letter is to notify you that the Horseman's Bluff Subdivision, Type "A" Site and Development Plan, has received final signature approval by the County Administrator or designee (Development Services Director) in accordance with the applicable provisions of the Leon County Land Development Code (LDC). A digital copy of the approved site and development plan with approval signatures has been uploaded to the Project Dox file, LSP21036.

This site and development plan approval shall remain in effect until full development build-out (and until transfer of ownership of all created lots, if applicable). However, this approval shall expire if substantial and observable development has not begun within three years of the date of approval or substantial and observable development ceases for a period of three years before the project is complete and a Certificate of Completion have been issued. Extensions may be considered prior to expiration of the development order, provided they are filed in accordance with Section 10-7.410 of the LDC. Requests for extension will be considered upon demonstration of good faith effort by the applicant and hardship that is not self-created.

If you have any questions, please do not hesitate to contact Nancy Garcia of our office at (850) 606-1361 or send email to "GarciaN@leoncountyfl.gov".

Sincerely,

Nancy Garcia
Senior Planner
Development Services Division

cc: Project Dox ID#: LSP21036 – Upload to project for e-distribution to applicant, agents, staff, and attendees.

Review Report - Approved

Application Number: LSP21036

Report Date: 12/10/2024
Description : SINGLE - FAMILY ATTACHED DWELLING UNITS (149 UNITS)
Address : , , ,
Record Type : Site Plan Review CPA - Type A
Document Filename : SitePlan.pdf

Reviewer Contact Information:

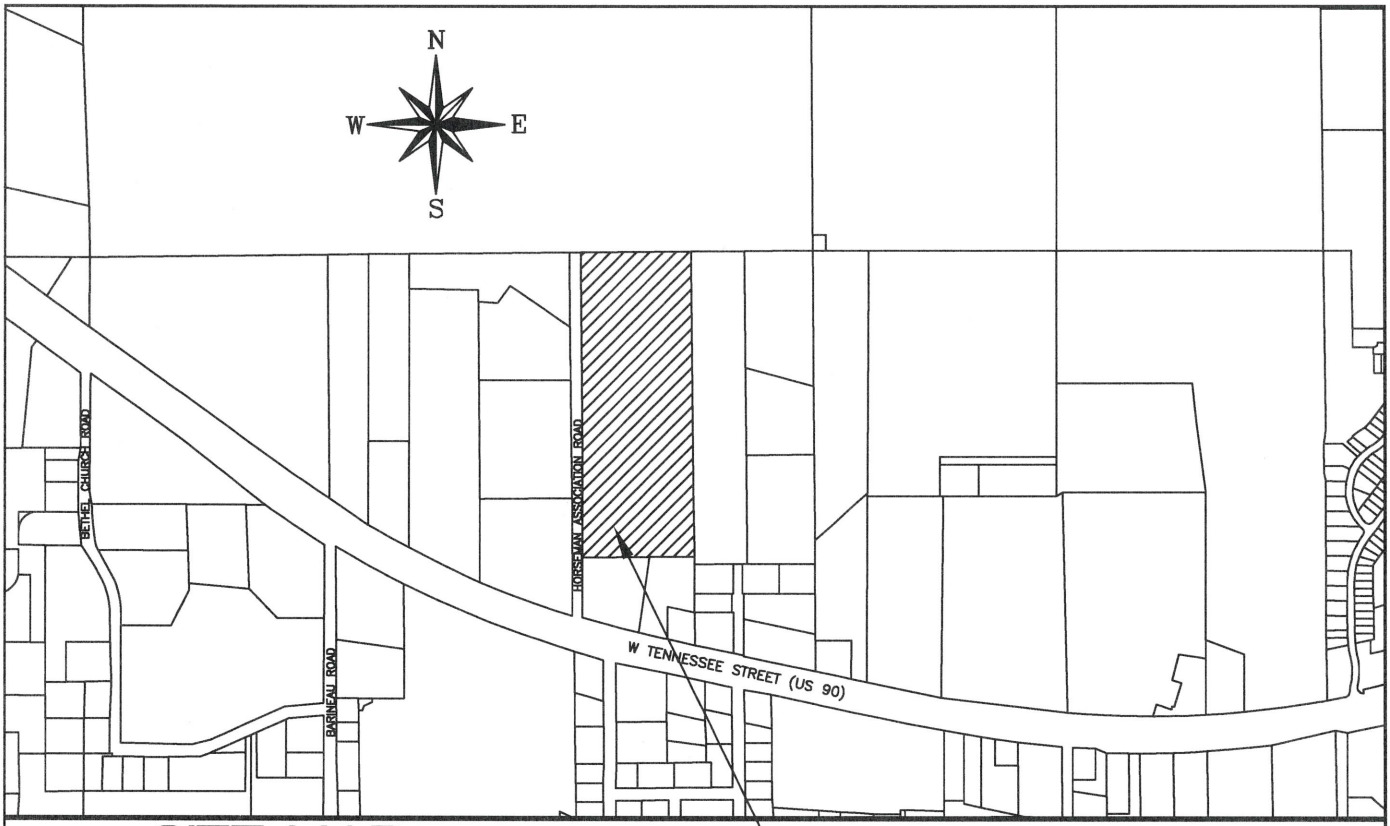
Reviewer Name	Reviewer Email	Reviewer Phone
Anastasia Richmond	richmonda@leoncountyfl.gov	

General Comments

Markups for this Approved Document or Plan

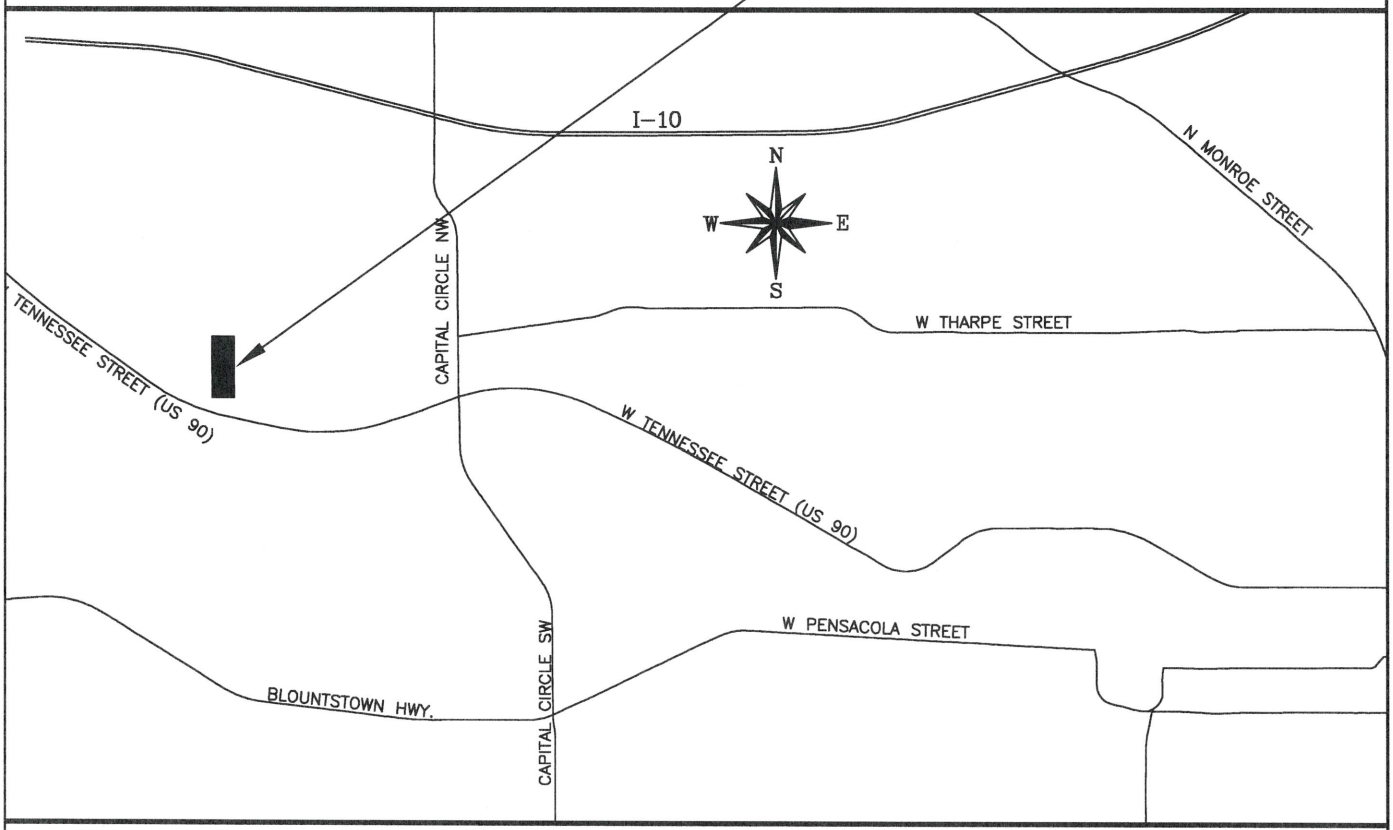
Comment ID	Page Ref	Reviewer : Department	Review Comments
2	C1.0-Coversheet	Anastasia Richmond : Development Services	1st Minor Modification

Posted on February 2, 2026



SITE MAP
SCALE 1" = 1000'

HORSEMAN'S BLUFF



LOCATION MAP
SCALE 1" = 5000'

Docusign Envelope ID: C337B712-6CE0-46AD-A25C-A7853A92E0A7

LEON COUNTY RESOLUTION NO. 25- 33

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, DESIGNATING THE LEON COUNTY DEVELOPMENT REVIEW COMMITTEE AS THE ADMINISTRATIVE AUTHORITY FOR THE REVIEW AND APPROVAL OF PLATS AND REPLATS PURSUANT TO SECTION 177.071, FLORIDA STATUTES, AS AMENDED BY SENATE BILL 784 (2025); AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, Senate Bill 784 was signed into law by the Governor on June 20, 2025, and became effective July 1, 2025, which amended Section 177.07, Florida Statutes; and

WHEREAS, prior to the adoption of Senate Bill 784, Section 177.071, Florida Statutes, required that all plats and replats be approved by the governing body of the local government; and

WHEREAS, the recent amendments to Section 177.071, Florida Statutes, requires that plats or replats be approved administratively without further action by the Board of County Commissioners (Board); and

WHEREAS, the statute now requires that the Board designate, by ordinance or resolution, an administrative authority responsible for receiving, reviewing, and processing plat and replat submittals, including rendering decisions to approve, approved with conditions, or deny such submittals; and

WHEREAS, the Board of County Commissioners of Leon County hereby designates the Leon County Development Review Committee, as established by Section 10-2.301 of the Code of Laws of Leon County, Florida, as the administrative authority to receive, review, process and take final action on all plats and replats within the unincorporated Leon County.

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

Section 1. Authority.

The Board hereby designates the Leon County Development Review Committee, as established by Section 10-2.301 of the Code of Laws of Leon County, Florida, as the administrative authority to receive, review, and process plat and replat submittals, including rendering decisions to approve, approve with conditions, or deny such submittals. The Chair of the Development Review Committee is hereby authorized to sign on behalf of County as evidence of approval as required by Section 177.071(4), Florida Statutes.

Section 2. Effective Date.

This resolution shall become effective immediately upon its adoption.

Docusign Envelope ID: C337B712-6CE0-46AD-A25C-A7853A92E0A7

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 8th day of July, 2025.

LEON COUNTY, FLORIDA

Signed by:
By: _____
D742DB1F2DD8458...
Brian Welch, Chairman
Board of County Commissioners

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

DocuSigned by:
By: _____
178D7F95C3774F4...

Signed by:

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

DocuSigned by:
By: _____
BCE5E0EFD079484...

Leon County
Board of County Commissioners

Notes for Agenda Item #9

Leon County Board of County Commissioners

Agenda Item #9

February 10, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: 2025 Leon County Real Estate Annual Report

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator
Lead Staff / Project Team:	Kim Vickery, Real Estate Manager

Statement of Issue:

This item seeks Board acceptance of the 2025 Leon County Real Estate Portfolio Annual Report. The Report provides a summary and analysis of real estate related activities during calendar year 2025.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the 2025 Leon County Real Estate Portfolio Annual Report (Attachment #1).

Report and Discussion

Background:

This item seeks Board acceptance of the 2025 Leon County Real Estate Portfolio Annual Report (Attachment #1). The following analysis provides a summary of real estate related activities during calendar year 2025.

The Leon County Division of Real Estate Management (Division of Real Estate) was created in 2012 and, as directed by the Board, provides an annual update on County real estate related activities. The Division of Real Estate coordinates the procurement, disposition, and administration of the County's Real Estate Portfolio. The work includes negotiation, securing, leasing, acquiring and disposing of real property, and maintaining accurate and complete records.

Analysis:

As of December 31, 2025, the County Real Estate Portfolio consisted of 529 parcels totaling 5,748 acres, and 96 buildings with 2,252,539 square feet. These buildings have various uses. A summary of the 2025 Leon County Real Estate Portfolio is reflected in Table #1.

Table #1: Total Real Estate Portfolio as of December 31, 2025

	Parcels	Acres	Building Count	Total Square Footage
Facilities-Owned	51	1,182	80	2,178,340
Facilities-Leased for County Use	1	1.3	0	0
Parks & Recreation	70	2,782	16	74,199
Right of Way (ROW)	35	181	0	0
Surplus	22	17	0	0
Tax Deeds	2	2.8	0	0
Pending & Certified Affordable Housing	13	3.5	0	0
Water Management	335	1,579	0	0
Portfolio Totals	**529**	**5,748**	**96**	**2,252,539**

The following provides a synopsis of the County's Real Estate Portfolio. Additional details are provided in the 2025 Leon County Real Estate Portfolio Annual Report.

Portfolio Buildings

Facilities-Owned

80 buildings support the daily business of Leon County Government, Constitutional Offices, and other public entities, and comprise 2,178,340 square feet. These buildings are located on 51 parcels that support County or County-supported functions such as the Historic Amtrak Station, Library, Public Health Offices, Public Safety Complex, Public Works, Solid Waste Collection sites, etc. In addition, the County owns or operates facilities in support of its Parks and Recreation Program which are detailed in a separate section of this item.

Of the 80 County-owned buildings, three buildings generate leasing activity which is facilitated by the Division of Real Estate Management. The Leon County Annex (Annex), the Lake Jackson Town Center, and Cross Creek Square, generate revenue for the County as provided in Table #2. Leon County contracts with NAI Talcor to market these properties.

Table #2: Revenue Summary for Leased Properties

County-Owned Building	2025 Revenues Received
Lake Jackson Town Center	$391,579
Leon County Annex	$1,708,507
Cross Creek Square	$157,571

Facilities Leased for County Use:

Excluding properties leased for Parks and Recreation, this designation includes one parcel owned by Trinity United Methodist Church that is leased by the County to provide additional parking for patrons at the Leroy Collins Leon County Library located at 200 Park Avenue West.

Parks and Recreation:

This category includes Boat Landings, Community Centers, Parks, and Parks-leased. Parcels are utilized for recreation, well-being, and entertainment for County citizens. The portfolio contained 70 parcels, with 2,782 acres, and 16 buildings in 2025. This includes four parcels leased from the State of Florida and Leon County Schools to provide an additional 730.53 acres of recreational access to residents without having to acquire the property. Leased properties for parks and recreation include the J.R. Alford and Miccosukee Canopy Road Greenways, Canopy Oaks Community Park, and Fort Braden Community Park.

Right-of-Way (ROW):

The Division of Real Estate works to acquire land to provide temporary and/or permanent access to other County-owned property or County construction projects. During 2025, the ROW category consisted of 35 parcels, totaling 180.5 acres, with no buildings.

Surplus:

In preparing the Real Estate Portfolio Annual Report each year, the Division of Real Estate assesses whether any County-owned parcels should be designated as "surplus" parcels. This assessment includes input from appropriate County divisions to ensure there are no intended or planned County uses for said parcels. For parcels designated as "surplus," the Division of Real Estate proceeds with disposition in accordance with the Leon County Real Estate Policy (Policy No. 16-5). Any dispositions or sales outside Article 12 of the Real Estate Policy must be presented to the Board for consideration and authorization before proceeding with the sale.

It should be noted that not all surplus property is developable. For example, some properties the County receives through the tax deed escheatment process, as outlined in the following section, do not have legal access, were lots created by an improper subdivision of land, are of insufficient size to be issued a building permit, or are not otherwise developable. In these cases, contact is made

with adjacent property owners to determine if they desire to purchase the adjacent property. If they do not wish to purchase the property, it generally remains in the surplus category because such parcels have little to no market value or use other than for an adjacent property owner.

As of December 31, 2025, there were 22 parcels designated as surplus, totaling 16.87 acres. Of the 22 parcels, 13 parcels are considered undevelopable. Three parcels were sold in 2025.

Tax Deed Parcel Acquisition:

In accordance with Section 197.502, Florida Statutes, unpaid property taxes that remain unpaid, are not redeemed after a tax deed sale, and remain unpaid over the course of three subsequent years, are "escheated" to the County upon the Clerk of Court's issuance of an escheatment tax deed, and the County becomes the owner of record. Once County-owned (escheated), the property is reviewed by the Division of Real Estate and other County divisions to determine if the property is:

- Developable
- Suitable for a County project
- Subject to flooding and should not be developed, categorized as wetlands/flood
- Suitable for Affordable Housing
- Surplus

The County acquired two parcels in 2025 via the escheatment process. In total, these parcels comprised 2.76 acres with no structure. Staff is reviewing these parcels with appropriate County divisions to determine if the parcels are suitable for affordable housing or another County use. Escheated parcels found to be suitable for affordable housing will be brought to the Board for approval.

Affordable Housing:

The Division of Real Estate works closely with the Division of Housing Services to identify (escheated) properties suitable for affordable housing. Through the County's review process, parcels suitable for affordable housing are designated as "Pending Affordable Housing" and presented to the Board for review, approval, and certification via a resolution. Once approved, parcels are transferred to the "Certified Affordable Housing" category and are available for sale and/or donation for development as affordable housing.

During 2025, the sale of one Certified Affordable Housing parcel generated gross sales revenues of $13,000 with net proceeds in the amount of $11,700, which was transferred to the Housing Finance Authority (HFA) to support affordable housing efforts such as providing an annual allocation to the County's Housing Repair Program. Currently, the HFA provides $75,000 annually to the Leon County Housing Division to assist with the Housing Repair Program. Since 2018, 147 parcels have been sold with $1,018,734 in proceeds being transferred to HFA to assist with affordable housing initiatives.

As of December 31, 2025, there were 13 Certified Affordable Housing Parcels that have been adopted via resolution by the Board. Two pending Affordable Housing Parcels are being reviewed

for affordable housing suitability. If determined suitable, the parcel(s) will be submitted for Board review and possible adoption in spring 2026.

Water Management:

As of December 31, 2025, Leon County has 335 parcels with 1,579 acres designated as water management. These properties were acquired for County stormwater needs, acquired as flooded residential properties with County or Federal funding, or escheated properties that are in a floodplain.

Other County Property Interests:

The County currently has long-term leases for the North Florida Fairgrounds, National Guard Armory, Animal Shelter, and the American Red Cross for property owned by the County. Other leases include Tom Brown Park, office space for DOMI Education, Inc., and a tri-party agreement with the Florida Department of Health and the City of Tallahassee for the Juvenile Detention Center.

Conclusion

The 2025 Leon County Real Estate Portfolio Annual Report provides a comprehensive summary of all Leon County real estate holdings. The County's Real Estate Portfolio supports the daily business of Leon County Government, Constitutional Offices, and other public entities for office and warehouse facilities, parcels designated for stormwater and flooding mitigation, and properties utilized for recreation, well-being, and entertainment for County citizens. Among peer county governments, Leon County has a smaller real estate portfolio given its rural unincorporated population, dense urban development within the City limits, and prevalence of vertical construction to provide office space for County and Constitutional Offices.

Few surplus parcels are acquired on an annual basis unless the acquisition is specific to a County program or project. Each year, surplus escheated parcels are evaluated to determine whether they are suitable for affordable housing. Upon certification by the Board, the parcels are made available for sale or donation for development as affordable housing. Proceeds from the sale of Certified Affordable Housing Parcels are transferred to the HFA to further support affordable housing efforts.

Options:

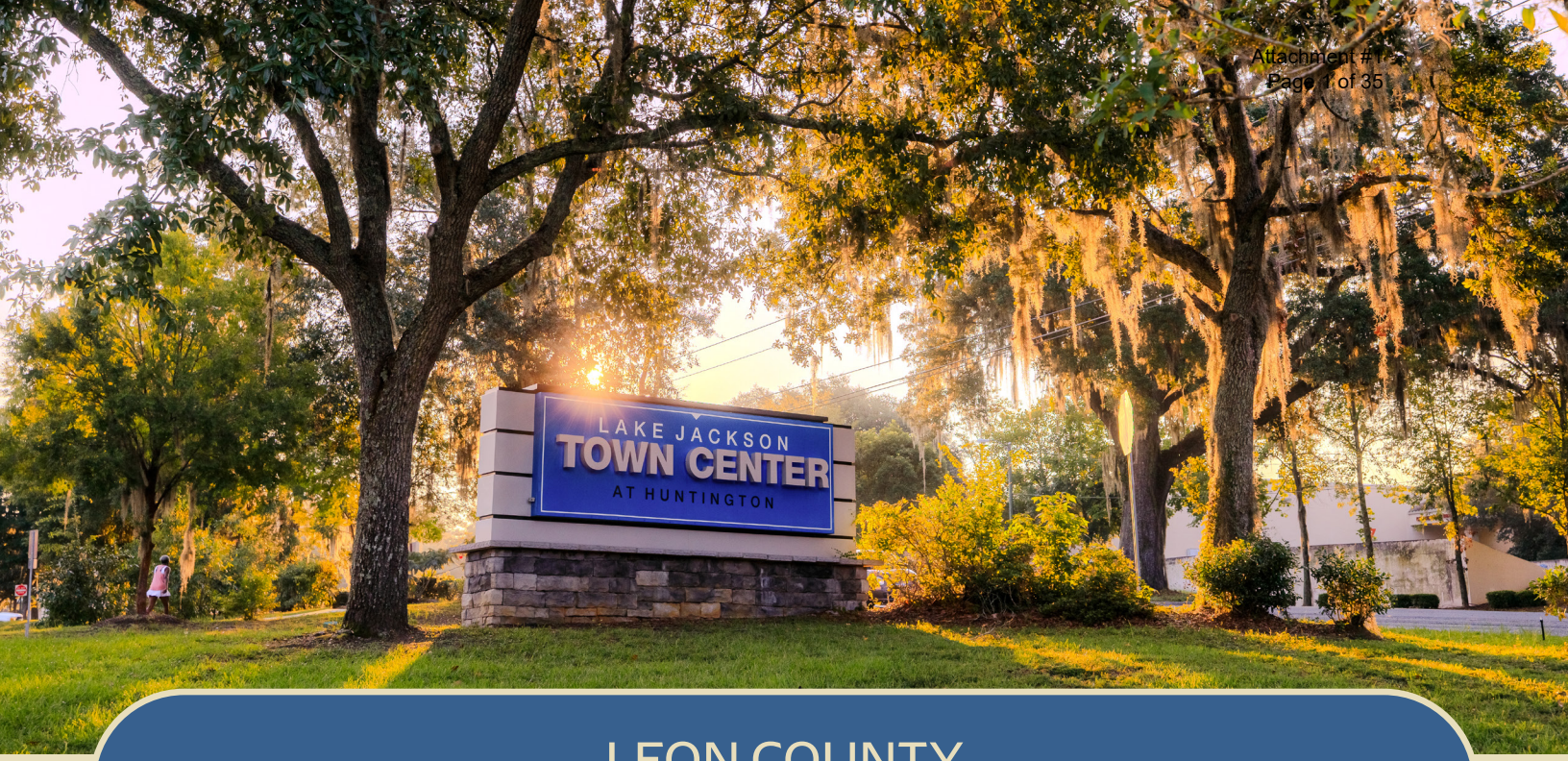
1. Accept the 2025 Leon County Real Estate Portfolio Annual Report (Attachment #1).
2. Do not accept the 2025 Leon County Real Estate Portfolio Annual Report.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. 2025 Leon County Real Estate Portfolio Annual Report



LEON COUNTY

2025 Real Estate Report

ANNUAL PORTFOLIO STATUS REPORT FOR YEAR ENDED DECEMBER 31, 2025

The Leon County Real Estate Portfolio, managed by the Leon County Office of Financial Stewardship, Division of Real Estate Management, presents the 2025 Leon County Real Estate Report, as directed by the Leon County Board of County Commissioners, in January 2013, to submit an annual summary of real estate related activities.







Report prepared by the Division of Real Estate Management:

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Posted on February 2, 2026

The Leon County Division of Real Estate Management (Division of Real Estate) was created in 2012 and provides an annual update on County real estate related activities to the Board. The Division of Real Estate coordinates the procurement, disposition, and administration of the County's Real Estate Portfolio. The work includes negotiation, securing, leasing, acquiring and disposing of real property, and maintaining accurate and complete records.

The Leon County Real Estate Portfolio contains several property types and uses which are detailed in this report. Land types include vacant, undeveloped, developed, and improved with multi-storied office buildings, retail centers, and warehouse buildings.

2025 Portfolio changes

At the close of 2025, the Real Estate Portfolio contained 529 parcels totaling 5,748 acres, and 96 buildings totaling 2,252,539 square feet. During 2025, the portfolio saw a net decrease of 3 parcels and a net decrease of 4 acres. Table #1 provides summary of portfolio activity by category. Supporting Appendixes are also attached at the end of the report.

Table #1: Total Real Estate Portfolio as of December 31, 2025

	Parcels	Acres	Building Count	Total Square Footage
Facilities-Owned	51	1,182	80	2,178,340
Facilities-Leased for County Use	1	1	0	0
Parks & Recreation	70	2,782	16	74,199
Right of Way (ROW)	35	181	0	0
Surplus	22	17	0	0
Tax Deeds	2	2.8	0	0
Pending & Cert Affordable Housing	13	3.5	0	0
Water Management	335	1,579	0	0
Portfolio Totals	529	5,748	96	2,252,539

A description of each category and a summary of 2025 activity follows.

Portfolio Buildings

Facilities Owned/Leased

The Leon County Real Estate Portfolio contains 96 buildings totaling 2,252,539 square feet. 80 buildings support the daily business of Leon County Government, Constitutional Offices, and other public entities, and comprise 2,178,340 square feet.

The Facilities-owned category includes 51 parcels that support County or County supported functions such as the Historic Train Station, Library, Public Health offices, Public Safety Complex, Public Works, Solid Waste Collection sites, etc., and includes 80 buildings.

The County also leases a parking lot for additional library parking from Trinity Methodist Church. This lease provides 30 additional parking spaces for the Main Library. The original lease, dated August 1, 1989, was for 10 years and includes automatic annual extensions, with rent increases of $500.00 each year, unless written notice is given one year in advance. Current rent as of August 1, 2025, is $26,500 per year. Excluding Parks and Recreation leases, this is the only property leased by the County as reflected in the 'Facilities-Leased for County Use' category.

See Exhibit #1 for detailed parcel information

Leasing Activity

The Leon County Division of Real Estate Management coordinates the procurement, disposition, and administration of the County's Real Estate Portfolio. The work includes negotiating, securing, leasing, and disposing of real property, owned, or acquired, and maintaining accurate and complete records.

There are two types of leases. *Gross Lease* is a lease in which all expenses associated with owning and operating the property are paid by the landlord and are passed on to the tenant through the periodic rent the Landlord charges. The other is a *Net Lease* in which the tenant pays, in addition to base rent, a proportional share of operating expenses such as real estate taxes, insurance premiums, and maintenance costs associated with property. The County portfolio has both lease types. Certain direct expenses related to the operation of properties, such as parking lot maintenance, lighting, landscaping, and common area utilities, are paid by the Tenants via a Common Area Maintenance Charge (CAM).

The Division of Real Estate manages the leases at three County-owned properties: the Leon County Annex (Annex), the Lake Jackson Town Center at Huntington Oaks (Town Center), and Cross Creek Square. Both the Annex and Town Center properties generated revenue in 2025, and details for each are below.

- ***Leon County Annex*** (Annex) – A two building complex located at 315 South Calhoun Street, Tallahassee, Florida with 240,111 square feet.
    - Plaza Building – a three-story building with 17,154 rentable square feet; currently occupied by County functions.
    - Tower Building – an eight-story office tower with 112,713 rentable square feet, with 89% occupancy. The County occupies 35% while third-party tenants occupy 55%. The vacancy rate is 10%.
    - Parking Garage – a four-story garage attached to the Tower Building, with 83,130 square feet.
    - For 2025, the leasing revenue was $1,708,507.

  - Current lease tenants include Blueprint, the County Office of Economic Vitality, a law firm, an engineering firm, two state agencies, a federal agency, and a telecommunications company.
  - Other occupants of the building (Human Resources, the Clerk Finance Division, and the Property Appraiser) provide Leon County Government and Constitutional Office services and do not have written leases or pay rent. The Leon County Division of Tourism has temporarily resided in the Annex since the May 2024 tornadoes.
  - Marketing of the vacant 10,775 lease-able square feet continues. NAI/TALCOR, the current tenant broker, and the Real Estate Management Team work to ensure marketing and leasing of the Annex Buildings. Interest remains due to its office class, proximity to the Leon County Courthouse, the downtown core, and the State Capitol Complex.

- ***Lake Jackson Town Center at Huntington Oaks*** – a single-story building located at 3840 North Monroe Street, Tallahassee, Florida, with 18 units and 69,215 square feet.
  - The largest unit is 19,100 square feet and the smallest unit is 840 square feet.
  - The Lake Jackson Town Center is 93% occupied; County-related tenants utilize 49%, while third-party tenants utilize 44%.
  - For 2025, the leasing revenue was $391,579.
  - Occupants include the Lake Jackson Branch Library and Community Center, the Leon County Tax Collector (sub-office), a daycare center, a church and seven retail stores.

- ***Cross Creek Square*** - is a single-story building located at 2990 Apalachee Parkway with two rentable units comprising 60,000 square feet.
  - The Supervisor of Elections occupies suite 1, with 45,000 square feet, while suite 2 is leased by a retail store occupying 15,000 square feet.
  - For 2025, the leasing revenue was $157,571.

Parks and Recreation

This designation has four subcategories: Boat Landing, Community Centers, Parks, and Parks-Leased. The Parks and Recreation portfolio contains 70 parcels, with 2,782 acres, and 16 buildings. The following parcels are, or will be, utilized for the recreation, well-being, and entertainment for County citizens.

Boat Landings – provides for the launching and recovery of boats or any other amphibious vehicles into a body of water. The portfolio contains 19 parcels in this subcategory, with 61.2 acres, and two buildings with 1,943 square feet.

During 2025, no parcels were added to the Boat Landing category and no parcels removed.

Community Centers – an assemblage of parcels that provides for community (group) gatherings and activities. As of December 31, 2025, there were six parcels totaling 63.03 acres, with six buildings with 25,373 square feet.

Parks – an assemblage of parcels that will be used and maintained as a recreation area for County citizens. As of December 31, 2025, the Parks subcategory consisted of 41 parcels, with 1,927.49 acres, and eight buildings with 46,883 square feet.

Parks-Leased – an assemblage of parcels leased from a third-party, that has developed or may have on-site facilities that are actively being used and maintained as a recreation area for County citizens.

The County leased space from the Florida Department of Environmental Protection, and the County School Board. Details for each are below.

- **Florida Department of Environmental Protection,** Office of Greenways and Trails
    - **J. R. Alford Greenway Park** comprised of three parcels containing 887.13 acres lying along the north shore of Lake Lafayette South of Buck Lake Road, with access points at the end of Rutledge Road and Pedrick Road in eastern Leon County. A 50-year lease, with a current expiration of November 15, 2050.
    - **Miccosukee Canopy Road Greenway**, 1 parcel, Parcel ID 1114209010000 containing 501.97 acres with no structures. This park parallels Miccosukee Road for 6.07 miles from Fleischman Road northeast to Crump Road in northeast Lean County. The lease expires January 21, 2049.
- **Leon County Schools** – the County leases the following two parks from Leon County Schools.
    - **Canopy Oaks Community Park** – 3250 Point of View Drive; Parcel ID 2105208520000. The park is a 10.7-acre portion of the 30.46-acre campus of Canopy Oaks Elementary School. The current lease is a 20-year term, with two (2) five (5)-year renewal options. The lease commenced June 1, 2007 and the original term will expire May 31, 2027.
    - **Fort Braden Community Park** – 15100 Blountstown Highway; Parcel ID 2334208010000. This park is an 8.8-acre portion of Ft Braden Elementary School's 77.3-acre campus for a community park. The current lease is a 20-year term, with two (2) five (5)-year renewal options. The lease commenced June 1, 2007 and the original term will expire May 31, 2027.

As of December 31, 2025, the Parks-leased subcategory contained four parcels with 730.53 acres, with no buildings. No parcels were added or removed from the County portfolio in 2025.

Exhibit #2 provides a list of all Parks & Recreation parcels

Right of Way (ROW)

The Division of Real Estate Management supports the County's efforts to acquire land for County infrastructure projects and for temporary and/or permanent access to other County-owned property. During 2025, the ROW category consisted of 35 parcels, totaling 181 acres, with no buildings.

Exhibit #3 provides a list of all ROW parcels

Surplus

Parcels reviewed by the Real Estate Management Team, with input from appropriate County staff, determined to have no intended or proposed County use and are designated as Surplus Parcels. Once designated surplus, the Real Estate Management Team may proceed with disposition in accordance with the Leon County Real Estate Policy (16-5).

The Surplus category has two subcategories – Developable and Undevelopable. As of December 31, 2025, there were 22 Surplus Parcels. The parcels had 17 acres, and no structures.

Developable parcels – 9 parcels with 9.4 acres, and no structures.

Undevelopable parcels – 13 parcels with 7.5 acres, and no structures. Undevelopable parcels have access restrictions to a County or City-maintained road, size restrictions for future development, or some other feature rendering them undevelopable. Sales potential is primarily limited to marketing to adjacent property owners.

Exhibit 4 provides a list of all Surplus Parcels

Tax Deed Parcel Acquisition

In accordance with chapter 197, Florida Statutes, unpaid property taxes that remain unpaid, are not redeemed after a tax certificate sale, and remain unpaid over the course of three subsequent years, are "escheated" to the County upon the Clerk of Court's issuance of an escheatment tax deed, and the County becomes the owner of record.

Once County-owned (escheated), the property is reviewed by the Division of Real Estate Management staff, and other County Divisions, to determine if the property is:

- Developable
- Suitable for a County project (becomes Facilities owned)
- Subject to flooding and should not be developed, categorized as wetlands/flood plain
- Suitable for Affordable Housing
- Surplus

The County acquired two parcels in 2025 via the escheatment process with 2.76 acres and no structures.

The Division of Real Estate Management is reviewing these parcels with appropriate County divisions to determine if the parcels are suitable for Affordable Housing or other County use such as stormwater management expansion, conservation, recreation, or other County projects.

The Division of Real Estate Management continues to work with the County Attorney's office to resolve challenges such as unpaid ad valorem taxes and special assessments, ownership of title, access, and liens. The goal is to resolve these challenges and return these properties to the tax roll.

Exhibit #5 provides the list of Tax Deed Parcels

Affordable Housing

The Division of Real Estate works closely with the Division of Housing Services and Community Partnership to identify (escheated) properties suitable for affordable housing. As of December 31, 2025, there were 13 parcels totaling 3.5 acres, with no structures, suitable for affordable housing. This includes five parcels being held for Community Land Trust (CLT).

The parcels held for CLT, listed below, were agreed upon during a July 2020 meeting between the City, CLT, and Housing Services and Community Partnerships. A previous group of parcels were conveyed via County Deed in November 2020. The County is awaiting notification from CLT that they are ready for the conveyance of the following:

- Parcel ID 2126202120000 – Idaho Street
- Parcel ID 2126202130000 – Idaho Street
- Parcel ID 2126202140000 – Idaho Street
- Parcel ID 212664 L0080 – Calloway Street
- Parcel ID 2126206320000 – Kitt Street

Pending Affordable Housing

As County staff completes the parcel review process, parcels suitable for Affordable Housing are designated as such, and presented to the Board for review, approval, and adoption (Certification) via Resolution.

The two 2025 escheatment parcels are still under review by the appropriate County divisions, and if there is potential for inclusion in the Affordable Housing Program, they will be presented to the Board for approval. Once approved, these parcels will transfer to the "Certified Affordable Housing" category and be available for sale and/or donation for development as affordable housing.

Certified Affordable Housing

As of December 31, 2025, there were 13 Certified Affordable Housing inventory parcels. The Real Estate Management Team is coordinating with the local residential real estate broker for marketing.

During 2025, the sale of one Certified Affordable Housing parcel generated gross sales revenue of $13,000, with net proceeds in the amount of $11,700 transferred to the Housing Finance Authority (HFA). Revenue received by the HFA is reinvested to support the County's affordable housing efforts such as the Emergency Home Repair Program, and events such as the Annual Home Expo and the County's 9/11 Day of Service and Remembrance.

The Certified Affordable Housing Program was established in 2018, and as of December 31, 2025, 147 total parcels have been sold which generated net proceeds in the amount of $1,018,734, which were transferred to HFA. Under the current arrangement with the HFA, these funds are dedicated to affordable housing efforts. Currently, the HFA dedicates $75,000 annually to assist the Leon County Housing Division in providing emergency repairs to qualifying homes owners.

Exhibit #6 provides the list of Pending and Certified Affordable Housing Parcels

Water Management

Water management determined parcels require planning, maintenance, and management to control or direct stormwater away from urban and residential areas to reduce flooding, protect rivers and lakes, and spur economic revitalization. There are nine subcategories for these parcels:

- Drainage
- Drainage – Federal
- Flood
- Flood – County
- Federal
- Stormwater Management Facilities (SWMF)
- Stormwater Management Facilities – (SWMF) Federal
- Wetlands
- Wetlands – Federal

As of December 31, 2025, there were 335 parcels with 1,578.6 acres and no structures.

Drainage

Includes parcels, or an assemblage of parcels, with a natural or artificial means for the removal of surface and sub-surface water from an area.

As of December 31, 2025, there were 34 parcels totaling 24.92 acres, and no structures in this sub-category.

Flood

Includes a parcel or an assemblage of parcels acquired for the following reasons:

- its nature of being susceptible to flooding from stormwater;

- any property designated for future acquisition by the County (in accordance with any of the Board's current or future policies, programs, or ordinances) intended to provide relief to owners of homesteaded residential properties prone to flooding; or
- any property acquired by the County by tax deed, foreclosure, exchange, or other such means and which thereafter is determined to be unsuitable for resale or other disposition because of its tendency to flood.

As of December 31, 2025, there were 58 parcels in this subcategory, totaling 198.97 acres with no structures in this sub-category.

Flood – County

Includes a parcel or an assemblage of parcels that meet the Flood criteria and are acquired with County funded programs. When these parcels are conveyed to the County, restrictive covenants may be placed on the property much like the land acquired by Federal funds.

As of December 31, 2025C, there were 54 parcels in this subcategory, totaling 38.3 acres, and no structures.

Flood – Federal

Includes a parcel or an assemblage of parcels that meet the Flood criteria acquired through a Federal Grant Program. If conveyed to the County under one of these programs, there are restrictions on any future conveyance or development except for their limited use as pocket parks or community gardens. If not used for one of the above, the parcel must be returned to its natural state.

There were 44 parcels totaling 113.59 acres, with no structures, in this subcategory as of December 31, 2025. The 44 parcels were acquired under previous federal flood grant program. The County did not have an active federal grant program in 2025.

Stormwater Management Facilities (SWMF)

SWMF parcels are acquired to manage stormwater runoff or watershed through natural and engineered structures. These can be any structure that collects, conveys, channels, diverts, stores, absorbs, inhibits, treats, uses, or reuses stormwater to control erosion, ponding, or flooding.

As of December 31, 2025, there were 103 parcels in this subcategory, totaling 332.26 acres with no structures.

Stormwater Management Facilities (SWMF) – Federal

Includes a parcel or an assemblage of parcels of land that meets the SWMF criteria above acquired through a Federal Grant Program. If conveyed to the County under one of these programs, there are restrictions on any future conveyance or development except for their use as Stormwater Management Facilities.

There were 5 parcels in this subcategory totaling 27.67 acres with no structures as of December 31, 2025.

Wetlands

Any area that is inundated or saturated by surface water or groundwater that does not have any natural method of drainage and is not feasible to develop. Wetlands generally include swamps, marshes, bogs, and similar areas such as sloughs, wet meadows, river overflows, mud flat, sand flats, beaches, seepage slopes, and temporary natural ponds.

There were 36 parcels totaling 783.57 acres with no structures, as of December 31, 2025.

Wetlands – Federal

Includes a parcel or an assemblage of parcels of land that meets the Wetlands criteria (referenced above) acquired through a Federal Grant Program. If conveyed to the County under one of these programs, there are restrictions on any future conveyance or development except for their use as Wetlands Preservation.

The wetlands-Federal inventory contained one parcel, consisting of 60 acres, with no structures, as of December 31, 2025.

Exhibit #7 provides a list of all Water Management Category parcels

Other County Property Interests

In addition to owning property, the County has invested in other properties through long-term leases to provide county residents with access for recreational needs without having to acquire the property. Conversely, the County has lease agreements with other government or not profit entities who hold long-term leases with the County.

County Leases to Other Entities

- **North Florida Fairgrounds (long term lease):** 411 E Paul Russell Road, leased to North Florida Fair Association Inc. through December 31, 2067.
- **National Guard Armory (long term lease):** 1225 Easterwood Drive, leased to the Armory Board of the State of Florida through June 12, 2071.
- **American Red Cross (long term lease):** 3.65-acre site located at 1115 Easterwood Drive, leased to the American Red Cross through September 30, 2098. The American Red Cross has built a 21,345 square foot building on the site.
- **Animal Shelter Lease (long term lease):** adjacent to the American Red Cross, with address 3538 Conner Boulevard, leased to the City of Tallahassee through July 27, 2092.
- **Tom Brown Park:** 256-acre park located on Easterwood Drive, leased to the City of Tallahassee in 1996, with 5-year renewals.
- **DOMI Education, Inc.**: located at 918 Railroad Avenue, the lease expires May 31, 2027.

- **Florida Department of Health and City of Tallahassee:** tri-party agreement for the operation of a Juvenile Detention Center, lease expires June 8, 2043.

In Conclusion

The 2025 Leon County Real Estate Portfolio Annual Report provides a comprehensive summary of all Leon County real estate holdings. In total, the County's real estate portfolio consists of 529 parcels totaling 5,748 acres, and 96 buildings comprising 2,252,539 square feet. All property that is acquired or disposed of is done in compliance with Florida Statutes and the Leon County Real Estate Policy.

Exhibit #1 – Facilities Leased or Owned

TAX ID	OWNER	FUNCTION	DESIGNATED USE	# OF BUILDINGS	SQ FT
2136402154020	TRINITY UNITED METHODIST	LEASED PARKING MAIN LIBRARY	Facilities-Leased	0	0
1119206180000	LEON COUNTY	Traffic Court	Facilities-Owned	2	15,819
1120208510000	LEON COUNTY	Public Works Center	Facilities-Owned	7	87,845
1127208520000	LEON COUNTY	American Red Cross	Facilities-Owned	1	20,378
1127208530000	LEON COUNTY	Public Safety Complex	Facilities-Owned	2	93,597
1127209020000	LEON COUNTY	National Guard Armory	Facilities-Owned	1	38,820
1422250000050	LEON COUNTY	Mt. Zion Cemetery	Facilities-Owned	0	-
1427202080000	LEON COUNTY	NE Branch Library	Facilities-Owned	1	18,300
1618208510000	LEON COUNTY	Miccosukee Roll-Off Site	Facilities-Owned	0	-
1635100000013	LEON COUNTY	Mahan/Miccosukee Fire Station	Facilities-Owned	1	840
2109200040000	LEON COUNTY	Lake Jackson Town Center	Facilities-Owned	1	72,470
2120208520000	LEON COUNTY	Tharpe St Warehouse	Facilities-Owned	1	24,960
2126200140000	LEON COUNTY	Public Health Unit	Facilities-Owned	1	18,201
2129206110000	LEON COUNTY	Gum Road Transfer Station	Facilities-Owned	4	29,856
2132202050000	LEON COUNTY	Gum Road Transfer Station	Facilities-Owned	0	-
2133208510000	LEON COUNTY	Jail - Health Dept - Sheriff HQ	Facilities-Owned	17	500,232
2136250091145	LEON COUNTY	Gadsden Parking Lot	Facilities-Owned	0	-
2136250661205	LEON COUNTY	Leon County Annex	Facilities-Owned	2	215,062
2136250901415	LEON COUNTY	Leon County Courthouse	Facilities-Owned	1	541,810
2136402114015	LEON COUNTY	Leroy Collins Library	Facilities-Owned	1	88,230
2136402794410	LEON COUNTY	Leroy Collins Library Parking	Facilities-Owned	0	-
2136500135300	CITY OF TALLAHASSEE & LEON COUNTY	Renaissance Center - Office Building	Facilities-Owned	1	107,488
3104200040000	LEON COUNTY	Cross Creek Square (2 units)	Facilities-Owned	1	45,286

TAX ID	OWNER	FUNCTION	DESIGNATED USE	# OF BUILDINGS	SQ FT
3118208530000	LEON COUNTY	North Florida Fairgrounds	Facilities-Owned	14	130,648
3118208560000	LEON COUNTY	Gene Cox Stadium	Facilities-Owned	1	1
3118208570000	LEON COUNTY	Agricultural Center	Facilities-Owned	1	13,289
311980 J0020	LEON COUNTY	723 FLAGG ST	Facilities-Owned	0	-
3204208510000	LEON COUNTY	Apalachee Regional Park	Facilities-Owned	8	12,845
3221208010000	LEON COUNTY	Williams Rd Fire Station	Facilities-Owned	1	840
3223200060000	LEON COUNTY	F.A. Ash Borrow Pit	Facilities-Owned	0	-
3227208520000	LEON COUNTY	Tram Rd Roll-Off Site	Facilities-Owned	0	-
3307208510000	LEON COUNTY	Woodville Roll-Off Site	Facilities-Owned	1	140
331651 A0090	LEON COUNTY	9406 BARWICK DR	Facilities-Owned	0	-
3317202340000	LEON COUNTY	10497 ELGIN LN	Facilities-Owned	0	-
3317208530000	LEON COUNTY	Privateer Way Cemetery	Facilities-Owned	0	-
332103 B0020	LEON COUNTY	2142 NATURAL WELLS DR	Facilities-Owned	0	-
3321204010000	LEON COUNTY	NATURAL WELLS DR	Facilities-Owned	0	-
3321204020000	LEON COUNTY	NATURAL WELLS DR	Facilities-Owned	0	-
3321204030000	LEON COUNTY	NATURAL WELLS DR	Facilities-Owned	0	-
3321206510000	LEON COUNTY	0 SELENA RD	Facilities-Owned	0	-
4101202050000	LEON COUNTY	Train Depot	Facilities-Owned	3	23,358
4101208510000	LEON COUNTY	Facilities Management	Facilities-Owned	2	20,391
4109208010000	LEON COUNTY	Eisenhower Rd Borrow Pit	Facilities-Owned	0	-
4109208520000	LEON COUNTY	Eisenhower Rd Borrow Pit	Facilities-Owned	0	-
4109208530000	LEON COUNTY	Juvenile Detention Center	Facilities-Owned	1	24,065
4111250000260	LEON COUNTY	Orange Ave Health Center	Facilities-Owned	1	15,423
4112208050000	LEON COUNTY	B.L. Perry Library	Facilities-Owned	1	12,350
4126150000150	LEON COUNTY	VFW / Moody Cemetery	Facilities-Owned	0	-
4126200200000	LEON COUNTY	Leon Serenity Cemetery (Paupers Cemetery)	Facilities-Owned	0	-

TAX ID	OWNER	FUNCTION	DESIGNATED USE	# OF BUILDINGS	SQ FT
4304208520000	LEON COUNTY	Ft. Braden Roll-Off Site	Facilities-Owned	0	-
4304208530000	LEON COUNTY	Ft. Braden Library	Facilities-Owned	1	5,796
4415208510000	LEON COUNTY	Blount Roll-Off Site	Facilities-Owned	0	-
			Totals	**80**	**2,178,340**

Exhibit #2: Parks and Recreation

TAX ID	ACREAGE	OWNER	SITE ADDRESS	# OF BUILDINGS	SQUARE FOOTAGE
1602208510000	0.36	LEON COUNTY	16254 Reeves Landing Rd	0	0
1623208010000	10	LEON COUNTY	16900 Ro Co Co Rd	0	0
1723208510000	0.31	LEON COUNTY	Iamonia Landing Rd	0	0
1732208520000	0.59	LEON COUNTY	10156 Bull Headley Rd	0	0
2102208520000	2.54	LEON COUNTY	1053 Rhoden Cove Rd	0	0
2103208510000	0.59	LEON COUNTY	1053 Crowder Rd	0	0
2230120000320	1.54	LEON COUNTY	1208 Coe Landing Rd	1	1077
2325150000010	3.49	LEON COUNTY	COE LANDING RD	0	0
2325208510000	4.87	LEON COUNTY	1208 Coe Landing Rd	1	866
2327208510000	7.29	LEON COUNTY	951 Williams Landing Rd	0	0
2432206010000	13	LEON COUNTY	4967 N Monroe St	0	0
2432208510000	1.25	LEON COUNTY	4800 Jackson Cove Rd	0	0
2536208520000	1.35	LEON COUNTY	6991 Tower Rd	0	0
4126204520000	9.173	LEON COUNTY	1025 Munson Landing Rd	0	0
4411050000010	2.99	LEON COUNTY	2552 Ben Stoutamire Rd	0	0
4411208510000	0.45	LEON COUNTY	Ben Stoutamire Rd	0	0
4412208520000	0.25	LEON COUNTY	3997 Elk Horn Rd	0	0
4414208510000	0.88	LEON COUNTY	4135 Wainwright Rd	0	0
4415640000250	0.31	LEON COUNTY	24371 Lanier St	0	0
1233204280000	50	LEON COUNTY	4768 Chaires Cross Rd	2	3074
142229 A0040	0.58	LEON COUNTY	BEECH RIDGE TRL	1	1140
1608200050000	1	LEON COUNTY	Moccasin Gap Rd	0	0
1608208520000	1	LEON COUNTY	13887 Moccasin Gap Rd	1	2944
3308208020000	5.54	LEON COUNTY	8000 Old Woodville Rd	1	8143
4304208510000	4.91	LEON COUNTY	16387 BLOUNTSTOWN HWY	1	10072
1114209010000	501.97	TIITF - State of Florida	4996 Crump Road	0	0
1230209010000	198.08	TIITF - State of Florida	Rutledge Road	0	0

TAX ID	ACREAGE	OWNER	SITE ADDRESS	# OF BUILDINGS	SQUARE FOOTAGE
2105208520000	30.48	SCHOOL BOARD OF LEON COUNTY	3250 POINT VIEW DR		
2334208010000	8.83	LEON COUNTY SCHOOL BOARD	15100 BLOUNTSTOWN HWY	0	0
1124200020000	2.55	LEON COUNTY	5707 Mahan Dr	0	0
1124200040000	2.76	LEON COUNTY	Mahan Dr	0	0
1124200080000	19.33	LEON COUNTY	1583 Pedrick Rd	1	13419
1127208510000	256.27	LEON COUNTY	3538 CONNER BLVD	6	25838
1225200050000	168.13	LEON COUNTY	655 Baum Rd	0	0
1226200100000	586.45	LEON COUNTY	640 BAUM RD	0	0
1229201040000	0.27	LEON COUNTY	CHEVY WAY	0	0
1229204600000	173.86	LEON COUNTY	CHEVY WAY	0	0
1230204100001	0.546	LEON COUNTY	Groose Creek Park	0	0
1230204310001	0.148	LEON COUNTY	Groose Creek Park	0	0
123025 0001	45.26	LEON COUNTY	6101 Buck Lake Rd	0	0
123026 0002	0.69	LEON COUNTY	Waynard Way	0	0
123040 0001	11.96	LEON COUNTY	Rutledge Rd	0	0
1233208510000	73.99	LEON COUNTY	8483 ROAD TO THE LAKE	0	0
142560 0002	13.47	LEON COUNTY	4811 PIMLICO DR	0	0
142560 0003	4.44	LEON COUNTY	6568 MAN O WAR TRL	0	0
1436200070000	50	LEON COUNTY	7340 CENTERVILLE RD	0	0
1609208510000	10.13	LEON COUNTY	15011 Cromartie Road	1	7626
1723208010000	5.98	LEON COUNTY	12271 Iamonia Landing Rd	0	0
210515 A0080	3.777	LEON COUNTY	Knollwood Dr	0	0
210515 A0130	2.31	LEON COUNTY	Knollwood Dr	0	0
210515 A0140	2.73	LEON COUNTY	Knollwood Dr	0	0
2105200110000	44.51	LEON COUNTY	2585 Clara Kee Blvd	0	0
2106208520000	11.89	LEON COUNTY	5225 Stoneler Rd	0	0

TAX ID	ACREAGE	OWNER	SITE ADDRESS	# OF BUILDINGS	SQUARE FOOTAGE
2108206020000	154.97	LEON COUNTY	3043 Capital Cir Nw	0	0
2111208010000	26.87	LEON COUNTY	1294 Fuller Rd	0	0
2112208510000	0.9	LEON COUNTY	N Meridian Rd	0	0
211935 0001	49.3	LEON COUNTY	INTERSTATE 10	0	0
2130200060000	10.28	LEON COUNTY	5317 W Tennessee St	0	0
2130204150000	13.16	LEON COUNTY	Shuler Rd	0	0
2403200180002	17.74	LEON COUNTY	Orchard Pond Rd	0	0
2412208520000	1.36	LEON COUNTY	467 Cedar Hill Rd	0	0
2429208510000	26.76	LEON COUNTY	6024 Old Bainbridge Rd	0	0
2431208510000	5.35	LEON COUNTY	5971 Tower Rd	0	0
311980 E0060	0.48	LEON COUNTY	812 Brent Dr	0	0
311980 E0220	0.48	LEON COUNTY	813 Greenleaf Dr	0	0
3305206090000	0.85	LEON COUNTY	Old Woodville Rd	0	0
3305208510000	26.64	LEON COUNTY	7850 OLD WOODVILLE RD	0	0
3308200250000	3.08	LEON COUNTY	Old Woodville Rd	0	0
4105202440000	27.158	LEON COUNTY	4723 JACKSON BLUFF RD	0	0
4126208520000	61.832	LEON COUNTY	1306 Jackson Moody Pl	0	0
Total	**2,782.28**		*Totals*	**16**	**74,199**

Category	Acreage	# Buildings	Square Footage
Boat Landings	61.23	2	1,943
Community Centers	63.03	6	25,373
Leased	730.53	0	-
Parks	1,927.49	8	46,883

Exhibit #3: Right of Way

TAXID	ACREAGE	OWNER	SITE ADDRESS	# OF BUILDINGS	SQUARE FOOTAGE
1115204050004	0.83	LEON COUNTY	CRESTLINE RD	0	0
1122240000001	0.69	LEON COUNTY	COTTAGE CT	0	0
1210160000110	0.55	LEON COUNTY	MAHAN DR	0	0
143310 0001	4.67	LEON COUNTY	LAKE HALL RD	0	0
151921 0008	7.94	LEON COUNTY	0 PISGAH CHURCH RD	0	0
2106510000660	1.58	LEON COUNTY	5135 WOODLANE CIR	0	0
2106510000670	1.3	LEON COUNTY	CAPITAL CR NW	0	0
21103137100E1	0.03	LEON COUNTY	0 N MONROE ST	0	0
211207 0001	13.5	LEON COUNTY	Dartmoor Dr	0	0
212270 B0250	0.26	LEON COUNTY	2002 SHERIDAN RD	0	0
2132200010000	0.46	LEON COUNTY	MOORE CIR	0	0
222505 D0010	0.597	LEON COUNTY	Appaloosa Trl	0	0
2234204080000	0.197	LEON COUNTY	WADE RD	0	0
2334208020000	0.02	LEON COUNTY	BLOUNTSTOWN HWY	0	0
2403200180001	105.16	LEON COUNTY	760 ORCHARD POND PKY	0	0
2413204050000	0.74	LEON COUNTY	0 CAPITAL CIR NW	0	0
243126 0002	3.76	LEON COUNTY	0 TOWER OAKS DR	0	0
3105202020010	0.01	LEON COUNTY	1603 OLD ST AUGUSTINE RD	0	0
310745 A0012	0.01	LEON COUNTY	S MERIDIAN ST	0	0
3118204180001	0.01	LEON COUNTY	TRAM RD	0	0
3120200020011	0.1	LEON COUNTY	1441 ARTEMIS Way	0	0
3120200020032	0.09	LEON COUNTY	Artemis Way & Tram Rd	0	0
320626 0002	7.12	LEON COUNTY	Apalachee Pkwy	0	0
3317910000010	0.16	LEON COUNTY	9253 ELGIN RD	0	0
3321204040000	3.12	LEON COUNTY	SELENA RD	0	0

TAXID	ACREAGE	OWNER	SITE ADDRESS	# OF BUILDINGS	SQUARE FOOTAGE
4101204740001	0.13	LEON COUNTY	S GADSDEN ST	0	0
4101205160001	0.03	LEON COUNTY	E MAGNOLIA DR	0	0
4112200010001	0.01	LEON COUNTY	MAGNOLIA CIR	0	0
411250 G0070	0.14	LEON COUNTY	S Calhoun St	0	0
4113206020000	2.59	LEON COUNTY	Ridge Road	0	0
411560 0001	0.32	LEON COUNTY	Springhill Rd	0	0
412679 D0060	1.08	LEON COUNTY	901 STARNES DR	0	0
412680 I0090	0.28	LEON COUNTY	SARAY WAY	0	0
4609202330000	0.39	LEON COUNTY	L L Wallace Rd	0	0
4613208010000	22.63	LEON COUNTY	Sunflower Rd	0	0
Total	**180.50**		*Totals*	**0**	**-**

Exhibit #4: Surplus

TAXID	ACREAGE	OWNER	SITE ADDRESS	# OF BUILDINGS	SQUARE FOOTAGE
161817 E0010	2.017	LEON COUNTY	7115 SANDY CREEK CT	0	0
2113202720000	0.8	LEON COUNTY	GRADY RD	0	0
241750 A0030	0.47	LEON COUNTY	4776 DICK MITCHELL DR	0	0
320883 A0351	0.47	LEON COUNTY	CHATEAU LN	0	0
3214206220000	2.47	LEON COUNTY	10146 F A ASH WAY	0	0
3316200230000	1	LEON COUNTY	OLEBEN CIR	0	0
4124050000080	0.29	LEON COUNTY	4704 CROSSWAY CT	0	0
4609150000470	0.88	LEON COUNTY	8988 CRAWFORDVILLE RD	0	0
4609204040000	0.96	LEON COUNTY	8708 WIDE RD	0	0
1308202030000	1.6	LEON COUNTY	12776 FOREST RUN DR	0	0
1308206300000	2	LEON COUNTY	DRIFTWOOD CT	0	0
1605510100060	0.14	LEON COUNTY	MICCOSUKEE RD	0	0
1608205070000	0.18	LEON COUNTY	8228 VETERANS MEMORIAL DR	0	0
210340 D0131	0.16	LEON COUNTY	WILDRIDGE DR	0	0
210575 C0082	0.05	LEON COUNTY	EASY ST	0	0
3308205040000	0.073	LEON COUNTY	OLD WOODVILLE RD	0	0
3308206350000	0.59	LEON COUNTY	0 ART LN	0	0
4124550000030	0.04	LEON COUNTY	BLACKTHORN TRL	0	0
4124550000520	0.04	LEON COUNTY	0 OAK CREST BLVD	0	0
4124550000720	0.04	LEON COUNTY	0 OAK CREST BLVD	0	0
4308200700000	0.1	LEON COUNTY	BLOUNTSTOWN HWY	0	0
4308202280000	2.5	LEON COUNTY	COLLINS LANDING RD	0	0
Total	**16.87**		*Totals*	**0**	**0**

Developable	9.357
Undevelopable	7.513

Exhibit #5: Tax Deeds

TAXID	ACREAGE	OWNER	SITE ADDRESS	# OF BUILDINGS	SQUARE FOOTAGE
110490 A0171	0.02	LEON COUNTY	0 WALL ST	0	0
4415204560040	2.74	LEON COUNTY	4299 BLOUNT CREEK RD	0	0
Total	**2.76**		***Totals***	**0**	**0**

Exhibit #6: Pending and Certified Affordable Housing

TAXID	ACREAGE	OWNER	SITE ADDRESS	# OF BUILDINGS	SQUARE FOOTAGE
2126202120000	0.14	LEON COUNTY	IDAHO ST	0	0
2126202130000	0.15	LEON COUNTY	IDAHO ST	0	0
2126202140000	0.14	LEON COUNTY	IDAHO ST	0	0
2126206320000	0.13	LEON COUNTY	KITT ST	0	0
212664 L0080	0.15	LEON COUNTY	CALLOWAY ST	0	0
213107 B0250	0.14	LEON COUNTY	1911 SIKA DEER DR	0	0
243025 G0110	1.09	LEON COUNTY	5098 MEADOWLARK LN	0	0
3104130000010	0.31	LEON COUNTY	CASTELNAU CT	0	0
3104130000170	0.24	LEON COUNTY	1407 CASTELNAU CT	0	0
4124550001410	0.15	LEON COUNTY	MOSS COVE LN	0	0
412680 I0010	0.31	LEON COUNTY	1307 SOUTHERN ST	0	0
4307030010010	0.12	LEON COUNTY	LUTHER HALL RD	0	0
4308206850000	0.47	LEON COUNTY	BLOUNTSTOWN HWY	0	0
Total	**3.54**		***Totals***	**0**	**0**

Certified Affordable Housing
Pending Affordable Housing

Two parcels are being reviewed for suitability. If suitable, the parcels will be presented to the Board in the Spring 2026 for consideration and potential adoption.

Exhibit #7: Water Management

TAXID	ACREAGE	OWNER	SITE ADDRESS	WATER MANAGEMENT USE	# OF BUILDINGS
111004 A0430	0.75	LEON COUNTY	Craigs House Ct	Drainage	0
111004 C0130	0.74	LEON COUNTY	Harpers Ferry Dr	Drainage	0
1119500000151	0.03	LEON COUNTY	Thomasville Rd	Drainage	0
1122240000002	0.17	LEON COUNTY	0 Cottage Ct	Drainage	0
1219140000350	1.02	LEON COUNTY	EUREKA CT	Drainage	0
140350 BI0230	0.45	LEON COUNTY	1613 Southbrook Ln	Drainage	0
140350 BI0240	0.46	LEON COUNTY	1616 Southbrook Ln	Drainage	0
1408210000002	1.48	LEON COUNTY	INDIAN TOWN LN	Drainage	0
142560 X0040	0.78	LEON COUNTY	6500 OMAHA TRL	Drainage	0
210365 A0531	0.09	LEON COUNTY	Longview Dr	Drainage	0
210430 B0040	0.56	LEON COUNTY	4053 Mcleod Dr	Drainage	0
210430 B0050	0.66	LEON COUNTY	4049 Mcleod Dr	Drainage	0
2106130000120	0.37	LEON COUNTY	4400 BRIGHT DR	Drainage	0
2106130000220	0.28	LEON COUNTY	BRIGHT DR	Drainage	0
2106130000230	0.339	LEON COUNTY	BRIGHT DR	Drainage	0
2106204050001	0.224	LEON COUNTY	Bright Dr	Drainage	0
2106204050002	0.541	LEON COUNTY	Bright Dr	Drainage	0
2109516531050	0.47	LEON COUNTY	Dorset Way	Drainage	0
211250 N0560	0.29	LEON COUNTY	289 HAWKBILL CT	Drainage	0
243126 0003	0.95	LEON COUNTY	0 Tower Oaks Rd	Drainage	0
243126 0004	0.95	LEON COUNTY	0 Tower Oaks Dr	Drainage	0
310550 B0120	0.08	LEON COUNTY	APAKIN NENE	Drainage	0
3108208010000	1.05	LEON COUNTY	ORANGE AVE E	Drainage	0
310832 0002	0.097	LEON COUNTY	NANCY DR	Drainage	0
311980 0001	0.19	LEON COUNTY	Capital Cir Se	Drainage	0

TAXID	ACREAGE	OWNER	SITE ADDRESS	WATER MANAGEMENT USE	# OF BUILDINGS
311980 F0061	0.03	LEON COUNTY	GREENLEAF DR	Drainage	0
410660 B0100	0.34	LEON COUNTY	WESTVIEW LN	Drainage	0
411315 A0090	0.81	LEON COUNTY	370 BARK DR E	Drainage	0
411315 A0100	0.46	LEON COUNTY	BARK DR E	Drainage	0
411315 A0170	1.25	LEON COUNTY	365 SLASH PINE CT	Drainage	0
411315 A0260	0.79	LEON COUNTY	368 CONE DR	Drainage	0
411315 A0310	0.75	LEON COUNTY	BIG LIMB CT	Drainage	0
4114208520000	6.97	LEON COUNTY	Springhill Rd	Drainage	0
4415030000190	0.5	LEON COUNTY	PRESTON JOHNSON RD	Drainage	0
1225204420000	1	LEON COUNTY	OLD BUMPY RD	Flood	0
1229200920000	2	LEON COUNTY	6702 CHEVY WAY	Flood	0
1235204240000	3	LEON COUNTY	10586 CAPITOLA RD	Flood	0
1317206400000	1	LEON COUNTY	13588 CAPITOLA RD	Flood	0
210365 D0730	0.43	LEON COUNTY	1917 LONGVIEW DR	Flood	0
210365 D0740	0.43	LEON COUNTY	1913 LONGVIEW DR	Flood	0
2106130000080	0.29	LEON COUNTY	4414 BRIGHT DR	Flood	0
2112206150000	1	LEON COUNTY	3491 LAKESHORE DR	Flood	0
2116080000460	0.31	LEON COUNTY	HUNTINGTON WOODS BLVD	Flood	0
212865 D0110	0.09	LEON COUNTY	Greenon Ln	Flood	0
212865 D0120	0.09	LEON COUNTY	Greenon Ln	Flood	0
212865 D0130	0.09	LEON COUNTY	Greenon Ln	Flood	0
212865 D0140	0.1	LEON COUNTY	Greenon Ln	Flood	0
212865 D0150	0.1	LEON COUNTY	Greenon Ln	Flood	0
212865 D0160	0.1	LEON COUNTY	Greenon Ln	Flood	0
212865 D0170	0.09	LEON COUNTY	Greenon Ln	Flood	0
212865 D0180	0.09	LEON COUNTY	Greenon Ln	Flood	0

TAXID	ACREAGE	OWNER	SITE ADDRESS	WATER MANAGEMENT USE	# OF BUILDINGS
2225030000070	1.49	LEON COUNTY	CHRISTY CARY LN	Flood	0
2225030000080	0.66	LEON COUNTY	CHRISTY CARY LN	Flood	0
2225030000090	0.46	LEON COUNTY	Christy Cary Lane	Flood	0
222550 E0100	0.838	LEON COUNTY	POPLAR DR	Flood	0
223316 A0190	2.896	LEON COUNTY	MASTIC LN	Flood	0
223412 B0300	2	LEON COUNTY	BABY FARM DR	Flood	0
2424050000190	0.23	LEON COUNTY	THOMPSON CIR	Flood	0
242902 B0020	0.49	LEON COUNTY	0 Bryant St.	Flood	0
3209200090000	8.04	LEON COUNTY	OLD ST AUGUSTINE RD	Flood	0
3318206120000	0.675	LEON COUNTY	10853 SUNFLOWER LN	Flood	0
412650 G0060	0.54	LEON COUNTY	1313 MUNSON BLVD	Flood	0
412650 G0140	0.24	LEON COUNTY	MUNSON BLVD	Flood	0
4610200450000	0.68	LEON COUNTY	8012 WAKULLA SPRINGS RD	Flood	0
4611030000090	3	LEON COUNTY	8350 AVALON DR	Flood	0
4611030000110	3	LEON COUNTY	8342 AVALON DR	Flood	0
4611030000200	5.13	LEON COUNTY	Avalon Dr	Flood	0
4611030000210	4.39	LEON COUNTY	Avalon Dr	Flood	0
4611030000240	1.85	LEON COUNTY	Oak Ridge Rd W	Flood	0
4611100000381	1	LEON COUNTY	922 JESSICA ST	Flood	0
4611100000460	2.5	LEON COUNTY	9133 WARBLER ST	Flood	0
4611100000470	2.5	LEON COUNTY	9121 WARBLER ST	Flood	0
4611100000480	2.5	LEON COUNTY	9113 WARBLER ST	Flood	0
4611100000760	3.34	LEON COUNTY	FLICKER RD	Flood	0
4611100000860	2.47	LEON COUNTY	8782 FLICKER RD	Flood	0
4611170000140	1.38	LEON COUNTY	8481 RANCHERO RD	Flood	0
4611202400000	116.064	LEON COUNTY	1107 AVALON CT	Flood	0

TAXID	ACREAGE	OWNER	SITE ADDRESS	WATER MANAGEMENT USE	# OF BUILDINGS
4611206220000	1	LEON COUNTY	8734 OLD SHELL POINT RD	Flood	0
4611206230000	1.05	LEON COUNTY	8724 OLD SHELL POINT RD	Flood	0
4611206250000	1.35	LEON COUNTY	8760 OLD SHELL POINT RD	Flood	0
4612100000090	7	LEON COUNTY	880 JESSICA ST	Flood	0
4612100000131	2.4	LEON COUNTY	FREEDOM RD	Flood	0
4615200030000	2.38	LEON COUNTY	9550 WAKULLA SPRINGS RD	Flood	0
140350 BB0170	0.24	LEON COUNTY	1879 LOG RIDGE TRL	Flood	0
210365 B0260	0.28	LEON COUNTY	2002 LONGVIEW DR	Flood	0
210365 B0270	0.28	LEON COUNTY	2004 LONGVIEW DR	Flood	0
210365 B0280	0.28	LEON COUNTY	2006 LONGVIEW DR	Flood	0
210365 D0540	0.56	LEON COUNTY	2001 LONGVIEW DR	Flood	0
2424050000200	0.23	LEON COUNTY	THOMPSON CIR	Flood	0
3308206060000	1.5	LEON COUNTY	LUTTERLOH RD	Flood	0
3321030000110	1.17	LEON COUNTY	N NATURAL WELLS DR	Flood	0
4615140000310	0.68	LEON COUNTY	2019 LIMPKIN LN	Flood	0
111360 H0020	0.96	LEON COUNTY	2203 MONACO DR	Flood-County	0
121750 E0120	0.45	LEON COUNTY	2114 FOSHALEE DR	Flood-County	0
140350 R0050	0.32	LEON COUNTY	8069 BRIARCREEK RD E	Flood-County	0
140350 R0060	0.32	LEON COUNTY	8065 BRIARCREEK RD E	Flood-County	0
140350 R0070	0.42	LEON COUNTY	8061 BRIARCREEK RD E	Flood-County	0
140350 X0850	0.42	LEON COUNTY	8068 BRIARCREEK RD E	Flood-County	0
140350 Y0010	0.25	LEON COUNTY	3410 HAWKS HILL TRL	Flood-County	0
140350 Y0030	0.25	LEON COUNTY	7780 BRIARCREEK RD N	Flood-County	0
140350 AA0170	0.439	LEON COUNTY	7755 BRIARCREEK RD N	Flood-County	0
140350 AA0180	0.38	LEON COUNTY	7751 BRIARCREEK RD N	Flood-County	0
140350 AW0090	0.38	LEON COUNTY	1617 NORWOOD LN	Flood-County	0

TAXID	ACREAGE	OWNER	SITE ADDRESS	WATER MANAGEMENT USE	# OF BUILDINGS
140350 AW0100	0.4	LEON COUNTY	1621 NORWOOD LN	Flood-County	0
140350 AW0110	0.47	LEON COUNTY	1625 NORWOOD LN	Flood-County	0
140350 AW0140	0.42	LEON COUNTY	1616 Norwood Ln	Flood-County	0
140350 AW0160	0.32	LEON COUNTY	1608 NORWOOD LN	Flood-County	0
140350 BD0360	0.28	LEON COUNTY	9917 TURTLE DOVE WAY	Flood-County	0
140350 BM0010	0.44	LEON COUNTY	1580 CHADWICK WAY	Flood-County	0
151615 A0070	4.665	LEON COUNTY	MALLARD HILL LN	Flood-County	0
1733110000070	1.37	LEON COUNTY	10095 BUCK POINT RD	Flood-County	0
210365 B0320	0.28	LEON COUNTY	2014 LONGVIEW DR	Flood-County	0
210365 E0550	0.26	LEON COUNTY	HARRIET DR	Flood-County	0
210370 C0100	0.25	LEON COUNTY	2936 NEPAL DR	Flood-County	0
2109400000010	0.29	LEON COUNTY	2014 CASA LINDA CT	Flood-County	0
2109517241290	0.35	LEON COUNTY	2009 COFFEE LN	Flood-County	0
2109517241300	0.35	LEON COUNTY	2007 Coffee Ln	Flood-County	0
211015 A0020	0.25	LEON COUNTY	1870 HOPKINS DR	Flood-County	0
211015 C0020	0.29	LEON COUNTY	1867 HOPKINS DR	Flood-County	0
2116080000420	0.06	LEON COUNTY	HUNINGTON WOODS BLVD	Flood-County	0
2129180000100	0.21	LEON COUNTY	1291 BURGESS DR	Flood-County	0
2129180000101	0.09	LEON COUNTY	1293 BURGESS DR	Flood-County	0
2129180000110	0.21	LEON COUNTY	1286 BURGESS DR	Flood-County	0
2129180000111	0.1	LEON COUNTY	1288 BURGESS DR	Flood-County	0
2129180000120	0.1	LEON COUNTY	1298 BURGESS DR	Flood-County	0
2129180000121	0.11	LEON COUNTY	1300 BURGESS DR	Flood-County	0
2129180000130	0.27	LEON COUNTY	BURGESS RD	Flood-County	0
2129180000140	0.3	LEON COUNTY	BURGESS DR	Flood-County	0
2431202170000	3.95	LEON COUNTY	TOWER RD	Flood-County	0

TAXID	ACREAGE	OWNER	SITE ADDRESS	WATER MANAGEMENT USE	# OF BUILDINGS
310786 B0150	0.3	LEON COUNTY	DOZIER DR	Flood-County	0
310786 E0150	0.29	LEON COUNTY	2424 PONTIAC DR	Flood-County	0
3204202020000	6.06	LEON COUNTY	ROAD TO THE LAKE	Flood-County	0
3317200650000	0.48	LEON COUNTY	1819 ROBINSON RD	Flood-County	0
3317200660000	0.27	LEON COUNTY	9539 OLD WOODVILLE RD	Flood-County	0
331845 M0060	2.45	LEON COUNTY	9044 CELIA CT	Flood-County	0
4421020000042	2.44	LEON COUNTY	0 BLAZING STAR LN	Flood-County	0
461115 A0060	0.41	LEON COUNTY	1940 TOMBERLIN RD	Flood-County	0
461115 A0080	0.41	LEON COUNTY	1920 TOMBERLIN RD	Flood-County	0
461115 A0090	0.41	LEON COUNTY	1910 TOMBERLIN RD	Flood-County	0
461115 B0010	0.82	LEON COUNTY	WAKULLA SPRINGS RD	Flood-County	0
461115 B0030	0.41	LEON COUNTY	TOMBERLIN RD	Flood-County	0
461115 B0050	0.41	LEON COUNTY	TOMBERLIN RD	Flood-County	0
461115 B0060	0.41	LEON COUNTY	TOMBERLIN RD	Flood-County	0
461115 B0070	0.409	LEON COUNTY	TOMBERLIN RD	Flood-County	0
461115 B0080	0.41	LEON COUNTY	TOMBERLIN RD	Flood-County	0
461115 B0090	0.41	LEON COUNTY	Tomberlin Rd	Flood-County	0
461115 B0100	0.82	LEON COUNTY	1901 TOMBERLIN RD	Flood-County	0
111360 D0130	0.98	LEON COUNTY	2204 MONACO DR	Flood-Federal	0
111360 H0030	0.93	LEON COUNTY	2205 MONACO DR	Flood-Federal	0
210540 A0010	3.18	LEON COUNTY	4470 SHERBORNE RD	Flood-Federal	0
3316520000140	0.56	LEON COUNTY	HICKORT CT	Flood-Federal	0
3317204010000	1	LEON COUNTY	9551 WOODVILLE HWY	Flood-Federal	0
3317204230000	0.5	LEON COUNTY	1829 ROBINSON RD	Flood-Federal	0
3317204240000	1.9	LEON COUNTY	1853 ROBINSON RD	Flood-Federal	0
331845 M0040	2.45	LEON COUNTY	9028 Celia Ct	Flood-Federal	0

TAXID	ACREAGE	OWNER	SITE ADDRESS	WATER MANAGEMENT USE	# OF BUILDINGS
4114202410000	1	LEON COUNTY	Sprinil Rd	Flood-Federal	0
4114202440000	0.81	LEON COUNTY	Sprinil Rd	Flood-Federal	0
4114202480000	0.814	LEON COUNTY	Sprinil Rd	Flood-Federal	0
4114202520000	0.5	LEON COUNTY	Springhill Rd	Flood-Federal	0
4114202860000	1	LEON COUNTY	Sprinil Rd	Flood-Federal	0
4114202880000	0.81	LEON COUNTY	Sprinil Rd	Flood-Federal	0
4114207260000	0.2	LEON COUNTY	EAGLE RD	Flood-Federal	0
4114207280000	0.2	LEON COUNTY	1652 EAGLE RD	Flood-Federal	0
4114207440000	0.2	LEON COUNTY	EAGLE RD	Flood-Federal	0
4114207460000	0.4	LEON COUNTY	EAGLE RD	Flood-Federal	0
4115204020000	1.14	LEON COUNTY	BLUE BIRD RD	Flood-Federal	0
4115204030000	1	LEON COUNTY	CAPITAL CIRCLE SW	Flood-Federal	0
4115204040000	1.14	LEON COUNTY	CAPITAL CIRCLE SW	Flood-Federal	0
4123206130000	45.8	LEON COUNTY	DAWSON RD	Flood-Federal	0
4126202440000	0.87	LEON COUNTY	RUTHENIA RD	Flood-Federal	0
4129200190000	1	LEON COUNTY	5284 WILD OLIVE WAY	Flood-Federal	0
4129200330000	2	LEON COUNTY	5278 WILD OLIVE WAY	Flood-Federal	0
4610180000170	3.16	LEON COUNTY	8617 MOORE WOODS RD	Flood-Federal	0
4610180000180	1.58	LEON COUNTY	8611 MOORE WOODS RD	Flood-Federal	0
4610204030000	0.91	LEON COUNTY	8622 MOORE WOODS RD	Flood-Federal	0
461108 C0110	0.92	LEON COUNTY	1903 WILD CHERRY DR	Flood-Federal	0
4611100000370	2.4	LEON COUNTY	9156 WARBLER ST	Flood-Federal	0
4611100000431	1.755	LEON COUNTY	9167 WARBLER ST	Flood-Federal	0
4611100000440	2.31	LEON COUNTY	9157 WARBLER ST	Flood-Federal	0
4611100000751	1	LEON COUNTY	971 TOWEE RD	Flood-Federal	0
461115 A0100	0.82	LEON COUNTY	1900 Tomberlin Rd	Flood-Federal	0

TAXID	ACREAGE	OWNER	SITE ADDRESS	WATER MANAGEMENT USE	# OF BUILDINGS
461210 D0000	3.78	LEON COUNTY	694 SPIRAL GARDEN WAY	Flood-Federal	0
4612100000010	3	LEON COUNTY	8866 FREEDOM RD	Flood-Federal	0
4612100000020	3	LEON COUNTY	867 JESSICA ST	Flood-Federal	0
4612100000080	3.5	LEON COUNTY	904 JESSICA ST	Flood-Federal	0
4612100000110	3	LEON COUNTY	868 JESSICA ST	Flood-Federal	0
4612100000130	2.39	LEON COUNTY	FREEDOM RD	Flood-Federal	0
4612100000600	6	LEON COUNTY	663 NOCATEE RD	Flood-Federal	0
4615200160000	2.5	LEON COUNTY	WAKULLA SPRINGS RD	Flood-Federal	0
4615200340000	0.68	LEON COUNTY	WAKULLA SPRINGS RD	Flood-Federal	0
4615200350000	0.5	LEON COUNTY	WAKULLA SPRINGS RD	Flood-Federal	0
110990 0001	0.34	LEON COUNTY	DIEHL DR	SWMF	0
111004 0002	0.43	LEON COUNTY	OXHILL CT	SWMF	0
111004 A0180	0.66	LEON COUNTY	MOLLY PITCHER CT	SWMF	0
112150 0002	0.63	LEON COUNTY	Owenby Dr	SWMF	0
1123202140000	4.02	LEON COUNTY	4526 MAYLOR RD	SWMF	0
1123260000003	0.83	LEON COUNTY	Gathering Oaks Dr	SWMF	0
1124208520000	2.98	LEON COUNTY	BUCK LAKE RD	SWMF	0
112440 0001	1.63	LEON COUNTY	Jasckson Gap Rd	SWMF	0
1126202070000	1.1	LEON COUNTY	Buck Lake & Davis Dr	SWMF	0
1127208540000	29.89	LEON COUNTY	EASTERWOOD DR	SWMF	0
113367 0001	0.27	LEON COUNTY	Capital Park Dr	SWMF	0
113375 0001	0.28	LEON COUNTY	VICTORY GARDEN DR & PARK AVE	SWMF	0
140350 A0010	1.37	LEON COUNTY	Beech Ridge Trl	SWMF	0
140725 0001	4.63	LEON COUNTY	OAK GROVE PLANTATION RD	SWMF	0
1414208530000	13.33	LEON COUNTY	THOMASVILLE RD	SWMF	0
1422208010000	4.68	LEON COUNTY	Bradfordville Rd	SWMF	0

TAXID	ACREAGE	OWNER	SITE ADDRESS	WATER MANAGEMENT USE	# OF BUILDINGS
1422220000080	13.69	LEON COUNTY	Lauder Dr	SWMF	0
142229 A0050	13.26	LEON COUNTY	3434 Bannerman Rd	SWMF	0
142229 B0050	2.32	LEON COUNTY	BEECH RIDGE TRL	SWMF	0
142560 NN0010	0.67	LEON COUNTY	5280 Pimlico Dr	SWMF	0
1433208010000	3.64	LEON COUNTY	FORSYTHE WAY	SWMF	0
173328 0001	2.99	LEON COUNTY	Winters Run	SWMF	0
1733280000230	0.46	LEON COUNTY	10542 Winters Run	SWMF	0
210350 C0190	0.4	LEON COUNTY	2142 Faulk Dr	SWMF	0
210365 B0150	0.27	LEON COUNTY	2023 Faulk Dr	SWMF	0
210365 D0420	0.28	LEON COUNTY	2027 Longview Dr	SWMF	0
210365 D0430	0.19	LEON COUNTY	Longview Dr	SWMF	0
210365 D0431	0.67	LEON COUNTY	Longview Dr	SWMF	0
210365 D0460	0.29	LEON COUNTY	Longview Dr	SWMF	0
210365 D0470	0.29	LEON COUNTY	2017 Longview Dr	SWMF	0
210365 D0480	0.29	LEON COUNTY	2015 Longview Dr	SWMF	0
210365 D0490	0.29	LEON COUNTY	2013 Longview Dr	SWMF	0
210365 E0410	0.26	LEON COUNTY	Harriet Dr	SWMF	0
210365 E0420	0.08	LEON COUNTY	Harriet Dr	SWMF	0
210365 E0421	0.09	LEON COUNTY	Harriet Dr	SWMF	0
210365 E0430	0.34	LEON COUNTY	Harriet Dr	SWMF	0
210365 E0440	0.26	LEON COUNTY	Harriet Dr	SWMF	0
210365 E0450	0.26	LEON COUNTY	Harriet Dr	SWMF	0
210365 E0460	0.26	LEON COUNTY	2020 Harriet Dr	SWMF	0
210365 E0470	0.26	LEON COUNTY	Harriet Dr	SWMF	0
210365 E0480	0.26	LEON COUNTY	Harriet Dr	SWMF	0
210365 E0490	0.26	LEON COUNTY	Harriet Dr	SWMF	0

TAXID	ACREAGE	OWNER	SITE ADDRESS	WATER MANAGEMENT USE	# OF BUILDINGS
210365 F0370	0.26	LEON COUNTY	Harriet Dr	SWMF	0
210365 F0380	0.26	LEON COUNTY	Harriet Dr	SWMF	0
210365 F0390	0.52	LEON COUNTY	Harriet Dr	SWMF	0
210365 F0410	0.09	LEON COUNTY	HARRIET DR	SWMF	0
210365 F0420	0.43	LEON COUNTY	Harriet Dr	SWMF	0
210365 F0430	0.26	LEON COUNTY	Harriet Dr	SWMF	0
210365 F0440	0.26	LEON COUNTY	Harriet Dr	SWMF	0
210365 F0450	0.26	LEON COUNTY	Harriet Dr	SWMF	0
210626 0002	1.32	LEON COUNTY	DESHAZIER LN	SWMF	0
210648 0001	0.87	LEON COUNTY	Cypress Cir	SWMF	0
2110204090000	2.89	LEON COUNTY	3302 Ty Cobb Rd	SWMF	0
211033 0001	0.19	LEON COUNTY	Spinnaker Ct	SWMF	0
2112208530000	6.42	LEON COUNTY	LAKESHORE DR	SWMF	0
211250 0003	3.41	LEON COUNTY	TIMBERLANE RD	SWMF	0
211250 U0130	0.26	LEON COUNTY	3359 JOHN HANCOCK DR	SWMF	0
2114200100000	3.83	LEON COUNTY	3000 Lakeshore Dr	SWMF	0
211721 0002	1.06	LEON COUNTY	SAGEBROOK DR	SWMF	0
211721 0003	2.58	LEON COUNTY	FRED GEORGE RD & SAGEBROOK DR	SWMF	0
2131208010000	13.8	LEON COUNTY	GUM RD	SWMF	0
222505 B0030	0.61	LEON COUNTY	Comanche Ln	SWMF	0
222550 C0060	0.36	LEON COUNTY	Elm Rd	SWMF	0
223622 0001	6.21	LEON COUNTY	Jordans Pass Dr	SWMF	0
2424600000010	0.35	LEON COUNTY	CHINA DOLL DR	SWMF	0
2431200320000	3.16	LEON COUNTY	RUSSELLS POND LN	SWMF	0
243126 0005	0.67	LEON COUNTY	0 Tower Oaks Dr	SWMF	0
253621 0002	8.29	LEON COUNTY	RIVERS LANDING CT	SWMF	0

TAXID	ACREAGE	OWNER	SITE ADDRESS	WATER MANAGEMENT USE	# OF BUILDINGS
3101202060000	0.628	LEON COUNTY	5001 APALACHEE PKWY	SWMF	0
3107204030000	0.95	LEON COUNTY	ORANGE AVE E	SWMF	0
3107700000140	0.47	LEON COUNTY	ORANGE AVE	SWMF	0
310772 G0020	0.54	LEON COUNTY	ORANGE AVE E	SWMF	0
310772 G0190	0.23	LEON COUNTY	1425 Nancy Dr	SWMF	0
310772 G0191	0.2	LEON COUNTY	1425 Nancy Dr	SWMF	0
310772 G0200	0.21	LEON COUNTY	1435 Nancy Dr	SWMF	0
310772 G0201	0.16	LEON COUNTY	1435 Nancy Dr	SWMF	0
311924 0001	1.56	LEON COUNTY	SISTRUNK CIR & BLAIR RD	SWMF	0
311925 C0020	0.25	LEON COUNTY	Peggy Dr	SWMF	0
320626 0001	1.02	LEON COUNTY	Apalachee Pkwy	SWMF	0
320821 0001	8.84	LEON COUNTY	Mariana Oaks Dr	SWMF	0
320822 0001	2.55	LEON COUNTY	Mariana Oaks Dr	SWMF	0
320925 0002	2.24	LEON COUNTY	Camino Real	SWMF	0
321631 0002	5.63	LEON COUNTY	SIERRA WOODS DR	SWMF	0
322125 0001	2.42	LEON COUNTY	Branded Oaks Ct	SWMF	0
3308200100000	2.54	LEON COUNTY	WOODVILLE HWY	SWMF	0
330950 A0100	0.52	LEON COUNTY	Gray Forest Dr	SWMF	0
4104208520000	10	LEON COUNTY	James Messer Fields	SWMF	0
4106208530000	0.39	LEON COUNTY	SULLIVAN RD	SWMF	0
411203 A0020	20.27	LEON COUNTY	Orange Ave E	SWMF	0
411403 B0090	0.37	LEON COUNTY	Baron Ln	SWMF	0
411404 A0280	0.24	LEON COUNTY	Harden Rd	SWMF	0
4114202030000	23.27	LEON COUNTY	N Ridge Rd	SWMF	0
4114203470000	41.8	LEON COUNTY	Blue Bird Rd	SWMF	0
4114208020000	18.15	LEON COUNTY	3305 Springhill Rd	SWMF	0

TAXID	ACREAGE	OWNER	SITE ADDRESS	WATER MANAGEMENT USE	# OF BUILDINGS
4115204010000	15.32	LEON COUNTY	CAPITAL CIRCLE SW	SWMF	0
4123060000060	0.28	LEON COUNTY	4019 Buster Rd	SWMF	0
4123120000010	0.45	LEON COUNTY	1397 RAINBOW RD	SWMF	0
4123120000280	0.54	LEON COUNTY	4006 Penelope Rd	SWMF	0
4123120000290	0.41	LEON COUNTY	4008 PENELOPE RD	SWMF	0
4123120000300	0.41	LEON COUNTY	PENELOPE RD	SWMF	0
461017 0001	0.62	LEON COUNTY	Chris Ln	SWMF	0
461035 0001	0.37	LEON COUNTY	Sandalwood Dr N	SWMF	0
461035 0002	0.39	LEON COUNTY	Sandalwood Dr N	SWMF	0
112650 D0180	0.99	LEON COUNTY	4903 Buck Lake Rd	SWMF-Federal	0
112650 D0190	0.46	LEON COUNTY	4905 Buck Lake Rd	SWMF-Federal	0
112650 D0200	0.46	LEON COUNTY	4907 Buck Lake Rd	SWMF-Federal	0
3101208000000	8.4	LEON COUNTY	APALACHEE PKWY	SWMF-Federal	0
4114050000080	17.36	LEON COUNTY	Sprinil Rd	SWMF-Federal	0
1116200770000	1	LEON COUNTY	LESTER HACKLEY RD	Wetlands	0
1116200910000	0.5	LEON COUNTY	LESTER HACKLEY RD	Wetlands	0
1116200920000	0.5	LEON COUNTY	LESTER HACKLEY RD	Wetlands	0
1121208520000	8.36	LEON COUNTY	N BLAIR STONE RD	Wetlands	0
1126208010000	200	LEON COUNTY	BARNSTAPLE RD	Wetlands	0
1319206040000	1.84	LEON COUNTY	CAPITOLA RD	Wetlands	0
1319208520000	40.44	LEON COUNTY	Capitola Rd	Wetlands	0
1535208010000	54.69	LEON COUNTY	Miccosukee Rd & Mccracken Rd	Wetlands	0
1634208020000	5.89	LEON COUNTY	OLD MAGNOLIA RD	Wetlands	0
173308 A0160	0.62	LEON COUNTY	LAKE IAMONIA DR	Wetlands	0
2108208010000	0.173	LEON COUNTY	SHERBORNE RD	Wetlands	0
2112200050000	17.29	LEON COUNTY	JOHN HANCOCK DR	Wetlands	0

TAXID	ACREAGE	OWNER	SITE ADDRESS	WATER MANAGEMENT USE	# OF BUILDINGS
2129202160000	156.617	LEON COUNTY	W Tennessee St	Wetlands	0
2131200060000	10	LEON COUNTY	5285 TRAILS END LN	Wetlands	0
2131200070010	10.43	LEON COUNTY	4981 SWAMP FOX RD	Wetlands	0
2131204150000	1.24	LEON COUNTY	BLOUNTSTOWN HWY	Wetlands	0
2132200170000	37.71	LEON COUNTY	Capital Cir Sw	Wetlands	0
2132202070000	9.353	LEON COUNTY	0 SWAMP FOX RD 4	Wetlands	0
2132208520000	21.33	LEON COUNTY	Capital Cir Sw	Wetlands	0
223410 C0030	2.13	LEON COUNTY	8052 BABY FARM CT	Wetlands	0
243025 D0190	0.95	LEON COUNTY	5032 BOX WOOD LN	Wetlands	0
3108450030010	0.36	LEON COUNTY	Brookside Blvd	Wetlands	0
3108450040010	0.21	LEON COUNTY	2148 CREEK RUN CIR	Wetlands	0
3108450050010	0.21	LEON COUNTY	2158 CREEK RUN CIR	Wetlands	0
3108450060010	0.23	LEON COUNTY	2168 CREEK RUN CIR	Wetlands	0
3108450080010	0.22	LEON COUNTY	2151 CREEK RUN CIR	Wetlands	0
3203206330000	0.23	LEON COUNTY	Chaires Cross Rd	Wetlands	0
3206200020000	76.22	LEON COUNTY	Raymond Tucker Rd	Wetlands	0
321410 C0030	0.999	LEON COUNTY	GOODWIN DR	Wetlands	0
321410 C0170	0.46	LEON COUNTY	3651 ERIN DR	Wetlands	0
4105208020000	5.96	LEON COUNTY	Capital Cir Sw	Wetlands	0
411155 A0260	0.19	LEON COUNTY	KINGFORD AVE	Wetlands	0
411475 0001	7.41	LEON COUNTY	SKYKES DR	Wetlands	0
4126208510000	105	LEON COUNTY	Jackson Moody Pl	Wetlands	0
4611030000220	4.81	LEON COUNTY	Avalon Ct	Wetlands	0
4126202480000	60	LEON COUNTY	TOM STILL RD	Wetlands-Federal	0
Total	**1,579.28**			*Totals*	**0**

Leon County
Board of County Commissioners

Notes for Agenda Item #10

Leon County Board of County Commissioners

Agenda Item #10

February 10, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on the Co-Location of Outside Service Agencies at Florida Department of Health in Leon County Facilities

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 Shauna Houston, Healthcare Services Coordinator

Statement of Issue:

As requested by the Board, this item provides information on the use of space by, or co-location of, outside service agencies at the Florida Department of Health in Leon County facilities on Old Bainbridge Road and Orange Avenue.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on the co-location of outside service agencies at the Florida Department of Health facilities on Old Bainbridge Road and Orange Avenue.

Report and Discussion

Background:

As requested by the Board, this item provides information on the use of space by, or co-location of, outside service agencies at local Florida Department of Health-Leon (Health Department) facilities. On December 9, 2025, the Board requested an agenda item to identify opportunities for outside service agencies to be co-located at the Health Department facilities on Old Bainbridge Road and Orange Avenue.

This status report 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.*

The Health Department is a state agency. Pursuant to Florida Statutes and the agreement with the Health Department, the County owns and is responsible for the maintenance of Health Department facilities. However, Florida Statutes provide the Health Department with the authority to determine and control the space within the facilities to conduct State mandated functions related to public health. According to the Health Department, the Old Bainbridge and Orange Avenue locations are at capacity in terms of office space and have no available space to accommodate additional services or outside agencies. As presented in the Analysis, the Health Department currently provides space to outside human services agencies at the Old Bainbridge and Orange Avenue facilities that offer programs and services that support the Health Department's mandated functions. The agencies include the Florida A&M University Pharmacy (FAMU Pharmacy) and Capital Area Healthy Start Coalition, Inc. (Healthy Start). Additionally, the Health Department has not received any request for space by outside human services agencies. As detailed in the Analysis, the Health Department regularly coordinates with local human service providers to hold events at its facilities in order to increase access to critical resources including food, chronic disease management, and health education.

Analysis:

Overview of Health Department Facilities and Co-Location with Outside Service Agencies

Under Florida Statutes, the State of Florida is responsible for the construction and/or expansion of health department facilities. Once constructed, the ownership of health departments facilities are transferred to counties (within its jurisdiction) who are responsible for the ongoing maintenance of the facilities. However, while the County owns the facility, under the agreement with the Health Department and applicable Florida Statutes (Section 154.01, F.S.), the County does not retain the right to use the facility or the equipment. Furthermore, in the event that the County may in the future retain the right to use the facilities, the use by the County could not impose unwarranted interference with the operation of the Health Department. Therefore, the Health Department controls the space within the facilities to conduct State-mandated functions related to public health.

Currently, there are four Health Department facilities in Leon County which are as follows:

- Roberts & Stevens Clinic and Main Office located on Old Bainbridge Road
- Richardson-Lewis Health Center located on West Orange Avenue
- The Environmental Health Program located on Major James Morgan Way
- The Molar Express Dental Clinic located on Railroad Avenue

In general, the Health Department provides a variety of public health services at its facilities including maternal and child health services; immunizations for children and adults; family planning; breast and cervical cancer screenings; STD tests and screenings; school health services; supplemental food assistance for Women, Infants, and Children (WIC); and children's dental services. In support of the Health Department services, the County provides an annual allocation of $237,345 for state-mandated public health services to the agency.

The Health Department also provides space for programs and services to outside service agencies that align with its state-mandated function of improving public health in the community. As requested by the Board, the following provides information on the programs and services provided by the Health Department at the Old Bainbridge and Orange Avenue facilities as well as by the outside service agencies who utilize space at the locations.

Old Bainbridge Road Facility

The Old Bainbridge Road facility houses the Health Department's administrative offices, the Office of Vital Statistics (birth and death certificates), WIC, clinical services, and programming, such as breast-feeding classes for WIC recipients. Clinical services at the facility provided include Sexually Transmitted Diseases (STD) testing, family planning, as well as youth and adult immunizations. According to the Health Department, the Old Bainbridge location serves the largest number of its clients. Over the last two quarters, the clinic had over 600 clients per month, 4,019 WIC service appointments, and 3,375 vital statistics visits.

Additionally, the Health Department provides space at Old Bainbridge to Capital Area Healthy Start Coalition, Inc. (Healthy Start) to provide services in partnership with WIC. Healthy Start offers community resources to new or expecting mothers, fathers, and families with young children that help with pregnancy and parenting through programs and initiatives. At the Old Bainbridge location, the Health Department and Healthy Start regularly hold parenting courses to approximately 20 new or expecting mothers and fathers in a collective effort to increase postpartum care and reduce infant mortality.

According to the Health Department, the space at the Old Bainbridge location is at capacity. Currently all offices and exam rooms are utilized to deliver public health services in the community. As mentioned earlier, although the County owns the facility, Florida Statutes provides the Health Department may determine and manage the use of space within the facility.

However, the County regularly coordinates with the Health Department to identify opportunities to better utilize the space to address the changing needs of the community. At the January 27, 2026 meeting, the Board ratified an agreement with Carter's Corner to host Farm Share food distribution events at County facilities to expand access to healthy food and enhance food security. These events will be held at several County-owned properties including Health Department locations with targeted outreach to Health Department clients and the surrounding neighborhoods.

Orange Avenue Facility

The Orange Avenue facility provides similar programs and services that are offered at Old Bainbridge, including WIC, HIV/AIDS services, and vital statistics (birth and death certificates). This location was previously utilized by Neighborhood Medical Center (NMC) for primary care services until NMC relocated to its own building on South Monroe Street which the County provided $500,000 to renovate in 2021. Since the relocation of NMC, the Orange Avenue facility is undergoing renovations to expand services to further meet community needs. Upon completion of the renovations in summer 2026, the West Orange Avenue location will offer expanded services including immunizations, family planning, refugee health services, and disease intervention services such as STD contact tracing.

Aligned with its state-mandated functions, the Health Department provides space to FAMU Pharmacy which utilizes the facility to prescribe medication to Health Department and NMC patients and also conducts diabetes education for the community. The County contracts directly with FAMU Pharmacy ($244,500 annually) to provide uninsured and underinsured residents access to pharmaceutical services and diabetes education. The West Orange Avenue facility serves as the primary location of FAMU Pharmacy services to residents of the Greater Bond community and surrounding neighborhoods. In FY 2025, FAMU Pharmacy filled 4,798 prescriptions for NMC patients with a retail value of $936,808.

According to the Health Department, the space at the Orange Avenue location is at capacity. Currently all offices, labs, and exam rooms are utilized to deliver public health services in the community by the Health Department and FAMU Pharmacy. Additionally, the Orange Avenue facility serves as a Special Needs Shelter during declared disasters. As detailed in the next section, the Health Department also utilizes its facilities to partner with nonprofit organizations to increase access to services in the community.

Community Events at Health Department Facilities

The Health Department regularly coordinates with local outside human services agencies to hold events at its facilities in order to increase access to critical resources including food, chronic disease management, and education. To enhance access to healthy food, the Health Department hosts farmer's market events weekly at both Old Bainbridge and Orange Avenue for WIC clients. As part of the events, the Health Department partners with local area farmers to provide pregnant, postpartum, or breastfeeding women and children aged one to five years old access to fresh produce including locally grown fruits and vegetables.

Although it relocated its clinical services, NMC continues to utilize the Health Department's Orange Avenue facility to offer tobacco cessation courses to help users quit smoking or vaping, which decreases chronic diseases such as heart disease, strokes, and various cancers. In addition, Red Ribbon Alliance of the Big Bend through CarePoint and Big Bend Cares also partners with the Health Department on HIV/AIDS prevention, education, and care through regular meetings and events for the 8-county Big Bend region. As previously mentioned, the Health Department also collaborates with Healthy Start on parenting education courses to support WIC recipients that are new or expecting mothers and their partners. The support through WIC helps strengthen families, improve child outcomes, and reduce the risk of abuse. Due to the critical resources provided through WIC, the Health Department promotes its WIC program when community partners host events at their facilities to ensure that eligible community members can access services.

Conclusion

As requested by the Board and presented in this item, the Health Department provides space for programs and services to outside service agencies at its Old Bainbridge Road and Orange Avenue facilities that align with its state-mandated function of improving public health in the community. The agencies include FAMU Pharmacy and Healthy Start. Additionally, the Health Department has not received any request for space by outside human services agencies The Health Department regularly coordinates with local human service providers to hold events at its facilities in order to increase access to critical resources including food, chronic disease management, and health education.

According to the Health Department, the Old Bainbridge Road and Orange Avenue facilities are at capacity. Currently all offices, labs, and exam rooms at the two locations are utilized to deliver public health services in the community. Although the County owns the properties, under the agreement with the Health Department and applicable Florida Statutes, the County does not retain the right to use the facility. Therefore, the Health Department may control the use of space within the facilities. However, as presented in the item, the County regularly coordinates with the Health Department to identify opportunities to utilize the space to address the needs of the community including food and healthcare.

Options:

1. Accept the status report on the co-location of outside service agencies at the Florida Department of Health facilities on Old Bainbridge Road and Orange Avenue.
2. Do not accept the status report on the co-location of outside service agencies at the Florida Department of Health facilities on Old Bainbridge Road and Orange Avenue.
3. Board direction.

Recommendation:

Option #1

Leon County
Board of County Commissioners

Notes for Agenda Item #11

Leon County Board of County Commissioners

Agenda Item #11

February 10, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report for Golf Cart Crossing on Dempsey Mayo Road

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, Engineering Services

Statement of Issue:

This item provides the status report on the evaluation of potential golf cart crossing locations along Dempsey Mayo Road. Based on the collected traffic data, roadway characteristics, and FDOT's established criteria for golf cart crossings, the intersection of Meandering Lane and Meandering Way does not meet the minimum safety standards required for golf cart use on these roadways.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report for golf cart crossing on Dempsey Mayo Road.

Report and Discussion

Background:

As directed by the Board, this item provides a status report on the evaluation of potential golf cart crossing locations along Dempsey Mayo Road. Based on the collected traffic data, roadway characteristics, and FDOT's established criteria for golf cart crossings, the intersection of Meandering Lane and Meandering Way does not meet the minimum safety standards required for golf cart use on these roadways.

In recent years, residents of the Westminster Oaks retirement community have expressed interest in utilizing golf carts along and across Dempsey Mayo Road to traverse each section of the retirement community. On April 9, 2024, the Board directed staff to prepare an agenda item to consider an ordinance that allows for the use of golf carts on County roadways in retirement communities including Dempsey Mayo Road. Shortly thereafter, Westminster Oaks residents and Westminster Oaks Management (WOM) informed County staff that they sought to reach consensus on the use of golf carts along Dempsey Mayo Road through internal discussions and requested the County delay further consideration.

Discussions between the residents and retirement community management included the preferred accessibility needs and associated infrastructure improvements (road crossings, wide sidewalks or multi-use trails, stormwater mitigation requirements), the cost and financial responsibility of said improvements, and the limitations of golf cart use along Dempsey Mayo Road.

County staff began discussions with WOM to explore potential crossing locations and options in May 2024. Initial discussions focused on the East Emerald Chase area. Rather than pursuing a direct crossing designation at that location, WOM proposed an alternative concept involving a privately constructed internal golf cart path that would connect to the existing crosswalk on Dempsey Mayo Road. WOM subsequently submitted a conceptual plan to the County on July 31, 2024, outlining proposed modifications on private property, including gated access and a new golf cart connection to the existing roadway network. In August 2024, WOM presented this concept to its residents for consideration; however, staff was later informed that the proposal did not receive sufficient resident support. As a result, WOM requested that the County not proceed with a golf cart crossing designation at the East Emerald Chase location.

In September 2025, WOM re-engaged County staff to explore alternative options and requested direct coordination with their community leadership and residents. Subsequent discussions identified the intersection of Meandering Lane and Meandering Way as a location of interest. Both WOM and resident representatives expressed support for the County to evaluate whether a golf cart crossing at this location could be feasible under applicable safety standards. On September 26, 2025, WOM advised there was consensus in support of a golf cart crossing at the intersection of Dempsey Mayo Road and Meandering Way/Meandering Lane (Attachment #1).

Based on this request, County staff conducted an engineering evaluation in accordance with the Florida Department of Transportation's Traffic Engineering Manual. The results of that evaluation, including a review of traffic volumes, roadway geometry, and applicable criteria, are presented in the analysis section.

Analysis:

County staff evaluated Dempsey Mayo Road at Meandering Way/Meandering Lane to determine the feasibility of golf cart crossings. This section summarizes the technical review completed in response to the Board's direction, along with follow-up coordination with WOM and resident representatives. To assess whether a designated golf cart crossing could be safely accommodated on Dempsey Mayo Road, staff applied the Engineering and Safety Standard Criteria established in the Florida Department of Transportation's (FDOT) Traffic Engineering Manual to evaluate the intersection's roadway function, physical layout, and traffic conditions for stop-controlled intersections.

Dempsey Mayo Road functions as a County-maintained major collector, while Meandering Lane and Meandering Way serve local and private access functions on the west and east sides of the roadway, respectively. The functional classification, ownership, and general description of the roadways that form the intersections are summarized in Table #1.

Table #1 – Roadway Context

Roadway	Ownership / Classification	Description	Function
Dempsey Mayo Road	County-maintained major collector	Two-lane undivided roadway	Through traffic corridor
Meandering Lane	County-maintained local road	One-exclusive left-turn lane; one shared through/right lane (eastbound)	Serves Pine Laurel neighborhood (west side)
Meandering Way	Private road	One exclusive right-turn lane; one shared through/left lane (westbound)	Serves Westminster Oaks campus (east side)

FDOT's minimum requirements for designating a golf cart crossing at a stop-controlled intersection are summarized in Table #2. The eligible criteria for golf cart crossings include the road geometries and traffic volume of roadways. All listed criteria must be satisfied for a crossing to be eligible, and these standards form the basis for the evaluation findings discussed in the section that follows.

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Table #2 – Applicable FDOT Criteria

Criterion	FDOT Requirement	Criterion Met (√) or Not Met (X)
Side-street ADT	Less or equal to 1,200 vehicles per day	X
Side-street peak-hour volume	Less or equal to 110 vehicles per hour per approach	X
Turn lane configuration	An Exclusive left-turn lane required	√
Intersection alignment	Approximately 90 degrees (±15)	√
Crossing distance	Less or equal to 3 lanes (undivided roadway)	√
Main street speed limit	Less or equal to 35 mph	√

The intersection is generally well aligned, with approaches meeting at approximately 90 degrees, and includes dedicated turn lanes on both side streets. The posted speed limit along Dempsey Mayo Road is 30 miles per hour with a raised crosswalk on the south side of Meandering Lane/Meandering Way to enhance pedestrian visibility and traffic calming. The criteria related to the left-turn lane on the side street, the intersection geometry (approximately 90 degrees), the crossing distance of no more than three lanes, and the posted speed limit on the main roadway (Dempsey Mayo Road) meet the FDOT requirements. However, traffic volumes did not meet the applicable thresholds.

Traffic volume data was collected to evaluate how frequently vehicles use each approach and whether those volumes fall within FDOT's allowable thresholds for golf cart crossings. As shown in Table #3, Meandering Way carries substantially higher daily traffic volume (ADT) than Meandering Lane, reflecting its role as the primary entrance into the Westminster Oaks campus. The ADT on Meandering Way exceeds the threshold specified in the Traffic Engineering Manual by more than threefold.

Table #3 – Average Daily Traffic Volume

Roadway / Approach	Average Daily Traffic (ADT)	FDOT Traffic Engineering Manual Maximum ADT Threshold	Results
Meandering Way	3,865	1,200	Not meeting the Side Street Volume Criterion
Meandering Lane	210	1,200	Less than the threshold of 1,200 ADT

Note: A nearby elementary school contributes to overall traffic activity in the area.

During the morning peak hour, the eastbound approach on Meandering Way exceeds the established volume threshold. In the afternoon peak hour, both the eastbound and westbound approaches on Meandering Way exceed the threshold, indicating that each direction surpasses the allowable peak-hour volume for that period. The morning and afternoon peak-hour traffic volumes for Meandering Way and Meandering Lane are presented in Tables #4 and #5.

Table #4 – AM Peak Hour Volume

Roadway / Approach	**AM Peak Hour Vehicles Per Hour (vph)**	**FDOT Traffic Engineering Manual Peak Hour threshold per Approach (vph)**	**Results**
Meandering Way – Eastbound	182	110	Exceeding the threshold
Meandering Way – Westbound	107	110	Under the threshold
Meandering Lane – Eastbound	9	110	Under the threshold
Meandering Lane – Westbound	9	110	Under the threshold

Table #5 – PM Peak Hour Volume

Roadway / Approach	**PM Peak Hour Vehicles Per Hour (vph)**	**FDOT Traffic Engineering Manual Peak Hour threshold per Approach (vph)**	**Results**
Meandering Way – Eastbound	158	110	Exceeding the threshold
Meandering Way – Westbound	222	110	Exceeding the threshold
Meandering Lane – Eastbound	8	110	Under the threshold
Meandering Lane – Westbound	9	110	Under the threshold

Evaluation Findings

Standards referenced within the FDOT's Traffic Engineering Manual require side-street traffic volumes at stop-controlled intersections to remain at or below 1,200 vehicles per day to qualify for a golf cart crossing. Meandering Way carries approximately 3,865 vehicles per day, which is more than three times the allowable threshold. Peak-hour traffic volumes on Meandering Way exceed FDOT's 110-vehicles-per-hour threshold for each approach. Observed volumes reached 222 vehicles per hour, exceeding the limit by up to 112 vehicles per hour during peak conditions.

Based on the collected traffic data, roadway characteristics, and FDOT's established criteria for golf cart crossings, the intersection of Meandering Lane and Meandering Way does not meet the minimum safety standards required for golf cart use on these roadways.

Staff also evaluated whether the raised crosswalk could be used for golf cart crossings. According to the FDOT Traffic Engineering Manual, golf carts are not permitted to use pedestrian crosswalks or sidewalk ramps to cross a main roadway at a signalized intersection. Although the Manual does not provide any additional provisions allowing golf carts to utilize pedestrian crosswalks, FDOT Traffic Operations staff maintain that crosswalks are intended exclusively for pedestrian use and are not appropriate for golf cart crossings. Based on preliminary engineering, construction of a separate crossing for golf carts would be infeasible at this location.

Options:

1. Accept the status report for golf cart crossing on Dempsey Mayo Road.
2. Do not accept the status report for golf cart crossing on Dempsey Mayo Road.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Location Map

Leon County
Board of County Commissioners

Notes for Agenda Item #12

Leon County Board of County Commissioners

Agenda Item #12

February 10, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Annual Status Report on the Leon County Water Quality Monitoring Program and the 2025 Water Quality Report

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:	Anna Padilla, Stormwater Management Coordinator Johnny Richardson, Water Resource Scientist

Statement of Issue:

This item seeks Board acceptance of the annual status report on the Leon County Water Quality Monitoring Program, and the 2025 Water Quality Report.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the annual status report on the Leon County Water Quality Monitoring Program and the 2025 Water Quality Report (Attachment #1).

Report and Discussion

Background:

This item provides the annual status report on the Leon County Water Quality Monitoring Program (Program) and seeks Board acceptance of the 2025 Water Quality Report (Report) which reflects the water quality sampling data collected from January through December 2024 (Attachment #1 or www.LeonCountyWater.org/WaterQualityReport). The Program tracks the health of local waterbodies throughout the year and evaluates how conditions are changing over time. The Report highlights these findings, identifies emerging trends, and provides insight into the overall status of Leon County's lakes, streams, and wetlands.

The information gathered through the Program supports State and Federal reporting requirements and informs County decision-making. Staff utilizes the data to guide recommendations for capital improvement projects and to prioritize efforts that protect and improve the County's water resources. Water quality sampling is conducted across the entire calendar year, with the evaluation of conditions and trends occurring once the prior year's dataset is complete. Accordingly, the 2025 Water Quality Report reflects the finalized sampling results from 2024.

This Report and the Program advance the following FY 2022 – FY 2026 Strategic Initiative:

- *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)*

This particular Strategic Initiative aligns 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 County has a long-standing commitment to the protection of our natural resources and water bodies. From Lake Munson and Lake Jackson to the Ochlockonee River, and many lakes and streams in between, the County provides responsible stewardship and coordination with state and federal regulatory agencies to improve water quality and ecosystem management and preservation. The data obtained through the Program assists the Board's policy decisions, strategic planning, and investment priorities.

The Program aids in identifying maintenance projects, as well as large-scale capital improvement projects. Maintenance projects include invasive exotic plant treatment in County stormwater management facilities to prevent the spread of invasive exotic plants downstream, and the Munson Slough stabilization project. Capital improvement projects range from the multifaceted Fords Arm projects addressing water quality and habitat trends in Lexington Creek, to the Lake Henrietta Renovation project which removes sediment from the stormwater facility, to the tens of millions of dollars invested in septic-to-sewer projects in southern Leon County. The water quality data collected through the Program is also used by the State to implement state-led waterbody restoration efforts such as in Lake Munson. The annual status report on the Program provides an opportunity to update the Board on key issues and identify trends in County waterbodies.

This item includes a brief background on the Program, discusses the data collected through the Program and how it is used, and provides a high-level analysis of the 2024 sample results and observed trends in the waterbodies for additional evaluation and focus. Additional information on all waterbodies evaluated through the Program is provided in the Report.

Leon County is comprised of two watersheds, with all surface water and groundwater ultimately flowing to the Ochlockonee or St. Marks Rivers. The watersheds are broken down into smaller land areas, or drainage basins, in which water flows to a waterbody such as a lake, river, creek, or wetland. Water also sometimes flows into sinkholes which drain into the Floridan aquifer, Leon County's main source of drinking water. Watersheds and drainage basins are formed by the natural ridges and depressions of the Earth's surface and can be very small or very large depending on the area. The 36 drainage basins in Leon County contain many streams and lakes, which have been monitored through the Program for several decades.

Since the 1980s when the initial sampling and evaluation of County waterbodies began, the Program has developed into a robust, comprehensive program, supported by a long history of data. In 1988, the Florida State University (FSU) Center for Aquatic Research and Resource Management undertook sampling of various Leon County lakes to document the response of natural lakes to stormwater runoff. Beginning in 1991, Leon County provided grant funding to FSU to support research focused on Lakes Jackson, Hall, Ella, Lafayette, McBride/No-Name Pond, Munson, and Talquin. In 1996, Leon County established its own ambient water quality monitoring program and solicited bids for the work. The first Leon County contract was awarded in April 1998 and included monthly sampling of 13 lakes throughout the County.

In 1996, the County contracted services for a stormwater runoff sampling program, as required by the County's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit. The permit requires sampling of streams, lakes, and sediment to document the impacts of stormwater runoff on the natural waterbodies. Through this program, three streams and two lakes were routinely sampled.

The ambient and stormwater sampling programs were consolidated in 2005 and were completed through a single contract. Field sampling efforts were moved in-house in FY 2010 to reduce program expenses; however, laboratory analysis continues to be performed pursuant to a contract with an external laboratory. Currently, biological evaluations and habitat assessment are performed by a consultant. The current sampling via the Program includes quarterly water quality sampling along with annual sediment and biological assessments of 12 lakes, 27 streams, and two rivers, for a total of 70 sampling stations. On occasion, additional short-term supplemental sampling is conducted to address and support current water quality concerns and analysis.

The information collected through the Program is used to evaluate the health of County waterbodies and identifies areas where land use management will maintain the high-quality systems, or where capital projects may be needed to restore our lakes, streams, and wetlands. An overview of the data collection, the ways the data is used, and a high-level analysis of most critical water quality issues including key findings of the Report are provided in the next section.

Analysis:

The Program builds on decades of data and takes a holistic approach to assessing the County waterbodies by evaluating the water quality coupled with the plants, animals, and other organisms living in the system. This data is evaluated and summarized in the Report (Attachment #1 or www.LeonCountyWater.org/WaterQualityReport), which includes waterbody specific health and observations. This item, which reflects the water quality sampling data collected from January through December 2024, includes an overview of the County's annual data collection, how the water quality data is used, and provides key findings of the water quality analysis including the observed trends in the waterbodies for additional evaluation and focus.

Annual Data Collection

The Program utilizes several methods to holistically evaluate the biological, chemical, and physical condition of the waterbodies. Staff conducts quarterly sampling, testing the water for approximately 39 water quality parameters at each of the 70 sampling stations. These samples provide information on the water chemistry including nutrient concentrations, oxygen levels, solids, temperature, color, trace metals, and more. The annual lake sediment analysis tests the sediment of eight lakes for six laboratory parameters, including nutrients and particle size. The Program also includes annual assessment of the waterbodies using Biological Monitoring, including the Stream Condition Index, Habitat Assessment, and Lake Vegetation Index. These assessments provide information on the health of the waterbody beyond the water quality by evaluating the entire ecosystem including the plants, animals, and organisms living in the system. The combination of all data collected provides a multi-faceted approach to evaluating the waterbodies and the overall ecological health of the systems.

Long-term data is critical to identify trends in waterbody health, and Leon County's Program is one of the very few comprehensive county programs in Florida. Decades of data collection at numerous locations around the County provide an extensive historical data set for evaluation of waterbody health. Further, the County's Program is the only systematic effort to monitor the health of waterbodies in the unincorporated areas of the County.

How the Water Quality Data is Used

The data collected allows the County to monitor the ecosystem health of the lakes, streams, and rivers of Leon County. This information is necessary to document waterbody conditions through time, identify the most effective means of stormwater management, and guide appropriate decisions on capital improvement projects. The information is summarized in the Report and made available to the public through the Leon County Water Quality Journal, which provides an interactive experience with maps of the County's drainage basins and waterbodies.

The data is not only used by Leon County, it is also entered into the Florida Watershed Information Network (WIN) database for use by local, State, and Federal agencies. The Florida Department of Environmental Protection (FDEP) and the U.S. Environmental Protection Agency rely on Leon County's Program as the primary source of data for evaluating waterbodies in the unincorporated areas of the County. The data is used to identify waterbodies that no longer meet State and Federal water quality standards and waterbodies for potential State- or Federal-led restoration plan considerations.

This Program is a valuable tool that may also be used to measure the emerging or cumulative impacts associated with stormwater runoff, erosion and sedimentation, altered drainage patterns, floodplain encroachment, loss or fragmentation of wetlands and riparian buffers, groundwater recharge impacts, increased impervious surface coverage, and other activities that may degrade water quality, aquatic habitat, or watershed function. This provides a proactive approach and allows the County to implement local corrective measures, if needed, to address water quality or habitat impacts before a waterbody is identified for State or Federal action. Corrective measures could range from modifying future land use designations to developing a capital project to reduce pollutant loads in sensitive areas. A comprehensive land use analysis can be used to plan corrective measures utilizing a geographic information system to analyze the land use of contributing areas in Leon County, as well as adjacent counties and areas in Georgia, to provide information on the extent and location of development affecting our surface waters. This information is used to select either retrofit activities to address historic development or development restrictions to address water quality concerns.

Key Findings of the Water Quality Analysis and Report

Many streams and lakes in Leon County are in excellent health and have better water quality than the standards established by the State and Federal governments. These waterbodies are largely in the undeveloped portions of the unincorporated area of the County. In more developed areas, impacts to streams and lakes can include higher levels of nutrients and sediment loads. Threats to surface water health and excessive nutrients in waterbodies continue to be a concern throughout the State, with local governments investing funding in programs and projects, like in Leon County, to address water quality. In general, the nutrient pollution of surface waters across the State is often attributed to agriculture runoff, septic system runoff, and sanitary sewer system discharges such as leaky pipes or occasional accidental sewer overflows. However, each waterbody has specific reasons for any nutrient pollution that may exist. In Leon County, the symptoms of excessive nutrients range from blue-green algal blooms and excessive invasive exotic vegetation to fish kills and high bacteria levels.

Intermittent algal blooms have been an ongoing issue for some local waterbodies and are monitored closely by staff. In Leon County, while staff noted elevated chlorophyll-a (the primary green pigment in algae and plants) in Lake Talquin, Lake Weeks, Lake Piney Z, Lake Munson, Lake Jackson, and the Northeast Drainage Ditch, levels were comparatively lower than in previous years and no algal blooms were reported. FDEP continues to track and evaluate algal blooms and investigate for the presence of toxins throughout Florida, including Leon County.

Much of the focus continues to be on Lake Munson and implementation of the Lake Munson Action Plan, including enhanced monitoring and evaluating the lake post drawdown. The results of the enhanced monitoring and lake evaluation were incorporated into the annual evaluation of Lake Munson and Munson Slough. Additional waterbodies with ongoing water quality issues which require further evaluation and monitoring include Lexington Creek for excessive sedimentation and elevated phosphorus and bacteria levels, and Harvey and Polk Creeks for bacteria levels exceeding State standards.

As discussed in the Board's June 10, 2025 Lake Munson Status Report, once the lake refills it can take several years for nutrient levels and the ecosystem to stabilize following the transitional conditions associated with a drawdown. Samples collected as part of the Post-Drawdown Water Quality Study from June 2024 through April 2025 indicate that water quality in Munson Slough remained primarily below the State's Total Maximum Daily Load (TMDL) limits for Munson Slough (above Lake Munson), consistent with the years leading up to the drawdown. The data also indicated that the lake responded well to the drawdown and has continued to stabilize and show holistic improvement.

As expected, there was an increase in nutrient and chlorophyll-a concentrations in Lake Munson following refilling in May 2024. However, the June 2025 Status Report noted that conditions improved during the year following the drawdown, with nutrient concentrations showing a downward trend, likely due to the reestablishment of aquatic vegetation. Water quality data from Munson Slough indicate nitrogen levels upstream of the lake were decreasing until the second quarter of 2024 when concentrations became more variable due to external influences. Nutrient increases observed upstream of Lake Munson in 2024 are associated with upstream activities, including invasive exotic vegetation eradication efforts and activities associated with construction upstream of the Lake Henrietta stormwater facility. During the drawdown, nutrient concentrations leaving the lake were frequently higher than concentrations entering the lake, likely due to lake instability associated with the drawdown. The data presented in the June 2025 Status Report indicate the lake continues to stabilize, the vegetation is reestablishing, and the nutrient concentrations are slowly stabilizing and will ultimately decrease.

Since the Board's last update in June 2025, the water quality has remained much the same with concentrations near or below the TMDL limits and expected variability due to changes in flow or invasive exotic vegetation management. A comprehensive summary of the Lake Munson water quality will be presented to the Board this summer following completion of the Post-Drawdown Water Quality Study.

Lexington Creek, which drains into the Fords Arm of Lake Jackson continues to have several ongoing water quality and habitat issues including excessive sedimentation and elevated phosphorus and bacteria levels. Sediment is transported from upstream and deposited in the creek, posing a threat to the plants, animals, and organisms living in the stream and contributing to elevated phosphorus levels. The County's Meridian Road Cross Drain Project at John Hancock Drive, completed in 2021, included a stormwater facility to capture sediment transported from upstream. This facility has helped slightly reduce sediment levels in the creek downstream of Meridian Road. While sediment remains an ongoing issue, routine maintenance removes collected material from the system, and further sediment reductions are expected following construction of the County's upcoming Timberlane Road Cross Drain Replacement Project scheduled to begin in late 2026.

Following several years of elevated *E. coli* levels, a 2018 Microbial Source Tracking (MST) analysis by FDEP identified human waste indicators in Lexington Creek. In response, the City of Tallahassee rehabilitated nearby sewer lines. To further isolate potential sources, the County added three supplemental sampling stations in 2023. This effort led to the discovery and

immediate repair of a City sewer line leak in October 2023. While 2024 data shows we are moving in the right direction—with all samples staying within safe legal limits—overall bacteria levels remain elevated. Because supplemental sampling at specific stations did not pinpoint a single remaining source, the County has transitioned back to routine monitoring. Staff will continue routine monitoring and evaluate future data for changes that could guide management actions.

In western Leon County, following previous *E. coli* exceedances in Harvey and Polk Creek, three years of supplemental monitoring continuing into 2024 demonstrated improvement in Harvey Creek and provided useful information to help isolate the source in Polk Creek. *E. coli* exceedances in less developed areas, such as Harvey and Polk Creeks, are often attributed to wildlife. In March 2021, supplemental water quality sampling stations were added in both creeks to investigate potential sources of pollution. In Harvey Creek, the supplemental stations showed no *E. coli* exceedances and there have been no recent *E. coli* exceedances in the original station. As a result, the supplemental sampling stations were discontinued in early 2024. In Polk Creek, the supplemental sampling site ruled out sources upstream of the original station and was discontinued. However, elevated *E. coli* levels remain an ongoing issue and concern at the original station, with the one *E. coli* exceedance in 2024, noted during the 1st quarter. Potential sources include localized anthropogenic inputs and nearby wildlife activity, including documented beaver presence adjacent to the monitoring location. To further refine source characterization, staff plan to establish an additional upstream monitoring station to evaluate localized influences, including wildlife-related contributions.

The elevated *E. coli* levels in creeks in Leon County have been discussed with the appropriate utility providers and FDEP. The County will continue monitoring Lexington Creek, coordinating with FDEP and the City of Tallahassee as appropriate, and will expand sampling in Polk Creek to help identify potential bacteria sources. This information is critical to developing effective mitigation strategies and identifying potential water quality improvement projects. If the water quality standard exceedances continue and trends develop, future mitigation projects may be necessary.

Water Quality Outlook in the Coming Year

In December, the FDEP released its 2024–2026 Biennial Assessment Draft Lists, identifying Lake Jackson as impaired for nutrients. While this data was published after the completion of the County's 2025 Water Quality Report, we are introducing it now to ensure the Board has the most current information on this high-priority waterbody.

Every two years, to fulfill the requirements of Section 303(d) of the Clean Water Act, FDEP conducts a Biennial Assessment of Florida waterbodies to identify impaired or threatened waterbodies that do not meet applicable State and Federal water quality standards. FDEP uses water quality data from the County, the City, the State, and other State-approved partners such as Florida LAKEWATCH. Waterbodies that do not meet applicable standards are placed on the Verified List of Impaired Waters, while threatened waterbodies or those requiring further study are placed on the Study List. Waterbodies can be listed for one or more parameters which can include nutrients, metals, or biology.

FDEP also prepares a 'Delist' of waterbodies. Waterbodies are generally delisted when they have been shown to attain the applicable standard(s), a TMDL has been adopted or completed, or when a restoration plan has been adopted. Following FDEP's assessment and determination of impairment or improvement, a draft of each list (e.g., Verified, Study, and Delist) is published for public review. FDEP holds public meetings to present the findings and accept comments, after which the lists are finalized and submitted to the United States Environmental Protection Agency.

The Biennial Assessment also identifies waterbodies that may warrant restoration planning such as a TMDL or an Alternative Restoration Plan (ARP). The TMDL is developed by FDEP, sets required pollutant reduction metrics, and is adopted by State rule. An ARP identifies current and future projects in the basin aimed at improving water quality. The ARP development is locally controlled and allows stakeholders to move straight to restoration activities and focus is placed on fixing the problems instead of the TMDL process itself. Waterbodies placed on the Verified List of Impaired Waterbodies do not automatically proceed with restoration planning, and some may never proceed with restoration planning.

In November 2025, FDEP updated its statewide water quality assessments. These new draft lists identify several Leon County waterbodies as 'impaired'—meaning they no longer meet specific state environmental parameters. On average, FDEP added 12 waterbodies per county in the Northwest Florida region. Eight waterbodies in Leon County are included on the list:

- Lake Jackson
- Black Creek
- Lafayette Creek
- Meginnis Arm Run
- Lake Bradford
- Ochlockonee River
- Jackson Heights Creek
- Patty Sink Drain

Among the newly listed waterbodies is Lake Jackson along with two waterbodies in its basin (Meginnis Arm Run and Jackson Heights Creek). Lake Jackson's natural hydrology adds complexity to long-term water quality stability. The lake periodically drains through sinkholes in the lake bottom and later refills, which can reset ecological conditions and temporarily affect nutrient levels, dissolved oxygen, and other water quality indicators. In addition, water quality conditions differ between the northern and southern portions of Lake Jackson as a natural hydrologic constriction can separate the lake during low-water periods, creating two distinct areas with different contributing drainage characteristics. As a result, monitoring data can show variability over time, including occasional exceedances of State criteria.

Decades of high-density urban development in the Lake Jackson basin—much of it occurring before modern environmental regulations—led to degraded water quality. Since the 1990s, water quality in Lake Jackson has generally improved in part due to the construction of regional stormwater management facilities to treat runoff from older urban areas.

Leon County has many complete and ongoing projects aimed at improving the water quality flowing into Lake Jackson. These projects range from large-scale capital improvement projects to small roadside ditch improvements. Some of the notable projects include:

- Ford's Arm South (Timberlane Road Cross Drain Replacement)

  The Timberlane Road Cross Drain Replacement is the final phase of the broader Ford's Arm project, which also includes the completed Meridian Road Cross Drain and Linen Woods Phase 1 projects. This final phase is partially funded by an $800,000 legislative appropriation and will replace the cross drains beneath Timberlane Road while improving water quality by reducing erosion and capturing sediment immediately upstream of Lake Jackson. The project is nearing completion of design and is advancing through permitting, after which it will move into the construction bidding phase. Construction is anticipated to begin in Fall 2026 and continue through Summer 2027.

- Ben Boulevard Drainage Improvements

  Located in the Harbinwood and Bent Tree Estates neighborhoods on the west side of Lake Jackson, this project was completed in 2023 and included channel stabilization and construction of a stilling basin along McLeod Drive, along with stormwater conveyance improvements on Ben Boulevard and Queenswood Drive, to reduce erosion and prevent sediment from entering the lake.

- Crowder Road Boat Landing Drainage Improvements

  Completed in 2022, the project reduced erosion and sediment entering Lake Jackson by replacing a failing retaining wall and stormwater pipes and stabilizing the Crowder Road shoulder.

- Meridian Road Cross Drain at John Hancock Drive

  This project improves water quality, addresses longstanding sediment issues in Lexington Creek, and reduces flooding along Meridian Road. Completed in 2021, the project included replacement of the cross drain beneath Meridian Road near John Hancock Drive, construction of a sediment-capture stormwater facility, and stabilization of the stormwater conveyance from Lakeshore Estates.

- Linene Woods Phase 1

  Located in Lakeshore Estates, this project included regrading and stabilizing the channel between Hawkbill Court and Seawolf Drive, construction of a small stormwater stilling basin, and replacement of stormwater pipes at the intersection of John Hancock Drive and Hawkbill Court. Completed in 2020, the project reduces erosion and sediment transport.

- Okeeheepkee Prairie Park

  The Okeeheepkee Regional Stormwater Facility, constructed in 2010 through a partnership with the Northwest Florida Water Management District (NWFWMD), is located at the eastern end of Fuller Road along the Megginnis Arm tributary to Lake Jackson. The constructed wetland treats stormwater runoff from upstream areas before it enters Lake Jackson, improving water quality.

Additional City of Tallahassee and Northwest Florida Water Management District water quality improvement projects include:

- Market District Multi-Purpose Stormwater Project

  This City of Tallahassee project improves water quality through the construction of two regional stormwater facilities in the Market District area to capture and treat runoff from areas developed prior to local environmental regulations. Construction of the west facility was completed in 2023, and construction of the east facility is currently underway.

- Megginnis Arm Regional Stormwater (MARS) Facility

  The MARS facility was constructed by the NWFWMD in 1983 and later expanded in 1990 and consists of a stormwater facility and a constructed treatment wetland. This facility is located on both sides of Interstate 10 near the North Monroe interchange. It captures and treats stormwater runoff from highly urbanized areas before discharging into Megginnis Arm of Lake Jackson.

Lake Jackson continues to show measurable water quality improvements in portions of the basin, and overall monitoring results reflect a general trend of recovery. However, as documented in the 2025 Water Quality Report, Lake Jackson exceeded the State's Total Phosphorus criterion in 2024 following several years of water level fluctuations. Leon County monitoring results continue to indicate the lake is meeting water quality standards based on the State's impairment methodology, which require more than one exceedance within a three-year period for a waterbody to be considered impaired. Under County monitoring records, Lake Jackson was last considered impaired in 2011 and has remained unimpaired since, with isolated exceedances documented in 2015 and 2024. County data does not indicate a sustained pattern of declining water quality.

While County monitoring results do not indicate impairment, the State's Biennial Assessment evaluated a broader dataset that included County monitoring stations along with additional data collected by the Florida Department of Environmental Protection (FDEP) and the City of Tallahassee. The assessment reviewed data dating back to 2013 from several monitoring locations across the lake. Based on the combined dataset, FDEP determined Lake Jackson meets the criteria for nutrient impairment (including total nitrogen, total phosphorus, chlorophyll-a, and dissolved oxygen) and therefore included the lake on the Verified List.

Monitoring results also reflect that water quality conditions differ between the northern and southern portions of Lake Jackson. A natural hydrologic constriction east of Faulk Drive can separate the lake during low-water periods, creating two distinct areas with different contributing drainage characteristics. The southern portion of the lake receives runoff from predominantly urban development, while contributing areas to the north are more rural and undeveloped. In addition, historic sediment removal activities in the southern portion contributed to conditions that have supported the spread of invasive hydrilla, which can influence lake ecology and water quality dynamics.

As part of the Biennial Assessment process, FDEP evaluated whether Lake Jackson should be assessed as two separate waterbodies. That evaluation indicated that most exceedances were concentrated in the southern portion of the lake. County and City staff met with FDEP to review the evaluation and discuss potential advantages and limitations of splitting the assessment unit.

FDEP ultimately determined Lake Jackson will continue to be assessed as a single waterbody. This decision does not change the County's monitoring approach or ongoing coordination efforts.

Once the State's assessment lists are finalized (anticipated in February 2026), FDEP is expected to initiate development of either a Total Maximum Daily Load (TMDL) or an Alternative Restoration Plan (ARP) for Lake Jackson. At this stage, the selected restoration pathway and implementation schedule have not been determined. Both approaches may include a combination of water quality improvement projects; however, a TMDL establishes numeric pollutant load-reduction targets, while an ARP generally focuses on an agreed-upon suite of restoration actions implemented by local partners to achieve improvements over time. Importantly, Verified List status may also improve eligibility for additional state and federal funding opportunities to support restoration and water quality improvement projects.

County staff will continue to actively coordinate with FDEP and the City of Tallahassee throughout this process and will provide updates to the Board as milestones are reached.

Conclusion

For the past 30 years, Leon County has implemented water resource protection policies and infrastructure investments focused on water quality restoration and ecosystem preservation.

The Water Quality Monitoring Program maintains a long-term dataset to track regional environmental conditions. Monitoring is conducted at 70 sampling stations and evaluates biological, chemical, and physical indicators across:

- 12 lakes
- 27 streams
- 2 rivers

Monitoring results support three primary County functions:

1. Land Management: Identifying locations where targeted interventions may be needed.
2. Policy Development: Supporting regulatory review and refinement using environmental data.
3. Capital Improvements: Prioritizing infrastructure investments based on measurable environmental outcomes.

This ongoing monitoring effort keeps the County's environmental database current and provides a technical basis for evaluating water quality trends and aligning capital planning with documented ecological needs.

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Options:

1. Accept the annual status report on the Leon County Water Quality Monitoring Program and the 2025 Water Quality Report (Attachment #1).
2. Do not accept the annual status report on the Leon County Water Quality Monitoring Program and the 2025 Water Quality Report.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. 2025 Water Quality Report

Leon County
Board of County Commissioners

Notes for Agenda Item #13

Leon County Board of County Commissioners

Agenda Item #13

February 10, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator
Chasity H. O'Steen, County Attorney

Title: Status Report on the Prohibition of Loitering on Private Property

Review and Approval:	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
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

Statement of Issue:

As requested by the Board on June 10, 2025, this item provides a status report on the prohibition of loitering on private property. This includes a summary of current Florida law that prohibits loitering and the County's efforts to address loitering in the community.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on the prohibition of loitering on private property.

Report and Discussion

Background:

As requested by the Board on June 10, 2025, this item provides a status report on the prohibition of loitering on private property. This includes a summary of current Florida law that prohibits loitering and the County's efforts to address loitering in the community.

This status report advances the following FY 2022 – FY 2026 Strategic Initiatives:

- *Work with the City of Tallahassee, Big Bend Continuum of Care, Kearney Center, and other local stakeholders to enhance engagement and awareness of resources available for individuals and families experiencing homelessness in order to support safe, stable, and inclusive neighborhoods. (2023-54)*
- *Implement the recommendations of the Citizen's North Monroe Street Task Force to reduce crime and improve conditions along the North Monroe Corridor. (2022-30)*
- *Work with the City of Tallahassee, Big Bend Continuum of Care, and street outreach teams to develop corridor plans for North Monroe, Downtown, and Pensacola Street/Highway 20 for outreach to unsheltered homeless individuals and to engage residents and businesses to address community aesthetics and neighborhood safety along the corridors. (2023-60, rev. 2024)*
- *In collaboration with law enforcement agencies, identify and implement solutions to immediately combat crime and nuisance activity in the Pensacola Street and Highway 20 corridor. (2024-74)*

These particular Strategic Initiatives align with the Board's Quality of Life Strategic Priorities:

- *(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.*
- *(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.*

Loitering, under certain circumstances, is prohibited in Florida Statutes including on private property. The existing law prohibiting loitering is enforced by law enforcement. The Analysis section describes the constitutional balance required to enact and enforce laws that prohibit loitering. Subsequently, it details existing Florida laws on loitering and trespass that have been deemed constitutional and prohibit and penalize such actions and behaviors. As a result, law enforcement (i.e., LSCO, TPD, etc.) has the statutory and constitutional authority to enforce the laws prohibiting loitering and trespassing in the community including on private property. Therefore, a local ordinance prohibiting loitering would not be required. However, the Analysis also highlights the County's recent and ongoing efforts to reduce loitering through enhanced policies and greater investment in homelessness programs. These efforts include nearly $8 million in County investment to address homelessness in the areas of street outreach, emergency homeless shelters, and HOST deputies over the past five years.

Analysis:

Florida Laws Prohibiting Loitering and Trespassing

Over the past decades, various loitering statutes and ordinances have been struck down as being unconstitutional due to being vague and overbroad. When reviewing such state statutes and local government ordinances, the courts delicately balance the protection of the individuals' rights, for example, to associate with whom they please and peaceably assemble for political or social purposes, and the protection of individual citizens from imminent criminal danger to their person or property.

Courts have held that statutes or ordinances that prohibit loitering generally (which may also be known as "vagrancy laws") are not constitutional. As a result, the current loitering law described below has been enacted in Florida Statutes to balance the protection of an individual's rights and the protection of individuals from imminent criminal danger to themselves or their property.

Florida's Loitering Law

Section 856.021, Florida Statutes, prohibits the following conduct: loitering or prowling in a place, at a time or manner not usual for law-abiding individuals, under circumstances that warrant a justifiable and reasonable alarm or immediate concern for the safety of persons or property in the vicinity.

Under this statute, circumstances which may be considered when determining whether such alarm or immediate concern is warranted include whether the person takes flight upon the appearance of a law enforcement officer, refuses to identify themselves, or manifestly endeavors to conceal themselves or any object. Generally, the person must be afforded the opportunity to dispel concern and explain their presence or conduct. In order for law enforcement to make a warrantless arrest under the loitering statute, both elements of the loitering statute must be committed in an officer's presence. This means that only the law enforcement officer's own observations may be considered in determining whether the offense of loitering was committed. *Saintil v. State*, 407 So.3d 462 (Fla. 4th DCA 2025); *Jones v. State*, 117 So.3d 818 (Fla. 4th DCA 2013). This offense is a second-degree misdemeanor which upon conviction carries a punishment of a fine not to exceed $500 or no more than 60 days in jail, or both.

This statute has been upheld as constitutional by Florida courts recognizing the balance needed between the protection of an individual's rights and the protection of individuals from imminent criminal danger to themselves or their property. The Florida Supreme Court has described the purpose of this statute is to "provide law enforcement with a suitable tool to prevent crime and allow a specific means to eliminate a situation which a reasonable man would believe could cause a breach of the peace or a criminal threat to persons or property." *State v. Ecker*, 311 So.2d 104 (Fla. 1975).

This statute is enforceable by law enforcement officers. As a result, the Leon County Sheriff's Office (LSCO) and Tallahassee Police Department (TPD) are statutorily required to enforce the laws prohibiting loitering and prowling, when the circumstances meet certain criteria, in the community including on private property. Therefore, any local ordinance that may be enacted regarding loitering would mirror Florida Statutes. That would include the level of the offense and

punishment for violating an ordinance which is limited per Florida Statutes to a misdemeanor with a fine not to exceed $500 and/or no more than 60 days in jail. This is also consistent with the default penalty in the LCC for violation of an ordinance.

Florida Trespass Laws

In addition to the loitering law, Florida's trespass laws provide another legal resource available to prevent the unlawful presence of unauthorized or uninvited individuals on private residential and commercial properties. Sections 810.08 and 810.09, Florida Statutes, prohibit individuals from willfully entering or remaining on private property without being authorized, licensed, or invited by the owner or lessees. Specifically, Section 810.08, Florida Statutes, relates to trespass of a structure (building) or conveyance (vehicle), and Section 810.09, Florida Statutes, relates to trespass of property surrounding a building (referred to as "unclosed curtilage") after a warning or where signs meeting statutory requirements are posted. These sections both state that an individual who comes onto the property without permission, and refuses to leave after being warned or, in the case of unenclosed curtilage where signs are posted, commits the offense of trespass. However, for a violation of Section 810.09, Florida Statutes, the offender must also have the intent to commit a crime on the property other than mere trespassing. Similar to loitering, trespass is a second-degree misdemeanor which, upon conviction, carries a punishment of a fine not to exceed $500 or no more than 60 days in jail. However, the trespass offense can rise to a third-degree felony in certain circumstances (e.g.,, use of a firearm).

These statutes are also enforceable by law enforcement officers. Section 810.08, Florida Statutes, specifically provides law enforcement the authority to order an unauthorized individual on a property to leave when written authorization is provided by the owner or lessee, in circumstances of threatened public safety or welfare. Locally, private property owners and lessees may request an individual be trespassed from their property or complete a blanket trespass warning authorization form that authorizes law enforcement to issue trespass warnings and enforce them (i.e., remove and/or arrest any individuals who are not authorized to be on their property). This includes individuals who are loitering or camping on their property. Any local ordinance enacted regarding trespass would mirror Florida Statutes.

Since Florida law already provides a legal mechanism to address loitering and trespass on private property, the County has utilized additional approaches through partnerships, programs, and investments to reduce loitering in the community.

<u>County Efforts to Reduce Loitering</u>

Over the past few years, the County has been active in addressing issues of loitering that are often associated with homelessness. These efforts have included policy adoption, strengthened partnerships, enhanced programs, increased community engagement, and greater investment that are simultaneously reducing homelessness while also addressing issues of loitering. As described in the following, these efforts include nearly $8 million in County investment in the areas of street outreach, emergency homeless shelters, and HOST deputies over the past five years.

Ordinance Prohibiting Unauthorized Solicitation

In February 2024, the Board adopted an ordinance prohibiting unauthorized solicitation on private properties to address concerns shared by local businesses. The ordinance, codified as Chapter 12, Article IV, of the Code of Laws of Leon County, Florida (LCC), made it unlawful to solicit or request something of value on any private property on which a "No Solicitation" sign is displayed, without express written permission of the property owner. Since the ordinance was adopted, the County has worked with the Greater Tallahassee Chamber of Commerce (Chamber), the Big Bend Continuum of Care (CoC), and law enforcement partners to ensure that businesses are aware of the ordinance. The Office of Economic Vitality (OEV) created a webpage outlining authorized solicitation guidelines, which includes sample signage and a sample authorization form. The Chamber sent out this information to all member organizations through its weekly newsletter after the ordinance was adopted. Further, the CoC Community Engagement Liaison and HOST deputies share information about unauthorized solicitation with businesses when they are contacted about issues related to solicitation on private property.

In addition, the County has worked with several businesses in Downtown, Midtown, and Market Square on the signage requirements for the ordinance. The information has also been shared with businesses at community meetings. According to LCSO, no individuals have been arrested due to the implementation of the ordinance, but businesses have indicated that signage has discouraged solicitation on private property.

Efforts to Reduce Panhandling

In 2023, the County adopted a community campaign to reduce panhandling on public roadways and support homeless service providers. The campaign, developed in partnership with the City and CoC, included the installation of signage at medians on County and City roads with a high frequency of panhandling. The signage encourages donations to the CoC rather than to individuals who panhandle on the streets. The funds collected by the CoC are utilized to support Street Outreach services.

Additionally, in April 2025, the Board adopted Ordinance No. 2025-03, for safety reasons to prohibit the occupation of certain medians and interactions of vehicle occupants regardless of the reason. This ordinance has been codified in Chapter 17, Article III, LCC, and in the unincorporated area specifically prohibits the stopping, standing, or occupation of medians that are six feet or smaller as measured from curb to curb, and prohibits engagement in a physical interaction between a pedestrian and an occupant of a motor vehicle in the roadway when the vehicle is not legally parked. The ordinance does not apply to such activities taking place between a pedestrian on a sidewalk or the engagement in a physical interaction between a pedestrian in this area and an occupant of a vehicle on a roadway when the vehicle is not legally parked. Though this ordinance applies more broadly, it may also reduce panhandling in public roadways.

Street Outreach

To better address unsheltered homelessness, the County has invested nearly $1.5 million in street outreach efforts in partnership with the City, CoC, homeless service providers, and law enforcement over the past five years. Street outreach programs provide services to individuals and families experiencing unsheltered homelessness. Street outreach teams, which are provided by

homeless service providers such as the CoC, Kearney Center, Ability 1st, and Capital City Youth Services, engage with unsheltered homeless living outdoors in encampments and vehicles to connect them to housing or transportation to return to their home community. The goal of the outreach teams is to offer services that will get the individuals housed within Leon County or divert them to their community of origin.

In addition to street outreach, the County provided funding to the Kearney Center to launch the Good Neighbor Program to reduce loitering, littering, and panhandling. As part of the Good Neighbor Program, the Kearney Center conducts daily patrols on West Pensacola Street engaging individuals who loiter at businesses and vacant lots in the area to provide them with shelter and access to day services.

Sheriff HOST Deputies

In further support of street outreach efforts, in 2022, the Board approved the Sheriff's request to initiate the Homeless Outreach Street Team (HOST) unit, which works closely with the CoC and other agencies involved in street outreach to provide a law enforcement presence at campsites and other areas to connect individuals and families to resources and discourage unlawful activities. The HOST deputies also coordinate with businesses and community members throughout the County to provide resources as well as address concerns about individuals sleeping in parks and buildings or loitering on private property. As law enforcement officers, HOST deputies have the authority to make arrests when deemed appropriate for public safety. The presence of the HOST deputies is often key to persuading individuals to accept services such as emergency homeless shelters to avoid loitering and trespass violations.

Since the establishment of the HOST unit, the Board has approved an increase in funding during the previous two budget cycles, which doubled the number of HOST deputies (from two to four). As a result, LCSO has four full-time HOST deputies, which allowed for the creation of two teams to expand engagement to individuals and families experiencing unsheltered homelessness with primary focus in the areas of Pensacola Street, North Monroe Street, and Downtown Tallahassee. According to the CoC, these areas have the highest concentration of unsheltered homeless individuals in the community.

It is important to note that the Florida Legislature is also considering legislation to address loitering and the unsheltered homeless population in Downtown Tallahassee. In response to concerns expressed by downtown businesses regarding homelessness in the area, Senate Bill 1108 (2026) would expand the boundaries of the Capitol Complex south to Park Avenue (currently limited to West Pensacola Street across from the County Courthouse) which would authorize Capitol Police to patrol and perform law enforcement and enhanced security measures beyond the Capitol grounds. Capitol Police would have similar authority as TPD and LCSO to enforce loitering and trespass laws within the expanded Capitol Complex boundaries. As of this writing, SB 1108 and its House companion have not been considered by any committees. Staff will continue to track this legislation and update the Board on any progress through the weekly Capitol Updates.

Emergency Homeless Shelters

Emergency homeless shelters are another critical component to addressing loitering in the community. The County invests $537,500 annually to provide line-item funding for shelter operations and case management to the five local emergency homeless shelters in coordination with CSC Leon: The Kearney Center, HOPE Community, Brehon Social Services, Refuge House, and Capital City Youth Services. The emergency homeless shelters provide immediate, short-term shelter for individuals and families experiencing homelessness. In addition to housing, the shelters provide meals, showers, and case management to its clients 24 hours a day, seven days a week.

The shelters coordinate with HOST deputies and street outreach to transport homeless individuals loitering in areas with high concentration of unsheltered homeless individuals including Downtown Tallahassee and North Monroe Street to the shelters to access services such as meals, showers, case management, and most importantly housing.

Corridor Plans

To expand on these efforts, the CoC is leading the effort to develop corridor plans for North Monroe, Downtown, and Pensacola Street/Highway 20 to better address issues of encampments, loitering, littering, panhandling, and other activities in areas with a high concentration of unsheltered homeless.

Over the past year, the CoC has conducted several community meetings, which County and City staff have attended to gather community input and feedback on the development of corridor plans. Based on community engagement and the evaluation of best practices implemented in other jurisdictions, the CoC is completing preliminary plans that identify measures that seek to reduce unsheltered homelessness in the concentrated areas which include but are not limited to:

- Increasing surveillance and law enforcement patrol during peak hours that homeless individuals congregate on public and private properties to prevent camping;
- Incentivizing commercial improvements to reduce camping on vacant properties;
- Strengthening and enforcing policies that reduce panhandling and unauthorized solicitation; and
- Establishing dedicated programs and/or personnel for the collection and disposal of trash, litter, and abandoned properties.

The corridor plans will identify appropriate organizations to lead or support the proposed measures that include the County, City, CoC, homeless service providers, law enforcement, businesses, religious organizations, and other stakeholders. The CoC will hold meetings in Spring 2026 to present draft plans and gather feedback and input from the community. Subsequently, the CoC Board will consider the approval of the corridor plans. In July 2026, staff will bring back corridor plans for North Monroe, Downtown, and Pensacola Street/Highway 20 for Board consideration.

Conclusion

Florida Statutes currently prohibit loitering under certain circumstances, including on private property. In addition, the Florida trespass laws provide owners another legal recourse to prevent and respond to loitering on their private property. Florida's loitering and trespass laws are enforceable by law enforcement officers. As a result, LCSO and TPD are statutorily required to enforce the laws prohibiting loitering and trespassing in the community, including on private property. Therefore, any local ordinance that may be enacted regarding loitering would duplicate Florida Statutes and is not required.

However, the County has addressed loitering in the community through policies, programs, investments, and partnerships with the City and CoC. Together, these efforts have included nearly $8 million of investments to address homelessness in the areas of street outreach, emergency shelters, and HOST deputies within the past five years. The County continues to work with the CoC, law enforcement, religious organizations, and local businesses to provide resources as well as address concerns about individuals sleeping or loitering on private property. These resources and partnerships are critical in connecting individuals experiencing unsheltered homelessness with the resources they need to access shelter and move off the streets.

As previously mentioned, to expand on these efforts, the CoC in partnership with the County is developing corridor plans to better address issues of encampments, loitering, littering, panhandling, and other activities in areas with a high concentration of unsheltered homeless. The corridor plans for North Monroe, Downtown, and Pensacola Street/Highway 20 are anticipated to be brought to the Board for consideration in Summer 2026.

Options:

1. Accept the status report on the prohibition of loitering on private property.
2. Do not accept the status report on the prohibition of loitering on private property.
3. Board direction.

Recommendation:

Option #1

Leon County
Board of County Commissioners

Notes for Agenda Item #14

Leon County Board of County Commissioners

Agenda Item #14

February 10, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Update on WXC Tallahassee 2026 and Continued Discussions with World Athletics to Host Future Championships

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 & Resilience Kerri L. Post, Director, Division of Tourism

Statement of Issue:

This item provides an update on Leon County's successful hosting of the 2026 World Athletics Cross Country Championships at Apalachee Regional Park, outlines next steps to build on that momentum, and summarizes the County's coordination with World Athletics to schedule an in-person debrief and discussions regarding a potential long-term hosting framework for Leon County to serve as the permanent home of the Championships. Board authorization for the Chairman's travel is also sought as further described in this item.

Fiscal Impact:

This item has a fiscal impact associated with travel costs. Funds are available within Leon County Tourism's travel budget.

Staff Recommendation:

Option #1: Accept the status update and authorize travel for the Chairman to accompany the County Administrator and key staff for upcoming in-person engagements with World Athletics leadership to advance the Board's initiative for Leon County to become the permanent home of the World Athletics Cross Country Championships.

Report and Discussion

Background:

This item provides an update on Leon County's successful hosting of the 2026 World Athletics Cross Country Championships at Apalachee Regional Park, outlines next steps to build on that momentum, and summarizes the County's coordination with World Athletics to schedule an in-person debrief and discussions regarding a potential long-term hosting framework that would position Apalachee Regional Park as the permanent home of the Championships. Pursuant to the Board's Travel Policy (Policy No. 09-1) which requires Board approval in advance for travel by individual Commissioners, this item seeks Board authorization for the Chairman's travel to support that in-person engagement.

This item would advance the following FY 2022 – FY 2026 Strategic Initiatives:

- *Establish Leon County's Apalachee Regional Park as the permanent home of the World Athletics Cross Country Championships by building on the defining success of the 2026 Championships and strengthening the County's relationship with World Athletics to position the global showcase of Leon County's natural beauty and world-class facilities as a catalyst for continued growth in sports tourism. (2026)*

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

- *(EC4) Grow our tourism economy, its diversity, competitiveness, and economic impact.*

More than 15 years ago, Leon County began transforming what was formerly part of the County's solid waste operations as a landfill into what is now Apalachee Regional Park (ARP), a signature community asset supported by long-term planning and phased improvements. Over time, ARP has developed into a world class facility and one of the nation's few sites designed specifically for cross country running, featuring a multi-surface course and flexible configurations capable of hosting events at scale.

That long-term investment produced a sustained, highly effective sports tourism driver. Since 2013, ARP has:

- Hosted 75+ local, state, regional and national championships/meets
- Welcomed 80,000+ athletes/runners
- Generated $84M+ in direct spending for Leon County

These results reflect a proven record of repeat, high-volume visitor activity and operational readiness. Notably, ARP hosted the NCAA Division I Men's and Women's Cross Country National Championships on November 20, 2021—the first time the NCAA Division I Cross Country Championships were held in Florida in the program's 83-year history. Additionally, in 2017 ARP hosted the USA Track and Field (USATF) National Cross Country Junior Olympics and for the last 14 years ARP has hosted the Florida High School Athletics Association (FHSAA) Florida High School Cross Country State Championships.

Building on that proven record, Leon County hosted the 2026 World Athletics Cross Country Championships on January 10, 2026, at ARP, the first major international sporting championship ever held in Tallahassee-Leon County. The Championships also marked the event's first return to the United States since 1992 (Boston) and only the third time it has been hosted on U.S. soil (following East Rutherford, New Jersey in 1984 and Boston in 1992). Entry lists published by World Athletics confirmed 485 athletes from 52 countries/federations were entered for the Championships, reinforcing the event's breadth and international representation.

Importantly, World Athletics leadership publicly underscored the venue's global stature and signaled strong interest in Leon County's long-term potential as the permanent host community. At the official pre-event press conference, World Athletics President Sebastian Coe stated:

> *"I've only been here 24 hours, but I think most of my colleagues think this is the best cross-country course in the world," and later added, "I think it's probably safe to say we are in the cross country capital of the United States, if not the world."*

Hosting a World Athletics championship is an exceptional and exceedingly rare international achievement for any destination. Host communities are selected through a competitive process and must meet rigorous operational standards—including event operations, logistics, marketing, security, athlete transportation/hospitality, medical services, and anti-doping requirements—reflecting the complexity and prestige of being awarded a World Athletics championship. For Leon County to host the World Athletics Cross Country Championship again in the near future would be an unprecedented accomplishment that would underscore the venue's premiere status for hosting international championships.

Given the Championships' global stature and the role World Athletics plays in selecting and overseeing host communities, understanding the organization's governance, strategic vision and worldwide reach is central to Leon County's long-term hosting strategy.

World Athletics is the global governing body for athletics, comprising 214 member federations worldwide, reflecting the sport's truly global footprint. In support of the host-community showcase, World Athletics highlighted that WXC Tallahassee 26 was broadcast to more than 70 nations worldwide and structured the event to be accessible and community-facing, including a Fun Run, family-friendly ticketing and a dedicated Fan Zone with food trucks, music, and interactive activities. Event delivery also required significant local volunteer mobilization and training, coordinated in partnership with destination partners to support hospitality, wayfinding, athlete support, and fan experience.

The Championships also delivered significant national visibility through U.S. broadcast and streaming distribution; NBC Sports presented live coverage via Peacock and CNBC. Event statistics also showed the event drew more than 10,000 spectators to Apalachee Regional Park, one of the highest spectator attendances ever, with spectator tickets and Fun Run registrations being purchased from all 50 states and 12 countries, cementing ARP as an international Cross Country landmark.

Preliminary post-event projections indicate the 2026 Championships generated more than $4 million in direct economic impact, with the final economic impact analysis anticipated in late February 2026. The final economic impact numbers are expected to be higher than early projections. In addition to visitor spending, the Championships delivered significant worldwide exposure for Leon County through broadcast/streaming distribution and extensive international and domestic media coverage. The post-event media monitoring and destination marketing analytics estimate:

- Approximately 250 media articles
- Approximately 3 billion impressions across platforms
- An estimated $16 million in earned media value for the destination

Collectively, these outcomes further strengthen the County's positioning to pursue a long-term hosting framework with World Athletics and to continue growing Leon County's sports tourism economy.

Analysis:

The success of the 2026 World Athletics Cross Country Championships in Leon County created a rare opportunity to leverage a single defining event as a launch point for a sustained international hosting relationship that advances the County's sports tourism strategy in the years ahead.

As part of the standard post-event process for World Athletics and other major international championships, the period following the event typically includes a formal debrief with the governing body, lessons-learned reporting, and other after-action documentation. Consistent with historical practice, the immediate past host community often participates in the next World Athletics championship environment to debrief on event delivery, share lessons learned, and strengthen relationships with World Athletics leadership and member federations. Staff is coordinating with World Athletics to schedule a formal in-person leadership meeting with the World Athletics team during an upcoming meeting, currently anticipated to align with the World Athletics Indoor Championships in Poland in March 2026. If the Council's schedule does not allow for the meeting in Poland, staff will work with World Athletics to confirm the next available venue and timing soon thereafter.

Staff intends to move quickly to advance conversations with World Athletics to host future events in Leon County, leveraging the proven operational success of WXC 2026, the event's global exposure, and World Athletics' positive assessment of Apalachee Regional Park while momentum remains strong. Accordingly, staff will continue coordinating with World Athletics leadership to identify the next available and most appropriate in-person opportunity—potentially including Poland in March 2026, if confirmed by World Athletics—to reinforce Leon County's readiness, share key outcomes and lessons learned, and advance discussions regarding a potential long-term hosting framework.

To demonstrate the Board's commitment to advancing its strategic initiative of pursuing the World Athletics Cross Country Championships in future years, and pursuant to the Board's Travel Policy (Policy No. 09-1), this item seeks Board approval for the Chairman to travel with the County

Administrator and key staff to upcoming meetings with World Athletics leadership and the World Athletics Council. The Chairman's participation would reinforce the Board's clear commitment to establishing a long-term hosting framework with World Athletics.

The objective in these discussions is to explore a high-level framework that could position Apalachee Regional Park as the permanent home of the World Athletics Cross Country Championships. At this stage, staff is not seeking approval of any binding multi-year commitment; rather, staff will continue engaging World Athletics to understand the contours of a potential long-term relationship and to define the pathway, milestones, and requirements that would need to be satisfied. Any proposed hosting framework, material terms, and associated fiscal impacts will be brought to the Board for consideration before any commitments are made on behalf of the County. While a 2029 date exists within the championship cycle, staff will also explore preliminary discussions with World Athletics regarding the possibility of an earlier cross-country championship opportunity (e.g., 2027) to leverage global momentum and existing viability to support re-establishing cross country as an Olympic sport, should World Athletics identify a need and should terms be negotiated and subsequently approved by the Board.

Leon County is well-positioned to pursue this opportunity. The County's long-term investment in Apalachee Regional Park—paired with the standout execution of WXC Tallahassee 2026—demonstrates that Leon County can deliver world-class championships with the coordinated, multi-agency operational tempo and execution required for international events. Moving from a successful one-time event to a repeat or permanent-host model, however, requires deliberate planning to ensure staffing, financial impacts, and scheduling remain aligned with broader County priorities. Near-term impacts are expected to be limited primarily to travel and staff time associated with relationship and framework development. Any proposed multi-year hosting agreement or associated budget requests would return to the Board for consideration and approval.

In summary, staff is recommending that the Board continue to support advancing this initiative by authorizing the Chairman to join the County Administrator and key staff for upcoming travel to World Athletics engagements as the County continues coordinating with World Athletics to secure future international events. These continued conversations with World Athletics will position Leon County to amplify the success of WXC Tallahassee 2026 into sustained sports tourism growth, repeat international event opportunities, and increase global visibility for Apalachee Regional Park and the Tallahassee–Leon County destination.

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Options:

1. Accept the status update and authorize travel for the Chairman to accompany the County Administrator and key staff for upcoming in-person engagements with World Athletics leadership to advance the Board's initiative for Leon County to become the permanent home of the World Athletics Cross Country Championships.
2. Accept the status update and do not authorize travel for the Chairman to accompany the County Administrator and key staff for upcoming in-person engagements to advance the Board's initiative for Leon County to become the permanent home of the World Athletics Cross Country Championships.
3. Board direction.

Recommendation:

Option #1

Leon County
Board of County Commissioners

Notes for Agenda Item #15

Leon County Board of County Commissioners

Agenda Item #15

February 10, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on the Fiscal Year 2024 External Audit Findings

Review and Approval:	Vincent S. Long, County Administrator Gwen Marshall Knight, Clerk of the Circuit Court and Comptroller
Department / Division Review:	Ken Morris, Assistant County Administrator Kim Wilder, Finance Director, Clerk of the Circuit Court and Comptroller Roshaunda Bradley, Director, Office of Management and Budget
Lead Staff / Project Team:	Kimberly Ferree, Internal Audit Manager

Statement of Issue:

As requested by the Board, this agenda item provides a status report on the FY 2024 External Audit Findings which ended on September 30, 2024. The status report includes the corrective measures identified by staff and the County's Advisory Audit Committee to be incorporated into the approved 2025-2026 annual audit plan.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on the Fiscal Year 2024 External Audit Findings.

Report and Discussion

Background:

As requested by the Board, this item provides a status report on the FY 2024 External Audit Findings as communicated in the County's audit management letter. On July 8, 2025, the Board accepted the annual external audit and the County's financial statements which included several management letter audit findings ranging in severity from material weakness to internal control deficiency. At that time, the Board requested a status report on these findings after the presentation of the findings to the Advisory Audit Committee (AAC).

The County's fiscal year ended September 30, 2024 External Audit management letter outlined eight total audit findings; five of which were categorized as a material weakness, one as a significant deficiency, and two as an internal control deficiency. The areas of material weakness included fixed asset disposals, the manual journal entry process, construction in progress schedule, Lease and Subscription Based Information Technology Arrangements, and the year-end closing process. The area of significant deficiency related to fixed asset balances and schedules, internal controls related to timely bank reconciliations, and the reconciliation of balances among Constitutional Offices.

The audit findings were primarily attributable to deficiencies in internal controls, lack of detailed policies and procedures, and significant staff turnover in the Clerk's Finance office. As further detailed in the Analysis section, the Clerk's Finance office has developed corrective action plans to resolve each deficiency going into the next fiscal year. Additionally, the AAC has reviewed the external audit and incorporated the findings in developing the scope of work for the next internal audit cycle.

In addition to the corrective actions provided by the Clerk, the Board also approved a new Internal Auditor position in the FY 2026 Budget to strengthen the County's internal controls, fiscal discipline, and ability to prevent fraud, waste, and abuse. The Clerk advised this position will also allow the Finance Division to expand auditing services, including focusing on more complex audits, providing more capacity to address the recent findings from external auditors in a timely manner, and delivering training to promote sound financial practices. Additionally, to address the Clerk's Office higher-than-average turnover rate, the Board also approved the addition of a new Human Resources Coordinator position to address increased recruitment demands and provide more support for staff providing Board functions, including the Comptroller, Internal Audit, Finance, Board Secretary, Tax Deeds, and Article V Divisions.

Analysis:

Since the issuance of the external audit management letter, the Clerk's Finance office has worked collaboratively with both internal and external stakeholders to resolve these deficiencies going into the next fiscal year.

On July 10, 2025, the external auditor presented the annual audit report to the AAC and went over the findings. The AAC is a five-member citizen committee with auditing and financial expertise appointed by the Clerk and Board. As standard practice when developing the annual internal audit

plan, any external audit findings are considered when assessing risk to develop the scope of work for the next audit cycle. On November 13, 2025, the AAC approved the 2025-2026 annual audit plan at its audit meeting. Excerpts from the approved 2025-2026 annual audit plan are included in Attachment #2. A summary of the audit findings and corrective actions is provided herein.

Fixed Asset Disposals

Finding: The County Purchasing Division's internal controls were not operating as designed; specifically, property custodians were not properly communicating with the Property Control Specialist regarding disposals, including lost or stolen items. Due to turnover at the Property Control Specialist position, errors in asset classification were made during inventory. Additionally, when the new Property Control Specialist performed the inventory, a number of assets were identified that should have already been recorded as disposed of in a prior year.

Current Status: Prior to the issuance of the FY 2024 external audit findings, the County's Purchasing Division identified deficiencies related to inventory controls as part of an internal review. As a result of this review, the Purchasing Division initiated corrective actions proactively to address known weaknesses in inventory processes.

Staff conducted a comprehensive review of inventory records and identified property items that required formal removal from the inventory list. While these items had been properly accounted for and disposed of over the past decade, they were inadvertently retained on the inventory records. The removal of these items was a necessary bookkeeping correction to ensure the accuracy and integrity of the County's asset records.

This internal review was consistent with the FY 2024 external audit findings. Following a review of asset disposal procedures, the Purchasing Division identified several areas where established procedures and internal controls were not being consistently followed. In response, the Purchasing Director initiated additional corrective measures to strengthen asset disposal controls and bring the County's inventory records fully up to date. These improvements are expected to be reflected in the FY 2025 external audit.

To further address audit findings and strengthen compliance, mandatory training for all Property Custodians was conducted on April 18 and April 25, 2024. The training covered updated asset control requirements, including proper documentation for asset acquisition, movement, and disposal. At the conclusion of the training, each Property Custodian was required to certify, in writing, their understanding of these requirements through a signed acknowledgment. To ensure continued accuracy of the Property Custodian index and reinforce accountability, this certification is now required on an annual basis.

In addition to the group training sessions, the Property Control Specialist has conducted one-on-one training for newly appointed Property Custodians and refresher training for existing Custodians to reinforce best practices and ensure ongoing compliance. Based on lessons learned during the subsequent inventory cycle, the Purchasing Director determined that annual refresher training would be beneficial and mandatory. Accordingly, Purchasing staff conducted multiple training sessions in December 2025 in preparation for the FY 2026 inventory cycle.

Finally, the Property Control Specialist will continue to conduct routine and unannounced inspections of fixed assets to verify the accuracy of the Tangible Personal Property Items Report and to ensure ongoing compliance with asset management requirements.

The 2025-2026 approved annual audit plan includes the fixed assets topic, including the County's Purchasing Division's corrective action plan as an auditable unit.

The scope of the internal audit for fixed assets will include the following (but is not limited to):

- Review the adequacy of the disposal policy;
- Review the approval process to write off fixed assets;
- Review the frequency of approvals and write offs and the associated updates for those write offs in the property records;
- Determine the existence of intermittent reconciliations to the property records when the write offs occur; and
- Assess whether the timing of the annual inventory adequately ensures that appropriate updates and completed reconciliations are available in a timely manner to provide the Clerk's Finance office with complete, accurate, and timely information for the compilation of financial statements during the fiscal year end close out process.

Consideration will be given to whether the annual inventory needs to be performed earlier so the property record custodian has adequate time to finish the updates and reconciliations and provide adequate leeway so the property record updates and reconciliations meet the report issuance deadline.

The internal audit for fixed assets is in the planning phase. The Clerk's Division of Internal Audit staff have made preliminary inquiries regarding the external audit findings and requested and obtained the documentation for their responses listed in the audit report that will be reviewed during the internal audit. Additionally, the initial meeting to discuss the scope of the internal audit with Purchasing has been conducted, and staff will make additional inquiries when performing audit work. Once work on that project is complete, staff will issue a report and follow up with Purchasing on any findings until they are resolved. Any recommendations made in the internal audit report should help to assist with strengthening internal controls where needed.

Manual Journal Entries Process

Finding: During detailed testing over various audit areas, several instances were noted where a transaction was recorded by the Clerk's Finance office 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.

Current Status: The Clerk's Finance office has reevaluated the journal entry process across all Finance Divisions to include the method of data input, review, and approval. The addition of new staff over the past year has allowed for an enhanced review process to ensure that the appropriate supporting documentation accompanies the entry for audit purposes. In addition, Finance has collaborated with County MIS to automate processes in an effort to reduce keying errors.

Construction in Progress

Finding: The Clerk's Finance office, in coordination with the County's capital improvement program (CIP) project managers, maintains a tracking schedule for CIP construction projects utilizing a construction in progress category, which translates directly to financial statement reporting. Once capital projects wind down to completion, the projects are reclassified from construction in progress to the appropriate capital asset category to be depreciated consistent with the County's depreciation schedule. Breakdowns in the information and communication between the Clerk's Finance office and CIP project managers lead to untimely and incomplete support for the construction in process schedule. The Clerk Finance Division's initially reported balance of construction in progress was overstated and included projects that had been previously completed and were not being depreciated.

Current Status: The Clerk's Finance office has enhanced the construction in progress process by rotating and cross training staff assigned to this area, as well as enhanced reporting templates distributed for use by County CIP project managers. A communication plan is in place to meet with County staff throughout the year on project status, progress billings, and future completion dates. In addition, internal reconciliation procedures have been strengthened to result in more timely identification of any challenges that may arise in this area.

Lease and Subscription Based IT Arrangements (SBITA) Tracking and Recording

Finding: The Clerk's Finance office's internal controls for financial reporting were ineffective in identifying all leases and SBITAs that should be included in the lease and SBITA calculations. Review controls were ineffective in identifying errors in the schedules and amounts reported.

Current Status: The Clerk's Finance office's practice of identifying the relevant SBITA leases and agreements relied on review of existing and new contractual agreements as well as analyzing general ledger purchase data. The County's Office of Information Technology (OIT) is the primary source for the IT agreements, so Finance coordinated with OIT to isolate new and existing agreements. The primary issue driving this finding related to an agreement which qualified as a SBITA, but was not maintained by OIT.

The Clerk's Finance office has modified the way County lease and subscription IT arrangements are identified through the contract database and communication with all relevant County Departments. In an effort to ensure all transactions in this specialized GASB area are recorded accurately, Finance is in the process of procuring lease tracking software which will assist with the growing number of transactions in this area.

The Closing Process

Finding: The controls regarding the achievement of objectives for financial reporting are not properly designed and/or implemented. This finding was related to significant turnover in management within the Clerk's Finance Department and deficiencies in the internal controls for financial reporting. The components of internal control believed to be inadequate are the *Control Activities*, including incomplete policies and procedures, and *Risk Assessment* of significant management turnover. The impact of not having properly designed policies and procedures for the closing of the general ledger activity and review of information for accuracy and completeness led to errors in the amounts reported prior to audit adjustment.

Current Status: The Clerk's Finance office recently hired a new Finance Director which allows for additional planning and monitoring of staffing and deadlines and an added layer of internal control and transaction review. Also, the recent addition of a new Treasury Manager and Treasury Analyst have filled vital roles during the year-end closing process, which will assist with timely and accurate reporting.

Fixed Assets Balances and Schedules

Finding: The audit identified multiple expenditures for the purchase of capital assets or improvements meeting the definition of capital assets that were not properly reported or included in the fixed asset management system by the Clerk's Finance office. Additionally, fixed asset balances and schedules are not sufficiently reviewed to identify errors.

Current Status: The Clerk's Finance office has strengthened the identification of fixed assets through ongoing staff training as well as the fixed asset reconciliation process within the Fixed Asset SAGE system and the Banner ERP system. The addition of new staff over the past year has also allowed for an enhanced review process to ensure that balances and schedules are properly reported.

Timely Preparation and Review of Monthly Bank Reconciliations

Finding: The bank reconciliation controls were not being performed primarily due to the turnover in the Treasury Manager position in the Clerk's Finance office.

Current Status: As it relates to the timely preparation and review of bank reconciliations, once the Clerk's Finance office was able to recruit a new Treasury Manager and Treasury Analyst, these were brought current. Finance has also reevaluated the review and approval process of these reconciliations to ensure the proper level of controls are in place.

Reconciliation of Balances Between Other Constitutional Officers

Finding: GASB Statement No. 34 requires that internal balances and transfers between funds and component units (including constitutional officers, where applicable) be eliminated during the preparation of government-wide financial statements. Therefore, interagency transfers and receivable/payable balances must be reconciled among all constitutional officers and the Board to ensure accuracy and consistency of consolidated financial data. Internal controls for information and communication between the Clerk's Finance office and other Constitutional Offices is not properly identifying all internal balance and transfer amounts and is resulting in errors in reported balances. The lack of controls and effective communication between constitutional officers led to differences in the amounts reported by the Board and those reported by other constitutional officers.

Current Status: Since this finding was reported, the Clerk's Finance team has strengthened coordination with each Constitutional Office. The expectation was to bridge any gaps with each of their respective Finance teams by discussing year end deadlines, reporting requirements, and timing of inter-governmental transactions as it relates to the audit.

As reflected in the item, the Clerk's Finance office has worked collaboratively with internal and external stakeholders to implement corrective actions to address the FY 2024 audit findings and

strengthen internal controls and processes going forward. Additionally, during the FY 2026 budget process, the Board approved two new positions for the Clerk, including a new Internal Auditor position to expand internal auditing services, providing more capacity to address the recent audit findings in a timely manner, and a new Human Resources Coordinator to address increased recruitment demands and provide more support to staff providing Board functions.

This status report provides the corrective measures identified by staff and the County's AAC to be incorporated into the approved 2025-2026 annual audit plan. Pursuant to Rules of the Auditor General, the External Auditor is required to verify whether or not corrective actions have been taken to address the findings and recommendations made in the preceding annual financial audit report. These results will be included in the FY 2025 external audit report, which is currently underway and anticipated to be presented to the Board later this Spring.

Options:

1. Accept the status report on the Fiscal Year 2024 External Audit Findings.
2. Do not accept the status report on the Fiscal Year 2024 External Audit Findings.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. IA Attachment IA AFR CAP for the 2025-2026 Audit Plan

EXCERPT FROM APPROVED 2025-2026 ANNUAL AUDIT PLAN

The 2025-2026 Annual Audit Plan was approved on November 13, 2025 by the Audit Advisory Committee (AAC).

Enclosed are the excerpts that document the IA corrective action analysis and report any audit procedures that we plan to perform for the listed applicable findings.

Due to the hiring of the new Finance Director, IA is not adding financial statement type findings (journal entries, closing entries, account balance schedules, transfer that close out, etc.), the CIP, or the implementation of new GASB Statement 87 findings to our audit scope, in order to give the new Finance Director time to make appropriate corrections and updated processes as needed to implement corrections.

These findings will be marked with: **IA Not In Scope: IA will not conduct follow-up actions on this finding to allow the new Finance Director time to review and implement corrections**.

As part of the Annual Audit Plan each year, we continually monitor the external auditor's findings for accessing risk and determining auditable units.

Due to the continued risk over fixed assets noted in the past two external annual financial audits, the Division of Internal Auditing (IA) has included a review of the operational controls over fixed assets during this audit cycle. However, the objectives of the internal audit (efficiencies and effectiveness, compliance, etc.) versus the external auditor (fair presentation of an account balance and controls sufficient to ensure account balance is a fair representation and proper disclose on the financial statements) are not the same. This is also clearly noted in our annual audit plan.

IA starts with the caveat that the external audit firm is well qualified to perform the work and nothing we state here is to be inferred as a negative reflection of their firm or their analysis.

However, we are providing the following information to help advise the reader of the financial report for a better understanding of the financial statements inferences about the quantifications for errors listed in the findings. Those type of generalized quantification statements are typical and common place statements used in the audit industry and are an acceptable method to report their findings.

Internal Auditing cannot determine corrective actions on the external auditor's report findings, so we do not supplant our auditor judgment for theirs (what they consider material and what we may consider material is subject to be different based on auditor judgment).

Their determination is made using their judgement and their firms' standards of materiality, which they are not transparent about sharing. It was also stated when discussing the reportable findings that they are required to include the findings due to the Rules of the Auditor General, which is also a firm's interpretation and not all firms include some of these type of findings in their audit reports but communicate to audited entities in other ways, especially on topics where you anticipate error to occur due to the nature of the topic and all of moving parts that occur in the operational environment for a particular topic.

Unascertainable materiality analysis may result in the reader of the report inferring an occurrence of errors existing at a higher rate than may actually be occurring in the population. As an example in their audit report, audit finding 2024-001-BOCC- Fixed Asset Disposals condition states:

"Six of nineteen samples tested had been disposed of in a prior year but were not recorded as disposed of until the current year."

That sentence implies a 31.6 % error rate (6/19) in the occurrence of the sample tested.

For this particular finding as it is written, the total amount of asset write-off errors that occurred for those samples in relation to the total amount of disposals was not disclosed, so their materiality cannot be accessed in relation to the account balance, which is the primary objective of the financial statement audit in order to determine the fairness of the account balance's presentation. So, we have to rely on the auditor's judgment since it is their judgment that this was material as stated in their finding.

As for the occurrence rate in the sampled items, the report does not provide any information regarding the error rate in the population and there is no way to ascertain from the finding as it is written to determine if the sample selection was a statistical or a non-statistical sample, OR whether or not the external auditor expanded their initial sample testing to confirm the error rate occurrence in the sampled population when making their judgment of materiality.

From prior audit experience, the small number of sampled items (19) indicates that it most likely is a non-statistical (judgmental) sample. The findings do not provide information to ascertain whether the sample items were expanded for the conclusion made by the firm when applying their judgment as a material error since the finding does not discuss the expansion of sample testing and additional errors in the expanded sample.

Generally, statistical samples are much larger and can be used to draw conclusions about the population since they are selected out of the population to ensure samples are representative within a confidence level in the population. Non-statistical samples generally are not to be relied upon to infer an error rate in the population and only report the results of the limited sample items tested. Yellow Book standard GAS 9.14 requires auditors to describe the sample design and state why the design was chosen, including whether the results can be projected to the intended population.

Just like when determining materiality, the firm's judgement is used when interpreting how to apply the Rules of the Auditor General. Not all firms include all these type of findings in their reports and some of the information is more of a compliance (internal control) type error than a materiality to the financial statement balance error issue. For instance, as inferenced in this report by the finding statement "Five of nineteen samples tested during fixed asset disposal testing were missing a signature required on the Property Control Form or the Property Control Form was completed subsequent to the disposal taking place."

This sample items tested error rate is 26.3% occurrence in the sampled items (5/19) which demonstrates a lack of compliance with disposal policy and the finding implies a potential significant internal control weakness; again we do not know the error rate of the occurrence of not having all signatures on the form or the forms being filled out late in the disposal population. We

also do not know the total amount of the 5 items disposal amounts to the total disposal account balance to know what the materiality actually is. This is again the external auditor's judgment and their firm's interpretation of reportable type conditions per the Auditor General Rules.

Since the date of the approved audit plan, the Division of Internal Auditing has performed the following preliminary audit procedures and will start fieldwork in the spring:

- Made preliminary inquiries regarding the audit findings in the AFR and obtained purchasing department's responses and documentation to be analyzed during fieldwork.
- Will look at the responses as well as the current operating practices to ascertain the effectiveness of internal controls.
- Conducted an entrance conference on the topic and make additional inquiries of the purchasing department.
- Possible areas of initial consideration discussed at the entrance conference is the possibility of moving the annual inventory deadline up so appropriate updates to the property records are completed in time to provide relevant, complete, reconciled, and accurate information to the Clerk's finance office for including in the financial statements.
- Including a review and determination of the adequacy of the disposal policy because initial inquiries have provided conflicting response on when and who have authority to dispose of fixed assets occurs.
- BoCC will receive a copy of the internal report once it is completed.

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The follow are the excerpts from the approved annual audit plan for fixed assets.

Qualitative Analysis Continued

Qualitative Analysis Risk Rating:

Area	Entity	Engagement Type	Risks	Descriptions	Risk Rating
Fixed Assets	Clerk & BoCC	Compliance / Process Improvement	• Not all capital items are identified for capitalization or improperly capitalized into the property record. • Reconciliations among the three systems (Protégé used for FF&E annual inventory, Sage used as the property record subsidiary record and Banner the accounting general ledger) were not being reconciled on an ongoing and timely basis affecting the accountability and valuation of the fixed asset account balances. • An annual inventory may not account for all property. • Property records may have obsolete items not being properly removed on a regular basis. • Asset may be disposed of without proper documentation and/or authorization to do so. • Stolen and missing items may not be properly documented and removed from the property records to ensure proper accountability over assets, etc.	Potential topic areas to review for fixed assets include (but not limited to): • Purchasing records for capitalization determinations. • Property record additions and deletions. • Verification of existence conducted by an annual inventory being taken. • Review of the reconciliations of the property records to the annual inventory. • The inventoried property records reconciled to the general ledger balance. • Review of the valuation and accuracy of the depreciation expenditure and accumulated depreciation account balance, etc. This area has generated report findings in external financial audits for the past couple of years. The external auditor met with the AAC on 7/10/25 to present the AFR. Inquiries regarding the finding, their root causes, and any noted progress was discussed at length The external auditor stated the new hires in this area have been making progress toward correction on disposals. BoCC member requested the Clerk's office provide them with a corrective action plan for this area and is scheduled to be presented at their October 14, 2025, meeting. Due to the limited manpower in IA and the status of other open projects on the approved prior audit plan, the Fixed Assets will be rolled over to the 2025-2026 Annual Audit Plan's work list to test changes in property records (additions and disposals) and the physical inventory records reconciliation to the property records.	High

25A – 01: Fixed Assets (Clerk & BoCC) – We will review the most recent available audited financial statements to ascertain whether there are any noted findings or deficiencies listed for fixed assets. In the 2022-2023 & 2024-2025 Biennial Audit Plan it was noted there were deficiencies in the fixed asset reporting process during the past several years. These deficiencies were mainly associated with errors in the capitalization process. Additionally, other potential risks identified included:

- Poor communication in the acquisition of new assets,
- Poor communication in the disposal of fixed assets,
- Unauthorized disposal of fixed assets,
- Existence of fixed assets.

IA will review the fixed asset process and review the corrective action supporting documentation stated in the management's response to Finding 2024-001 BoCC Fixed Asset Disposals to correct deficiencies. IA will review, on a sample basis, fixed asset items added to and removed from the fixed asset property records and the supporting documentation for those transactions. The testing will confirm their existence and determine if their valuation is accurately calculated, and whether they are listed on the inventory record. IA will ascertain whether the property records are reconciled with the annual inventory and the general ledger account. We will review the annual inventory records and determine whether any missing, stolen, obsolete items are appropriately documented and approved for removal from the property records and verify the updates to the property records were made, the inventory is attested by the person(s) completing the inventory and reviewed and approved by their supervisor, etc.

Corrective Action Plan (CAP) Follow Up:

IA Reports: IA will perform and document CAPs for any IA reports released and will meet with departmental staff at the 6-month threshold after the final audit report has been issued to determine the status of the corrective actions. Subsequent meetings will be held at 3-month intervals to push the project toward the full implementation of correction action. Once all corrective actions have been verified, IA will send a project close out letter.

Other External Reports: IA will review external reports issued by other auditors, to monitor the other auditors' findings and any status determination of corrective actions noted in their report. The external auditor is considered another auditor for this monitoring purpose.

The other auditor reports may be added to Phase 2 - the Risk Assessment's Qualitative Analysis for consideration of risk assessment over the operational area when considering possible auditable units for inclusion of the topic as a current or future project listed in the Annual Audit Plan for testing by IA.

Any topic area listed in the prior audit plan that was not started by the end of the audit period will be reassessed and may roll forward depending on the continued risk assessment, the status of the finding in the most recently released report (was it cleared in full or in part, or what is being continued). Rollover projects are needed when the limited IA staffing resources, depending on

where IA staff are on Annual Audit Plan project assignments, have time available to move to the project once they finalize another assigned project, that was part of the approved audit plan. Due to limited staffing resources in IA, we have many high priority topics which are worked on, as prioritized by the IAM, when making staff assignments.

As part of audit planning procedures IA documents risk and possible auditable units on the Risk Assessment's Qualitative Analysis in Phase 2 of the Risk Assessment portion of the Annual Audit Plan. IA reviewed recently released reports, which included the FYE 2024 ACFR and Single Audit, to determine if new findings were reported and whether any prior Federal and/or financial audit findings or recommendations have been corrected or were continuing to be carried forward. The following ACFR and Single Audit Report Findings / Recommendations Summary chart lists the findings and their status as stated in the FYE 2024 external audit report.

The Qualitative Analysis chart and the ACFR and Single Audit Report Findings / Recommendations Summary chart list our consideration of these findings when developing the work plan. Consideration of these findings and recommendations were made when selecting the audit and review topic areas listed in this plan as well as any potential CAP Follow Up procedures to be performed by IA as part of the planned audit scope of work and is based on the manpower available in the IA office in this audit cycle.

The external auditor will make the decision as to whether the information that was provided to them will clear the findings / recommendations they previously reported on during their subsequent audit engagement. IA cannot supplant their judgment for the external auditors to make the determination if their findings / recommendations are cleared since that is their determination based on their organization's guidelines for reasonableness and materiality. Additionally, other variables can occur that affect the external auditor's determination to clear audit findings / recommendations which may require them to expand on their requests for documentation regarding the follow up items during their subsequent audit in order to verify the follow up actions as being corrected, which would not be known until their fieldwork is conducted in their subsequent audit, etc.

CAP Follow Up areas for the reported findings and / or recommendations listed in the other external audit reports, such as the ACFR and Single Audits, are limited for various reasons, such as IA does not have the legal authority to audit some of the other Constitutional offices, timing of when the corrective actions will occur, allowing new staff time to make changes in the processes for corrections needed, etc.

Just like the design and implementation of internal controls, management is responsible for the CAP provided to the external auditors. IA's CAP Follow Up for the external audit findings will be limited to:

- Ascertaining whether any requested information the external auditor requested was provided to them and accepted,
- Management provided to interested parties a CAP (the BoCC as per their request at the July 2025 regular meeting; the external auditor, if requested as part of their audit procedures; etc.),

- If the CAP follow up actions are included in our audit plan's scope of work, IA will verify the supporting documentation of the corrective actions listed, and
- If risk operational topic area identified from external auditor reports is added to the Annual Audit Plan's work projects (based on the risk assessment and staffing resources), IA will perform the auditable unit. These IA efforts can indirectly assist with bringing corrective actions to areas where repeat findings continue to exist. However, the IA testing will not replace the external auditor's determination regarding their reported findings. For the auditable units performed, IA will issue a separate report addressing the operational/compliance audit's objectives rather than financial statement objectives.

The external audit for the 2025 fiscal year was begun shortly after the release of the 2024 fiscal year audit report on June 19, 2025, and is simultaneously taking place at the time this Annual Audit Plan is being developed and management's work on the CAP for the 2024 fiscal year report findings. Therefore, the follow up process will be mindful to reduce the amount of audit inquiries on the financial staff and not perform duplicate audit requests and efforts between IA and the external auditor.

Below is a summary of the ACFR and Single Audit report findings and recommendations and the external auditor's status of the findings/recommendations. Any planned internal audit procedures in this audit plan's scope of work are included in the comment column. We have also added to the comment column any IA work from the 2024-2025 Annual Audit Plan that is in process at the time the 2025-2026 Annual Audit Plan is being formulated.

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ACFR and Single Audit Report Findings/Recommendations Summary				
Finding Type	**Finding # Name**	**Description**	**Status**	**Comment**
Financial – BoCC	No current year finding Prior Year Finding: 2022-004 2023-001	**Employee Benefit Fund Receivables and Payables**	Corrected Resolved	Cleared IA no further action required.
Financial – BoCC	**2024-001 BoCC** Prior Year Finding: 2023-002 BoCC	**Fixed Asset Disposals** External Auditor tested, on a sample basis, disposals and noted the following: • Disposal recorded in the incorrect year (disposed in the prior year but not recorded until current year). • Disposal for items not located on the inventory were thought to be lost or stolen. • Property Control Form completed to dispose of fixed asset was missing a signature. • Property Control Form was competed after the disposal occurred. • Original disposal report and related fixed asset schedules were materially misstated due to error in certain asset classifications made during the inventory. • Inaccurate reports were provided by the Office of Financial Stewardship's purchasing division to the Clerk's Finance Office for inclusion in the financial statements.	Pending External Auditor will follow up on corrective actions in their next audit and test a sample of transactions to ascertain if the external auditor determines, based on their professional judgement, the corrections noted have corrected the process weaknesses noted in order to clear the finding and report the current condition in the 2025 FY audit report.	Ongoing. Clerk Finance Office: As per BoCC request, the Clerk's Finance Office will provide a CAP regarding this finding. (This is in addition to the CAP response included by the BoCC Purchasing Department' as noted in the management's response to the finding already included in the audit report.). IA reviewed and considered the following to determine whether this project should be continued as a roll forward project to the 2025-2026 Annual Audit Plan: 1) The management's response to the finding and the listed corrective actions contained therein; 2) The external auditor's presentation to the AAC (in which key Finance Office personnel were present); and 3) The input from the external auditor regarding progress made by the BoCC purchasing department. IA follow up action: • Make sure that the external request for information and documentation has been provided. • Request documentation of the corrective action noted in the management's response for the corrective actions stated in the report and review documentation when provided. IA project rolls over: IA will perform an audit of the Fixed Asset process as noted in the audit portion of the scope of work as a rollover project for the 2025-2026 Annual Audit Plan and perform a test of property records.
Financial – BoCC	No current year finding Prior Year Finding: 2023-003 BoCC	**Accounts Receivable Accruals**	Corrected Resolved	Cleared IA no further action required.

ACFR and Single Audit Report Findings/Recommendations Summary				
Finding Type	**Finding # Name**	**Description**	**Status**	**Comment**
Financial - BoCC	**2024-002 BoCC** Prior Year Finding: 2023-004 BoCC	**Manual Journal Entries Process Improvements** ***NOTE: The external auditor lists audit findings by constitutional entity rather than finding topic (journal entries). This finding and finding 2024-011 are the same topic and are processed using the same procedures.***	Pending External Auditor will follow up on corrective actions in their next audit and test a sample of transactions to ascertain if the external auditor determines, based on their professional judgement, the corrections noted have corrected the process weaknesses noted in order to clear the finding and report the current condition in the 2025 FY audit report.	Ongoing Clerk Finance Office: As per BoCC request, the Clerk's Finance Office will provide a CAP regarding this finding. IA Not In Scope: IA will not conduct follow-up actions on this finding to allow the new Finance Director time to review and implement corrections. IA will continue to monitor the external auditor's determination in subsequent audit reports and consider reviewing the journal entry process in future audit plans as deemed necessary in our risk assessment and review of auditable units.
Financial - BoCC	**2024-003 BoCC**	**Construction In Progress**	Pending External Auditor will follow up on corrective actions in their next audit and test a sample of transactions to ascertain if the external auditor determines, based on their professional judgement, the corrections noted have corrected the process weaknesses noted in order to clear the finding and report the current condition in the 2025 FY audit report.	Ongoing Clerk Finance Office: As per BoCC request, the Clerk's Finance Office will provide a CAP regarding this finding. Clerk's Finance Office will report corrective actions they are actively and cooperatively working on with the BoCC staff to obtain accurate, complete, and timely data and documentation to assist with financial statement CIP balances. The Finance Office relies on the data and records provided to them by the other Constitutional entities as a true and accurate presentation of their book balances when provided for the reported financial information. IA Not In Scope: IA will not conduct follow-up actions on this finding to allow the new Finance Director time to review and implement corrections. IA will continue to monitor the external auditor's determination in subsequent audit reports and consider reviewing the CIP process and documentation in future audit plans as deemed necessary in our risk assessment and review of auditable units.

ACFR and Single Audit Report Findings/Recommendations Summary				
Finding Type	**Finding # Name**	**Description**	**Status**	**Comment**
Financial - BoCC	**2024-004**	**BoCC Fixed Assets Balances and Schedules**	Pending External Auditor will follow up on corrective actions in their next audit and test a sample of transactions to ascertain if the external auditor determines, based on their professional judgement, the corrections noted have corrected the process weaknesses noted in order to clear the finding and report the current condition in the 2025 FY audit report.	Ongoing Clerk Finance Office: As per BoCC request, the Clerk's Finance Office will provide a CAP regarding this finding. IA Not In Scope: IA will not conduct follow-up actions on this finding to allow the new Finance Director time to review and implement corrections. IA will continue to monitor the external auditor's determination in subsequent audit reports and consider Fixed Asset Balances and Schedules in future audit plans as deemed necessary in our risk assessment and review of auditable units.
Financial - BoCC	**2024-005**	**BoCC Closing Process**	Pending External Auditor will follow up on corrective actions in their next audit and test a sample of transactions to ascertain if the external auditor determines, based on their professional judgement, the corrections noted have corrected the process weaknesses noted in order to clear the finding and report the current condition in the 2025 FY audit report.	Ongoing Clerk Finance Office: As per BoCC request, the Clerk's Finance Office will provide a CAP regarding this finding. IA Not In Scope: Other than attending a joint BoCC and Clerk FYE Close Out process meeting to observe communication between entities, IA will not conduct follow-up actions on this finding to allow the new Finance Director time to review and implement corrections. IA will continue to monitor the external auditor's determination in subsequent audit report and consider the Closing Process in future audit plans as deemed necessary in our risk assessment and review of auditable units.
Financial - BoCC	**2024-006**	**BoCC Lease and SBITA Tracking and Reporting**	Pending External Auditor will follow up on corrective actions in their next audit and test a sample of transactions to ascertain if the external auditor determines, based on their professional judgement, the corrections noted have corrected the process weaknesses noted in order to clear the finding and report the current condition in the 2025 FY audit report.	Ongoing Clerk Finance Office: As per BoCC request, the Clerk's Finance Office will provide a CAP regarding this finding. IA Not In Scope: IA will not conduct follow-up actions on this finding to allow the new Finance Director time to review and implement corrections. IA will continue to monitor the external auditor's determination in subsequent audit reports and consider BoCC Lease and SBITA Tracking and Reporting in future audit plans as deemed necessary in our risk assessment and review of auditable units.

ACFR and Single Audit Report Findings/Recommendations Summary				
Finding Type	**Finding # Name**	**Description**	**Status**	**Comment**
Financial - BoCC	**2024-007**	**BoCC Reconciliation of Balances Between Other Constitutional Officers**	Pending External Auditor will follow up on corrective actions in their next audit and test a sample of transactions to ascertain if the external auditor determines, based on their professional judgement, the corrections noted have corrected the process weaknesses noted in order to clear the finding and report the current condition in the 2025 FY audit report.	Ongoing Clerk Finance Office: As per BoCC request, the Clerk's Finance Office will provide a CAP regarding this finding. IA Not In Scope: IA will not conduct follow-up actions on this finding to allow the new Finance Director time to review and implement corrections. IA will continue to monitor the external auditor's determination in subsequent audit reports and consider BoCC Reconciliation of Balances Between Other Constitutional Offices in future audit plans as deemed necessary in our risk assessment and review of auditable units.
Financial - BoCC	**2024-008**	**BoCC Timely Preparation and Review of Monthly Bank Reconciliations** ***NOTE: The external auditor lists audit finding by constitutional entity rather than finding topic. This finding and finding 2024-010 are the same topic and are processed using the same procedures.***	Pending External Auditor will follow up on corrective actions in their next audit and test a sample of transactions to ascertain if the external auditor determines, based on their professional judgement, the corrections noted have corrected the process weaknesses noted in order to clear the finding and report the current condition in the 2025 FY audit report.	Ongoing Clerk Finance Office: As per BoCC request, the Clerk's Finance Office will provide a CAP regarding this finding. IA Follow Up Action: IA has implemented a 3-year rotation of the Clerk and BoCC cash collection sites which will ensure that all of the cash collections sites are tested once within the 3-year rotational period. IA work on the 2024-2025 Annual Audit Plan project included the first of these 3-year rotations. We selected 5 collection sites. Testing in the cash collection site reviews included tracing the deposits to the bank statements as well as reviewing the bank reconciliation for the same months as the tested deposits (May 2025 and June 2025) and determining whether the reconciliations were timely and properly prepared, supported, reviewed, and approved. IA observations of persons hired indicate there now appears to be sufficient staff to maintain and perform the bank reconciliation process. Progress has been made with preparation and approval, capacity of staff, and BoCC outstanding items identified on the bank statements for recording in the GL that should be recorded and cleared by the next bank reconciliation. Finance Office staff meet weekly to ensure discussion and journaling. The Clerk's accounting system was transitioned to the Banner software platform in the 1990s. At the time of implementation, the Banner bank

				reconciliation module was not included. This module has since become obsolete and is no longer a viable option for activation. As a result, the current version of Banner in use does not support automated bank reconciliation. Consequently, the Clerk's Office is unable to leverage the bank's available automated features that would otherwise enhance efficiency in a modern accounting environment. Due to the absence of automation, the Finance Office must rely on a manual bank reconciliation process. This approach is significantly more time-consuming and inherently more susceptible to human error, ultimately reducing the overall effectiveness and efficiency of staff resources dedicated to this critical function. The May 2025, and June 20205, bank reconciliations were prepared, reviewed / approved as follows: **May** BoCC; Clerk (respectively): Prepared: both entities on 7/18/25 Reviewed/Approved: 7/21/25; 7/31/25 **June** BoCC; Clerk (respectively): Prepared: both entities 7/31/25 Reviewed/Approved: 7/31/25; 8/1/25 Effective April 2025 the new Treasury Analyst, hired and begun diligently working on catching up the bank reconciliations. The May 2025 and June 2025 bank reconciliation dates confirm corrective actions were in process and by the June 2025 bank statements, corrections appear to have been implemented. Bank reconciliations will continue to be part of IA's cash collection site rotational review and will monitor bank reconciliations on a sample basis. The 2024-2025 cash collection sites review project is currently in the review and draft report phase. The final report version will be distributed to the BoCC and other shareholders. IA will continue to monitor the external auditor's determination in subsequent audit reports to assess risk and determine whether current IA strategies need to be expanded when reviewing the bank reconciliation as part of the cash collection site reviews.

ACFR and Single Audit Report Findings/Recommendations Summary				
Finding Type	**Finding # Name**	**Description**	**Status**	**Comment**
Financial – **Sheriff**	**2024-009** Prior Audit Finding: 2023-005	**Significant Adjustments**	Pending External Auditor will follow up on corrective actions in their next audit and test a sample of transactions to ascertain if the external auditor determines, based on their professional judgement, the corrections noted have corrected the process weaknesses noted in order to clear the finding and report the current condition in the 2025 FY audit report.	IA has no authority to perform audit procedures at this separate Constitutional office. Clerk's Finance Office will report corrective actions they are working on cooperatively with the Sheriff's office to obtain accurate, complete, and timely data to assist with the financial statement process. The Finance Office relies on the data and records provided to them by the other Constitutional entities as a true and accurate representation of their book balances when provided for the reported financial information.
Financial – **Sheriff**	No current year finding Prior Year Finding: 2023-006	Bank Reconciliations	Corrected Resolved	Cleared IA has no authority to perform audit procedures at this separate Constitutional office.
Financial – Clerk	**2024-010**	**Clerk Bank Reconciliations Process** ***NOTE: The external auditor lists audit finding by constitutional entity rather than finding topic. This finding and finding 2024-008 are the same topic and are processed using the same procedures.***	Pending External Auditor will follow up on corrective actions in their next audit and test a sample of transactions to ascertain if the external auditor determines, based on their professional judgement, the corrections noted have corrected the process weaknesses noted in order to clear the finding and report the current condition in the 2025 FY audit report.	Ongoing Clerk Finance Office: As per BoCC request, the Clerk's Finance Office will provide a CAP regarding this finding. IA Follow Up Action: IA has implemented a 3-year rotation of the Clerk and BoCC cash collection sites which will ensure that all of the cash collections sites are tested once within the 3-year rotational period. IA work on the 2024-2025 Annual Audit Plan project included the first of these 3-year rotations. We selected 5 collection sites. Testing in the cash collection site reviews included tracing the deposits to the bank statements as well as reviewing the bank reconciliation for the same months as the tested deposits (May 2025 and June 2025) and determining whether the reconciliations were timely and properly prepared, supported, reviewed, and approved. IA observations of persons hired indicate there now appears to be sufficient staff to maintain and perform the bank reconciliation process. Progress has been made with preparation and approval, capacity of staff, and BoCC outstanding items identified on the bank statements for recording in the GL that should be recorded and cleared by the next bank reconciliation. Finance Office staff meet weekly to ensure discussion and journaling.

				The Clerk's accounting system was transitioned to the Banner software platform in the 1990s. At the time of implementation, the Banner bank reconciliation module was not included. This module has since become obsolete and is no longer a viable option for activation. As a result, the current version of Banner in use does not support automated bank reconciliation. Consequently, the Clerk's Office is unable to leverage the bank's available automated features that would otherwise enhance efficiency in a modern accounting environment. Due to the absence of automation, the Finance Office must rely on a manual bank reconciliation process. This approach is significantly more time-consuming and inherently more susceptible to human error, ultimately reducing the overall effectiveness and efficiency of staff resources dedicated to this critical function. The May 2025, and June 20205, bank reconciliations were prepared, reviewed / approved as follows: **May** BoCC; Clerk (respectively): Prepared: both entities on 7/18/25 Reviewed/Approved: 7/21/25; 7/31/25 **June** BoCC; Clerk (respectively): Prepared: both entities 7/31/25 Reviewed/Approved: 7/31/25; 8/1/25 Effective April 2025 the new Treasury Analyst, hired and begun diligently working on catching up the bank reconciliations. The May 2025 and June 2025 bank reconciliation dates confirm corrective actions were in process and by the June 2025 bank statements, corrections appear to have been implemented. Bank reconciliations will continue to be part of IA's cash collection site rotational review and will monitor bank reconciliations on a sample basis. The 2024-2025 cash collection sites review project is currently in the review and draft report phase. The final report version will be distributed to the BoCC and other shareholders. IA will continue to monitor the external auditor's determination in subsequent audit reports to assess risk and determine whether current IA strategies need to be expanded when reviewing the bank reconciliation as part of the cash collection site reviews.

ACFR and Single Audit Report Findings/Recommendations Summary				
Finding Type	**Finding # Name**	**Description**	**Status**	**Comment**
Financial – Clerk	**2024-011**	**Material Adjusting Journal Entries** ***NOTE: The external auditor lists audit finding by constitutional entity rather than finding topic (journal entries). This finding and finding 2024-002 are the same topic and are processed using the same procedures.***	Pending External Auditor will follow up on corrective actions in their next audit and test a sample of transactions to ascertain if the external auditor determines, based on their professional judgement, the corrections noted have corrected the process weaknesses noted in order to clear the finding and report the current condition in the 2025 FY audit report.	Ongoing Clerk Finance Office: As per BoCC request, the Clerk's Finance Office will provide a CAP regarding this finding. IA Not In Scope: IA will not conduct follow-up actions on this finding to allow the new Finance Director time to review and implement corrections. IA will continue to monitor the external auditor's determination in subsequent audit reports and consider reviewing the journal entries process in future audit plans as deemed necessary in our risk assessment and review of auditable units.
Financial – **Tax Collector**	**2024-012**	**Cash Disbursement Review Process**	Pending External Auditor will follow up on corrective actions in their next audit and test a sample of transactions to ascertain if the external auditor determines, based on their professional judgement, the corrections noted have corrected the process weaknesses noted in order to clear the finding and report the current condition in the 2025 FY audit report.	IA has no authority to perform audit procedures at this separate Constitutional office.
Financial – **Tax Collector**	**2024-013**	Bank Reconciliations	Pending External Auditor will follow up on corrective actions in their next audit and test a sample of transactions to ascertain if the external auditor determines, based on their professional judgement, the corrections noted have corrected the process weaknesses noted in order to clear the finding and report the current condition in the 2025 FY audit report.	IA has no authority to perform audit procedures at this separate Constitutional office.

ACFR and Single Audit Report Findings/Recommendations Summary				
Finding Type	**Finding # Name**	**Description**	**Status**	**Comment**
Financial – **Sheriff**	**2024-014**	**Sheriff Retirement Calculations**	Pending External Auditor will follow up on corrective actions in their next audit and test a sample of transactions to ascertain if the external auditor determines, based on their professional judgement, the corrections noted have corrected the process weaknesses noted in order to clear the finding and report the current condition in the 2025 FY audit report.	IA has no authority to perform audit procedures at this separate Constitutional office.
Financial – **Sheriff**	**2024-015**	**Sheriff Overtime Approval**	Pending External Auditor will follow up on corrective actions in their next audit and test a sample of transactions to ascertain if the external auditor determines, based on their professional judgement, the corrections noted have corrected the process weaknesses noted in order to clear the finding and report the current condition in the 2025 FY audit report.	IA has no authority to perform audit procedures at this separate Constitutional office.

Leon County
Board of County Commissioners

Notes for Agenda Item #16

Leon County Board of County Commissioners

Agenda Item #16

February 10, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Fairgrounds Beautification and Improvement Project Update with Board Direction on Lease Renegotiation

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:	Autumn Calder, Director, Blueprint Michael Alfano, Director, Planning

Statement of Issue:

As requested by the Board, this item outlines the Blueprint Fairgrounds Beautification and Improvements Project and recommends revised lease terms to be renegotiated with the North Florida Fair Association, Inc. (NFFA) to effectuate the construction of the project and clarify roles and responsibilities to realize the highest potential long term community benefit of this County-owned property.

Fiscal Impact:

This item has no fiscal impact. Phase 1 of the Fairgrounds Beautification and Improvement Project is funded through the Blueprint program at $30 million. Future phases, as described in this item, are currently unfunded.

Staff Recommendation:

Option #1: Direct staff to proceed with lease negotiations, as described in the analysis section.

Report and Discussion

Background:

As requested by the Board at its September 15, 2025 meeting, this item outlines the Fairgrounds Beautification and Improvements Blueprint Project (Phase 1) and recommends revised lease terms to be renegotiated with the North Florida Fair Association, Inc. (NFFA) to effectuate the construction of the project and clarify roles and responsibilities to realize the highest potential long term community benefit of this County-owned property.

Renegotiating the existing Fairgrounds lease between the County and the NFFA is necessary to effectuate the construction of the project and clarify roles and responsibilities of the entities throughout the term of the renegotiated lease. Upon Board direction, the results of the lease negotiations will be brought back to the Board prior to the project proceeding to final design and construction.

This item also provides a history of the Fairgrounds, summarizes prior County evaluations and studies for its redevelopment, as well as provides an overview of the Blueprint Fairgrounds Beautification and Improvement Project (Phase 1) and the broader vision for redevelopment and transformation of the site reflected in Blueprint's Fairgrounds Master Plan. In addition, this item summarizes state laws regulating fair associations and outlines the current lease framework with the NFFA and the limitations the existing lease structure places on Blueprint to implement the approved $30 million project or to guide future redevelopment of the Fairgrounds Master Plan after the initial Blueprint investment.

This item advances the following FY 2022 – FY 2026 Strategic Initiative:

- *Support the completion of the Fairgrounds Master Plan by Blueprint and, upon completion, effectuate the next steps for the redevelopment of the North Florida Fairgrounds. (2022-10)*

This Strategic Initiative aligns with the Board's Economy Strategic Priorities:

- *(EC1) Do well-designed public infrastructure which supports business, attracts private investment, and has long term economic benefits.*
- *(EC4) Grow our tourism economy, its diversity, competitiveness, and economic impact.*

While there has long been a desire to see the Fairgrounds site redeveloped and transformed to maximize its public benefit as further discussed in this item, market conditions, financial constraints, and the existing lease structure have historically limited the County's ability to advance that vision. Under the current lease agreement between the County and the NFFA, the County's responsibilities are limited and its ability to terminate or modify the lease prior to December 31, 2067, is narrowly constrained. As such, any changes to the current lease to effectuate the Fairgrounds Blueprint project and masterplan must be agreed to by the NFFA in a renegotiated lease.

This item presents proposed terms for a renegotiated lease with NFFA (discussed in detail within the Analysis section below) to effectuate the construction of the project and clarify roles and responsibilities to realize the highest potential long term community benefit of this County-owned property. Phase 1 consists of the $30 million approved and budgeted Blueprint Fairgrounds Beautification and Improvements Project that will allow NFFA to conduct its Fair operations and related activities. These proposed updates to the lease are also intended to address specific provisions related to delineating site boundaries and property control between the County and the NFFA; establishing construction authority; and defining operational responsibilities needed to support implementation of Phase 1, while enabling the County to pursue future redevelopment of the outparcels which is key to future public and private investment and transformation of the site over the long term.

To provide context for the existing lease structure and the considerations associated with its potential modification, the following summarizes the historical development of the Fairgrounds site, the origins of the NFFA, and the basis for the County's ownership and lease relationship with the NFFA.

History of the Fair Association, Lease Agreement, and Fairgrounds Site

The NFFA was established in 1941, originally as the Leon County Fair Association, pursuant to Florida Statutes, for the purpose of conducting and operating an annual public fair. At the time, the Association's membership (although not mandated by Statute or the NFFA's bylaws) included County Commissioners and County staff, reflecting some common representation between the two entities.

In 1954, the NFFA conveyed a 142-acre Fairgrounds property to Leon County at no cost, purportedly to prevent the land from being sold for private use by a future NFFA board. This conveyance preserved the Fairgrounds as a public asset under County ownership while allowing the NFFA to continue operating the annual fair. Following this conveyance, the Fairgrounds operated without a formal lease until a written lease framework was adopted in 1959. That framework retained County ownership while authorizing the NFFA to operate the annual fair and preserving County authority over land disposition.

Under the 1959 lease framework, the County had the authority to release portions of the leased premises so long as the purpose of the lease was not defeated and the NFFA could still conduct its annual fair. The County exercised its retained authority in the early 1960s to support additional public uses on the Fairgrounds property. In 1961, land was removed from the leased premises to construct Capital Stadium (now Gene Cox Stadium) in response to the need for a centrally located athletic facility to serve Leon High School, Rickards High School, and the then-planned Godby High School. And again in 1962, an additional portion of the property was released from the lease to establish the Leon County Cooperative Extension Office, supporting agricultural education and youth programs. This site now also serves as the Leon County Office of Human Services and Community Partnerships. Collectively, these actions reduced the acreage used for fair operations to approximately 107 acres by the mid-1960s, a configuration that largely remains in place today.

Throughout this era, the Fairgrounds continued to function primarily as a seasonal and agricultural venue, with no County-led redevelopment initiatives or expectations of year-round activation. During this time, there was a measure of shared experience between the NFFA Board and the County Commission, with some commissioners serving on the NFFA Board during their tenure on the County Commission. The County's authority to release land from the lease was exercised within this context.

Over time, lease amendments incrementally expanded the NFFA's operational autonomy and narrowed the County's authority. A 1969 lease amendment eliminated the County's unilateral ability to release portions of the Fairgrounds from the lease, marking a significant shift in the governance and control framework. Subsequent amendments in the 1970s eliminated termination without cause and extended the lease term, reinforcing long-term stability for fair operations. These amendments occurred while NFFA Board membership included members of the County Commission and senior staff and reflected an emphasis on fair operational continuity rather than future redevelopment of the site.

In the 1980s, additional portions of the Fairgrounds property were made available for public use through separate agreements. In 1982, an approximately 20.1-acre area abutting Tram Road was authorized for use by the City of Tallahassee as Capital Park pursuant to an agreement between the City and the NFFA (Note: This area continues to serve as a City recreational facility and is currently maintained by the City pursuant to the May 2005 Parks and Recreation Agreement, as amended in February 2008). In 1989, the County entered into a separate joint-use arrangement to support stadium operations at the adjacent Gene Cox Stadium, and a 9.1-acre parking area abutting the stadium was authorized for use by Leon County Schools pursuant to a Joint Use Agreement with the NFFA.

In 1995, the County and the NFFA executed a new long-term lease extending the term through December 31, 2067. Like the prior leases, the 1995 lease was adopted without establishing any formal role for County Commissioners in NFFA governance. Similarly, although Florida law allows the NFFA to have ex-officio membership, the NFFA has never made provision for such membership. It should be noted, however, that although the lease did not formally establish County Commissioner involvement in NFFA governance, Commissioner Jane Sauls served on both the County Commission and the NFFA Board of Directors. Overall, the relationship remained defined primarily by the lease terms and the parties' contractual roles. The lease granted the NFFA exclusive possession and broad authority over approximately 107 acres, while limiting the County's role primarily to ownership of the property, insurance of improvements, and maintenance of paved areas. The current lease is included as Attachment #1. Key provisions of the current lease include:

- A 95-year lease term expiring December 31, 2067, with no renewal terms.
- Limited termination provisions, including bankruptcy or dissolution of the NFFA and failure to conduct the annual fair.
- Assignment of maintenance responsibility to the NFFA, except for paved drive aisles maintained by the County.

- Insurance responsibilities divided between County coverage for improvements and NFFA public liability insurance.
- A requirement that the County and the NFFA mutually agree on overall development plans and the construction of new improvements and facilities.

Following execution of the 1995 lease, additional portions of the Fairgrounds property were utilized for public purposes through separate agreements. In September 1999, a 5.2-acre area abutting Tram Road was authorized for use as the Sheriff's Mounted Patrol Facility and the County's livestock impoundment area pursuant to a Joint Use Agreement with the NFFA (Note: This use has since ceased, and the agreement is no longer in effect).

In 2008, the County conveyed a recreational trail easement along the eastern boundary of the Fairgrounds property pursuant to Board Resolution 08-19. The easement encompasses approximately 2.6 acres, 2.28 acres of which lie within the leased premises, and supports a recreational trail maintained by the City of Tallahassee.

Although the original lease and its subsequent amendments are no longer in effect, they provide important context for understanding how the County's contractual relationship with the NFFA evolved over time. Attachment #2 summarizes the major provisions of the lease agreement in its original 1959 form and outlines how the lease changed through subsequent amendments, concluding with a summary of the lease as last amended in 1995.

Under the framework created by the current lease and related use agreements, the County's responsibilities are limited, and its ability to terminate or modify the lease is narrowly constrained. Absent the occurrence of a termination event and the failure of the NFFA to timely provide a cure, the County does not have the legal grounds to terminate the lease agreement. As the County and the NFFA agreed to the terms of the existing lease, the NFFA must agree to any proposal by the County to modify or terminate the lease, including new terms to allow Blueprint to implement the Fairgrounds Master Plan or any action that would relocate the annual fair.

Current NFFA Governance

While the County owns the Fairgrounds property and leases it to the NFFA, the association exists and operates entirely separate and apart from the County pursuant to Chapter 616, F.S., and under the governance of the rules promulgated by the Florida Department of Agriculture and Consumer Services (FDACS). Under Chapter 616, a fair association is a not for profit incorporated for the purpose of conducting and operating public fairs or expositions.

The NFFA, as reflected in its charter and bylaws (Attachment #3), is governed by a 15-member Board of Directors, with two-thirds of the Board required to be Leon County residents. The Directors serve staggered terms and are chosen at the NFFA's annual meeting by a simple majority of the present members and each Director holds office for a three (3) year term.

The NFFA hired a new General Manager who assumed the role in August 2025 following the retirement of their predecessor who had served since 2005. In 2025, the NFFA Board also experienced a significant transition in membership. Specifically, in late 2025, five NFFA Board

members, including the President of the Board at that time, resigned. The Board member resignations followed a disagreement over an expensive retirement gift for the prior General Manager that was paid for by NFFA funds and vendor donations. Presently, the NFFA Board has 11 members. According to the NFFA, the remaining four vacancies will be filled next month (March 2026).

NFFA Finances and Fairgrounds Property Utilization

Each year, the NFFA prepares a financial statement, and an independent audit is performed. The annual fair is the main source of revenue for the NFFA, and the facility rentals and investments provide additional funds. According to the most recent statement available, included as Attachment #4 (calendar year 2023), the NFFA has a strong cash and investment position ($2,042,499 and $624,631, respectively) relative to its income and has very little in the way of liabilities (no debt). The NFFA received a clean audit with no items under emphasis for its most recent fiscal year available (calendar year 2023), with the audit completed in July 2024 (most recent audit available). Although there is only one year of operations available in the statements, it appears that NFFA has been consistently profitable over a number of years to achieve the current cash balance (FY23 change in net assets or addition to cash was $423,584 and total cash/investments is $2,667,130). In 2023, the annual fair brought in over $1.5 million, and the facility rentals and investment brought in over $500,000. As there were no major building or infrastructure expenses in 2023, the largest expense was salaries at approximately $600,000. In 2024, the NFFA reported six full time, permanent employees and approximately 100 seasonal employees brought in during the annual fair.

Fairgrounds in Florida vary widely from very large-scale entertainment venues such as the Florida State Fairgrounds in Tampa, to much smaller county specific and primarily agricultural venues. The North Florida Fairgrounds serves several counties and is therefore considered a regional fairground, which serves as the site for the annual fair along with other exhibitions and events scheduled throughout the year. For example, in 2025, events included the North Florida Gun and Knife Show, Market Days, 850 Sports Card Show, and the American Vintage Markets. Recurring annual events typically include boat shows, hot tub and spa expos, model railroad shows, exotic bird fairs, dog competitions, rodeos, and community support events such as food drives.

The NFFA's onsite facilities include nine exhibition or storage buildings, three restrooms, one cattle barn, 12 concession and information booths, and office and maintenance buildings. The Fairground's climate-controlled indoor space totals 24,000 square feet, with nearly 90,000 square feet of other covered space available, along with a 24,000 square foot cattle barn. There is an RV area on the eastern and southern sides of the site.

Facilities and infrastructure, much of which was constructed in the 1950s, have received only modest reinvestment, resulting in aging buildings and systems that are limited in supporting expanded or modern uses. In 2022, Blueprint completed an extensive site analysis, including a Building Envelope and Roof Assessment and an Existing Conditions Assessment, included as Attachment #5. This report identified widespread natural wear across many buildings. Exterior walls, roofs, and roof systems require varying levels of repair to extend their useful life. Mechanical and electrical components—including HVAC units, water heaters, and electrical

panels—need replacement in multiple locations. The RV area requires substantial layout and utility upgrades, including installation of a sewer line and a Department of Health–certified dump station. Restroom facilities have roof systems nearing end of life, with rust and corrosion present around unsealed areas. In response to these conditions, and a desire to see expanded activation and investment on the site, the County has pursued a series of market feasibility studies over time to evaluate potential uses and long-term opportunities for the property, which ultimately led to the current Blueprint Fairgrounds Beautification and Improvements Project.

Evaluations and Studies for the Redevelopment and Transformation of the Fairgrounds

The Leon County Board of County Commissioners has long expressed a desire to improve the Fairgrounds site and for improvements to serve as a catalyst for broader investment and redevelopment on the Southside. In 2002 and reaffirmed in 2005, the NFFA expressed a willingness to cooperate to allow the County to redevelop the Fairgrounds and move the NFFA to another location so long as the NFFA remained whole (Attachment #6). To explore such possibilities, the County Commission and later the IA Board have directed multiple studies to evaluate market conditions and the feasibility of different redevelopment scenarios. Below is a summary of findings from previous major studies:

- County Commission 2005 Fairgrounds Economic Feasibility Report: Addressed the possible redevelopment of the fairgrounds site, provided a market analysis to determine the potential land uses that could be supported in the future, and evaluated development feasibility. This report, included as Attachment #7 concluded that:
    - Large-scale redevelopment of the Fairgrounds property would not be feasible at that time and would be subject to changing market conditions
    - There would be insufficient revenue from the sale of the property to support relocation of the Fairgrounds to an alternative location.
    - Recommended maintaining the Fairgrounds property as it is until the market matures to a point where a mixed-use commercial/entertainment/housing complex could be supported. This will also allow for appreciation of the property overtime.
- County Commission 2015 Market Report: Focused on on-site enhancements rather than the relocation necessary for full land redevelopment. This report, included as Attachment #8, concluded that:
    - Private development on out-parcels was deemed unfeasible at the time.
    - Current and future demand for event rentals supports the construction of a new multi-use exhibition building.
    - Further planning was recommended to identify specific enhancement opportunities and the optimal placement of new facilities.
- 2021 Fairgrounds Market Feasibility Assessment and Alternative Site Analysis Report: This Blueprint Intergovernmental Agency (IA) study included an evaluation of the existing property and prevailing market trends; an analysis of the demand for the current Fairgrounds location; and the identification and assessment of potential alternative sites.

The resulting report, included as Attachment #9, concluded that relocation was cost-prohibitive and, instead, determined that targeted improvements, reconfigured land uses, and strategic redevelopment could significantly expand the Fairgrounds' economic and community value. The key findings from the 2021 report were:

- The Economic Impact Analysis showed that visitors to the Fairgrounds contribute a total annual economic impact of approximately $79.2 million to the local economy.
- The role of the Fairgrounds and its economic impact will continue to grow.
- It is reasonable to expect that targeted improvements to the existing Fairgrounds would yield additional positive economic impacts.
- Review of the real estate market in Tallahassee reveals that there has been limited interest on the part of private developers to repurpose the existing Fairgrounds site.
- Fair activities can be accommodated on less acreage.

Blueprint Beautification and Improvements to the Fairgrounds

On December 9, 2021, the IA Board accepted the 2021 North Florida Fairgrounds Market Feasibility Assessment and Alternative Site Analysis Report and directed Blueprint to initiate a Master Plan for the Beautification and Improvements to the Fairgrounds project. The Master Plan, a long-range planning effort, was developed to identify future redevelopment opportunities for the 107-acre site with the goal of realizing the property's potential as a community asset, while creating a framework for future projects and enhancements. The master planning process incorporated site planning analysis and public engagement and considered opportunities to maximize the benefits of existing uses, identify new investment opportunities, and complement nearby community attractions such as Gene Cox Stadium and Capital Park.

On May 11, 2023, the IA Board accepted a status update on the Fairgrounds Master Plan process, provided direction on top-ranked priorities and amenities, and discussed concepts including a multipurpose building and sports complex. Significantly, the NFFA Board and the IA Board were engaged throughout the master planning process. In addition, other stakeholders included 14 neighborhoods located in proximity to the Fairgrounds property, ULI Capital Region Board Members, representatives from City Parks and Recreation, Leon County Schools, Visit Tallahassee, County and City Housing Departments, the Office of Economic Vitality, the Greater Tallahassee Chamber of Commerce, the Big Bend Minority Chamber of Commerce, and the Capital City Chamber of Commerce.

During development of the Master Plan, initial cost estimates for the prioritized improvements exceeded the project's original $12 million allocation. To align available funding with the identified priorities, the IA Board approved the FY 2024–2028 Capital Improvement Plan on September 26, 2023, which increased the project allocation to $30 million.

At its meeting on February 29, 2024, the IA Board approved the Master Plan for Beautification and Improvements to the Fairgrounds and directed Blueprint to initiate design for Phase 1 using

the $30 million allocated to the project. Phase 1 focuses on essential upgrades—including utilities, stormwater, restrooms, facility renovations, provision for the redevelopment of the property frontage and a future sports core, and overall site beautification—to establish a reliable foundation for future improvements, as illustrated in Attachment #10.

In addition to enhancing existing activities and supporting current operations at the Fairgrounds, the improvements funded through this $30 million investment will prepare the site for future development. Infrastructure elements such as site preparation and grading, utilities, and stormwater management will create a 'pad-ready' site - reducing future construction costs and timelines while ensuring long-term flexibility for growth. Throughout the development of the Fairgrounds Master Plan, Blueprint maintained consistent and proactive communication with the NFFA representatives, and regular updates were provided, including to the full NFFA Board at five meetings between 2021 – 2024. After the IA Board approved the Fairgrounds Master Plan, Blueprint staff continued to have an open dialogue with NFFA representatives and County staff participated in several of these meetings. Nevertheless, the NFFA has yet to formally agree to the Fairgrounds Master Plan to allow implementation thereof. This coordination is ongoing and is described in the Analysis section of this item.

The Fairgrounds Master Plan provides a long-term, phased vision for the Fairgrounds property. Phase 1 includes a $30 million investment in Blueprint funding to support beautification efforts and install critical infrastructure, while Phase 2 is currently unfunded. The Phase 1 improvements include:

- New 20,000 square feet community building with meeting space and central restrooms.
- Renovations to current buildings and restrooms.
- New Capital Park ballfields, restrooms, concessions, and parking spaces.
- New and repaired parking areas surrounding Gene Cox Stadium.
- Stormwater ponds with beautification, walking paths, and amenities to support the current project and future development on site.
- Utility upgrades including water, sewer, and electric for the entire Fairgrounds site.
- General site preparation, beautification, enhanced functionality, and improvements for both current and future opportunities on most acreage of the current site.

Because implementation of these sitewide upgrades requires construction and development authority the County does not currently possess under the existing lease, Phase 1 of Blueprint's Fairgrounds Master Plan cannot proceed without the NFFA's consent. The proposed lease terms, discussed in the Analysis section below, will provide the County authority to implement Phase 1 of the project while maintaining NFFA's ability to continue its Fair operations and related activities.

The subsequent phase, currently unfunded, envisions a broader redevelopment of the site, including expanded recreational amenities, mixed-use opportunities, and the creation of a regional sports and events complex, as shown in Attachment #11. As a part of the master planning process, Blueprint completed a Multipurpose Sports Facility Study in 2024 (Attachment #12), which

examined the market feasibility of a multipurpose facility at the Fairgrounds, and concluded that the recommended Sports and Events Model can support a financially sustainable regional sports and events complex at the Fairgrounds, with the potential to generate significant economic impact.

The 2024 estimated cost for the complete implementation (Phases 1 and 2) of the long-term vision illustrated in the Master Plan is approximately $116 million (an unfunded $86 million, in addition to the currently allocated $30 million). The later phase depends on the successful completion of Phase 1 and is intended to transition the Fairgrounds from a primarily seasonal venue into a fully activated, year-round public asset. However, as noted in an earlier section of this item, while $30 million has been allocated for Phase 1, **no additional Blueprint funds exist to cover the $86 million future Phase cost**. Additional funding strategies and mechanisms to incrementally implement the long-term vision, such as public-private partnerships, legislative appropriations, grants, special taxing districts, incentives, and selling portions of the property for private development would have to be considered over time and would be subject to pending lease negotiations related to the County's control of the site.

As previously mentioned, funding for the Fairgrounds Master Plan beyond Phase 1 remains unfunded. As identified during the FY 2026 budget process, the County's finances are expected to be significantly constrained by continued property tax reform efforts and the ongoing need to support current service delivery and maintain existing capital assets, including approximately 2.3 million square feet of County facilities and over 5,700 acres of County property.

Analysis:

Renegotiating the existing Fairgrounds lease between the County and the NFFA is necessary to effectuate the construction of Phase 1 of the Blueprint Fairgrounds Beautification and Improvements Project and to clarify roles and responsibilities of the entities throughout the term of a renegotiated lease. Upon Board direction, the results of the lease negotiations will be brought back to the Board prior to the Blueprint project proceeding to final design and construction.

After significant collaboration and engagement with the NFFA Board throughout the conceptual design process, the IA Board approved Fairgrounds Master Plan, Attachment #13, on February 29, 2024. This concept diagram reflects how the site would be organized to support both existing uses and future opportunities and is integral to the negotiations. The diagram was presented to the NFFA Board on September 18, 2025. Although this plan has yet to receive approval by the NFFA, as explained during the presentation, the conceptual diagram will continue to guide the project and may be refined, as necessary. A status update on the project was provided to the IA Board at their November 6, 2025, meeting.

To effectuate the construction of the project, support the continuity of NFFA's fair operations, and to clarify roles and responsibilities to realize the highest potential long term community benefit of this County-owned property, staff is seeking Board approval of the following lease terms and provisions to be renegotiated with NFFA and reflected in a revised lease:

- **Support Continuity of NFFA Operations and Programming:** Maintain NFFA's Fairgrounds operations and provide for the Association to continue its operational and programming responsibilities.

- **Site Control and Development Authority:** To ensure unencumbered control for Phase 1 improvements—including the Community Building, stormwater systems, and Capital Park expansion—the lease shall be amended to release specific acreage not utilized for Fairgrounds operations (approximately 50 acres) to the County. This will ensure County ownership and authority to develop designated outparcels for mixed-use, infrastructure, or recreational purposes.
- **Joint Operations of the Community Building:** Establish a shared-use framework for the Phase 1 community building. While the County will maintain primary operational oversight, the agreement will guarantee the Fairgrounds dedicated access and priority scheduling to support its programming and annual events.
- **NFFA Membership & Governance:** Amend the current bylaws to provide that the 15-member NFFA Board shall include the following representatives as ex-officio members having all the same voting rights, privileges, duties and obligations as any other member of the NFFA Board:
    - Leon County Commissioner – appointed by the County Commission to ensure governance alignment with community priorities and the long-term vision for the Fairgrounds.
    - Leon County Tourism Director – to strengthen coordination of marketing, visitor promotion, and sports tourism efforts that expand regional draw and economic impact.
    - Office of Economic Vitality Director – to support coordination of redevelopment initiatives, public\private partnerships, and private investment opportunities for the property.
    - Leon County Parks and Recreation Director – to enhance event planning and recreational programming capacity that support major state, national, and international events such as the Worlds Cross-Country Championship.
    - Leon County Public Works Director – to provide operational expertise and support related to infrastructure maintenance, including roadways, sidewalks, stormwater and drainage systems, and utilities coordination on the property.
    - Cooperative Extension Director – to maintain an agriculture-focused perspective consistent with the Fair's historic mission and support educational and community programming.
- **County Naming Rights:** Grant the County naming rights for the Fairgrounds property and buildings.
- **Relocation Provision:** Include a provision by which the fair operations can be relocated to another site prior to the expiration of the lease agreement upon mutual agreement between the County and the NFFA.
- **Revision to the Term:** Amend the current term of the lease, which is scheduled to expire December 31, 2067, to a shorter term with potential renewals for the County to adapt to changing needs of the community and evolving opportunities over time.

Should the Board wish for a larger restructuring of the lease to transfer all legal ownership, site control and governing authority to the County and limit the NFFA's role to an advisory board, this too would require NFFA approval or a legislative change to Chapter 616, F.S.

An agenda item will be brought to the Board within the next 60 days with the results of the lease renegotiations and to seek any further Board direction.

Options:

1. Direct staff to proceed with lease negotiations, as described in the analysis section.
2. Do not direct staff to proceed with lease negotiations.
3. Board direction.

Recommendation:

Option #1.

Attachments:

1. Current lease with the Fair Association dated December 20, 1995
2. Summary of Original Lease and all Modifications 1959-1995
3. NFFA Bylaws
4. NFFA 2023 Financial Statement
5. Building Envelope and Roof Assessment and an Existing Conditions Assessment
6. NFFA Correspondence
7. 2005 Fairgrounds Economic Feasibility Report
8. 2015 Market Report
9. Market Feasibility Assessment and Alternative Site Analysis
10. Master Plan Phase 1 Improvements to Improve and Beautify Fairgrounds
11. Master Plan Phase 2 Full Build
12. Multipurpose Sports Facility Study
13. Conceptual Diagram

MODIFIED LEASE AGREEMENT

This Agreement is made and entered into this 20th day of December, 1995, between LEON COUNTY, a political subdivision of the State of Florida (the "County"), and NORTH FLORIDA FAIR ASSOCIATION, INC., a non-profit corporation created and existing under the laws of the State of Florida (the "Association").

W I T N E S S E T H

WHEREAS, on November 2, 1959, a written agreement (the "Lease") was entered into between the parties hereto by which the County leased certain property therein described to the Association and which set forth the terms and conditions of such Lease, such Lease being recorded in Deed Book 250, Page 83 of the Public Records of Leon County, Florida; and

WHEREAS, such Lease has subsequently been modified by certain written modifications executed by the parties hereto, such written modifications being recorded in Official Records Book 386, Page 69 (dated October 28, 1969), Official Records Book 554, Page 280 (dated November 7, 1972, Official Records Book 918, Page 2180 (dated October 17, 1978), Official Records Book 1011, Page 2096 (dated June 24, 1980) of the Public Records of Leon County, Florida, and has been further modified by that certain Modification of Lease dated October 9, 1984, and by that certain Modification of Lease dated June 30, 1987, and by that certain Modification of Lease dated September 20, 1988, and by that certain Modified Lease Agreement dated January 15, 1991; and

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WHEREAS, the parties now desire to further modify certain provisions of the Lease; and

WHEREAS, the parties also desire to enter into this Modified Lease Agreement, which shall contain the modifications referred to in the preceding paragraphs, and which shall integrate the above-referenced Lease and all of the subsequent modifications into a single instrument, which instrument shall supersede the above-referenced Lease and all of the modifications thereto, which were executed prior to the date of this Modified Lease Agreement;

NOW, THEREFORE, the County, for and in consideration of the sum of $1.00 and other valuable consideration to it in hand paid by the Association, the receipt of which is hereby conclusively acknowledged, hereby enters into this Modified Lease Agreement with the Association to lease and let unto the Association the lands hereinafter described for the period of time and upon the conditions hereinafter set forth. The parties hereto agree as follows:

1. The Premises Leased. See Exhibit "A" attached hereto and made a part hereof.

2. Term of Lease. The term of this Lease with regard to all of the leased premises shall extend until the 31st day of December, A.D., 2067.

3. Termination of Lease. This Lease may be terminated in any one or more of the following ways or upon any one or more of the following grounds:

A. In the event the Association may become bankrupt or be dissolved, the County may terminate this Agreement by written notice to the Association.

B. It is recognized that the Association is organized and exists for the purpose of conducting and operating public fairs or exhibitions for the benefit and development of the educational, agricultural, horticultural, livestock and other resources of the State, or any county or counties of the State, and that the Association contemplates conducting an annual fair as provided in Chapter 616, Florida Statutes. In the event the Association does not hold or conduct such annual fair during each year of the period of this Agreement, except in the event of disaster, national emergency or other reasonable or justifiable cause, then this Agreement shall terminate on the 31st day of December of the year in which said annual fair was not conducted. The ways, means, methods, grounds and causes for termination of this Agreement as set forth, shall be separate, distinct, and independent ways, means, methods, grounds and causes for termination of this Agreement.

C. Notwithstanding the foregoing or any other provision in this Agreement, this Lease shall not

be terminated unless the ground or cause for termination is not remedied within 90 days after the County notifies the Association of such ground or cause, or if there is a ground or cause that cannot with due diligence be cured within such 90-day period, unless the Association does not commence the cure of such ground or cause within such 90-day period and thereafter diligently prosecute the same to completion.

4. Rental. On January 1 of each calendar year during the term of this Agreement, the Association shall pay the sum of One and No/100 Dollar ($1.00) to the County as rental for the above-described premises.

5. Purposes of This Agreement. The purpose of this Agreement is to provide the means and facilities for the conduct of the activities of the Association.

6. Maintenance of Premises. The Association, with such assistance as the County may contribute, shall maintain the grounds and improvements thereon in a state of good repair, except for the paving on said demised premises which the County hereby agrees to maintain, subject to the terms and conditions of that certain Joint Use Agreement by and between the Leon County School Board and the North Florida Fair Association dated August 10, 1989. The Association will pay for all utilities used on the leased premises.

7. Insurance. The County shall, at its expense, insure the improvements on the premises against damage by fire, wind storm or

other casualties to the full replacement cost of such improvements. In the event of loss, insurance proceeds shall be used to rebuild or repair such improvements. The Association shall, at its expense, carry public liability insurance in the amount of not less than one million dollars and deposit with the County the evidence of such insurance and shall name the County as an additional named insured.

8. Assignment And Subletting. This Lease shall not be assigned by the Association without the express written consent of the County.

It is recognized that the leased premises are highly desirable and in considerable demand for use for public assemblies and community meetings, and it is expressly understood in leasing the premises to the Association that the people of Leon County and the various religious, civic, fraternal and other community organizations shall not be deprived of the use of the premises on an equal and non-discriminatory basis without just cause therefor, and the Association shall establish a fair and reasonable schedule of rates for subleasing said premises or parts or portions thereof. No religious, civic, fraternal or other community organization of Leon County shall be denied use of the premises at the prescribed rate without just cause.

9. Restrictions And Reservations. The Association and the County will agree on questions of policy touching such matters as the overall development plans for the premises and the construction of new improvements and facilities thereon. Pursuant to such

Agreement, the Association, or the Association in cooperation with the County, may construct or provide for such improvements and facilities.

10. Notices. Notices provided for in this Agreement shall be in writing and delivered to the County by delivery to the Clerk of the Circuit Court of Leon County, Florida and to the Leon County Administrator, and shall be delivered to the Association by delivery to its Secretary or to its President, or in the event of their absence from the County, by mailing such notices to them or either of them at the last known address of such officers.

11. Lease Binding Upon Parties and Their Successors And Assigns. This Agreement and each and every term and provision hereof shall be binding upon the parties hereto and their successors in interest and assigns.

12. County Defined. Wherever used herein the word "County" shall be also deemed to mean the Board of County Commissioners of Leon County, Florida.

IN WITNESS WHEREOF, the parties have caused their hands and official seals to be affixed as of the date first above written.

LEON COUNTY, FLORIDA

By: _____
Bruce J. Host, Chairman

ATTEST: DAVE LANG
_____
Clerk

APPROVED AS TO FORM:
_____
County Attorney

WITNESSES:

Lisa L. Holmes

Shana Garrard

NORTH FLORIDA FAIR ASSOCIATION, INC., a non-profit corporation

By: Payne Midyette Jr.
Its: President

STATE OF FLORIDA
COUNTY OF LEON

I HEREBY CERTIFY that on this day, before me, a Notary Public duly authorized in the State and County aforesaid to take acknowledgements, personally appeared Bruce J. Host, to me known to be the Chairman of the BOARD OF COUNTY COMMISSIONERS, LEON COUNTY, FLORIDA, and acknowledged before me that he executed the foregoing instrument freely and voluntarily under authority duly vested in him by the laws of the State of Florida.

WITNESS my hand and official seal in the State and County aforesaid, this 20th day of December, 1995.

Linda Summerlin
NOTARY PUBLIC
My commission expires: 7-13-98

LINDA SUMMERLIN MY COMMISSION EXPIRES FEBRUARY 13, 1998 #CC 344428 Bonded thru Troy Fain-Insurance NOTARY PUBLIC STATE OF FLORIDA

STATE OF FLORIDA
COUNTY OF LEON

I HEREBY CERTIFY that on this day, before me, a Notary Public duly authorized in the State and County aforesaid to take acknowledgements, personally appeared Payne Midyette JR, to me known to be the President of the NORTH FLORIDA FAIR ASSOCIATION, INC. and acknowledged before me that he executed the foregoing instrument freely and voluntarily under authority duly vested in him by the laws of the State of Florida.

WITNESS my hand and official seal in the State and County aforesaid, this 20th day of December, 1995.

Lynn K. Gay
NOTARY PUBLIC
My commission expires: Feb. 27, 1996

LYNN K. GAY Comm. #CC183501 NOTARY PUBLIC Exp. Feb. 27, 1998 STATE OF FLORIDA

EXHIBIT "A"

A tract of land located in Township 1 South, Range 1 East, Section 18 and Township 1 South, Range 1 West, Section 13:

Commence at the Northeast corner of Section 13, Township 1 South, Range 1 West; thence South 00 degrees 21 minutes 39 seconds West 33.00 feet to a point on the southerly right-of-way boundary of Paul Russell Road said point being the POINT OF BEGINNING.

From said POINT OF BEGINNING; thence North 89 degrees 53 minutes 54 seconds East 2591.74 feet along said southerly right-of-way boundary to a point on the westerly right-of-way boundary of Zillah Street; thence South 00 degrees 24 minutes 59 seconds West 1328.99 feet along said westerly right-of-way boundary to a point on the northerly right-of-way boundary of Omega Avenue; thence North 89 degrees 35 minutes 01 seconds West 1272.80 feet to a point at the intersection of the northerly right-of-way boundary of Omega Avenue with the westerly right-of-way boundary of Cornelia Street; thence South 648.29 feet along said westerly right-of-way boundary to a point on the northerly right-of-way boundary of Tram Road; thence North 68 degrees 42 minutes 57 seconds West 2494.94 feet along said northerly right-of-way boundary to a point on the easterly right-of-way boundary of South Monroe Street; thence along said easterly right-of-way boundary North 00 degrees 09 minutes 57 seconds West 90.30 feet to a point; thence North 09 degrees 48 minutes 50 seconds West 101.43 feet to a point; thence North 03 degrees 35 minutes 58 seconds West 100.18 feet to a point; thence North 00 degrees 44 minutes 20 seconds West 100.00 feet to a point; thence North 00 degrees 09 minutes 57 seconds West 600.00 feet to a point; thence North 04 degrees 55 minutes 54 seconds East 6.42 feet to a point; thence North 04 degrees 58 minutes 48 seconds East 59.53 feet to a point on the southerly right-of-way boundary of Paul Russell Road; thence North 89 degrees 53 minutes 54 seconds East 1036.59 along said southerly right-of-way boundary to the POINT OF BEGINNING.

LESS AND EXCEPT the following described parcels:

PARCEL NO. 1 - Lying in Section 18, Township 1 South, Range 1 East,

Commence at the Northeast corner of Section 13, Township 1 South, Range 1 West; thence South 00 degrees 21 minutes 39 seconds West 33.00 feet to a point on the southerly right-of-way boundary of Paul Russell Road; thence North 89 degrees 53 minutes 54 seconds East 2591.74 feet to a point at the intersection of the South right-of-way boundary of Paul Russell Road with the West right-of-way of Zillah Street, said point being the POINT OF BEGINNING.

From said POINT OF BEGINNING; thence South 00 degrees 24 minutes 59 seconds West 400.00 feet along the said westerly right-of-way boundary to a point; thence leaving the said westerly right-of-way boundary South 89 degrees 53 minutes 54 seconds West 450.00 feet to a point; thence North 00 degrees 24 minutes 59 seconds East 400.00 feet to a point on the southerly right-of-way boundary of Paul Russell Road; thence North 89

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degrees 53 minutes 54 seconds East 450.00 feet along said southerly right-of-way boundary to the POINT OF BEGINNING.

PARCEL NO. 2 - Lying in Section 18, Township 1 South, Range 1 East,

Commence at the Northeast corner of Section 13, Township 1 South, Range 1 West; thence South 00 degrees 21 minutes 39 seconds West 33.00 feet to a point on the southerly right-of-way boundary of Paul Russell Road; thence North 89 degrees 53 minutes 54 seconds East 1100.21 feet to a point; thence leaving the said southerly right-of-way boundary South 00 degrees 12 minutes 06 seconds East 37.00 feet to a concrete monument which is the POINT OF BEGINNING;

From said POINT OF BEGINNING continue South 00 degrees 12 minutes 06 seconds East 850.00 feet to a concrete monument; thence North 89 degrees 53 minutes 54 seconds East 400.00 feet to a concrete monument; thence North 00 degrees 12 minutes 06 seconds West 850.00 feet to a concrete monument, said concrete monument being 37.00 feet South of the southerly right-of-way of Paul Russell Road; thence South 89 degrees 53 minutes 54 seconds West 400.00 feet to the POINT OF BEGINNING.

PARCEL NO. 3 - Lying in the Northeast quarter of Section 13, Township 1 South, Range 1 West, per D.O.T. Description,

Commence at an iron pipe marking the Northeast corner of said Northeast 1/4; thence South 00 degrees 21 minutes 39 seconds West along the East line of said Northeast 1/4 for 33.00 feet to a point on the South right-of-way of Paul Russell Road; thence South 89 degrees 53 minutes 49 seconds West along a line 33.00 feet South of (when measured at right angles) and parallel with the North line of said Northeast 1 Quarter for 401.95 feet to the POINT OF BEGINNING. Thence continue South 89 degrees 53 minutes 49 seconds West along said parallel line for 634.61 feet to a point on the easterly maintained right-of-way of State Road No. 61; thence South 04 degrees 58 minutes 37 seconds West along said easterly right-of-way for 59.71 feet; thence North 45 degrees 55 minutes 03 seconds East for 35.25 feet; thence South 89 degrees 55 minutes 03 seconds East for 613.91 feet; thence North 00 degrees 55 minutes 03 East for 35.22 feet to the POINT OF BEGINNING.

Summary Of Original Lease and all Modifications 1959-1995					
Year	**Term of Lease**	**Renewal Terms**	**Termination Provisions**	**Consent to Sublease and Assignment**	**Other Major Provisions**
1959	• initial term • 3 years • begins on 01/01/60 • expires on 12/31/62	automatic renewals for term of one year until terminated per lease	• bankruptcy or dissolution of Association • failure of Association to conduct annual fair • Association may terminate for any reason with 3-month notice • County may terminate for any reason with 18-month notice • termination rights are without regard to any improvements placed on Leased Premises	• County must consent to any sublease • Association shall make monthly reports to County of all funds derived from subleasing • all funds from subleasing to be remitted to County, except for expenses incurred in subleasing • exception for subleases made in connection with annual fair for less than 30 days • Association shall establish fair schedule of rates for subleasing to be approved by County • County must consent to assignment of lease by Association	• Association shall maintain grounds and improvements, with such assistance as County may contribute • Association shall pay for all utilities used on Leased Premises • Association shall release certain parts of the Leased Premises upon County's request if County needs it for County purposes and releasing it will not impair conducting annual fair • Association recognizes arrangement between City and County for use of Building No. 2 and shall allow that to continue, except Association shall have exclusive use of Building No. 2 three-week during period around annual fair • Purpose of lease is to provide means and facilities for Association to conduct and operate public fairs and exhibitions • Association and County will agree on questions of policy such as overall development plans and construction of new facilities
1969	• no change from 1959; • initial term expired • now in one-year automatic renewal terms	no change from 1959	• Notice of County termination for any reason modified to 24-month notice • no other changes from 1959	• subleasing for other than Association purposes shall be limited to only Building No. 2 • County and Association shall establish fair schedule of rates for subleasing to be approved by County and Association	• Association shall maintain grounds and improvements except for paving on Leased Premises which County agrees to maintain • County shall pay for all utilities used on Leased Premises, except Association shall pay for all utilities for the four-week period around annual fair

Summary Of Original Lease and all Modifications 1959-1995					
Year	**Term of Lease**	**Renewal Terms**	**Termination Provisions**	**Consent to Sublease and Assignment**	**Other Major Provisions**
				• no other changes from 1959	• County shall have right to sublease Building No. 2 except for four-week period around annual fair • Removed provision requiring Association to release certain parts of the Leased Premises upon County's request if County needs it for County purposes • no other major changes from 1959
1972	• new term • 15 years* • begins on 01/01/73 • expires on 12/31/88 • * term actually equates to 16 years-	no renewal terms provided	• provision allowing termination by either party for any reason was removed from lease • no other changes from 1969	• County must consent to any sublease for periods in excess of 30 days • all funds derived from subleasing Building No. 2 shall be remitted to County • Association shall receive all revenue from sources other than Building No. 2 • no other changes from 1969	• Except for Building No. 2, Association shall pay for all utilities used on Leased Premises, except that Association shall pay for all utilities, including Building No. 2, for the four-week period around annual fair • Sale of alcoholic beverages and conduct of gambling or games of chance of any kind on Leased Premises are prohibited • no other major changes from 1969
1978	• term extended to 31 years • begins on 01/01/73 • expires on 12/31/03	no change from 1972	no change from 1972	no change from 1972	no change from 1972
1980	new term for only lease of Building No. 2 5 years begins on 07/01/80 expires on 6/30/85 no other changes from 1978	automatic renewals for only lease of Building No. 2 for term of one year until either party	lease of Building No. 2 may be terminated by either party with 90-day notice no other changes from 1978	County must consent to any sublease for periods in excess of 30 days Association shall make quarterly reports to County of all funds derived from subleasing	Association shall pay for all utilities used on Leased Premises Association's maintenance of Leased Premises shall include maintenance of all items of personal property in Building No. 2

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Summary Of Original Lease and all Modifications 1959-1995					
Year	**Term of Lease**	**Renewal Terms**	**Termination Provisions**	**Consent to Sublease and Assignment**	**Other Major Provisions**
		terminates with 60-day notice no other changes from 1978		no other changes from 1978	County shall maintain all mechanical equipment associated with Building No. 2, the cost of which shall be billed to and paid by Association no other major changes from 1978
1984	no change from 1980	no change from 1980	no change from 1980	no change from 1980	• description of Leased Premises modified to add donated small triangular parcel abutting Leased Premises along Tram Road • no other major changes from 1980
1987	• term extended to 45 years • begins on 01/01/73 • expires on 12/31/17 • initial term for Building No. 2 expired now in one-year automatic renewal terms for Building No. 2	no change from 1984	no change from 1984	no change from 1984	• no change from 1984
1988	no change from 1987	no change from 1987	no change from 1987	no change from 1987	• description of Leased Premises modified to remove half-acre portion conveyed to FDOT as right-of-way for Paul Russell Road widening • no other major changes from 1987

Summary Of Original Lease and all Modifications 1959-1995					
Year	**Term of Lease**	**Renewal Terms**	**Termination Provisions**	**Consent to Sublease and Assignment**	**Other Major Provisions**
1991	no change from 1988	no change from 1988	no change from 1988	no change from 1988	• description of Leased Premises modified to a metes and bounds legal description • description of Leased Premises also modified to exclude those portions used for Cooperative Extension Facility, Capital Stadium, and Paul Russell Road right-of-way • Association shall maintain grounds and improvements except for paving on Leased Premises, which County agrees to maintain, and subject to the School Board's maintenance responsibility for paving of the Capital Stadium parking lot • provision prohibiting conduct of gambling or games of chance on the Leased Premises was modified to allow games sanctioned by the State and subject to control of Florida Lottery no other major changes from 1988
1995	• term extended to 95 years • begins on 01/01/73 • expires on 12/31/67 • separate term for Building No. 2 removed term for Building No. 2 now included in same term as Leased Premises	no renewal terms provided	• County can't terminate unless ground or cause for termination is not cured by Association within 90 days of notice no other changes from 1991	• provision requiring County's consent to any sublease for periods in excess of 30 days was removed from lease • County's consent to any subleasing no longer required • provision requiring County's approval of schedule of rates was removed from lease	• Building No. 2 no longer separately leased to Association • Building No. 2 now considered as part of Leased Premises with regard to Association's maintenance and utilities responsibility • provision prohibiting sale of alcoholic beverages and gambling and games of chance, except for Florida Lottery games, was removed from lease • no other major changes from 1991

Summary Of Original Lease and all Modifications 1959-1995					
Year	**Term of Lease**	**Renewal Terms**	**Termination Provisions**	**Consent to Sublease and Assignment**	**Other Major Provisions**
				• Association shall establish fair schedule of rates for subleasing • County's approval of schedule of rates no longer required no other changes from 1991	
End of Summary of Original Lease and All Modifications 1959-1995					

BYLAWS OF THE

NORTH FLORIDA FAIR ASSOCIATION

ARTICLE 1

MEETINGS

Section 1. ANNUAL MEETING: The annual meeting of the membership of the North Florida Fair Association will be held during the first quarter of each calendar year. The time and place of such meeting shall be determined by the Executive Committee. Membership shall be given notice by mail and written notice of the meeting shall be circulated to the media – press, radio and television, no less than one week prior to the meeting.

Section 2. SPECIAL MEETINGS: Special meetings of the membership of the said Association may be called be the President or by a majority of the Board of Directors. Notice of annual and special meetings shall be given by mail and/or e-mail and by telephone as designated by board members as shown on the membership register maintained by the Executive Secretary-Manager no less than seven days prior to the called meeting.

Section 3. PLACE OF MEETINGS: The place of both the annual and special meetings will be held at the fairgrounds, unless otherwise specified in the advance publicity or notice as above set forth; provided, however, meetings shall be held within the geographical limits of Leon County, Florida.

Section 4. QUORUM: The quorum for any annual or special meeting shall consist of nine (9) members actually present and participating in such meeting. The quorum for any Executive Board meeting shall consist of five (5) members of the Executive Board.

Section 5. VOTING: Every member in good standing shall be entitled to one vote on any action taken by the Association and shall be entitled to be heard on any matter relevant to the business of the Association. Cumulative voting or voting by proxy will not be permitted.

ARTICLE II

MEMBERSHIP

Section 1. MEMBERSHIP: Membership shall be by application and upon approval of the Board of Directors.

Section 2. PROCEDURE FOR ESTABLISHING MEMBERSHIP: Any person desiring membership in the Association may, either directly or through a member of said Association, file an application for membership to the Association's Board of Directors, stating his/her name, address, telephone number, occupation and brief statement as to his/her interest in promoting the welfare of the Association. Thereafter, the Board of Directors shall have authority to approve or reject such application for membership, as appears in the best interest of the Association. Upon good cause shown, a majority of the Board of Directors may expel any member from this Association. Should a member fail to attend two consecutive annual meetings his name may be dropped from the membership rolls.

ARTICLE III

BOARD OF DIRECTORS

Section 1. FUNCTION: The business of this Association shall be managed and its powers exercised by a board of fifteen (15) directors who will be elected, as hereinafter set forth, at the annual meeting of the Association.

Section 2. QUALIFICATION: All members of the Board of Directors shall be Members of the Association. A minimum of two-thirds of the Board of Directors shall be Leon County residents.

Section 3. ELECTION AND TERM OF OFFICE: The Directors shall be chosen at the annual meeting of the Association by a plurality of votes of the present members of the Association and each director elected shall hold office for a period of three (3) years or until a successor has been duly elected to succeed him/her. Terms will be staggered.

The title Director Emeritus shall be established to recognize former board members for long standing meritorious service. This position shall be non-voting and shall be accorded all other rights & privileges of board members.

Section 4. VACANCIES: Any vacancy occurring in the Board of Directors shall be filled by the Executive Committee. The appointed director shall serve until the next annual meeting of the Association.

Section 5. QUORUM: A majority of the board shall constitute a quorum for the transaction of business. However, a lesser number may adjourn the meeting to a subsequent time certain.

Section 6. PLACE OF MEETING: The Board of Directors may meet at any place within Leon County Florida.

Section 7. MEETINGS: Meetings of the Board of Directors shall be held immediately following the annual meeting of the membership, and special meetings of the Board of Directors may be called by the President or a majority of the Board of Directors. Notice of the annual and special meetings of the Board of Directors will be given in accordance with Article 1 Section 2 regarding Special Meetings.

ARTICLE IV

EXECUTIVE COMMITTEE

Section 1. MEMBERSHIP: During the annual meeting of the Board of Directors of the Association there shall be elected from said Board of Directors nine (9) members who will constitute the Executive Committee.

Section 2. AUTHORITY: The Executive Committee will direct the affairs of said Association and will be responsible for its continuous operation under the supervision of the Board of Directors during the time the Board of Directors is not in session.

Section 3. DELEGATION OF AUTHORITY: The Executive Committee shall have the power to delegate all or any part of its lawful authority to the elected officers of the Association in order to facilitate the operation and execution of business affairs.

ARTICLE V

OFFICERS

Section 1. OFFICERS: As provided in Article 7 of the Charter of this Association, the Officers shall be a President, a Vice President, and a Secretary-Manager. The office of Secretary-Manager shall be known as the Executive Secretary-Manager. The President and Vice President shall be elected at the annual meeting of the Board of Directors and shall be members of the Executive Committee. The Executive Secretary-Manager shall be appointed by the Executive Committee. The Executive Committee may appoint a Treasurer, and Auditor, an Attorney or such other specialists as the committee deems needed for the successful operation of the affairs of the Association.

Section 2. TERM OF OFFICE: The President shall serve a two (2) year term and the Vice President shall serve a one (1) year term or until their successors have been duly elected and installed. The President may not immediately succeed himself in the same office; provided, however, this provision shall apply only to a duly elected term of office and not to the filling of an unexpired term. No person shall be eligible for election as President until he has served a minimum of one year on the Executive Committee.

Section 3. PRESIDENT: The President shall be the chief executive officer of the Association and shall have the responsibility of the management of the business and affairs of the Association, subject to the authority of the Board of Directors and the Executive Committee. He/She shall preside at all meetings of the Association, Board of Directors and Executive Committee, and shall carry out the policies and directives as from time to time may be established by the Board of Directors and Executive Committee.

Section 4. VICE-PRESIDENT: The Vice-President of the Association will serve during the absence of the President, or in his/her stead on the event of resignation, death, disability or removal until the vacancy is filled in accordance with Section 7 of this article.

Section 5. EXECUTIVE SECRETARY-MANAGER: The Executive Committee shall appoint an Executive Secretary-Manager of the Association who shall be directly responsible to the President and the Executive Committee. The Executive Secretary-Manager will have custody of all corporate records, the financial records of the Association, and shall be responsible for the physical security and control of all property and shall maintain a current inventory of all properties.

Section 6. APPOINTIVE OFFICERS: The Executive Committee shall prescribe the duties and responsibilities of all appointive officers of the Association.

Section 7. VACANCY: The Executive Committee shall, as soon as practical, after a vacancy in any office occurs, appoint a successor to fill the unexpired term.

ARTICLE VI

FINANCIAL

Section 1. DEPOSITORY: The monies of the Association will be deposited in a bank or banks in Leon County, Florida, as determined by the Executive Committee.

Section 2. WITHDRAWALS: All checks or drafts over a designated amount as determined by the Executive Committee written upon the treasury of the Association shall be signed either by a designated member of the Executive Committee as named by the President and countersigned by the Executive Secretary-Manager.

Section 3. FINANCIAL RECORDS: Accurate and detailed financial records of income and expenditures will be maintained at all times and a report of each year's operations will be audited by a certified public accountant designated by the Executive Committee and reported to the membership at the annual meeting thereof.

ARTICLE VII

MISCELLANEOUS

Section 1. GENERAL DELEGATION OF AUTHORITY: It is hereby declared that the purpose and intent of the membership of the Association is that the Officers and the Executive Committee will continuously act for and represent the Association in all general and routine business matters. Unless specifically restricted by these bylaws, the Executive Committee and Officers have general and full authority to act for and on behalf of the Association and to bind and obligate the Association by and through their acts. This authority may be delegated by the Executive Committee exclusively to the Officers upon affirmative vote of said Executive Committee.

ARTICLE VIII

AMENDMENTS

Section 1. CHARTER: At anytime should it appear desirable and necessary that the charter of the Association be amended, the proposed amendments shall be submitted by the Executive Committee to the Board of Directors at any meeting of the Board of Directors; providing advance notice has been given to the Board of Directors of such proposal to modify the charter. Should a majority of the Board of Directors at any such meeting vote in favor of the proposed amendment the amendment shall be adopted according to the provisions of Chapter 616, Florida Statutes.

Section 2. BYLAWS: Amendments to these bylaws may be made in a similar manner to the charter amendments, except that said amendment will become final and binding upon approval by the Board of Directors. Any items not covered under these bylaws shall be governed by Roberts Rules of Order, newly revised edition.

These bylaws adopted effective April 12, 2010.

NORTH FLORIDA FAIR ASSOCIATION, INC.

FINANCIAL STATEMENTS

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For the Year Ended December 31, 2023

CARROLL and COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

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FREDERICK CARROLL III
FOUNDER (RETIRED)

INDEPENDENT AUDITOR'S REPORT

The Board of Directors and Management
North Florida Fair Association, Inc.
Tallahassee, Florida

Opinion

We have audited the accompanying financial statements of North Florida Fair Association, Inc. (a nonprofit organization) (the Association), which comprise the statement of financial position as of December 31, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of North Florida Fair Association, Inc. as of December 31, 2023, and the changes in its net assets and its cash flows for the year 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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Association 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 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 Association's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's 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 auditor's 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 generally accepted 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 generally accepted 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 Association'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 Association's ability to continue as a going concern for a reasonable period of time.

The Board of Directors and Management
North Florida Fair Association, Inc.
Page Three

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.

Carroll and Company

July 29, 2024

NORTH FLORIDA FAIR ASSOCIATION, INC.
STATEMENT OF FINANCIAL POSITION
December 31, 2023

ASSETS

Cash and cash equivalents	$ 2,048,499
Certificates of deposit	624,631
Prepaid expenses	6,348
Property and equipment, net	1,389,963
Right-of-use asset – finance leases	14,253
TOTAL ASSETS	$ 4,083,694

LIABILITIES AND NET ASSETS

LIABILITIES	
Accounts payable	$ 2,033
Unearned rental and damage deposits	23,850
Lease liability – finance leases, net of unamortized discount	14,363
TOTAL LIABILITIES	40,246
NET ASSETS	
Without donor restrictions	4,043,448
TOTAL LIABILITIES AND NET ASSETS	$ 4,083,694

See accompanying notes.

NORTH FLORIDA FAIR ASSOCIATION, INC.
STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2023

REVENUE AND SUPPORT		
Fair admissions		$ 1,023,164
Fair rides - Midway		514,654
Facility rentals		278,460
Other fair revenues		213,889
Investment and other income		168,636
	TOTAL REVENUE AND SUPPORT	2,198,803
EXPENSES		
Program services		1,642,839
Management and general		132,380
	TOTAL EXPENSES	1,775,219
	CHANGE IN NET ASSETS	423,584
	NET ASSETS, BEGINNING OF YEAR	3,619,864
	NET ASSETS, END OF YEAR	$ 4,043,448

See accompanying notes.

NORTH FLORIDA FAIR ASSOCIATION, INC.
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended December 31, 2023

	Program Services	Management and General	Total
Salaries	$ 597,505	$ 61,878	$ 659,383
Depreciation and amortization	161,416	16,716	178,132
Utilities	142,064	14,712	156,776
Repair and maintenance	130,967	13,133	144,100
Professional fees	101,439	1,720	103,159
Entertainment	81,095	-0-	81,095
Employee benefits	51,161	5,298	56,459
Insurance	48,704	5,044	53,748
Payroll taxes	47,249	4,893	52,142
Supplies	45,340	1,183	46,523
Credit card processing fee	45,673	242	45,915
Other	37,756	6,453	44,209
Advertising	39,600	-0-	39,600
Premiums	36,994	-0-	36,994
Equipment rental	26,942	-0-	26,942
Midway	23,001	-0-	23,001
Postage and printing	17,855	271	18,126
Donations	8,078	837	8,915
TOTAL	$ 1,642,839	$ 132,380	$ 1,775,219

See accompanying notes.

NORTH FLORIDA FAIR ASSOCIATION, INC.
STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2023

CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets		$ 423,584
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization		178,132
Loss on disposal of equipment		13,915
Realized gain on sale of investments		(114,380)
Investment income reinvested		(20,819)
(Increase) decrease in:		
Prepaid expenses		13,491
Right-of-use asset – finance leases		(16,582)
Increase (decrease) in:		
Accounts payable		(7,469)
Unearned rental and damage deposits		8,050
Lease liability – finance leases		14,363
NET CASH PROVIDED BY OPERATING ACTIVITIES		492,285
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment		(178,065)
Purchase of certificates of deposit		(608,058)
Proceeds from sale of investments		503,807
NET CASH USED IN INVESTING ACTIVITIES		(282,316)
NET INCREASE IN CASH AND CASH EQUIVALENTS		209,969
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR		1,838,530
CASH AND CASH EQUIVALENTS, END OF YEAR		$ 2,048,499
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Non-cash investing and financing activities:		
Assets acquired through trade		$ 23,000

See accompanying notes.

NORTH FLORIDA FAIR ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
December 31, 2023

NOTE A – *SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES*

A summary of the significant accounting policies consistently applied in the preparation of the accompanying financial statements follows.

Nature of the Organization

North Florida Fair Association, Inc. is a non-profit organization dedicated to promoting agriculture, education, industry and recreation for the area. The primary sources of revenue are the annual North Florida Fair and the short-term leasing of the fairgrounds to many diverse area organizations and businesses.

Basis of Accounting

The Association's financial statements have been prepared on the accrual basis of accounting.

Basis of Presentation

In accordance with accounting principles generally accepted in the United States of America, the Association is required to report information regarding its financial position and activities according to the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The governing board has not designated any net assets as of December 31, 2023.

Net Assets With Donor Restrictions – Net assets subject to donor (or certain grantor) restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. There were no net assets with donor restrictions as of December 31, 2023.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Association considers all unrestricted highly liquid investments with a maturity of three months or less, when purchased, to be cash equivalents.

NORTH FLORIDA FAIR ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
December 31, 2023

NOTE A – *SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES* (Continued)

Certificates of Deposit

As of December 31, 2023, the Association held certificates of deposit maturing at various times through July 2024.

Property and Equipment

Property and equipment purchases are recorded at cost. Additions, improvements, and other capital outlays that exceed a threshold established by management and significantly extend the useful life of the asset are capitalized. Depreciation is calculated using the straight-line method over the estimated useful lives of the assets.

Income Taxes

The Association is a not-for-profit tax-exempt organization under Internal Revenue Code Section 501(c)(3). However, certain activities which constitute a trade or business are considered unrelated business income activities under Section 511(a) of the Internal Revenue Code and are subject to income tax. There was no federal income tax expense on unrelated business income for the year ended December 31, 2023.

Revenue and Revenue Recognition

Revenues from fair admissions, fair rides, other fair revenues, and facility rentals are recognized when the services have been performed and the goods have been transferred.

Revenue received in advance of the period in which it is earned is deferred to subsequent years. Deferred revenues are recognized as income at the later of either the date collected or on the day the performance obligation has been fulfilled.

Contract balances for contracts with customers consist of the following as of December 31:

Contract assets:	
Accounts receivable, beginning of year	$ -0-
Accounts receivable, end of year	$ -0-
Contract liabilities:	
Unearned rental and damage deposits, beginning of year	$ 15,800
Unearned rental and damage deposits, end of year	$ 23,850

NORTH FLORIDA FAIR ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
December 31, 2023

NOTE A – *SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES* (Continued)

Revenue and Revenue Recognition (Continued)

Contributions restricted by donors are reported as increases in net assets without donor restrictions if the restrictions expire (that is when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Functional Allocation of Expenses

The costs of providing various programs and other activities have been presented on a functional basis in the accompanying statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain expenses have been allocated among the programs and supporting services benefited based on direct expenses related to the programs and activities and also management's assessment of staff time.

Leases

The Association determines if an arrangement is, or contains, a lease at inception. If material, leases are included in right-of-use (ROU) assets and lease liabilities in the statement of financial position. ROU assets and lease liabilities reflect the present value of the future minimum lease payments over the lease term, and ROU assets also include prepaid or accrued rent. The Association does not report ROU assets and lease liabilities for its short-term leases (leases with a term of 12 months or less). Instead, the lease payments of these leases are reported on a straight-line basis over the lease term.

Advertising Costs

Advertising costs are expensed as incurred. Advertising costs for the year ended December 31, 2023 were $39,600.

Estimates

The preparation of these financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results may differ from those estimates.

NORTH FLORIDA FAIR ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
December 31, 2023

NOTE B – *FAIR VALUE MEASUREMENTS*

The Association follows the provisions of the Financial Accounting Standards Board's Accounting Standards Codification Topic 820, *Fair Value Measurements and Disclosures* (ASC 820). ASC 820 establishes a common definition for fair value to be applied to U.S. generally accepted accounting principles requiring use of fair value, establishes a framework for measuring fair value, and expands disclosures about fair value measurements. The standard establishes a fair value hierarchy about the assumptions used to measure fair value and clarifies assumptions about risk and the effect of a restriction on the sale or use of an asset. This standard does not require any new fair value measurements, but rather applies to all other accounting pronouncements that require or permit fair value measurements.

ASC 820 defines fair value as the exchange price that would be received for an asset or paid to transfer a liability (or exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date.

ASC 820 also establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value.

The standard describes three levels of inputs that may be used to measure fair value:

Level 1: Observable inputs such as quoted prices (unadjusted) in active markets that are accessible at the measurement date for identical, unrestricted assets or liabilities.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability either directly or indirectly. These include quoted prices of similar assets or liabilities in active markets; quoted prices for identical or similar assets or liabilities in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the same term of the assets or liabilities.

Level 3: Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities.

The following table presents the financial instruments carried at fair value as of December 31, 2023:

	Level 1	Level 2	Level 3	Total
Certificates of deposit	$ 624,631	–	–	$ 624,631

NORTH FLORIDA FAIR ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
December 31, 2023

NOTE B – *FAIR VALUE MEASUREMENTS (Continued)*

The fair value of financial instruments including cash and cash equivalents, prepaid expenses, accounts payable, and unearned rental and damage deposits approximates carrying value, principally because of the short maturity of those items.

While the Association believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different estimate of fair value as of the reporting date.

NOTE C – *PROPERTY AND EQUIPMENT*

Property and equipment consisted of the following as of December 31:

	Estimated Useful Life	
Buildings and improvements	5 – 40 years	$ 2,512,971
Furniture, equipment, and vehicles	5 – 20 years	909,746
		3,422,717
Less: Accumulated depreciation		(2,032,754)
PROPERTY AND EQUIPMENT, net		**$ 1,389,963**

NOTE D – *CONCENTRATIONS OF CREDIT RISK*

The Association maintains its cash accounts at various financial institutions. Accounts are generally insured by the Federal Deposit Insurance Corporation up to $250,000 per financial institution. As of December 31, 2023, the Association had uninsured cash balances of $45,450.

NOTE E – *LEASES*

The Association leases office equipment under finance lease agreements expiring at various dates through June 2028.

Right-of-use assets and lease liabilities reflected in the accompanying statement of financial position as of December 31, 2023 are as follows:

Right-of-use asset – finance leases	$ 14,253
Lease liability – finance leases	$ 14,363

NORTH FLORIDA FAIR ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
December 31, 2023

NOTE E – *LEASES (Continued)*

Cash paid for amounts included in the measurement of the finance lease liability totaled $2,540 for the year ended December 31, 2023.

The following summarizes the remaining lease term and discount rate for the finance lease:

Remaining lease term	4.4 years
Discount rate	4.10%

The discount rate for the finance lease is based on the discount rate implicit in the lease.

The future minimum lease payments under the finance leases are as follows:

Year Ending December 31	Total
2024	$ 3,766
2025	3,420
2026	3,420
2027	3,420
2028	1,710
Less: Unamortized discount	(1,373)
Total Lease Liabilities	**$ 14,363**

NOTE F – *LAND USE AGREEMENT*

In December 1995, the Association entered into an agreement with Leon County to lease the fairgrounds property at an annual rate of $1 per year. This below-market rental agreement expires on December 31, 2067.

No amount has been reflected in the accompanying statement of activities for this in-kind contribution as it is not feasible to determine the rental value of the fairgrounds property.

NORTH FLORIDA FAIR ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
December 31, 2023

NOTE G – *EMPLOYEE RETIREMENT PLAN*

The Association maintains a SIMPLE retirement plan (the Plan) for the benefit of all eligible employees. The Association matches employees' contributions up to two percent (2%) of each eligible employee's compensation. The Association's contribution to the Plan for the year ended December 31, 2023 totaled $7,427.

NOTE H – *LIQUIDITY AND AVAILABILITY*

Financial assets available for general expenses, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position, comprise the following:

Cash and cash equivalents	$ 2,048,499
Certificates of deposit	624,631
Total financial assets available to meet cash needs for general expenses within one year	$ 2,673,130

The Association monitors cash availability on a regular basis prior to preparing its accounts payable disbursements.

NOTE I – *UNCERTAIN TAX POSITIONS*

Management is not aware of any activities that would jeopardize the Association's tax-exempt status, and believes it has no uncertain tax positions that qualify for either recognition or disclosure in the financial statements as of and for the year ended December 31, 2023.

The Association is subject to routine audits by taxing jurisdictions; however, there are currently no audits in progress for any tax periods. The Association believes it is no longer subject to income tax examinations for fiscal years ending prior to December 31, 2020.

NOTE J – *SUBSEQUENT EVENTS*

The Association has evaluated subsequent events through July 29, 2024, the date which the financial statements were available to be issued.

BUILDING ENVELOPE & ROOF ASSESSMENT REPORT

North Florida Fairgrounds
441 Paul Russell Road
Tallahassee, Florida 32301



PREPARED FOR:

Fitzgerald Collaborative
1213 Miccosukee Road
Tallahassee, Florida 32308

NOVA Project Number: 10117-0522003

Report Date: July 29, 2022

NOVA
PROFESSIONAL | PRACTICAL | PROVEN

July 29, 2022

Fitzgerald Collaborative Group, LLC
1213 Miccosukee Road
Tallahassee, Florida 32308

Attention: **Mr. Donald Gray Jr, AIA**

Subject: **North Florida Fairgrounds – Multiple Buildings**
Building Envelope & Roof Assessment Report
441 Paul Russell Road
Tallahassee, Florida 32301
NOVA Project Number 10117-0522003

Dear Mr. Gray:

NOVA Engineering and Environmental, LLC (NOVA) has completed the *Building Envelope and Roof Assessment Services* for the multiple buildings associated with the North Florida Fairgrounds complex located at 441 Paul Russell Road in Tallahassee, Florida. The work was performed in general accordance with NOVA Proposal Number 017-05229344 dated February 8, 2022, and the contract dated June 13, 2022 executed by NOVA and Fitzgerald.

The attached report presents our understanding of the project information, a description of the observed condition and our findings and conclusions. We appreciate your selection of NOVA and the opportunity to be of service on this project. If you have any questions, or if we may be of further assistance, please do not hesitate to contact us.

Sincerely,
NOVA Engineering and Environmental, LLC

Desiré Mahanna
Business Unit Manager

James C. Keeney, CCC, GC
Vice President/Principal

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1.0 EXECUTIVE SUMMARY

1.1 GENERAL

NOVA Engineering and Environmental, LLC (NOVA) performed the *Building Envelope and Roof Assessment Services* on multiple buildings throughout the North Florida Fairgrounds complex located at 441 Paul Russell Road in Tallahassee, Florida.

The considered portion of the North Florida Fairgrounds complex consists of twenty-five (25) single-story buildings constructed during various years from 1956 to 1990 according to the Leon County Property Appraiser website. The buildings' framing primarily consists of steel framing column members, steel joists and girders supporting the roof systems. The buildings' exterior walls typically consist of a combination of metal wall panels and paint finished and/or stucco finished concrete masonry unit (CMU) block walls. The buildings' fenestrations consist of aluminum framed fixed windows, overhead doors and metal service doors. The building's roof systems are constructed of a combination of steep sloped metal roof panels with translucent "skylight" panels and low sloped modified bitumen built up roof (BUR) systems with granular cap sheet as well as single ply thermoplastic polyolefin (TPO) membrane systems over insulation and steel decking. The total square footage of the buildings associated with this building envelope & roof systems assessment is approximately 147,600.

1.2 PURPOSE

This assessment was performed allowing NOVA to assist the Client in reviewing and evaluating the current condition of the exterior walls and roof systems as it relates to potential moisture intrusion and moisture resistance capabilities as well as for approximate remaining service life. The focus of our services was on the building envelope & roof systems. At the request of client and project circumstances, NOVA services provided varied in some cases from our proposal.

No other building systems were observed, only those outlined, nor was the entire building envelope of all building were assessed. NOVA makes no representation regarding the future or potential use of the Subject Property, except for those items explicitly stated in this report. NOVA did not perform a structural or environmental assessment.

The intent of this inspection is to provide general, prevailing conditions regarding the specific items listed above at the locations investigated. This document is not to be considered an as-built description. Access to the roof areas was provided by NOVA utilizing a mechanical arial lift, with permission by client. Visual observations were performed from ground level as well as accessible roof areas.

1.3 SUMMARY

The buildings appear in generally good overall condition. However, NOVA identified various deficiencies in the current condition of the existing building envelope and roof systems and has prepared an opinion of remaining useful life for each of the buildings as well as an opinion of costs for repair, remediation or replacement of envelope and roof components as immediate needs (0-1 year), short term needs (1-3 years) and long term needs (5-10 years).

Building Designation	Approximate SF	Estimated Costs 1-10 years	Remaining Useful Life- Façade	Remaining Useful Life - Roof
Bldgs. C1-C4	2,005	$10,000	25+ Years	20 Years
Bldgs. C5-C8	2,005	$8,500	25+ Years	20 Years
Bldgs. C9-C11	1,790	$8,500	25+ Years	20 Years
Bldg. 1	12,370	$9,500	20+ Years	20 Years
Bldg. 2	12,370	$14,800	20+ Years	20 Years
Bldg. 3	2,750	$17,300	20+ Years	20 Years
Bldg. 4	13,755	$9,650	20+ Years	20 Years
Bldg. 5	12,520	$103,250	20+ Years	5 Years
Bldg. 6	26,965	$230,720	20+ Years	10 Years
Bldg. 7	14,835	$28,700	20+ Years	20 Years
Bldg. 8	12,280	$17,500	20+ Years	20 Years
Bldg. 9	12,415	$6,300	20+ Years	20 Years
Bldg. 10	1,505	$2,200	20+ Years	25 Years
Bldg. 11	12,975	$94,837	20+ Years	10 Years
Bldg. R1	2,055	$21,750	20+ Years	15 Years
Bldg. R2	2,220	$4,000	20+ Years	20 Years
Bldg. R3	1,265	$19,030	20+ Years	5- 7 Years
Bldg. M1	1,520	$20,660	15 Years	5-10 Years

2.0 SCOPE OF SERVICES

2.1 BUILDING ENVELOPE/ROOF CONDITION ASSESSMENT WITH TESTING SUPPORT

NOVA performed a building envelope and roof systems assessment. Our observations were intended to:

- Provide a point in time documentation of the existing conditions of the building envelope systems
- Identify items that need repair, remediation or replacement
- Assess the overall condition of the systems or assembly in terms of overall life cycle and where it stands in comparison to that life cycle to obtain a remaining useful life estimate for the building as it pertains to the envelope and roof systems.
- NOVA provided limited building envelope testing to support our condition assessment on Buildings 7 and 8 where moisture intrusion was reported.

Our report identifies the asset observed with a description of the items inspected. The focus is to generally assign a condition to the asset and depict deficiencies in writing with subsequent photographic documentation. The recommendations consist of a design determination for the asset for repair and/or replacement and approximate timeframe for which this repair/replacement should occur.

3.0 BUILDING ENVELOPE/ROOF CONDITION ASSESSMENT

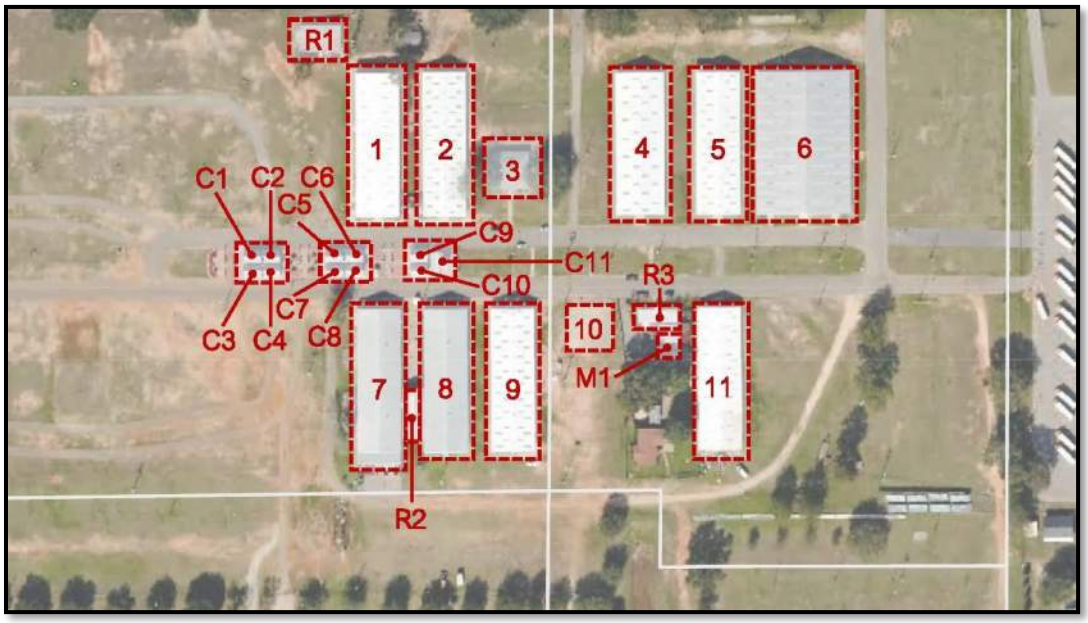
3.1 GENERAL BUILDING ENVELOPE AND ROOF DISCUSSION

The North Florida Fairgrounds complex consists of twenty-five (25) single-story buildings constructed during various years from 1956 to 1990 according to the Leon County Property Appraiser website. The buildings' framing primarily consists of steel framing column members, steel joists and girders supporting the roof systems. The buildings' exterior walls typically consist of a combination of metal wall panels and paint finished concrete masonry unit (CMU) block walls. The building's fenestrations consist of aluminum framed entrances and storefronts as well as inoperable window units. The building's roof systems are constructed of a combination of steep sloped metal roof panels with translucent "skylight" panels and low sloped modified bitumen built up roof (BUR) systems with granular cap sheet as well as single ply thermoplastic polyolefin (TPO) membrane systems over insulation and steel decking.

NOVA was not provided historical property information from the client. No maintenance records or construction documents were provided to NOVA to confirm the buildings' construction or overall age. NOVA utilized historical Google Earth aerial imagery and available data from the Leon County Property Appraiser and Leon County Permit Record Search tools to assist in determining the approximate age of the roof systems. NOVA's determined age of the systems is subjective.

The total square footage of the twenty-five buildings associated with the building envelope and roof systems assessment is approximately 147,600.

For the purpose of this report, the buildings are referenced and identified as depicted in the following image:



3.1.1 BUILDING ENVELOPE (EXTERIOR WALLS)

Building C1 – C4. These concession buildings are situated in a quad-cluster type setting adjoined with concrete masonry divider walls. The buildings are constructed primarily of concrete masonry unit (CMU) block and plywood exterior wall siding with a painted finish. Fenestrations include metal service doors at the rear of the buildings and coiling overhead doors with screens at the concessions service windows. A concrete counter is provided at the concessions service windows. Concrete columns provide support for the roof overhang at the concessions service window side of each building.

Building C5 – C8. These concession buildings are situated in a quad-cluster type setting adjoined with concrete masonry divider walls. The buildings are constructed primarily of concrete masonry unit (CMU) block and plywood exterior wall siding with a painted finish. Fenestrations include metal service doors at the rear of the buildings and coiling overhead doors with screens at the concessions service windows. A concrete counter is provided at the concessions service windows. Concrete columns provide support for the roof overhang at the concessions service window side of each building.

Building C9 – C11. These concession buildings are situated in cluster of three setting adjoined with concrete masonry divider walls. The buildings are constructed primarily of concrete masonry unit (CMU) block and plywood exterior wall siding with a painted finish. Fenestrations include metal service doors at the rear of the buildings and coiling overhead doors with screens at the concessions service windows. A concrete counter is provided at the concessions service windows. Concrete columns provide support for the roof overhang at the concessions service window side of each building.

Building 1. The building envelope is comprised of painted metal wall panels on the east, west and north elevations. The panels are fastened to structural steel support columns and beams. The south elevation is comprised of a cultured stone and painted metal wall panels. Fenestrations include overhead doors, aluminum framed fixed inoperable windows and metal service doors.

Building 2. The building envelope is comprised of painted metal wall panels. The panels are fastened to structural steel support columns and beams. Fenestrations include overhead doors, aluminum framed fixed inoperable windows and metal service doors.

Building 3. The building envelope is comprised primarily of painted CMU block. Fenestrations include double metal entry doors and aluminum framed inoperable fixed window systems. The four corners of the building have custom corner windows assemblies also comprised of aluminum framing. Wood soffit is provided under roof overhangs along the building perimeters.

Building 4. The building envelope is comprised primarily of metal wall panels. The metal wall panels extend approximately ¾ the height of the east and west walls and

the balance of the wall section is complete with chicken wire in an open-air design. The north and south elevations are primarily comprised of metal wall panels. The metal panels are fastened to structural steel support columns and beams. Fenestrations include overhead doors and metal service doors.

Building 5. The building envelope is comprised primarily of metal wall panels situated atop a CMU block wall with a painted stucco finish. The upper final portion of the east and west elevations include an open-air design with chicken wire in the openings. This design is carried through the north and south elevations mid sections as well. Fenestrations include coiling overhead doors and metal service doors.

Building 6. The building envelope is comprised primarily of metal wall panels. The panels are situated atop a CMU block wall with a painted finish on the north, east and west elevations and run from grade level to roof level on the south elevations. The upper final portion of the east and west elevations include an open-air design with chicken wire in the openings. The metal panels are fastened to structural steel support columns and beams. Fenestrations include coiling overhead doors and metal service doors.

Building 7. The building envelope is primarily comprised of painted metal wall panels on the east, west and south elevations. The north elevation is comprised of a combination of metal wall panels and EIFS. The metal panels are fastened to structural steel support columns and beams. Fenestrations include overhead doors, aluminum framed fixed inoperable windows and metal service doors.

Building 8. The building envelope is primarily comprised of painted metal wall panels on the east, west and south elevations. The north elevation is comprised of a combination of metal wall panels and EIFS. The metal panels are fastened to structural steel support columns and beams. Fenestrations include overhead doors, aluminum framed fixed inoperable windows and metal service doors.

Building 9. The building envelope is comprised of painted metal wall panels. The panels are fastened to structural steel support columns and beams. Fenestrations include overhead doors, aluminum framed fixed inoperable windows and metal service doors.

Building 10. This pavilion structure is constructed of wood framing with and steel bar joists supporting the roof system. Half walls are provided which have a corrugated metal wall panel attached to the wood framing. Wood planking is provided at the upper portion of the structure at all elevations.

Building 11. The building envelope is comprised primarily of metal wall panels situated atop a CMU block wall with a painted stucco finish. The upper final portion of the east and west elevations include an open-air design with chicken wire in the openings. This design is carried through the north and south elevations mid sections as well. Fenestrations include coiling overhead doors and metal service doors.

Building R1. The building envelope is comprised primarily of painted CMU block. Fenestrations include metal entry doors and open-air screened window openings.

Building R2. The building envelope is comprised primarily of painted CMU block. Fenestrations include metal entry doors and open-air screened window openings.

Building R3. The building envelope is comprised primarily of painted CMU block. Fenestrations include metal entry doors and open-air screened window openings.

Building M1. The building envelope is primarily comprised of painted wood T1-11 siding and metal wall panels. Fenestrations include aluminum framed operable windows and metal doors.

3.1.2 ROOF SYSTEMS

Building C1 – C4. Construction of roof systems associated with these buildings consists of steep sloped metal roof panels with metal ridge cap over plywood decking supported by wood framed trusses and joists. Roof panels are mechanically fastened to wood framing members with exposed fasteners. No roof penetrations were present. Drainage is achieved via sheet flow to roof perimeters discharging storm water onto the grade below.

Building C5 – C8. Construction of roof systems associated with these buildings consists of steep sloped metal roof panels with metal ridge cap over plywood decking supported by wood framed trusses and joists. Roof panels are mechanically fastened to wood framing members with exposed fasteners. No roof penetrations were present. Drainage is achieved via sheet flow to roof perimeters discharging storm water onto the grade below.

Building C9 – C11. Construction of roof systems associated with these buildings consists of steep sloped metal roof panels with metal ridge cap over plywood decking supported by wood framed trusses and joists. Roof panels are mechanically fastened to wood framing members with exposed fasteners. Roof penetrations consist of PVC vent through pipe flashed with rubberized boots. Drainage is achieved via sheet flow to roof perimeters discharging storm water onto the grade below.

Building 1. Construction of roof system associated with this building consists of steep sloped metal roof panels with a galvanized finish and a vented metal ridge cap supported by steel framing members. Roof panels are mechanically fastened to steel framing members with exposed fasteners and neoprene washers. No roof penetrations were present. Drainage is achieved via sheet flow to roof perimeters into gutter and downspout systems and discharging water directly on the grade below.

Building 2. Construction of roof system associated with this building consists of steep sloped metal roof panels with a galvanized finish and a vented metal ridge cap supported by steel framing members. Roof panels are mechanically fastened to steel

framing members with exposed fasteners and neoprene washers. No roof penetrations were present. Drainage is achieved via sheet flow to roof perimeters into gutter and downspout systems and discharging water on the grade below. A shed is attached to the building consisting of corrugated metal roof panels. No roof penetrations are associated with the shed and drainage is achieved via sheet flow to the east side of the roof area discharging water directly onto the grade below.

Building 3. Construction of roof system associated with this building consists of steep sloped metal roof panels with a galvanized finish and a vented metal ridge cap supported by steel framing members. Roof panels are mechanically fastened to steel framing members with exposed fasteners and neoprene washers. Roof penetrations consist of plumbing ventilation piping and overhead power connections that are flashed with rubber boots, metal clamps, and sealant. Drainage is achieved via sheet flow to roof perimeters into gutter and downspout systems and discharging water directly on the grade below.

Building 4. Construction of roof system associated with this building consists of steep sloped metal roof panels with a galvanized finish and a vented metal ridge cap supported by steel framing members. Roof panels are mechanically fastened to steel framing members with exposed fasteners and neoprene washers. No roof penetrations were present. Drainage is achieved via sheet flow to roof perimeters into gutter and downspout systems and discharging water directly on the grade below.

Building 5. Construction of roof system associated with this building consists of steep sloped corrugated metal roof panels and metal ridge cap supported by steel framing members. Translucent skylights are located throughout the roof area. Roof panels are mechanically fastened to steel framing members with exposed fasteners and neoprene washers. Roof penetrations consist of exhaust fans with metal flashing details. Drainage is achieved via sheet flow to roof perimeters into gutter and downspout systems and discharging water directly on the grade below. A shed is attached to the building consisting of architectural shingles. Roof penetrations associated with the shed consist of vent piping flashed with lead boots and drainage is achieved via sheet flow to the north side of the roof area discharging water directly onto the grade below.

Building 6. Construction of roof system associated with this building consists of steep sloped metal roof panels with galvanized finish and metal ridge cap supported by steel framing members. Translucent skylights are located throughout the roof area. Roof panels are mechanically fastened to steel framing members with exposed fasteners and neoprene washers. North and south roof perimeters consist of metal flashing. Roof penetrations consist of exhaust fans situated through the roof with sealant as well as vent pipes with metal flashing and sealant. Drainage is achieved via sheet flow to roof perimeters into gutter and downspout systems and discharging water directly on the grade below.

Building 7. Construction of roof system associated with this building consists of steep sloped metal roof panels with galvanized finish and vented metal ridge cap supported

by steel framing members. Roof panels are mechanically fastened to steel framing members with exposed fasteners and neoprene washers. North and south roof perimeters consist of metal flashing. Roof penetrations consist of exhaust fans situated through the roof with metal flashing and sealant as well as vent pipes with rubber boots, metal clamps, and sealant. Drainage is achieved via sheet flow to roof perimeters into gutter and downspout systems and discharging water directly on the grade below. A shed is attached to the building consisting of metal roof panels. No roof penetrations are associated with the shed and drainage is achieved via sheet flow to the south side of the roof area discharging water directly onto the grade below.

Building 8. Construction of roof system associated with this building consists of steep sloped metal roof panels with galvanized finish and vented metal ridge cap supported by steel framing members. Roof panels are mechanically fastened to steel framing members with exposed fasteners and neoprene washers. North and south roof perimeters consist of metal flashing. Roof penetrations consist of exhaust fans situated through the roof with metal flashing and sealant. Drainage is achieved via sheet flow to roof perimeters into gutter and downspout systems and discharging water directly on the grade below.

Building 9. Construction of roof system associated with this building consists of steep sloped metal roof panels with a galvanized finish and a vented metal ridge cap supported by steel framing members. Roof panels are mechanically fastened to steel framing members with exposed fasteners and neoprene washers. No roof penetrations were present. Drainage is achieved via sheet flow to roof perimeters into gutter and downspout systems and discharging water directly on the grade below.

Building 10. Construction of the roof system associated with this building consists of steep sloped metal roof panels with a galvanized finish and a metal ridge cap supported by wood framing members and steel girders. Roof panels are mechanically fastened to wood framing members with exposed fasteners and neoprene washers. No roof penetrations were present. Drainage is achieved via sheet flow to roof perimeters into gutter and downspout systems and discharging water directly onto the grade below.

Building 11. Construction of the roof system associated with this building consists of steep sloped corrugated metal roof panels and metal ridge cap supported by steel framing members. Translucent skylights are located throughout the roof area. Roof panels are mechanically fastened to steel framing members with exposed fasteners and neoprene washers. North and south roof perimeters consist of metal flashing. Roof penetrations consist of exhaust fans with metal flashing details. Drainage is achieved via sheet flow to roof perimeters into gutter and downspout systems and discharging water directly on the grade below.

Building R1. Construction of the roof system associated with this building consists of low sloped single ply membrane, typically thermoplastic polyolefin (TPO) over the building's perimeters and secured beneath a mechanically fastened termination bar. Roof penetrations consist of plumbing ventilation pipes and overhead power

connections that are flashed with rubber boots, metal clamps, and sealant. Drainage is achieved via sheet flow created by engineered sloping of rigid tapered insulation to building perimeters discharging directly onto the grade below.

Building R2. Construction of the roof system associated with this building consists of steep sloped metal roof panels with galvanized finish and vented metal ridge cap supported by steel framing members. Roof panels are mechanically fastened to steel framing members with exposed fasteners and neoprene washers. Roof penetrations consist of vent pipes flashed with rubber boots, metal clamps, and sealant. Drainage is achieved via sheet flow to roof perimeters into gutter and downspout systems and discharging water directly on the grade below.

Building R3. Construction of the roof system associated with this building consists of low sloped modified bitumen built up roof (BUR) with granular cap sheet terminating at building perimeters beneath metal drip edge counter flashing. Roof penetrations consist of vent pipes and overhead power connections flashed with lead boots. Drainage is achieved via sheet flow created by engineered sloping of rigid tapered insulation to building perimeters discharging directly onto the grade below.

Building M1. Construction of the roof system associated with this building consists of steep sloped corrugated metal roof panels and metal ridge cap supported by steel framing members. Roof panels are mechanically fastened to steel framing members with exposed fasteners. No roof penetrations were present. Drainage is achieved via sheet flow to roof perimeters discharging water directly onto the grade below.

4.0 FINDINGS, CONCLUSIONS & OPINION OF REMEDIATION COSTS

4.1 FINDINGS & CONCULSIONS

NOVA performed building envelope and roof observations throughout the structures associated with the North Florida Fairgrounds complex. The buildings' framing primarily consists of steel framing column members, steel joists and girders supporting the roof systems. The buildings' exterior walls typically consist of a combination of metal wall panels and paint finished concrete masonry unit (CMU) block walls. The building's fenestrations consist of aluminum framed entrances and storefronts as well as inoperable window units. The building's roof systems are constructed of a combination of steep sloped metal roof panels with translucent "skylight" panels and low sloped modified bitumen built up roof (BUR) systems with granular cap sheet as well as single ply thermoplastic polyolefin (TPO) membrane systems over insulation and steel decking.

4.1.1 BUILDING ENVELOPE (EXTERIOR WALLS)

Building C1 – C4. The building envelope systems associated with these buildings appeared to be in overall good condition. However, plywood siding above the concessions windows as well as on the rear of the buildings was observed to showing some aging and deterioration as a result of exposure to the elements. NOVA recommends replacing the impacted siding. Isolated areas of stucco at the rear of the buildings above the plywood siding appeared to have some moisture relating damage, which should be repaired. The ends of the wood trusses exposed to the elements were observed to have minor deterioration. The divider wall constructed of CMU block with a stucco finish between the buildings was observed to have delaminating and cracked stucco which will require the removal of the existing stucco and replacement with new. Periodic painting of the buildings every 5-7 years should be performed. With proper maintenance, NOVA estimates the buildings' remaining useful life, as it pertains to the envelope systems, to exceed 30+ years.

Building C5 – C8. The building envelope systems associated with these buildings appeared to be in overall good condition. However, plywood siding above the concessions windows as well as on the rear of the buildings was observed to showing some aging and deterioration as a result of exposure to the elements. NOVA recommends replacing the impacted siding. The divider wall constructed of CMU block with a stucco finish between the buildings was observed to have delaminating and cracked stucco which will require the removal of the existing stucco and replacement with new. Periodic painting of the buildings every 5-7 years should be performed. With proper maintenance, NOVA estimates the buildings' remaining useful life, as it pertains to the envelope systems, to exceed 30+ years.

Building C9 – C11. The building envelope systems associated with these buildings appeared to be in overall good condition. However, plywood siding above the

concessions windows as well as on the rear of the buildings was observed to showing some aging and deterioration as a result of exposure to the elements. NOVA recommends replacing the impacted siding. The divider wall constructed of CMU block with a stucco finish between the buildings was observed to have delaminating and cracked stucco which will require the removal of the existing stucco and replacement with new. Periodic painting of the buildings every 5-7 years should be performed. With proper maintenance, NOVA estimates the buildings' remaining useful life, as it pertains to the envelope systems, to exceed 30+ years.

Building 1. The building envelope systems associated with this building were observed in overall good condition. Minor repairs should be made to areas of the metal wall panels that have been damaged by impact or other means. Minor corrosion was observed at isolated areas of wall panels which should be cleaned, treated with an anticorrosive and repainted. Open penetrations should be sealed to prevent unwanted moisture intrusion into the building. The cultured stone appeared to be in good overall condition. Perimeter sealants around window systems was in overall poor condition and should be removed and replaced in the short term. With proper maintenance, NOVA estimates the buildings' remaining useful life, as it pertains to the envelope systems, to be 30+ years.

Building 2. . The building envelope systems associated with this building were observed in overall good condition. Minor repairs should be made to areas of the metal wall panels that have been damaged by impact or other means. Open penetrations should be sealed to prevent unwanted moisture intrusion into the building. Flashing at the wall to slab transition was observed to be unfastened at isolated areas. This should be repaired in the short term. With proper maintenance, NOVA estimates the buildings' remaining useful life, as it pertains to the envelope systems, to be 30+ years.

Building 3. The building envelope system associated with this building appears to be in overall good condition. Repairs should be made to damaged concrete beneath the corner window units. Perimeter window sealants were observed to be failing and should be removed and replaced to prevent unwanted moisture intrusion into the building. With proper maintenance, NOVA estimates the buildings' remaining useful life, as it pertains to the envelope systems, to be 30+ years.

Building 4. The building envelope systems associated with this building were observed in overall good condition. Minor repairs should be made to areas of the metal wall panels that have been damaged by impact or other means. Lose straps securing downspouts to the walls were observed which should be repaired in the short term. Open penetrations should be sealed to prevent unwanted moisture intrusion into the building. With proper maintenance, NOVA estimates the buildings' remaining useful life, as it pertains to the envelope systems, to be 30+ years.

Building 5. The building envelope systems associated with this building were observed in overall good condition. Minor repairs should be made to areas of the metal wall panels that have been damaged by impact or other means. Open penetrations should be sealed to prevent unwanted moisture intrusion into the building. Displaced flashing

was observed at top CMU block to metal wall panel transitions at the south elevation, which should be repaired in the short term. Delaminating and cracked stucco was observed at isolated areas along the CMU block walls, which should be repaired in the short term. Areas of exposed cavity between the interior and the CMU wall near overhead doors on the south elevation, and cracking and settlement on the north elevation by the overhead door, should be repaired in the short term. Flashing on top of the CMU wall was observed to be missing in isolated areas which should be replaced. With proper maintenance, NOVA estimates the buildings' remaining useful life, as it pertains to the envelope systems, to be 30+ years.

Building 6. The building envelope systems associated with this building were observed in overall good condition. Minor repairs should be made to areas of the metal wall panels and CMU walls that have been damaged by impact or other means. Open penetrations should be sealed to prevent unwanted moisture intrusion into the building. With proper maintenance, NOVA estimates the buildings' remaining useful life, as it pertains to the envelope systems, to be 30+ years.

Building 7. The building envelope systems associated with this building were observed in overall good condition. Minor repairs should be made to areas of the metal wall panels and EIFS that have been damaged by impact or other means. Open penetrations should be sealed to prevent unwanted moisture intrusion into the building.

Since this building is conditioned, NOVA performed limited testing to assist in determining the source of reported moisture intrusion at the window areas. The perimeter sealants were observed to be significantly deteriorated and NOVA elected to use smoke tracers rather than water to aid in the investigation after discussing with Fitzgerald Collaborative. If water was introduced to the deteriorated sealants, NOVA was of the opinion a significant amount of water would enter the building. NOVA's use of smoke tracers on the inside of the building at window perimeters revealed smoke escaping around the windows through the failing sealant on the outside of the building. Additionally, NOVA performed infrared thermography on the interior walls beneath the windows to assist in determining if moisture was present. The infrared images indicate a thermal differences indicating temperature variances correlating to residual moisture beneath the window units. Perimeter window sealants should be removed and replaced as an immediate need to prevent further moisture intrusion. Consideration should be given to replacing drywall and insulation, if provided, below the window systems on the north wall.

With proper maintenance, NOVA estimates the buildings' remaining useful life, as it pertains to the envelope systems, to be 30+ years.

Building 8. The building envelope systems associated with this building were observed in overall good condition. Minor repairs should be made to areas of the metal wall panels and EIFS that have been damaged by impact or other means. Open

penetrations should be sealed to prevent unwanted moisture intrusion into the building.

Since this building is conditioned, NOVA performed limited testing to assist in determining the source of reported moisture intrusion at the window areas. The perimeter sealants were observed to be significantly deteriorated and NOVA elected to use smoke tracers rather than water to aid in the investigation after discussing with Fitzgerald Collaborative. If water was introduced to the deteriorated sealants, NOVA was of the opinion a significant amount of water would enter the building. NOVA's use of smoke tracers on the inside of the building at window perimeters revealed smoke escaping around the windows through the failing sealant on the outside of the building. Additionally, NOVA performed infrared thermography on the interior walls beneath the windows to assist in determining if moisture was present. The infrared images indicate a thermal differences indicating temperature variances correlating to residual moisture beneath the window units. Perimeter window sealants should be removed and replaced as an immediate need to prevent further moisture intrusion. Consideration should be given to replacing drywall and insulation, if provided, below the window systems on the north wall.

With proper maintenance, NOVA estimates the buildings' remaining useful life, as it pertains to the envelope systems, to be 30+ years.

Building 9. The building envelope systems associated with this building were observed in overall good condition. Minor repairs should be made to areas of the metal wall panels and CMU walls that have been damaged by impact or other means. Open penetrations should be sealed to prevent unwanted moisture intrusion into the building. With proper maintenance, NOVA estimates the buildings' remaining useful life, as it pertains to the envelope systems, to be 30+ years.

Building 10. This pavilion structure is constructed of wood framing with and steel bar joists supporting the roof system. Half walls are provided which have a corrugated metal wall panel attached to the wood framing. Wood planking is provided at the upper portion of the structure at all elevations. The framing appears to be in good condition throughout the structure. Some areas of the corrugated metal walls panels were observed to be suffering with corrosion. These should be cleaned, sanded and treated with an anticorrosive to prevent further damage in the short term. NOVA estimates the structures remaining useful life to be15-20 years.

Building 11. The building envelope systems associated with this building were observed in overall good condition. Minor repairs should be made to areas of the metal wall panels and CMU block that have been damaged by impact or other means. Open penetrations should be sealed to prevent unwanted moisture intrusion into the building. Missing flashing on top of the concrete wall should be replaced.at the wall to slab transition was observed to be unfastened at isolated areas. This should be repaired in the short term. With proper maintenance, NOVA estimates the buildings' remaining useful life, as it pertains to the envelope systems, to be 30+ years.

Building R1. The building envelope system associated with this building appears to be in overall good condition. Perimeter door sealants were observed to be failing and should be removed and replaced to prevent unwanted moisture intrusion into the building. With proper maintenance, NOVA estimates the buildings' remaining useful life, as it pertains to the envelope systems, to be 30+ years.

Building R2. The building envelope system associated with this building appears to be in overall good condition. Perimeter door sealants were observed to be failing and should be removed and replaced to prevent unwanted moisture intrusion into the building. With proper maintenance, NOVA estimates the buildings' remaining useful life, as it pertains to the envelope systems, to be 30+ years.

Building R3. The building envelope system associated with this building appears to be in overall good condition. Isolated areas of missing mortar and stair step cracking in the CMU walls was observed. These areas should be repaired in the short term. With proper maintenance, NOVA estimates the buildings' remaining useful life, as it pertains to the envelope systems, to be 30+ years.

Building M1. The building envelope on this maintenance structure is in overall fair to poor condition. It is primarily comprised of painted wood T1-11, which is nearing its expected useful life and metal wall panels. Fenestrations include aluminum framed operable windows and metal doors. Based on the use of the structure, at a minimum, the T1-11 should be replaced. Consideration should be given to window replacement if the use of the building changes. NOVA estimates the remaining useful life of the building, based on its current use, is 15-20 years.

4.1.2 ROOF SYSTEMS

Building C1 – C4. The metal panel roof system associated with these buildings appeared to be generally in overall good condition, however, based on pitch of the roof areas NOVA was not able to safely access them directly. This type of roof system typically has an expected useful life of 45-50 years depending on geographic location, environmental factors and overall maintenance performed. Based upon observed condition, NOVA anticipates the metal roof systems to have a remaining useful life of approximately 20-25 years. As the roof systems age, consideration should be given to applying an elastomeric coating to prolong their expected useful life. Pressure washer cleaning should be considered throughout roof areas periodically as a maintenance item.

Building C5 – C8. The metal panel roof system associated with these buildings appeared to be generally in overall good condition, however, based on pitch of the roof areas NOVA was not able to safely access them directly. This type of roof system typically has an expected useful life of 45-50 years depending on geographic location, environmental factors and overall maintenance performed. Based upon observed condition, NOVA anticipates the metal roof systems to have a remaining useful life of approximately 20-25 years. As the roof systems age, consideration should be given to

applying an elastomeric coating to prolong their expected useful life. Pressure washer cleaning should be considered throughout roof areas periodically as a maintenance item.

Building C9 – C11. The metal panel roof system associated with these buildings appeared to be generally in overall good condition, however, based on pitch of the roof areas NOVA was not able to safely access them directly. This type of roof system typically has an expected useful life of 45-50 years depending on geographic location, environmental factors and overall maintenance performed. Based upon observed condition, NOVA anticipates the metal roof systems to have a remaining useful life of approximately 20-25 years. As the roof systems age, consideration should be given to applying an elastomeric coating to prolong their expected useful life. Pressure washer cleaning should be considered throughout roof areas periodically as a maintenance item.

Building 1. The metal panel roof system associated with this building appeared to be generally in overall good condition. This type of roof system typically has an expected useful life of 45-50 years depending on geographic location, environmental factors and overall maintenance performed. Based upon observed condition, NOVA anticipates the metal roof systems to have a remaining useful life of approximately 20-25 years. NOVA observed areas of built-up debris from tress at the northeast corner of the building. As the roof systems age, consideration should be given to applying an elastomeric coating to prolong their expected useful life. Pressure washer cleaning should be considered throughout roof areas periodically as a maintenance item.

Building 2. The metal panel roof system associated with this building appeared to be generally in overall good condition. This type of roof system typically has an expected useful life of 45-50 years depending on geographic location, environmental factors and overall maintenance performed. Based upon observed condition, NOVA anticipates the metal roof systems to have a remaining useful life of approximately 20-25 years. The downspouts were observed to be missing splash blocks in some locations creating minor erosion. Splash blocks should be installed. NOVA observed minor surface rust throughout the metal edge flashing beneath the roof panels which should be monitored and repaired if the condition worsens. Unsecured clips associated with the gutter system were observed which should be repaired in the short term. Deteriorated sealant at isolated repairs throughout the roof area was observed which will require sealant replacement in the short term. As the roof systems age, consideration should be given to applying an elastomeric coating to prolong their expected useful life. Pressure washer cleaning should be considered throughout roof areas periodically as a maintenance item. The corrugated roof panels associated with the shed are severely rusted and replacement should be considered within the next two years

Building 3. The metal panel roof system associated with this building appeared to be generally in overall good condition. This type of roof system typically has an expected useful life of 45-50 years depending on geographic location, environmental factors and overall maintenance performed. Based upon observed condition, NOVA

anticipates the metal roof systems to have a remaining useful life of approximately 20-25 years. NOVA observed withdrawing fasteners throughout the metal ridge caps which should be replaced in the short term. NOVA also observed deteriorated sealant at through roof penetrations which will require replacement in the short term. As the roof systems age, consideration should be given to applying an elastomeric coating to prolong their expected useful life. Pressure washer cleaning should be considered throughout roof areas periodically as a maintenance item.

Building 4. The metal panel roof system associated with this building appeared to be generally in overall good condition. This type of roof system typically has an expected useful life of 45-50 years depending on geographic location, environmental factors and overall maintenance performed. Based upon observed condition, NOVA anticipates the metal roof systems to have a remaining useful life of approximately 20-25 years. The downspouts were observed to be missing splash blocks in some locations creating minor erosion. Splash blocks should be installed. NOVA observed isolated areas of unsealed penetrations through metal roof panels. Compatible sealant should be applied to unsealed penetrations as an immediate need to reduce potential for water intrusion into the building. NOVA also observed damaged downspouts in isolated locations for which replacement should be performed as an immediate need . As the roof systems age, consideration should be given to applying an elastomeric coating to prolong their expected useful life. Pressure washer cleaning should be considered throughout roof areas periodically as a maintenance item.

Building 5. The corrugated metal panel roof system associated with this building appeared to be generally in overall fair condition. This type of roof system typically has an expected useful life of 45-50 years depending on geographic location, environmental factors and overall maintenance performed. Based upon observed condition, NOVA anticipates the metal roof systems to have a remaining useful life of approximately 5-10 years. It appears a coating system has previously been applied over the existing metal panels. NOVA observed areas of rusted metal throughout the roof area as well as scaling in the coating system associated with exhaust fans. Replacement of metal panel roof systems should be considered within 10 years, however areas of rusted metal should be cleaned and treated with anti-corrosive application prior to being repaired in year one to alleviate water intrusion into the building. Architectural shingle roof systems, like the one associated with the shed, typically have an expected useful life of 25-30 years. Based upon observed condition, it appears that failure has occurred in the decking substrate at the southeast corner of the shed. NOVA recommends further investigation concerning the structural integrity of the shed roof system be performed immediately. Based on results of the investigation, replacement of the shingle roof, substrate, and framing may be necessary.

Building 6. The metal panel roof system associated with this building appeared to be generally in overall good to fair condition. This type of roof system typically has an expected useful life of 45-50 years depending on geographic location, environmental factors and overall maintenance performed. Based upon observed condition, NOVA anticipates the metal roof systems to have a remaining useful life of approximately 10-

15 years. To extend the remaining useful life of this roof system, NOVA recommends a coating be applied as a short term need to extend the useful life of the roof system to 15-20 years. NOVA observed areas of rusted metal throughout the roof area including some isolated locations where corrosion through the metal is occurring. The south metal edge flashing does not appear to be secured through the roof panels into the steel framing which should be repaired as an immediate need. NOVA observed deterioration of sealant associated with roof penetrations including vent piping and exhaust fans at transition to metal roof panels which should be repaired as a short term need. As the roof systems age, consideration should be given to applying an elastomeric coating to prolong their expected useful life. Pressure washer cleaning should be considered throughout roof areas periodically as a maintenance item.

Building 7. The metal panel roof system associated with this building appeared to be generally in overall good condition. This type of roof system typically has an expected useful life of 45-50 years depending on geographic location, environmental factors and overall maintenance performed. Based upon observed condition, NOVA anticipates the metal roof systems to have a remaining useful life of approximately 20-25 years. As the roof systems age, consideration should be given to applying an elastomeric coating to prolong their expected useful life. Pressure washer cleaning should be considered throughout roof areas periodically as a maintenance item. NOVA observed damage to the metal roof panels at the northwest corner of the building and should be repaired in the short term. NOVA observed isolated areas of unsealed penetrations through metal roof panels which should be repaired as an immediate need. NOVA also observed withdrawing fasteners throughout the metal ridge caps as well as minor rust throughout roof area which should be repaired in the short term. NOVA observed deterioration of sealant associated with roof penetrations including vent piping, exhaust fans at transition to metal roof panels, and beneath the metal ridge cap which will require replacement in the short term. Areas of rusted metal should be cleaned and treated with anti-corrosive application prior to being repaired in the short term.

Building 8. The metal panel roof system associated with this building appeared to be generally in overall good condition. This type of roof system typically has an expected useful life of 45-50 years depending on geographic location, environmental factors and overall maintenance performed. Based upon observed condition, NOVA anticipates the metal roof systems to have a remaining useful life of approximately 20-25 years. NOVA observed withdrawing fasteners throughout the metal ridge caps as well as minor rust throughout roof area, which should be repaired as a short term need. NOVA observed deterioration of sealant associated with roof penetrations including vent piping, exhaust fans at transition to metal roof panels, and beneath the metal ridge cap which should be replaced as a short term need. As the roof systems age, consideration should be given to applying an elastomeric coating to prolong their expected useful life. Pressure washer cleaning should be considered throughout roof areas periodically as a maintenance item. Areas of rusted metal should be cleaned and treated with anti-corrosive application prior to being repaired in the short term.

Building 9. The metal panel roof system associated with this building appeared to be generally in overall good condition. This type of roof system typically has an expected useful life of 45-50 years depending on geographic location, environmental factors and overall maintenance performed. Based upon observed condition, NOVA anticipates the metal roof systems to have a remaining useful life of approximately 20-25 years. As the roof systems age, consideration should be given to applying an elastomeric coating to prolong their expected useful life. Pressure washer cleaning should be considered throughout roof areas periodically as a maintenance item.

Building 10. The metal panel roof system associated with this building appeared to be generally in overall good condition. This type of roof system typically has an expected useful life of 45-50 years depending on geographic location, environmental factors and overall maintenance performed. Based upon observed condition, NOVA anticipates the metal roof systems to have a remaining useful life of approximately 25-30 years. NOVA observed isolated areas of unsealed penetrations through metal roof panels. Compatible sealant should be applied to unsealed penetrations in year one to reduce potential for water intrusion into the building. NOVA also observed fasteners protruding from the metal roof panels that have been secured from the underside. As the roof systems age, consideration should be given to applying an elastomeric coating to prolong their expected useful life. Pressure washer cleaning should be considered throughout roof areas periodically as a maintenance item.

Building 11. The corrugated metal panel roof system associated with this building appeared to be generally in overall fair condition. This type of roof system typically has an expected useful life of 40 years depending on geographic location, environmental factors and overall maintenance performed. Based upon observed condition, NOVA anticipates the metal roof systems to have a remaining useful life of approximately 5-10 years. NOVA observed areas of built-up debris from trees along the west perimeter of the building. NOVA observed areas of rusted metal throughout the roof area. Replacement of metal panel roof systems should be considered within 10 years, however areas of rusted metal should be cleaned and treated with anti-corrosive application prior to being repaired in the short term.

Building R1. The TPO single-ply roof membrane system associated with this building appeared to be generally in overall good to fair condition. This type of roof membrane typically has an expected useful life of 15-20 years depending on geographic location, environmental factors and overall maintenance performed. Based upon observed condition, NOVA anticipates the single ply roof systems to have a remaining useful life of approximately 6-8 years. NOVA observed deterioration of sealant associated with roof penetrations including vent piping and overhead power connection. Removal and replacement of sealants should be considered in the short term. Evidence of ponding water was observed throughout the roof area which should be rectified with the roof replacement.

Building R2. The metal panel roof system associated with this building appeared to be generally in overall good condition. This type of roof system typically has an expected useful life of 40 years depending on geographic location, environmental factors and

overall maintenance performed. Based upon observed condition, NOVA anticipates the metal roof systems to have a remaining useful life of approximately 20-25 years. NOVA observed withdrawing fasteners throughout the metal ridge caps as well as deterioration of sealant associated transitions to adjacent building components. Replacement of fasteners and removal and replacement of sealants should be performed in the short term. As the roof systems age, consideration should be given to applying an elastomeric coating to prolong their expected useful life. Pressure washer cleaning should be considered throughout roof areas periodically as a maintenance item.

Building R3. The modified bitumen BUR roof system with granular cap sheet associated with this building appeared to be generally in overall fair condition. This type of roof membrane typically has an expected useful life of 15-20 years depending on geographic location, environmental factors and overall maintenance performed. Based upon observed condition, NOVA anticipates the BUR roof systems to have a remaining useful life of approximately 5-7 years. NOVA observed cracks in the asphalt "bleed out" at the metal drip edge flashing throughout the building perimeters. NOVA observed isolated areas of unsealed penetrations as well as areas of rusted metal throughout the coping cap above the entrance including some isolated locations where corrosion through the metal is occurring. Compatible sealant should be applied to unsealed penetrations as an immediate need to reduce potential for water intrusion into the building and areas of rusted metal should be cleaned and treated with anti-corrosive application prior to being repaired as an immediate need to alleviate water intrusion into the building. Replacement of the BUR roof systems should be performed within seven years.

Building M1. The corrugated metal panel roof system associated with this building appeared to be generally in overall fair condition. This type of roof system typically has an expected useful life of 40 years depending on geographic location, environmental factors and overall maintenance performed. Based upon observed condition, NOVA anticipates the metal roof systems to have a remaining useful life of approximately 5-10 years. NOVA observed areas rusted metal throughout the roof area and should be cleaned and treated with anti-corrosive application.

4.2 SUMMARY OF OPINION OF REMEDIATION COSTS & REMAINING USEFUL LIFE

NOVA has provided a detailed opinion of costs for each suggested remediation for the buildings in Appendix A to this report. However, a summary of those costs is provided below along with an estimated remaining useful life of each of the subject buildings:

Building	Estimated Remaining Useful Life Envelope/Roof	Total Costs 0-10 Years
Buildings C1-C4	30+ Years	$10,000
Buildings C5-C8	30+ Years	$8,500
Buildings C9-C11	30+ Years	$8,500
Building 1	30+ Years	$9,500
Building 2	30+ Years	$14,800
Building 3	30+ Years	$17,300
Building 4	30+ Years	$9,650
Building 5	30+ Years	$103,250
Building 6	30+ Years	$230,720
Building 7	30+ Years	$28,700
Building 8	30+ Years	$17,500
Building 9	30+ Years	$6,300
Building 10	30+ Years	$2,200
Building 11	30+ Years	$94,837
Building R1	30+ Years	$21,750
Building R2	30+ Years	$4,000
Building R3	30+ Years	$19,030
Building M1	15 Years	$20,660
		$627,197

NOVA has provided an opinion of remediation cost associated with the building envelope and roof systems based only on our observations during our limited site visit. As part of this process NOVA utilizes variations of RSMeans, general trends we see in the market and geographical location and our experience in building envelope and roof remediation. Opinions of costs are approximations and not intended to be confirmed pricing. True pricing can only be determined by qualified competitive contractor bidding.

Since early 2020, appearing to be related to COVID-19, costs for new as well as remediation construction activity has fluctuated sharply and in varying timeframes. Both material, labor and overhead costs have been affected. Some material shortages and lengthier construction duration times have also been experienced.

5.0 LIMITATIONS

NOVA performed this Scope of Services, which is limited to the specific areas outlined. No random testing and observations can wholly eliminate uncertainty regarding the potential for other deficient areas on connection with the property. NOVA is not responsible for any damage as a result of our investigation.

NOVA's findings, opinions, and conclusions are based on information which is reasonably ascertainable and practically reviewable from standard sources at the time of the assessment through site reconnaissance, visual assessment of physical conditions, records review, interviews, and other standard investigative techniques used in the industry at this time. It is possible that other information exists or may subsequently become known that may impact or change the assessment after NOVA's services are complete. NOVA's inspection and recommendations represents our professional opinion. NOVA's provided recommendations should not be considered a design document. Therefore, NOVA cannot, under any circumstances, make a statement of warranty or guarantee, expressed or implied, that deficient areas are limited to those that are discovered while we performed the services on this Project. Any measurements given are speculative in nature.

Appendix A
Detailed Opinion of Costs

Building	Estimated Remaining Useful Life - Roof	Estimated Remining Useful Life - Façade	Remediation Description	Immediate Need 0-1 Year	Short Term Need 1 - 3 Years	Long Term Need 5-10 Years	Total $
Building C1-C4	20 Years	25 Years	Replace plywood siding		$4,500		$10,000
			Repair isolated areas of stucco at rear of buildings		$1,500		
			Remove and replace stucco at divider walls		$4,000		
Building C5-C8	20 Years	25 Years	Replace plywood siding		$4,500		$8,500
			Remove and replace stucco at divider walls		$4,000		
Building C9-C11	20 Years	25 Years	Replace plywood siding		$4,500		$8,500
			Remove and replace stucco at divider walls		$4,000		
Building 1	20 Years	20 Years	Repair damaged metal wall panels		$3,500		$9,500
			Clean, prep and treat areas of corrosion on metal wall panels with anticorrosive		$1,500		
			Seal open penetrations		$1,500		
			Remove and replace perimeter window sealants		$3,000		
Building 2	20 Years	20 Years	Repair damaged metal wall panels		$4,000		$14,800
			Seal open penetrations		$2,000		
			Fasten flashing to slab	$500			
			Install splash blocks at downspouts.		$800		
			Repair unsecured clips associated with the gutter system		$1,000		
			Replace deteriorated sealant at repairs.		$1,500		
			Replace corrugated roof panels associated with the shed		$2,000		
Building 3	20 Years	20 Years	Repair damanged concrete at corner window units		$6,000		$17,300
			Replace perimeter window sealants		$4,800		
			Replace withdrawing fasteners at ridge caps		$3,500		
			Replace sealants at roof penetrations		$3,000		
Building 4	20 Years	20 Years	Repair damaged and metal wall panels		$3,500		$9,650
			Seal open penetrations		$2,000		
			Secure downspout straps to building		$850		
			Install splash blocks at downspouts.		$800		
			Seal penetrations in roof system	$1,500			
			Replace damaged downspouts	$1,000			
Building 5	5 Years	20 Years	Repair impact damaged metal wall panels and CMI walls.		$5,000		$103,250
			Seal open penetrations		$2,000		
			Replace flashing at CMU block wall		$3,500		
			Repair delaminating and cracked stucco		$5,000		
			Repair CMU wall exposing cavity near overhead doors		$6,500		
			Replace roof system			$81,250	
Building 6	10 Years	20 Years	Repair impact damaged metal wall panels and CMU walls.		$6,000		$230,720
			Seal open penetrations		$2,000		
			Repair corroded metal roof panels		$5,000		
			Replace deteriorated selaant		$2,000		
			Coat roof system		$215,720		

Building	Estimated Remaining Useful Life - Roof	Estimated Remining Useful Life - Façade	Remediation Description	Immediate Need 0-1 Year	Short Term Need 1 - 3 Years	Long Term Need 5-10 Years	Total $
Building 7	20 Years	20 Years	Repair damaged metal wall panels and EIFS systems		$3,500		$28,700
			Seal open penetrations		$1,500		
			Replace perimeter window sealants	$4,500			
			Repair damaged roof panels at NW corner of building		$6,500		
			Seal unsealed roof pentrations	$2,200			
			Replace sealant at at roof penetrations and transitions		$5,500		
			Treat rusted metal panels with anticorrosive		$5,000		
Building 8	20 Years	20 Years	Repair damaged metal wall panels and EIFS systems		$3,500		$17,500
			Seal open penetrations		$1,500		
			Replace perimeter window sealants	$4,500			
			Make minor repairs to roof panels including replacement of withdrawing fasteners and treating minor rust areas		$3,900		
			Replace sealants at penetrations and transitions associated with the roof system.		$4,100		
Building 9	20 Years	20 Years	Repair impact damaged metal wall panels and CMU walls.		$4,500		$6,300
			Seal open penetrations		$1,800		
Building 10	25 Years	20 Years	Treat rusted metal panels with anticorrosive		$1,200		$2,200
			Seal unsealed roof pentrations		$1,000		
Building 11	10 Years	20 Years	Repair impact damaged metal wall panels and CMU walls.		$4,500		$94,837
			Seal open penetrations		$1,800		
			Replace missing flashing at CMU block wall		$2,200		
			Replace roof system			$84,337	
			Treat rusted metal roof panels with anticorrosive		$2,000		
Building R1	15 Years	20 Years	Replace perimeter door sealants		$1,200		$21,750
			Replace roof system			$20,550	
Building R2	20 Years	20 Years	Replace perimeter door sealants		$1,200		$4,000
			Make minor repairs to roof panels including replacement of withdrawing fasteners and replacing sealants		$2,800		
Building R3	5-7 Years	20 Years	Repair stair step cracking and missing mortar in CMU walls		$1,850		$19,030
			Seal unsealed roof pentrations	$1,000			
			Treat rusted coping cap with anticorrosive		$1,000		
			Replace roof system			$15,180	
Bulding M1	5-10 Years	15 Years	Replace siding		$8,500		$20,660
			Replace roof system			$12,160	
			TOTALS	$15,200	$395,520	$213,477	$627,197

Appendix B
Photographic Documentation

Photographic Documentation
Buildings C1-C4



BUILDING C1-C4 PHOTO #1: Overview of Buildings C2 and C4.



BUILDING C1-C4 PHOTO #2: Overview of Buildings C1 and C3.



BUILDING C1-C4 PHOTO #3: Typical concrete masonry block construction, with concrete counter top and garage type door fenestration with screens of Buildings C1-C4.



BUILDING C1-C4 PHOTO #4: The steep sloped roofs of Building C1-C4 are supported by wood framing members.



BUILDING C1-C4 PHOTO #5: CMU wall with stucco finish between C1 and C3 (typical at C2 and C4 as well).



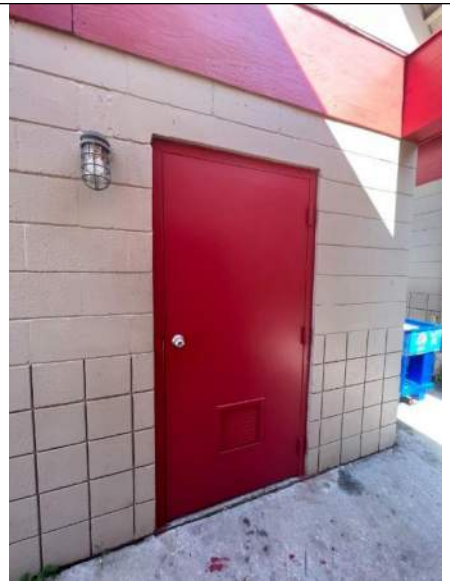
BUILDING C1-C4 PHOTO #6: Typical side elevation of Buildings C1-C4.



BUILDING C1-C4 PHOTO #7: Concrete column supporting roof overhang at Buildings C1-C4 (typical to all four buildings).



BUILDING C1-C4 PHOTO #8: Typical front elevation of Buildings C1-C4.



BUILDING C1-C4 PHOTO #9: Rear entry door to concessions buildings (typical of C1-C4).



BUILDING C1-C4 PHOTO #10: Buildings C1-C4 have a metal panel roof system.



BUILDING C1-C4 PHOTO #11: Deteriorating plywood above concessions window (typical at C1-C4).



BUILDING C1-C4 PHOTO #12 Deteriorating plywood above concessions window (typical at C1-C4).



BUILDING C1-C4 PHOTO #13: Wood truss roof supports with minor deteriorating (typical at C1-C4).



BUILDING C1-C4 PHOTO #14: Cracking and delaminating stucco above wood band at rear of concessions buildings (typical at C1-C4).



BUILDING C1-C4 PHOTO #15: This text field will allow for up to three lines of description for your corresponding BUILDING C1-C4 PHOTO. So go ahead and just write the reader a mini book about this singular BUILDING C1-C4 PHOTO.



BUILDING C1-C4 PHOTO #16: This text field will allow for up to three lines of description for your corresponding BUILDING C1-C4 PHOTO. So go ahead and just write the reader a mini book about this singular BUILDING C1-C4 PHOTO.



BUILDING C1-C4 PHOTO #17: This text field will allow for up to three lines of description for your corresponding BUILDING C1-C4 PHOTO. So go ahead and just write the reader a mini book about this singular BUILDING C1-C4 PHOTO.



BUILDING C1-C4 PHOTO #18: This text field will allow for up to three lines of description for your corresponding BUILDING C1-C4 PHOTO. So go ahead and just write the reader a mini book about this singular BUILDING C1-C4 PHOTO.



BUILDING C1-C4 PHOTO #19: Damage to edge of roof panels observed.



BUILDING C1-C4 PHOTO #20: Damage to edge of roof panels observed.



BUILDING C1-C4 PHOTO #21: Overall view of metal roof panels associated with buildings C1-C4.



BUILDING C1-C4 PHOTO #22: Overall view of metal roof panels associated with buildings C1-C4.

Photographic Documentation
Buildings C5-C8



BUILDING C5-C8 PHOTO #1: Overview of Buildings C5-C7



BUILDING C5-C8 PHOTO #2: Overview of Buildings C6 and C8.



BUILDING C5-C8 PHOTO #3: Typical concrete masonry block construction, with concrete counter top and garage type door fenestration with screens of Buildings C1-C4.



BUILDING C5-C8 PHOTO #4: The steep sloped roofs of Building C1-C4 are supported by wood framing members.



BUILDING C5-C8 PHOTO #5: CMU wall with stucco finish between C5 and C7 (typical at C6 and C8 as well).



BUILDING C5-C8 PHOTO #6: Typical side elevations.



BUILDING C5-C8 PHOTO #7 Concrete column supporting roof overhang at the buildings.



BUILDING C5-C8 PHOTO #8: Typical front elevation of Buildings C1-C4.



BUILDING C5-C8 PHOTO #9: Rear entry door to concessions buildings.



BUILDING C5-C8 PHOTO #10: Buildings C5-C8 have a metal panel roof system.



BUILDING C5-C8 PHOTO #11: Deteriorating plywood above concessions window (typical to all buildings).



BUILDING C5-C8 PHOTO #12: Deteriorating plywood band at rear elevations. Varying levels of deterioration observed on all four buildings.



BUILDING C5-C8 PHOTO #13: Cracking and delaminating stucco at divider wall between buildings (typical).



BUILDING C5-C8 PHOTO #14: Cracking and delaminating stucco at divider wall between buildings (typical).



BUILDING C5-C8 PHOTO #15: Overall view of metal roof panels associated with buildings C5-C8.



BUILDING C5-C8 PHOTO #16: Overall view of metal roof panels associated with buildings C5-C8.

Photographic Documentation
Buildings C9-C11



BUILDING C9-C11 PHOTO #1: Overview of Buildings C9 – C10.



BUILDING C9-C11 PHOTO #2: Overview of Building C11.



BUILDING C9-C11 PHOTO #3: : Typical concrete masonry block construction, with concrete counter top and garage type door fenestration with screens of Buildings C9-C11.



BUILDING C9-C11 PHOTO #4: The steep sloped roofs of Building C9-C11 are supported by wood framing members.



BUILDING C9-C11 PHOTO #5: Typical side elevation.



BUILDING C9-C11 PHOTO #6: CMU wall with stucco finish between buildings.



BUILDING C9-C11 PHOTO #7: Concrete column supporting roof overhang at the buildings.



BUILDING C9-C11 PHOTO #8: Typical front elevation.



BUILDING C9-C11 PHOTO #9: Rear entry door to concessions buildings.



BUILDING C9-C11 PHOTO #10: Deteriorating plywood above concessions window (typical to all buildings)..



BUILDING C9-C11 PHOTO #11: The buildings have a metal panel roof system.



BUILDING C9-C11 PHOTO #12: Roll up door at information window.



BUILDING C9-C11 PHOTO #13: Overall view of metal roof panels associated with buildings C9-C11.



BUILDING C9-C11 PHOTO #14: Overall view of metal roof panels associated with buildings C9-C11.

Photographic Documentation
Building 1



BUILDING 1 PHOTO #5: Partial view of east elevation.



BUILDING 1 PHOTO #6: Typical inoperable window system.



BUILDING 1 PHOTO #7: Typical operable window system.



BUILDING 1 PHOTO #8: Typical service door.



BUILDING 1 PHOTO #9: Overhead door provided on south elevation.



BUILDING 1 PHOTO #10: Double service door provided at north elevation.



BUILDING 1 PHOTO #11: Isolated areas of damaged and rusted panels were observed.



BUILDING 1 PHOTO #12: Isolated areas of damaged and rusted panels were observed.



BUILDING 1 PHOTO #13: Perimeter window sealants were observed to be severely deteriorated or otherwise failing.



BUILDING 1 PHOTO #14: Perimeter window sealants were observed to be severely deteriorated or otherwise failing.



BUILDING 1 PHOTO #15: Perimeter window sealants were observed to be severely deteriorated or otherwise failing.



BUILDING 1 PHOTO #16: Isolated areas of unsealed penetrations were observed; recommend sealing.



BUILDING 1 PHOTO #17: Overall view of metal roof panels and metal ridge cap associated with building 1.



BUILDING 1 PHOTO #18: Overall view of metal roof panels and metal ridge cap associated with building 1



BUILDING 1 PHOTO #19: Drainage achieved via sheet flow to gutter and downspout systems along building perimeters.



BUILDING 1 PHOTO #20: Built-up debris from tress at the northeast corner of the building.

Photographic Documentation
Building 2



BUILDING 2 PHOTO #1: View of north elevation



BUILDING 2 PHOTO #2: View of south elevation.



BUILDING 2 PHOTO #3: View of east elevation.



BUILDING 2 PHOTO #4: View of west elevation.



BUILDING 2 PHOTO #5: Service doors located at north elevation.



BUILDING 2 PHOTO #6: Overhead door at south elevation.



BUILDING 2 PHOTO #7: Downspout without splash block causing minor erosion. Recommend providing splashblock.



BUILDING 2 PHOTO #8: Isolated areas of impact damaged metal wall panels observed.



BUILDING 2 PHOTO #9: Isolated areas of impact damaged metal wall panels observed.



BUILDING 2 PHOTO #10: Open, unsealed penetrations observed throughout.



BUILDING 2 PHOTO #11: Unfastened step flashing.



BUILDING 2 PHOTO #12: Damaged splash block.



BUILDING 2 PHOTO #13: Overall view of metal roof panels associated with building 2.



BUILDING 2 PHOTO #14: Metal ridge cap venting the building.



BUILDING 2 PHOTO #15: Drainage is achieved via sheet flow to gutter and downspout systems along building perimeters.



BUILDING 2 PHOTO #16: Unsecured clips associated with gutter system.



BUILDING 2 PHOTO #17: Rusted metal edge flashing beneath the roof panels.



BUILDING 2 PHOTO #18: Rusted metal edge flashing beneath roof panels.



BUILDING 2 PHOTO #19: Deteriorated sealant at isolated repairs throughout roof area.



BUILDING 2 PHOTO #20: Deteriorated sealant at isolated repairs throughout roof area.

Photographic Documentation
Building 3



BUILDING 3 PHOTO #5: Typical corner window unit observed.



BUILDING 3 PHOTO #6: Typical picture window observed.



BUILDING 3 PHOTO #7: Double metal front entry doors.



BUILDING 3 PHOTO #8: Damaged concrete beneath corner window.



BUILDING 3 PHOTO #9: Perimeter window sealants were observed to be deteriorated or otherwise failing.



BUILDING 3 PHOTO #10: Damaged concrete at corner windows.



BUILDING 3 PHOTO #11: Concrete cracking and spalling at corner windows.



BUILDING 3 PHOTO #12: Perimeter window sealants were observed to be deteriorated or otherwise failing.



BUILDING 3 PHOTO #13: Typical soffit observed at building.



BUILDING 3 PHOTO #14: Interior view of building.



BUILDING 3 PHOTO #15: Overall view of metal roof panels associated with building 3.



BUILDING 3 PHOTO #16: Drainage is achieved via sheet flow to gutter and downspout systems along building perimeters.



BUILDING 3 PHOTO #17: Roof penetrations include vent piping and overhead power connectors flashed with rubber boots, metal clamp, and sealant.



BUILDING 3 PHOTO #18: Roof penetrations include vent piping and overhead power connectors flashed with rubber boots, metal clamp, and sealant.



BUILDING 3 PHOTO #19: Withdrawing fasteners throughout metal ridge cap.



BUILDING 3 PHOTO #20: Deteriorated sealant at through roof penetrations.

Photographic Documentation
Building 4



BUILDING 4 PHOTO #1: View of south elevation.



BUILDING 4 PHOTO #2: View of north elevation.



BUILDING 4 PHOTO #3: View of west elevation.



BUILDING 4 PHOTO #4: View of east elevation.



BUILDING 4 PHOTO #5: Overhead door on south elevation.



BUILDING 4 PHOTO #6: Metal service door on west elevation.



BUILDING 4 PHOTO #7: Overhead door on north elevation.



BUILDING 4 PHOTO #8: Unfastened framing metal at overhead door on south elevation.



BUILDING 4 PHOTO #9: Downspout dispersing directly to grade creating minor erosion. Recommend installing splash blocks.



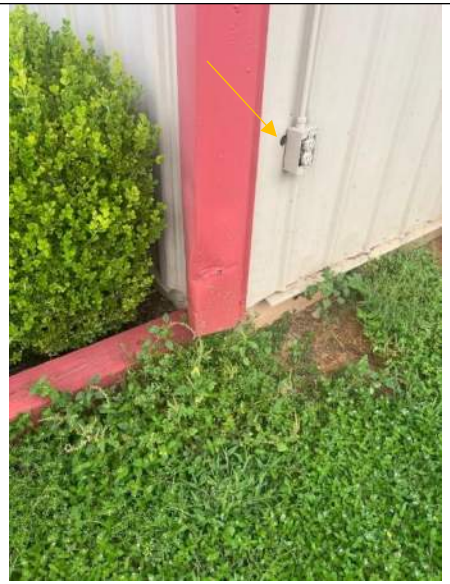
BUILDING 4 PHOTO #10: Damage metal at overhead door opening on north elevation.



BUILDING 4 PHOTO #11: Downspout missing elbow.



BUILDING 4 PHOTO #12: Downspout securement strap broken.



BUILDING 4 PHOTO #13: Open and unsealed penetration behind electrical box on south elevation.



BUILDING 4 PHOTO #14: Bubbling paint on corner metal.



BUILDING 4 PHOTO #15: Overall view of metal roof panels associated with building 4.



BUILDING 4 PHOTO #16: Overall view of metal roof panels associated with building 4.



BUILDING 4 PHOTO #17: Exposed fasteners with neoprene washers.



BUILDING 4 PHOTO #18: Vented metal ridge cap.



BUILDING 4 PHOTO #19: Isolated areas of unsealed penetrations through metal roof panels.



BUILDING 4 PHOTO #20: Damaged downspouts associated with the stormwater drainage systems.

Photographic Documentation
Building 5



BUILDING 5 PHOTO #1: View of south elevation.



BUILDING 5 PHOTO #2: View of north elevation.



BUILDING 5 PHOTO #3: View of west elevation.



BUILDING 5 PHOTO #4: View of east elevation.



BUILDING 5 PHOTO #5: Overhead door at south elevation.



BUILDING 5 PHOTO #6: Overhead door at side elevation.



BUILDING 5 PHOTO #7: Overhead door at north elevation.



BUILDING 5 PHOTO #8: Displaced flashing at south elevation.



BUILDING 5 PHOTO #9: Delaminating stucco was observed at isolated areas.



BUILDING 5 PHOTO #10: Delaminating stucco was observed at isolated areas.



BUILDING 5 PHOTO #11: Cracking was observed in the stucco at isolated locations.



BUILDING 5 PHOTO #12: Downspout bowing due to not being strapped to the building.



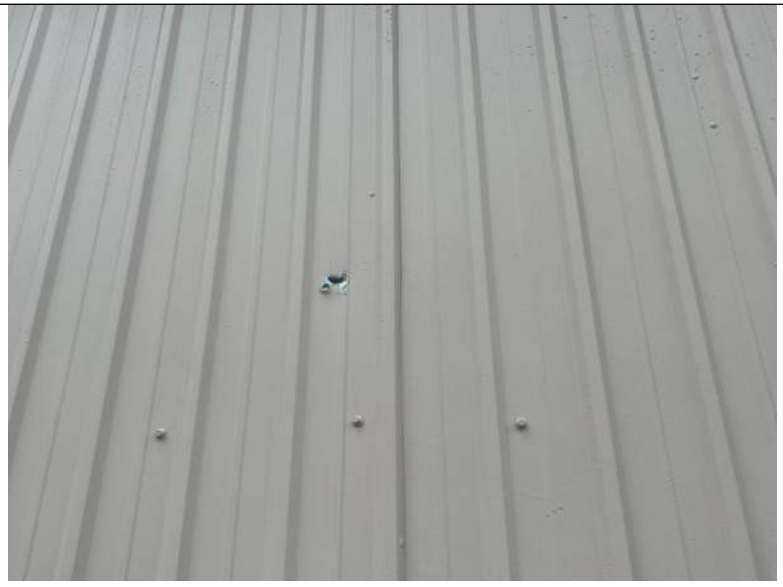
BUILDING 5 PHOTO #13: Areas of concrete knee wall to metal wall transitions are open and exposed at isolated areas.



BUILDING 5 PHOTO #14: Areas of concrete knee was to metal wall transitions are open and exposed at isolated areas.



BUILDING 5 PHOTO #15: Missing flashing at top of CMU block wall.



BUILDING 5 PHOTO #16: Open penetrations observed in isolated areas throughout.



BUILDING 5 PHOTO #17: Minor corrosion observed at isolated areas of metal wall panels.



BUILDING 5 PHOTO #18: Cracking and otherwise deteriorated concrete wall observed throughout.



BUILDING 5 PHOTO #19: Overall view of corrugated metal roof panels associated with building 5.



BUILDING 5 PHOTO #20: Overall view of corrugated metal roof panels associated with building 5.



BUILDING 5 PHOTO #21: Translucent skylights located throughout roof area.



BUILDING 5 PHOTO #22: Translucent skylights located throughout roof area.



BUILDING 5 PHOTO #23: Metal ridge cap.



BUILDING 5 PHOTO #24: Metal ridge cap.



BUILDING 5 PHOTO #25: Roof penetrations include exhaust fans with metal flashing detail.



BUILDING 5 PHOTO #26: Scaling coating observed on exhaust fan.



BUILDING 5 PHOTO #27: Drainage is achieved via sheet flow to gutter and downspout systems along building perimeters.



BUILDING 5 PHOTO #28: Isolated areas of rusted metal roof panels throughout.



BUILDING 5 PHOTO #29: Isolated areas of rusted metal roof panels throughout.



BUILDING 5 PHOTO #30: Shed with shingle roof system.



BUILDING 5 PHOTO #31: Area of potential damaged roof decking substrate associated with the shed.



BUILDING 5 PHOTO #32: Area of potential damaged roof decking substrate associated with the shed.

Photographic Documentation
Building 6



BUILDING 6 PHOTO #1: View of south elevation.



BUILDING 6 PHOTO #2: View of north elevation.



BUILDING 6 PHOTO #3: View of west elevation.



BUILDING 6 PHOTO #4: View of west elevation.



BUILDING 6 PHOTO #5: Partial view of east elevation.



BUILDING 6 PHOTO #6: View of east elevation.



BUILDING 6 PHOTO #7: Overhead door at south elevation.



BUILDING 6 PHOTO #8: Overhead door at south elevation.



BUILDING 6 PHOTO #9: Overhead door at north elevation.



BUILDING 6 PHOTO #10: Service door at west elevation.



BUILDING 6 PHOTO #11: Interior view of Building 6.



BUILDING 6 PHOTO #12: Interior view of Building 6.



BUILDING 6 PHOTO #13: Minor impact damage and unsealed penetrations observed throughout metal wall panels.



BUILDING 6 PHOTO #14: Impact damage to metal at overhead door opening on south elevation.



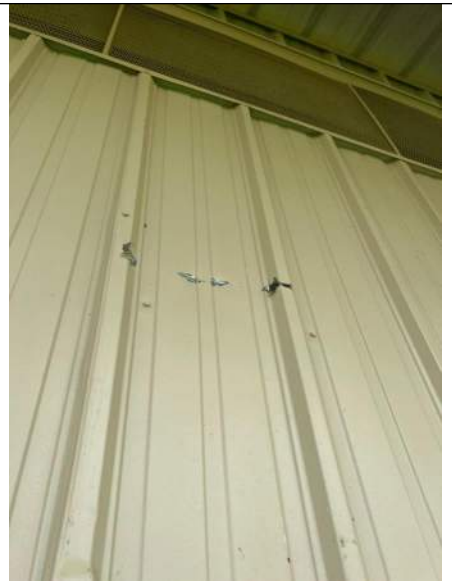
BUILDING 6 PHOTO #15: Impact damage creating open penetration in metal wall panels at south elevation.



BUILDING 6 PHOTO #16: Deteriorated weather stripping/door sweep at bottom of overhead doors (typical).



BUILDING 6 PHOTO #17: View of roof overhang.



BUILDING 6 PHOTO #18: Isolated areas of damaged wall panels observed throughout.



BUILDING 6 PHOTO #19: Isolated areas of damaged wall panels observed throughout.



BUILDING 6 PHOTO #20: Isolated areas of damaged wall panels observed throughout.



BUILDING 6 PHOTO #21: Isolated areas of damaged wall panels and corner metal observed throughout.



BUILDING 6 PHOTO #22: Isolated areas of damaged wall panels observed throughout.



BUILDING 6 PHOTO #23: Isolated areas of damaged concrete observed throughout.



BUILDING 6 PHOTO #24: Isolated areas of damaged wall panels observed throughout.



BUILDING 6 PHOTO #25: Overall view of metal roof panels associated with building 6.



BUILDING 6 PHOTO #26: Overall view of metal roof panels associated with building 6.



BUILDING 6 PHOTO #27: Metal ridge cap with exhaust fan roof penetrations.



BUILDING 6 PHOTO #28: Vent pipe roof penetration with metal flashing detail.



BUILDING 6 PHOTO #29: Exhaust fan situated in sealant at metal roof transition.



BUILDING 6 PHOTO #30: Roof perimeters consists of metal flashing.



BUILDING 6 PHOTO #31: Drainage is achieved via sheet flow to gutter and downspout systems along building perimeters.



BUILDING 6 PHOTO #32: Translucent skylights located throughout roof area.



BUILDING 6 PHOTO #33: Rusted metal throughout roof area including some isolated locations where corrosion through the metal is occurring.



BUILDING 6 PHOTO #34: Rusted metal throughout roof area including some isolated locations where corrosion through the metal is occurring.



BUILDING 6 PHOTO #35: Deteriorated sealant associated with roof penetrations including vent piping and exhaust fans at transition to metal roof panels.



BUILDING 6 PHOTO #36: Deteriorated sealant associated with roof penetrations including vent piping and exhaust fans at transition to metal roof panels.



BUILDING 6 PHOTO #37: Deteriorated sealant associated with roof penetrations including vent piping and exhaust fans at transition to metal roof panels.



BUILDING 6 PHOTO #38: Deteriorated sealant associated with roof penetrations including vent piping and exhaust fans at transition to metal roof panels.



BUILDING 6 PHOTO #39: South metal edge flashing does not appear to be secured through roof panel into steel framing.



BUILDING 6 PHOTO #40: South metal edge flashing does not appear to be secured through roof panel into steel framing.

Photographic Documentation
Building 7



BUILDING 7 PHOTO #1: View of south elevation.



BUILDING 7 PHOTO #2: View of north elevation.



BUILDING 7 PHOTO #3: View of west elevation.



BUILDING 7 PHOTO #4: Partial view of east elevation.



BUILDING 7 PHOTO #5: Partial view of east elevation



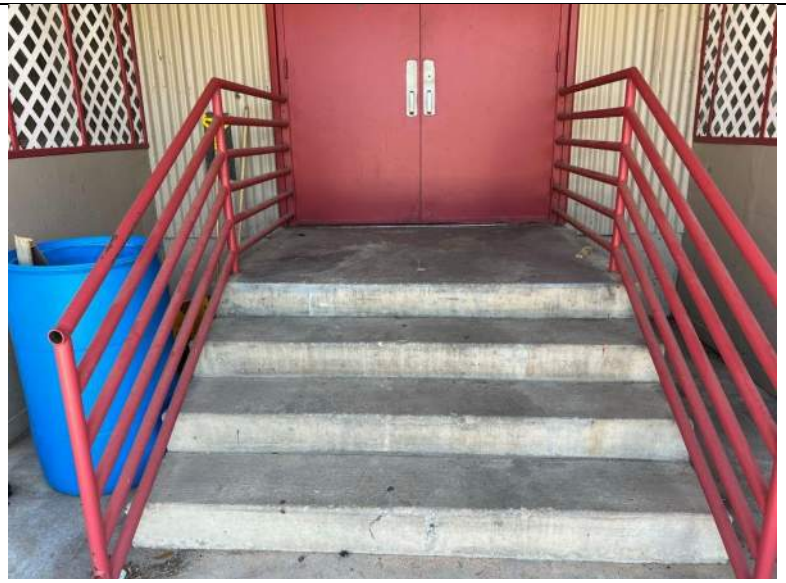
BUILDING 7 PHOTO #6: View of overhead door at south elevation.



BUILDING 7 PHOTO #7: View of double service doors at east elevation.



BUILDING 7 PHOTO #8: View of typical fixed window at south elevation.



BUILDING 7 PHOTO #9: View of service door at north elevation.



BUILDING 7 PHOTO #10: View of interior.



BUILDING 7 PHOTO #11: View of interior.



BUILDING 7 PHOTO #12: View of deteriorated sealant at window perimeters (typical).



BUILDING 7 PHOTO #13: View of deteriorated sealant at window perimeters (typical).



BUILDING 7 PHOTO #14: View of deteriorated sealant at window perimeters (typical).



BUILDING 7 PHOTO #15: View of deteriorated sealant at window perimeters (typical).



BUILDING 7 PHOTO #16: View of bubbling paint observed at the east elevation.



BUILDING 7 PHOTO #17: View of tracer smoke escaping from inside through deteriorated sealants.



BUILDING 7 PHOTO #18: View of tracer smoke escaping from inside through deteriorated sealants.



BUILDING 7 PHOTO #19: Interior view of fixed



BUILDING 7 PHOTO #20: Interior window sill has evidence of previous moisture intrusion. Moisture intrusion at windows was also reported by maintenance staff.



BUILDING 7 PHOTO #21: Isolated areas of open penetrations and damaged metal wall panels observed.



BUILDING 7 PHOTO #22: Isolated areas of open penetrations and damaged metal wall panels observed.



BUILDING 7 PHOTO #23: Isolated areas of open penetrations and damaged metal wall panels observed.



BUILDING 7 PHOTO #24: Isolated areas of open penetrations and damaged metal wall panels observed.



BUILDING 7 PHOTO #25: Isolated areas of surface corrosion on metal wall panels observed.



BUILDING 7 PHOTO #26: Isolated areas of open penetrations and damaged metal wall panels observed.



BUILDING 7 PHOTO #27: Isolated areas of cracking in stucco observed at north elevation.



BUILDING 7 PHOTO #28: Isolated areas of cracking in stucco observed at north elevation.



BUILDING 7 PHOTO #29: Deterioration/corrosion observed at gutter seams throughout.



BUILDING 7 PHOTO #30: Overall view of metal roof panels associated with building 7.



BUILDING 7 PHOTO #31: Overall view of metal roof panels associated with building 7.



BUILDING 7 PHOTO #32: Vented metal ridge cap.



BUILDING 7 PHOTO #33: Roof penetrations include vent piping with rubber boot, metal clamp, and sealant.



BUILDING 7 PHOTO #34: Roof penetrations include exhaust fans.



BUILDING 7 PHOTO #35: Deteriorated sealant observed at roof penetrations.



BUILDING 7 PHOTO #36: Deteriorated sealant observed at roof penetrations.



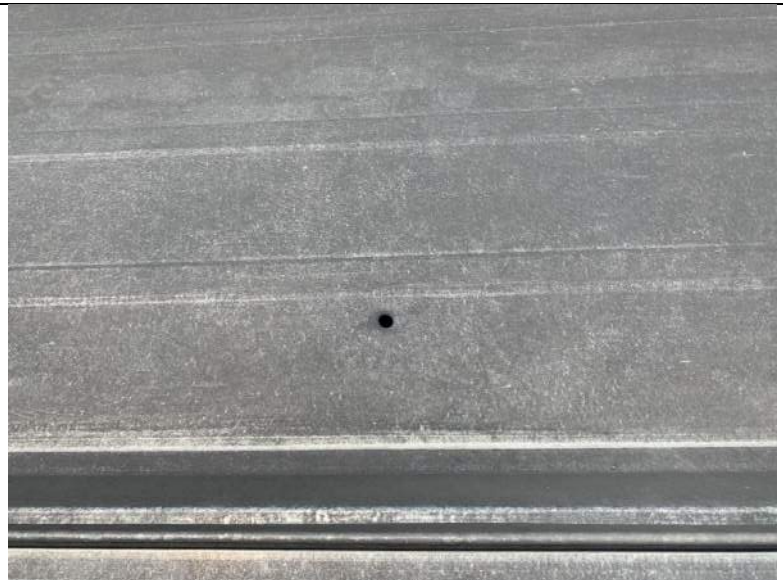
BUILDING 7 PHOTO #37: Deteriorated sealant observed at metal ridge cap.



BUILDING 7 PHOTO #38: Damaged metal roof panels at northwest corner of the building.



BUILDING 7 PHOTO #39: Unsealed penetrations in metal ridge cap.



BUILDING 7 PHOTO #40: Unsealed penetrations in metal roof panels.



BUILDING 7 PHOTO #41: Withdrawing fasteners throughout roof area.



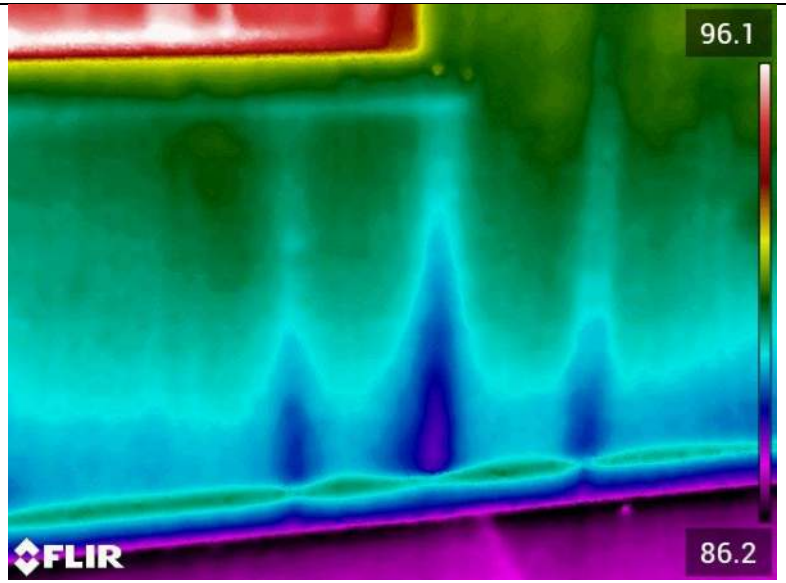
BUILDING 7 PHOTO #42: Withdrawing fasteners throughout roof area.



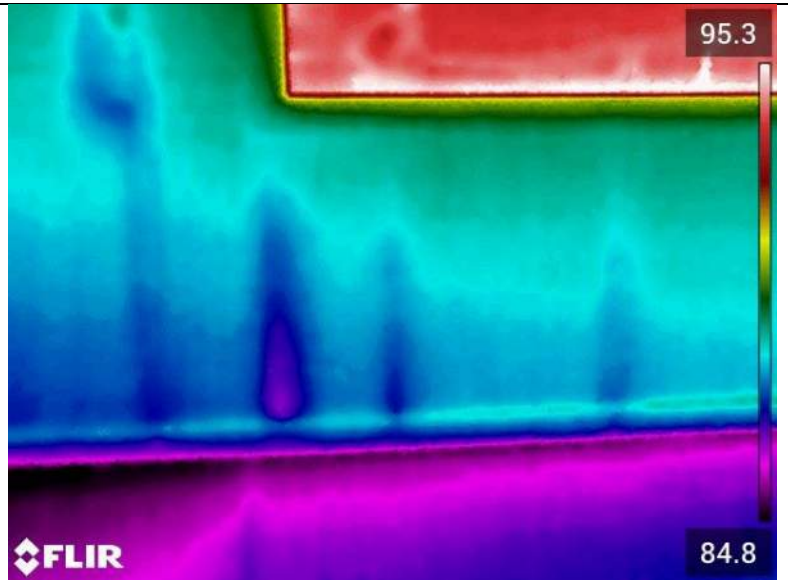
BUILDING 7 PHOTO #43: Metal roof covering shed on south elevation of building 7.



BUILDING 7 PHOTO #44: Metal roof covering shed on south elevation of building 7.



BUILDING 7 PHOTO #45: Thermal images indicating temperature variances correlating to residual moisture throughout interior finishes at reported leak locations.



BUILDING 7 PHOTO #46: Thermal images indicating temperature variances correlating to residual moisture throughout interior finishes at reported leak locations.

Photographic Documentation
Building 8



BUILDING 8 PHOTO #1: View of north elevation.



BUILDING 8 PHOTO #2: View of south elevation.



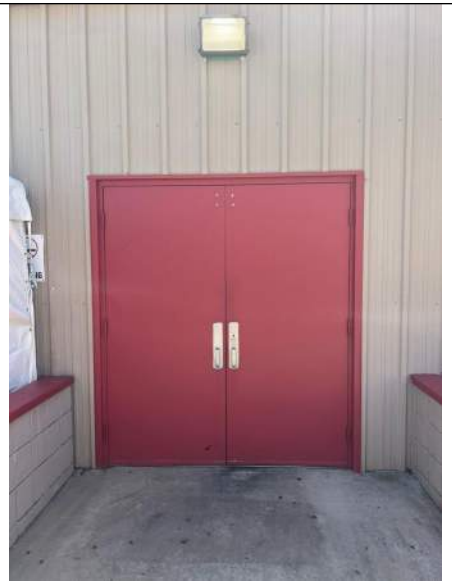
BUILDING 8 PHOTO #3: View of east elevation.



BUILDING 8 PHOTO #4: Partial view of west elevation



BUILDING 8 PHOTO #5: Partial view of west elevation.



BUILDING 8 PHOTO #6: Typical double service doors observed.



BUILDING 8 PHOTO #7: Fixed windows observed on north elevation.



BUILDING 8 PHOTO #8: Damage to EIFS observed at isolated areas along the north elevation.



BUILDING 8 PHOTO #9: Bubbling paint observed throughout the east elevation.



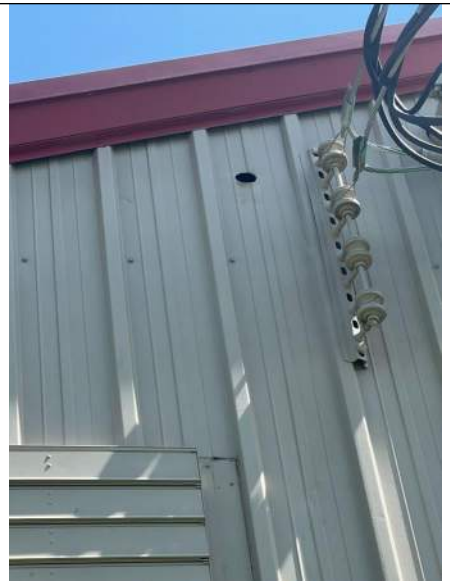
BUILDING 8 PHOTO #10: Bubbling paint observed throughout the east elevation.



BUILDING 8 PHOTO #11: Bubbling paint observed throughout the east elevation.



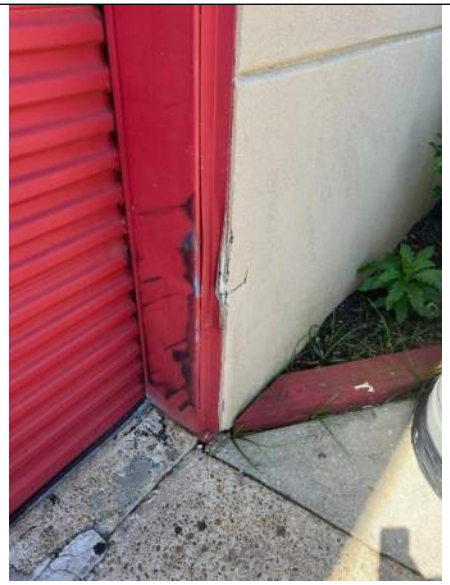
BUILDING 8 PHOTO #12: Bubbling paint observed throughout the east elevation.



BUILDING 8 PHOTO #13: Open and unsealed penetrations were observed in isolated areas.



BUILDING 8 PHOTO #14: Damaged metal and EIFS at overhead door openings observed at isolated areas.



BUILDING 8 PHOTO #15: Damaged metal and EIFS at overhead door openings observed at isolated areas.



BUILDING 8 PHOTO #16: Minor rusting and surface corrosion observed at isolated areas throughout.



BUILDING 8 PHOTO #17: Impact damage to wall panels observed at isolated areas throughout.



BUILDING 8 PHOTO #18: Perimeter sealants at windows on north elevation observed to be severely deteriorated and failing.



BUILDING 8 PHOTO #19: Perimeter sealants at windows on north elevation observed to be severely deteriorated and failing.



BUILDING 8 PHOTO #20: Perimeter sealants at windows on north elevation observed to be severely deteriorated and failing.



BUILDING 8 PHOTO #21: Perimeter sealants at windows on north elevation observed to be severely deteriorated and failing.



BUILDING 8 PHOTO #22: Interior view of fixed window.



BUILDING 8 PHOTO #23: Tracer smoke escaping through deteriorated window sealants when applied at inside of building.



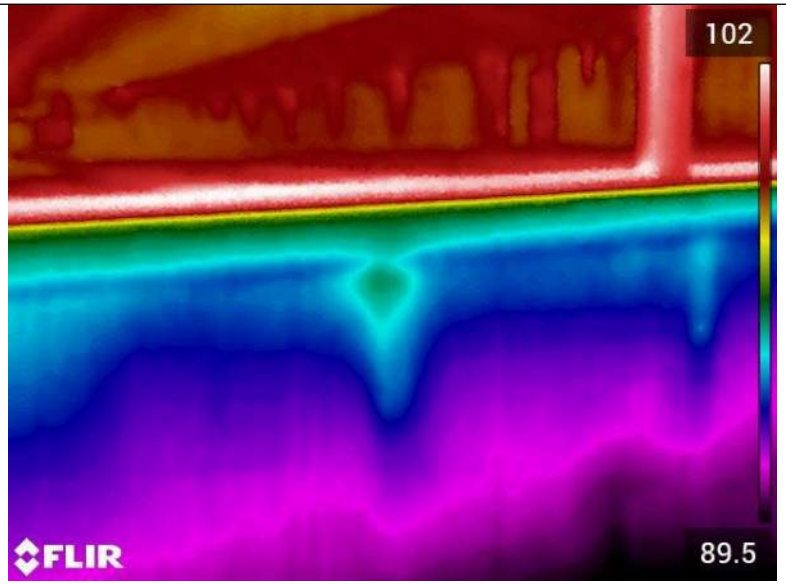
BUILDING 8 PHOTO #24: Tracer smoke escaping through deteriorated window sealants when applied at inside of building.



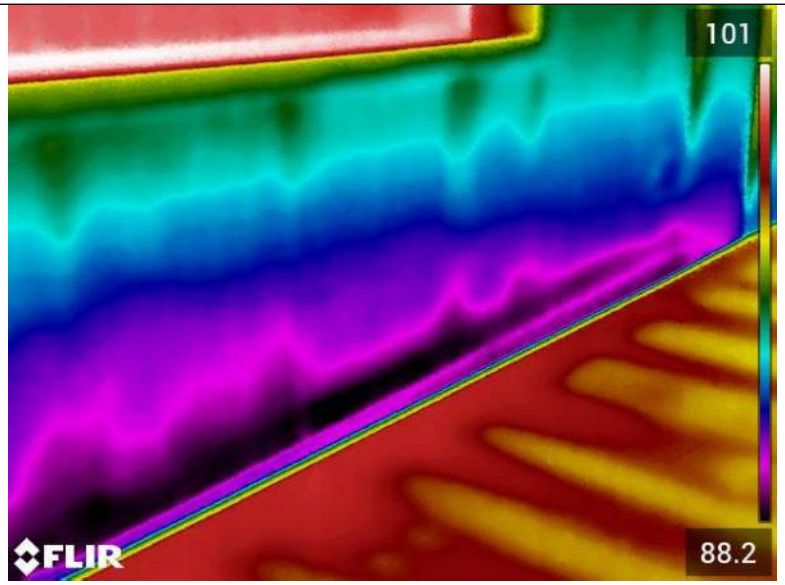
BUILDING 8 PHOTO #25: Interior view of Building 8.



BUILDING 8 PHOTO #26: Interior view of Building 8.



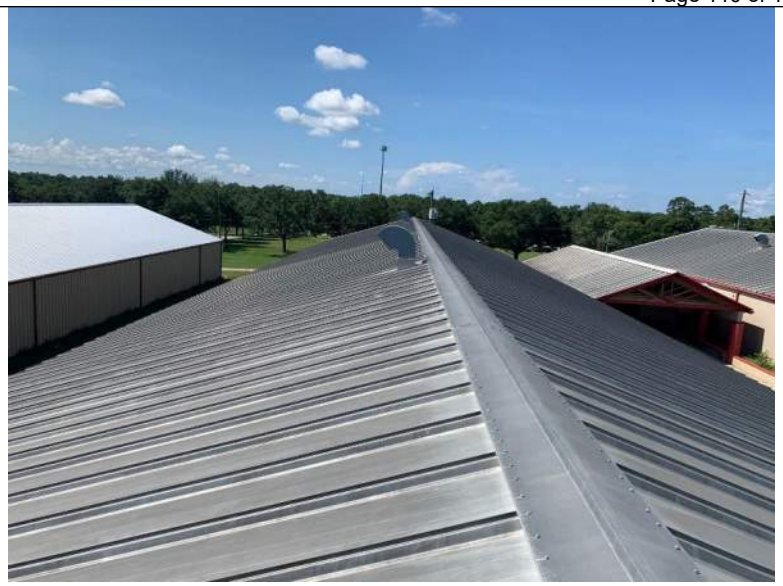
BUILDING 8 PHOTO #27: Thermal images indicating temperature variances correlating to residual moisture throughout interior finishes at reported leak locations.



BUILDING 8 PHOTO #28: Thermal images indicating temperature variances correlating to residual moisture throughout interior finishes at reported leak locations.



BUILDING 8 PHOTO #29: Overall view of metal roof panels and ridge cap associated with building 8.



BUILDING 8 PHOTO #30: Overall view of metal roof panels and ridge cap associated with building 8.



BUILDING 8 PHOTO #31: Drainage is achieved via sheet flow to gutter and downspouts along building perimeters.



BUILDING 8 PHOTO #32: Roof penetrations include exhaust fans flashed situated in sealant at roof transition.



BUILDING 8 PHOTO #33: Roof penetrations include exhaust fans flashed situated in sealant at roof transition.



BUILDING 8 PHOTO #34: Deteriorated sealant at roof penetrations and vented metal ridge cap.



BUILDING 8 PHOTO #35: Deteriorated sealant at roof penetrations and vented metal ridge cap.



BUILDING 8 PHOTO #36: Deteriorated sealant at roof penetrations and vented metal ridge cap.

Photographic Documentation
Building 9



BUILDING 9 PHOTO #1: View of north elevation.



BUILDING 9 PHOTO #2: View of south elevation.



BUILDING 9 PHOTO #3: View of west elevation.



BUILDING 9 PHOTO #4: View of west elevation.



BUILDING 9 PHOTO #5: Partial view of east elevation.



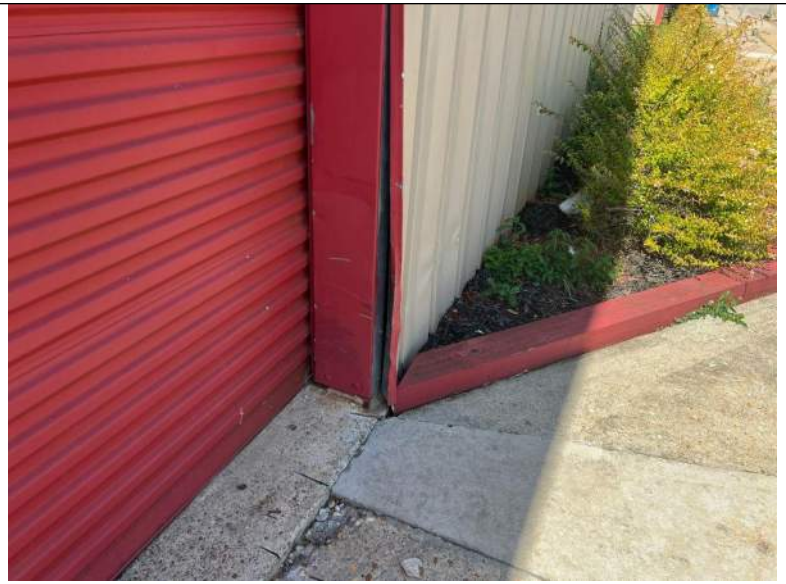
BUILDING 9 PHOTO #6: Partial view of east elevation



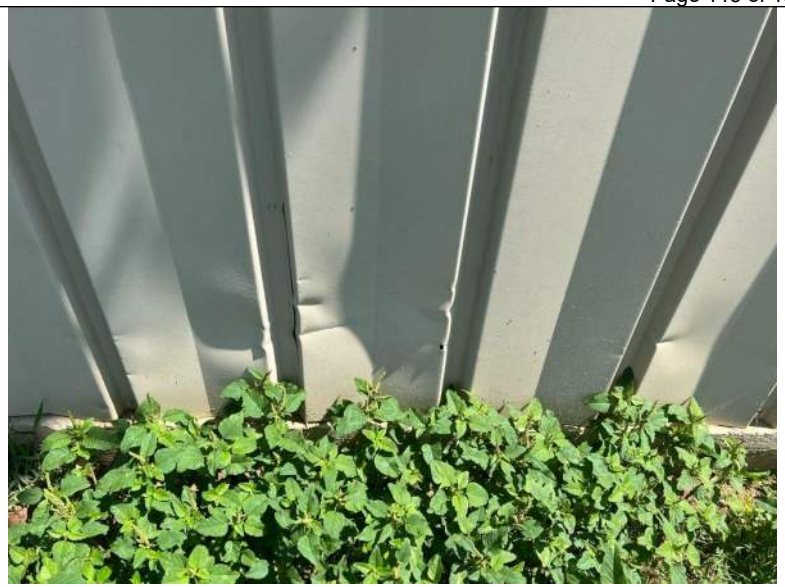
BUILDING 9 PHOTO #7: Typical service door observed.



BUILDING 9 PHOTO #8: Typical double service door observed.



BUILDING 9 PHOTO #9: Damage to corner metal at overhead door opening.



BUILDING 9 PHOTO #10: Isolated areas of impact damage observed.



BUILDING 9 PHOTO #11: Damage to corner metal at overhead door opening



BUILDING 9 PHOTO #12: Isolated areas of impact damage observed.



BUILDING 9 PHOTO #13: Unsealed penetrations from fasteners installed on the interior penetrating to the exterior.



BUILDING 9 PHOTO #14: Isolated areas of open penetrations were observed.



BUILDING 9 PHOTO #15: Isolated areas of impact damage observed.



BUILDING 9 PHOTO #16: : Isolated areas of open penetrations were observed.



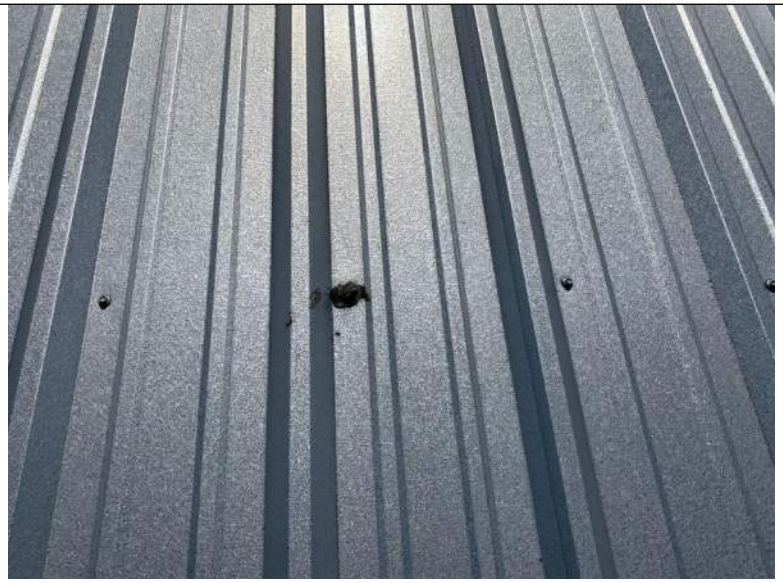
BUILDING 9 PHOTO #17: Overall view of metal roofing panels associated with building 9.



BUILDING 9 PHOTO #18: Overall view of metal roof panels associated with building 9.



BUILDING 9 PHOTO #19: Drainage is achieved via sheet flow to gutter and downspout systems along building perimeters.



BUILDING 9 PHOTO #20: Roof is secured to steel framing with exposed fasteners with neoprene washers and sealant.

Photographic Documentation
Building 10



BUILDING 10 PHOTO #1: View of the north side of the structure.



BUILDING 10 PHOTO #2: View of the east side of the structure.



BUILDING 10 PHOTO #3: View of the west side of the structure.



BUILDING 10 PHOTO #4: .View of the east side of the structure.



BUILDING 10 PHOTO #5: Corrugated metal paneling along bottom of structure side elevations.



BUILDING 10 PHOTO #6: Some surface corrosion observed on metal panels.



BUILDING 10 PHOTO #7: View of underside of roof system.



BUILDING 10 PHOTO #8: : Corrugated metal paneling along bottom of structure side elevations.



BUILDING 10 PHOTO #9: .Wood planking at upper portions of structure.



BUILDING 10 PHOTO #10: Some surface corrosion observed on metal panels.



BUILDING 10 PHOTO #11: Wood planking at upper portions of structure.



BUILDING 10 PHOTO #12: Wood planking at upper portions of structure.



BUILDING 10 PHOTO #13: Overall view of metal roof panels supported by wood framing and steel girders associated with building 10.



BUILDING 10 PHOTO #14: Overall view of metal roof panels associated with building 10.



BUILDING 10 PHOTO #15: Overall view of metal roof panels associated with building 10.



BUILDING 10 PHOTO #16: Metal ridge cap associated with building 10.



BUILDING 10 PHOTO #17: Drainage is achieved via sheet flow to gutter and downspout systems along building perimeters.



BUILDING 10 PHOTO #18: Isolated areas of unsealed penetrations through metal panels.



BUILDING 10 PHOTO #19: Fasteners protruding from roof panels that have been secured from underneath.



BUILDING 10 PHOTO #20: Fasteners protruding from roof panels that have been secured from underneath.

Photographic Documentation
Building 11



BUILDING 11 PHOTO #1: View of north elevation.



BUILDING 11 PHOTO #2: View of south elevation.



BUILDING 11 PHOTO #3: View of east elevation.



BUILDING 11 PHOTO #4: View of east elevation.



BUILDING 11 PHOTO #5: Partial view of west elevation.



BUILDING 11 PHOTO #6: Overhead door opening on north elevation.



BUILDING 11 PHOTO #7: Areas of the concrete kneewall were observed to have damage and unsealed, open penetrations.



BUILDING 11 PHOTO #8: Unsealed, open penetrations observed in metal wall panels in isolated areas throughout.



BUILDING 11 PHOTO #9: Missing flashing on CMU block wall.



BUILDING 11 PHOTO #10: Cracking observed in concrete wall in isolated areas throughout.



BUILDING 11 PHOTO #11: Bowing metal wall panels observed in isolated areas throughout.



BUILDING 11 PHOTO #12: : Areas of the concrete kneewall were observed to have damage and unsealed, open penetrations.



BUILDING 11 PHOTO #13: Overall view of corrugated metal roof panels associated with building 11.



BUILDING 11 PHOTO #14: Overall view of corrugated metal roof panels associated with building 11.



BUILDING 11 PHOTO #15: Metal ridge cap and exhaust fan roof penetrations.



BUILDING 11 PHOTO #16: Exhaust fan roof penetrations flashed with metal detail.



BUILDING 11 PHOTO #17: Translucent skylights located throughout roof area.



BUILDING 11 PHOTO #18: Debris from tress in gutter system along west elevation.



BUILDING 11 PHOTO #19: Debris from tress in gutter system along west elevation.



BUILDING 11 PHOTO #20: Rusted metal throughout the roof area.



BUILDING 11 PHOTO #21: Rusted metal throughout roof area.



BUILDING 11 PHOTO #22: Rusted metal throughout roof area.



BUILDING 11 PHOTO #23: Rusted metal throughout roof area.



BUILDING 11 PHOTO #24: Rusted metal throughout roof area.

Photographic Documentation
Building R1



BUILDING R1 PHOTO #1: View of south elevation.



BUILDING R1 PHOTO #2: View of east elevation.



BUILDING R1 PHOTO #3: View of north elevation.



BUILDING R1 PHOTO #4: View of west elevation.



BUILDING R1 PHOTO #5: Typical screen windows observed.



BUILDING R1 PHOTO #6: Typical metal door to restroom facilities.



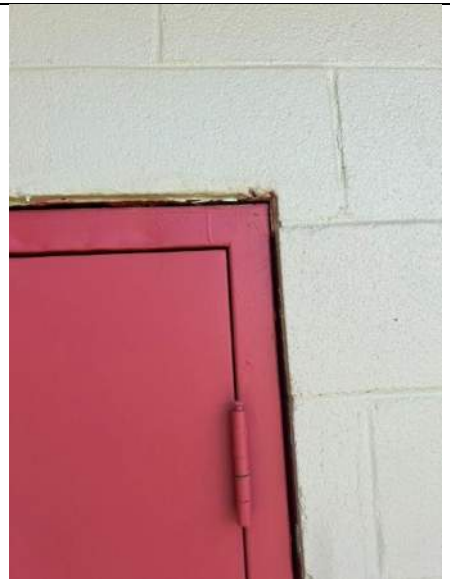
BUILDING R1 PHOTO #7: Deteriorating perimeter sealants observed around doors.



BUILDING R1 PHOTO #8: Deteriorating perimeter sealants observed around doors.



BUILDING R1 PHOTO #9: Deteriorating perimeter sealants observed around doors.



BUILDING R1 PHOTO #10: Deteriorating perimeter sealants observed around doors.



BUILDING R1 PHOTO #11: Corrosion and peeling paint observed at door frames.



BUILDING R1 PHOTO #12: Deterioration and corrosion at door frames observed.



BUILDING R1 PHOTO #13: Interior view of men's restroom.



BUILDING R1 PHOTO #14: Interior view of women's restroom.



BUILDING R1 PHOTO #15: Overall view of TPO single ply membrane roof system associated with building R1.



BUILDING R1 PHOTO #16: Overall view of TPO single ply membrane roof system associated with building R1.



BUILDING R1 PHOTO #17: TPO membrane terminated beneath mechanically fastened termination bar along building perimeters.



BUILDING R1 PHOTO #18: Roof penetrations include vent piping and overhead power connectors flashed with membrane boots, metal clamps, and sealant.



BUILDING R1 PHOTO #19: Roof penetrations include vent piping and overhead power connectors flashed with membrane boots, metal clamps, and sealant.



BUILDING R1 PHOTO #20: Deteriorated sealant associated with roof penetrations.



BUILDING R1 PHOTO #21: Deteriorated sealant associated with roof penetrations.



BUILDING R1 PHOTO #22: Deteriorated sealant associated with roof penetrations.



BUILDING R1 PHOTO #23: Evidence of ponding water was observed throughout the roof area.



BUILDING R1 PHOTO #24: Evidence of ponding water was observed throughout the roof area.

Photographic Documentation
Building R2



BUILDING R2 PHOTO #1: View of north elevation.



BUILDING R2 PHOTO #2: View of north elevation.



BUILDING R2 PHOTO #3: View of overhang roof framing.



BUILDING R2 PHOTO #4: View of south elevation.



BUILDING R2 PHOTO #5: View of west elevation.



BUILDING R2 PHOTO #6: View of east elevation.



BUILDING R2 PHOTO #7: Deteriorating wood siding.



BUILDING R2 PHOTO #8: Deteriorating wood siding.



BUILDING R2 PHOTO #9: Overall view of metal roof panels associated with building R2.



BUILDING R2 PHOTO #10: Transition between building R2 and building 7.



BUILDING R2 PHOTO #11: Transition between building R2 and building 8.



BUILDING R2 PHOTO #12: Deteriorated sealant observed throughout roof area.



BUILDING R2 PHOTO #13: Deteriorated sealant observed throughout roof area.



BUILDING R2 PHOTO #14: Deteriorated sealant observed throughout roof area.



BUILDING R2 PHOTO #15: Roof penetrations include vent piping flashed with rubber boot, metal clamp, and sealant.



BUILDING R2 PHOTO #16: Withdrawing fasteners at metal roof panels and ridge cap.

Photographic Documentation
Building R3



BUILDING R3 PHOTO #1: Partial View of north elevation.



BUILDING R3 PHOTO #2: Partial View of north elevation.



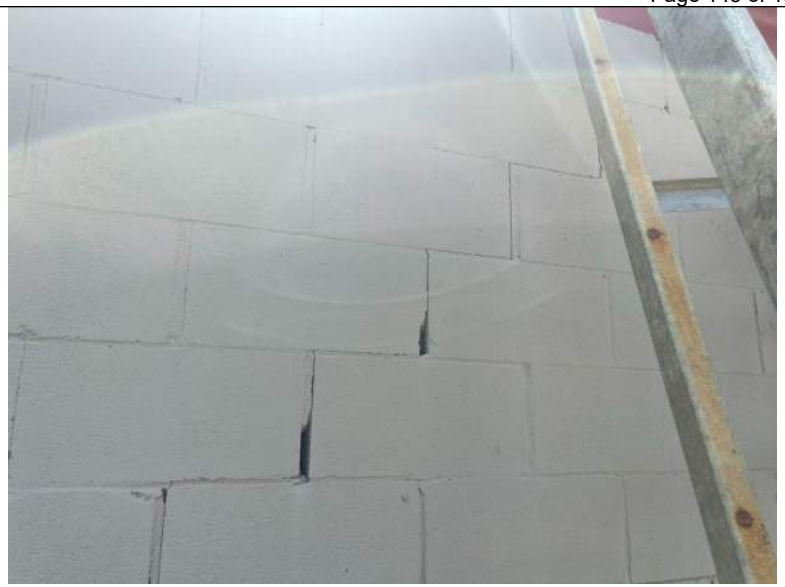
BUILDING R3 PHOTO #3: View of west elevation.



BUILDING R3 PHOTO #4: Partial view of west and south elevations.



BUILDING R3 PHOTO #5: View of east elevation.



BUILDING R3 PHOTO #6: Missing mortar and stair step cracking observed in isolated areas.



BUILDING R3 PHOTO #7: Overall view of modified bitumen BUR with granular cap sheet associated with building R3.



BUILDING R3 PHOTO #8: Overall view of modified bitumen BUR with granular cap sheet associated with building R3.



BUILDING R3 PHOTO #9: Overall view of modified bitumen BUR with granular cap sheet associated with building R3.



BUILDING R3 PHOTO #10: Roof penetrations include vent piping and overhead power connectors flashed with lead boots.



BUILDING R3 PHOTO #11: Cracks in asphalt “bleed out” at metal drip edge flashing throughout building perimeters.



BUILDING R3 PHOTO #12: Unsealed penetrations and rust throughout metal coping cap above entrance.

Photographic Documentation
Building M1



BUILDING M1 PHOTO #1: View of maintenance structure south elevation



BUILDING M1 PHOTO #2: View of west elevation.



BUILDING M1 PHOTO #3: View of south elevation.



BUILDING M1 PHOTO #4: View of south elevation.



BUILDING M1 PHOTO #5: Deteriorating wood paneling on exterior walls.



BUILDING M1 PHOTO #6: View of corrugated metal roofing.



BUILDING M1 PHOTO #7: Overall view of corrugated metal roof panels associated with building M3.



BUILDING M1 PHOTO #8: Overall view of corrugated metal roof panels associated with building M3.



BUILDING M1 PHOTO #9: Metal ridge cap associated with building M3.



BUILDING M1 PHOTO #10: Metal ridge cap associated with building M3.



BUILDING M1 PHOTO #11: Rust observed throughout roof area.



BUILDING M1 PHOTO #12: Rust observed throughout roof area.

North Florida Fairgrounds



Existing Conditions Assessment

6/21/2022

Posted on February 2, 2026

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1. Project Description

The purpose of this project is to create a Master Plan for the North Florida Fairgrounds. The Master Plan is a long-range planning document that specifies the layout and uses of the property, for both current and future uses. To achieve the goal of creating a Master Plan for the North Florida Fairgrounds property, an existing conditions assessment must be completed.

2. Background

The North Florida Fairgrounds, Parcel 311820853000, is a 107-acre property located at the corner of South Monroe Street and Paul Russell Road south of Downtown Tallahassee. It is located within the City of Tallahassee and is owned by Leon County. The North Florida Fair Association leases the property from the County at a rate of $1 per year. The property is a fair complex that hosts the annual fair as well as other events throughout the year, including exhibitions and concerts.

In the north-center area of the property is the Gene Cox Stadium, Parcel 3118208560000, and to the northeast corner of the property is the Leon County Agriculture Center, Parcel 3118208570000; these properties are also owned by Leon County.

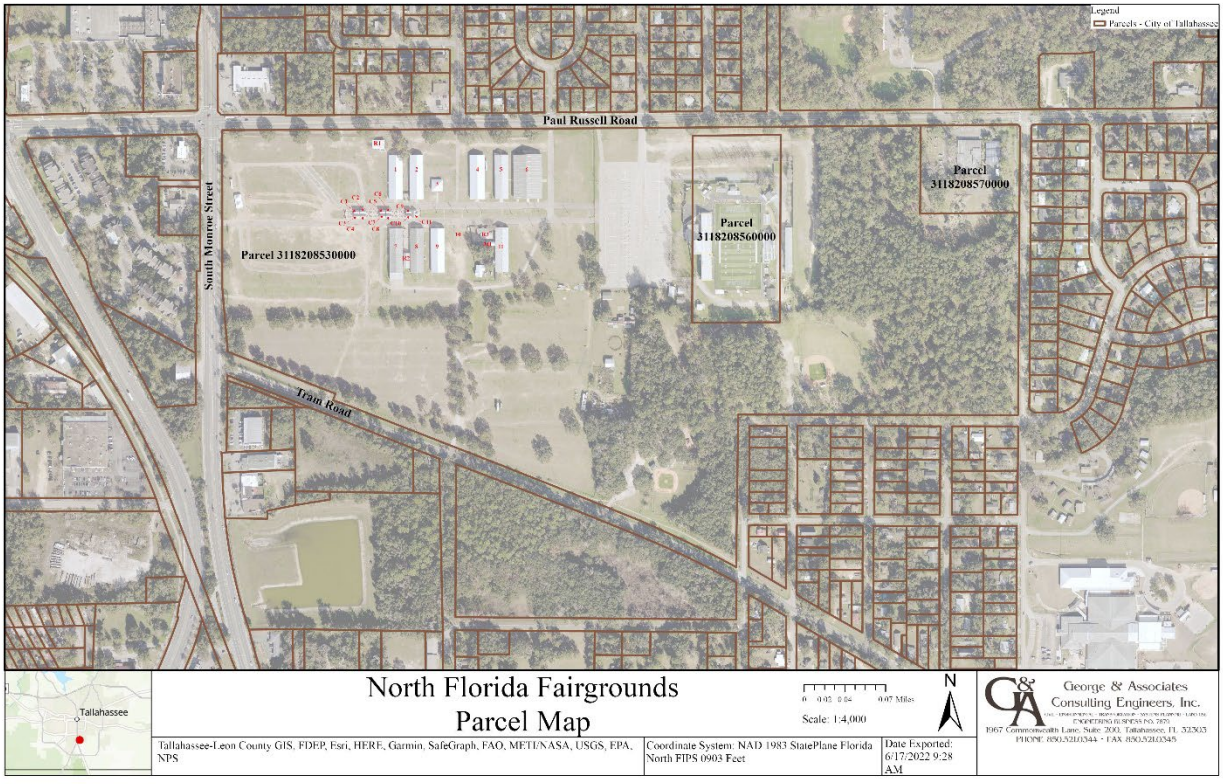


Figure 2.2.1 NFFG Parcel Map (Data Source: TLCGIS, 2022)

3. Zoning and Land Use

3.1 Zoning

Approximately 31.9 acres of the parcel is zoned as Planned Unit Development (PUD) and the remainder of the approximately 107 acres is zoned as Open Space (OS). The map below depicts the zoning designation of the Fairgrounds property.

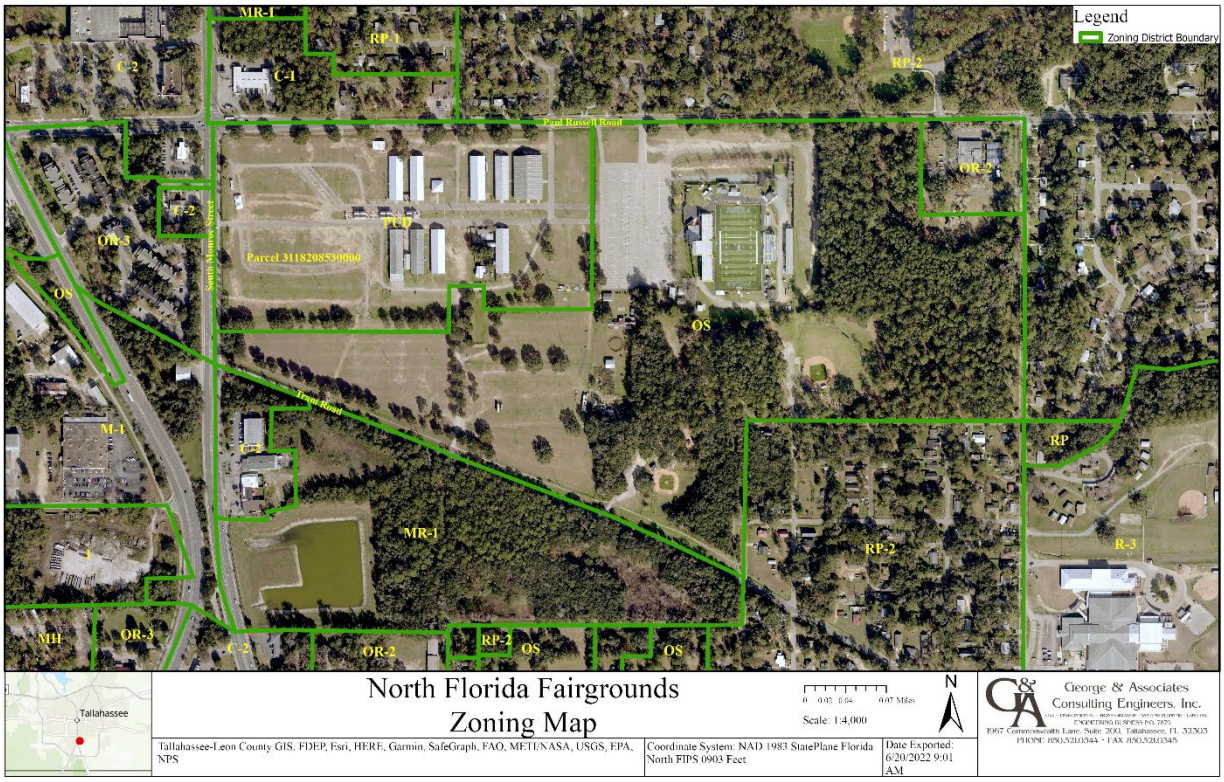


Figure 3.1.1 NFFG Zoning Map (Data Source: TLCGIS, 2022)

Open Space District

According to the Tallahassee Land Development Code Section 10-263, the intent of the Open Space (OS) Zoning District is “to provide areas within the community for the resource conservation and passive or active recreational facility needs of the community. Restaurants (without drive thru) and retail uses, which enhance regional public parks with active recreational facilities, are also allowed if integral to the park’s design. The OS district may be applied to publicly or privately owned lands where preservation of natural features is desired. The OS district is permitted in any future land use category established by the comprehensive plan.”

The permitted uses of this district include the following:

- Principal Uses: agriculture; cemeteries; nature centers and related administrative and service facilities; open space, natural areas, conservation areas and wildlife management areas; outdoor passive and active recreational facilities, including trails; silviculture; stormwater management facilities; and restaurants (without drive thru) and retail uses integral to parks containing active recreational facilities.
- Accessory Uses: 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% of the floor area or cubic volume of the principal use or structure, as determined by the land use administrator; light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the land use administrator.

Development standards for the OS Zoning District can be found in Section 10-263 of the Land Development Code.

Planned Unit Development District

The Planned Unit Development Zoning District is discussed in the Tallahassee Land Development Code Section 10-165. The purpose of this district is "to provide a method by which proposals for a unique zoning district which are not provided for or allowed in the zoning districts otherwise established by this chapter may be evaluated. The planned unit development district may be located in any future land use category established by the comprehensive plan. The standards and procedures of this district are intended to promote flexibility of design and permit planned diversification and integration of uses and structures, while at the same time retaining in the city commission the absolute authority to establish such limitations and regulations as it deems necessary to protect the health, safety, and general welfare. In so doing, the planned unit development district is intended to:

1. Promote more efficient and economic uses of land.
2. Provide flexibility to meet changing needs, technologies, economics, and consumer preferences.
3. Encourage uses of land which reduce transportation needs and which conserve energy and natural resources to the maximum extent possible.
4. Preserve to the greatest extent possible, and utilize in a harmonious fashion, existing landscape features and amenities.
5. Provide for more usable and suitably located recreational facilities, open spaces, and scenic areas, either commonly owned or publicly owned, than would otherwise be provided under a conventional zoning district.
6. Lower development and building costs by permitting smaller networks of utilities and streets and the use of more economical building types and shared facilities.

7. Permit the combining and coordinating of land uses, building types, and building relationships within a planned development, which otherwise would not be provided under a conventional zoning district."

The eligibility requirements, review process, submittal requirements, review criteria, status of previously approved PUDs, and guidance on the creation of standards within the PUD can be found in the Tallahassee Land Development Code Section 10-165.

The North Florida Fairgrounds: A Commercial-Exhibition Planned Unit Development was prepared by Broward Davis and Associates, Inc., and was approved in April 1988. The PUD covers 31.9 acres on the northwest portion of the property at the intersection of South Monroe Street and Paul Russell Road. The PUD discusses district intent, land uses, off-street parking, stormwater management, and the property-owners association.

Multi-Modal Transportation District

The Fairgrounds property is located within the southern boundary of the Multi-Modal Transportation District (MMTD). The MMTD is discussed in Chapter 10, Division 4 of the Tallahassee Land Development Code. The intent of this zoning district is to create a safe environment for all pedestrians, cyclists, and transit users by incorporating the following measures: 1) mixed uses to support walking and cycling, 2) densities to support transit, 3) interconnected streets and paths, and 4) good urban design.

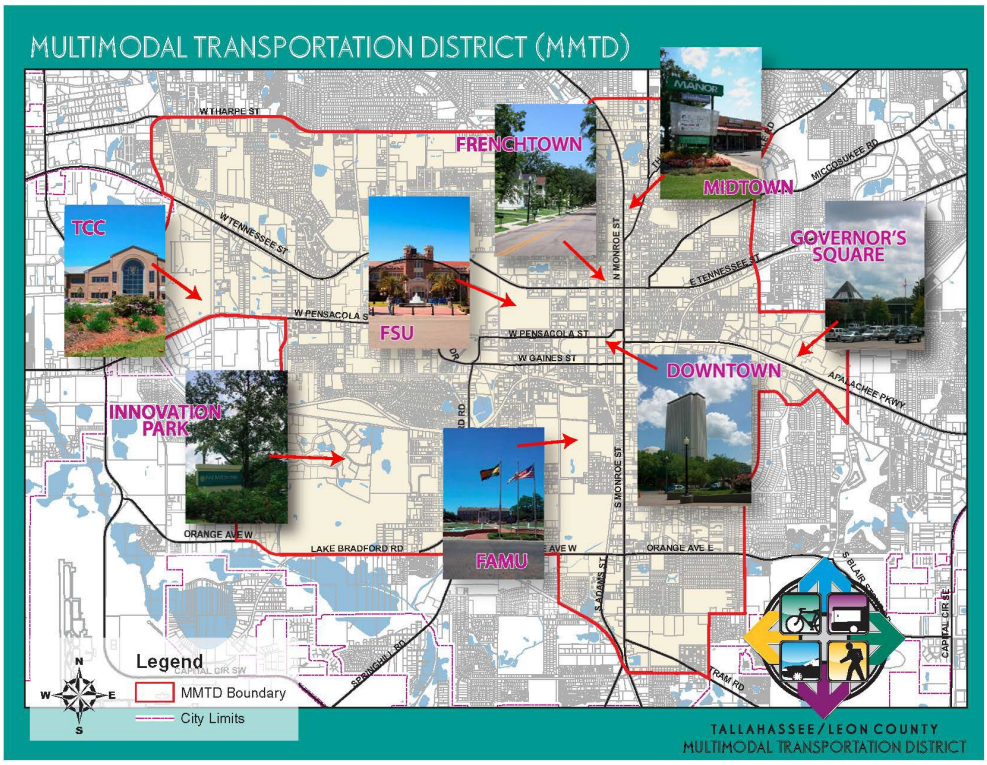


Figure 3.1.2 Tallahassee Multimodal Transportation District (Source: COT, 2022)

3.2 Land Use

The Tallahassee-Leon County 2030 Comprehensive Plan contains the Future Land Use Map. Goal 2 of the Land Use component of the Comprehensive Plan is to "provide for a high quality of life by planning for population growth, public and private development and redevelopment and the proper distribution, location and extent of land uses by type, density, and intensity consistent with adequate levels of services and efficient use of facilities and the protection of natural resources and residential neighborhoods."

The Future Land Use Map categorizes part of the property as Recreation/Open Space and the other as Government Operational. The map below depicts this delineation.

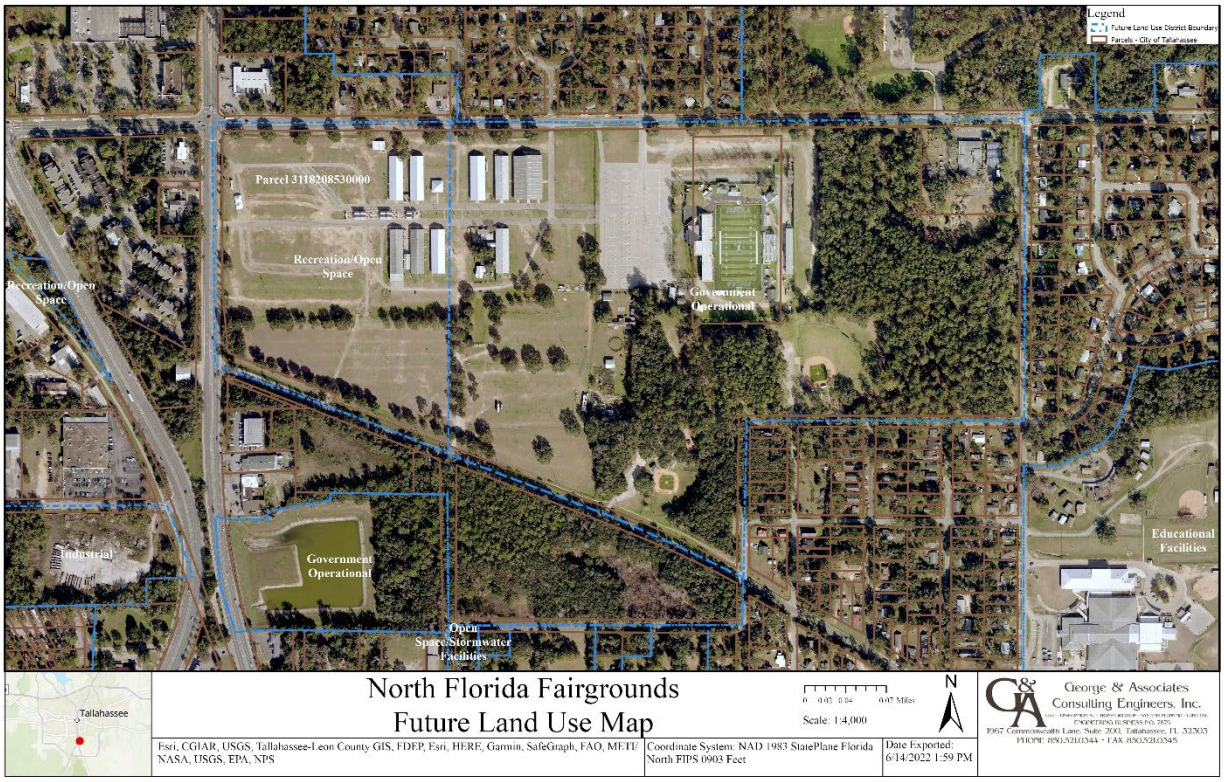


Figure 3.2.1 Future Land Use Map (Data Source: TLCGIS, 2022)

Additionally, the PUD portion of the property is split between Recreation/Open Space and Governmental Operational on the Future Land Use map.

Recreation/Open Space

The Tallahassee-Leon County 2030 Comprehensive Plan discusses the Recreation/Open Space land use category in Policy 2.2.14: [L]:

"This category contains:

1) Government owned lands which have active or passive recreational facilities, historic sites, forests, cemeteries, or wildlife management areas.
2) Privately owned lands which have golf courses, cemeteries, or wildlife management areas.

Permitted uses include passive recreation and silviculture. Active recreation facilities are included if the site is within the USA or a rural community."

Government Operational

The Tallahassee-Leon County 2030 Comprehensive Plan discusses the Governmental Operational land use category in Policy 2.2.16: [L]:

"Contains facilities, which include those defined on the Land Use Development Matrix as Community Services, Light Infrastructure, Heavy Infrastructure, and Post-Secondary, that provide for the operation of and provision of services on property owned or operated by local, state, and federal government. The government facilities may include services and uses provided by private entities operating on property owned by the local, state, or federal government. These facilities include, but are not limited to:

Airports*	Offices
Correctional Facilities	Outdoor Storage Facilities
Courts	Police/Fire Stations
Electric Generating Facilities	Sanitary Sewer Percolation Ponds
Electric Sub-Stations	Sanitary Sewer Pump Stations
Health Clinics	Sanitary Sewer Sprayfields
Libraries	Vehicle Maintenance Facilities
Incinerators	Waste to Energy
Materials Recovery Facilities	Water Tanks
Museums	Water Treatment Plants
Postal Facilities	Water Wells

* Includes services and uses provided by private entities that are commonly located at commercial service airports"

4. Site Analysis

4.1 Natural Features Inventory

A preliminary Natural Features Inventory (NFI) review was completed that discusses the natural features that are located on the property. The natural features data was gathered from Tallahassee-Leon County GIS from 2018-2019. The natural features on the property include significant grades, potential karst features, and closed basins. Wetlands are located south of Tram Road, but not on the Fairgrounds property.

Significant grades are areas with a slope between 10% and 20%. There are significant grades located throughout the Fairgrounds property as shown on the NFI Map following.

A potential karst feature is located on the eastern side of the parcel south of the Leon County Agriculture Center. This is located at a potential swamp area at the same location.

The parcel is located within the Fair Grounds Closed Basin watershed, part of the Woodville West Drainage Basin. The entire parcel is located within a closed drainage basin.

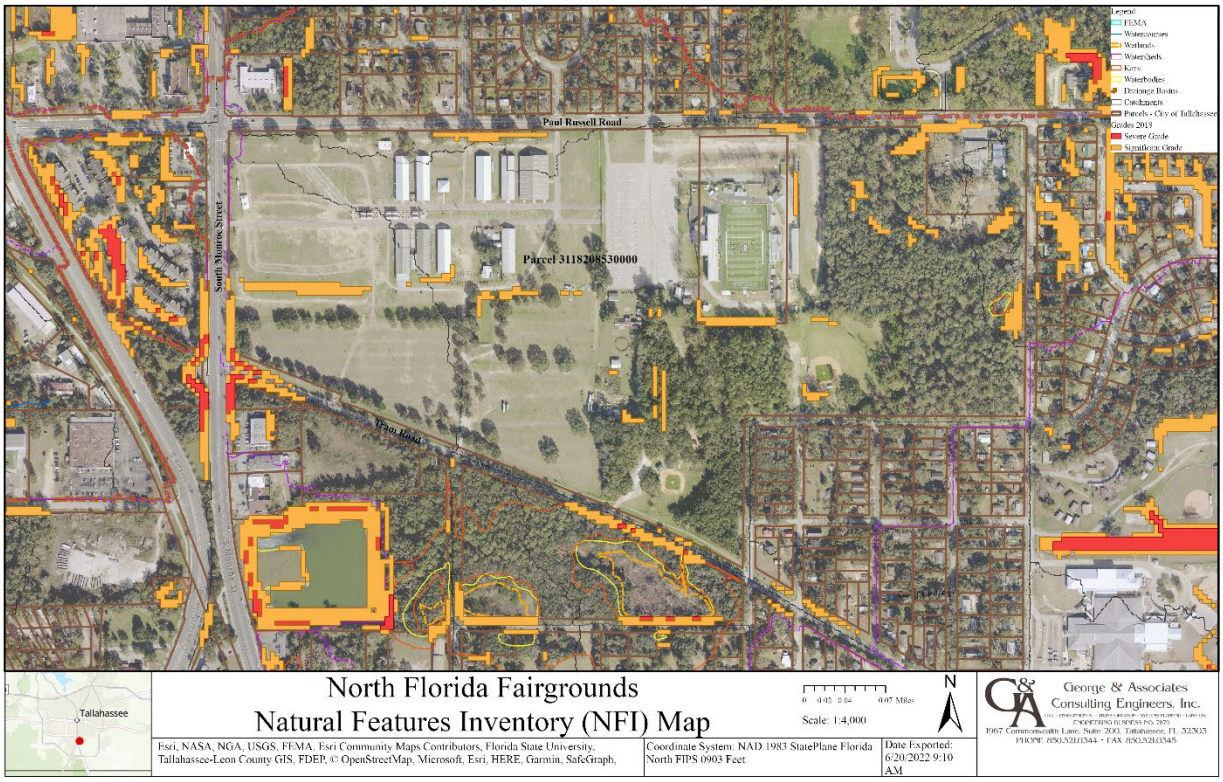


Figure 4.1.1 NFFG Natural Features Inventory (NFI) Map (Data Source: TLCGIS, 2019)

4.2 Physical Resources

Contamination

A Contamination Screening Evaluation Report (CSER) has not been prepared for this site. A contamination report would provide a literature and field review of the potential contamination sources within or adjacent to the property. This report can be completed at a later date.

Soil Survey

A review of available soil data was conducted for this property. The physiographic region of the parcel is divided between Tallahassee Red Hills and Cody Sandhills. Within the parcel

there are six types of soils: Albany loamy sand, Albany-Urban land complex, Lucy fine sand, Orangeburg fine sandy loam, Orangeburg-Urban land complex, and Ortega sand.



Figure 4.2.1: NFFG Soil Map (Data Source: USDA, 2022)

Table 4.2.1 below provides a legend and breakdown of the soil types and area depicted on the soils map above.

Soils Map Results			
Map Unit Symbol	**Map Unit Name**	**Acres in AOI**	**Percent of AOI**
1	Albany loamy sand, 0 to 2 percent slopes	23.8	22.2%
2	Albany-Urban land complex, 0 to 2 percent slopes	0.7	0.7%
24	Lucy fine sand, 0 to 5 percent slopes	10.6	9.9%
34	Orangeburg fine sandy loam, 5 to 8 percent slopes	67.2	62.7%
36	Orageburg-Urban land complex, 2 to 12 percent slopes	0.2	0.2%
37	Ortega sand, 0 to 5 percent slopes	4.6	4.3%
	Total for Area of Interest (AOI):	**107.1**	**100.0%**

Table 4.2.1: North Florida Fairgrounds Soils Map Results (Data Source: USDA, 2022)

Groundwater Flow

The Topographic Map of the property depicts the surface water flow, which is an indicator of the groundwater flow direction. The contours depicted on this following map were obtained from Tallahassee-Leon County GIS from 2018. A preliminary review indicates that the surface water runoff flows towards the south-central part of the property near Capital Park. The elevation range on the parcel is 50 feet at Capital Park to 115 feet at the northwest of the parcel near the Leon County Agricultural Center. Additional drainage features of the site will be discussed later in this report.

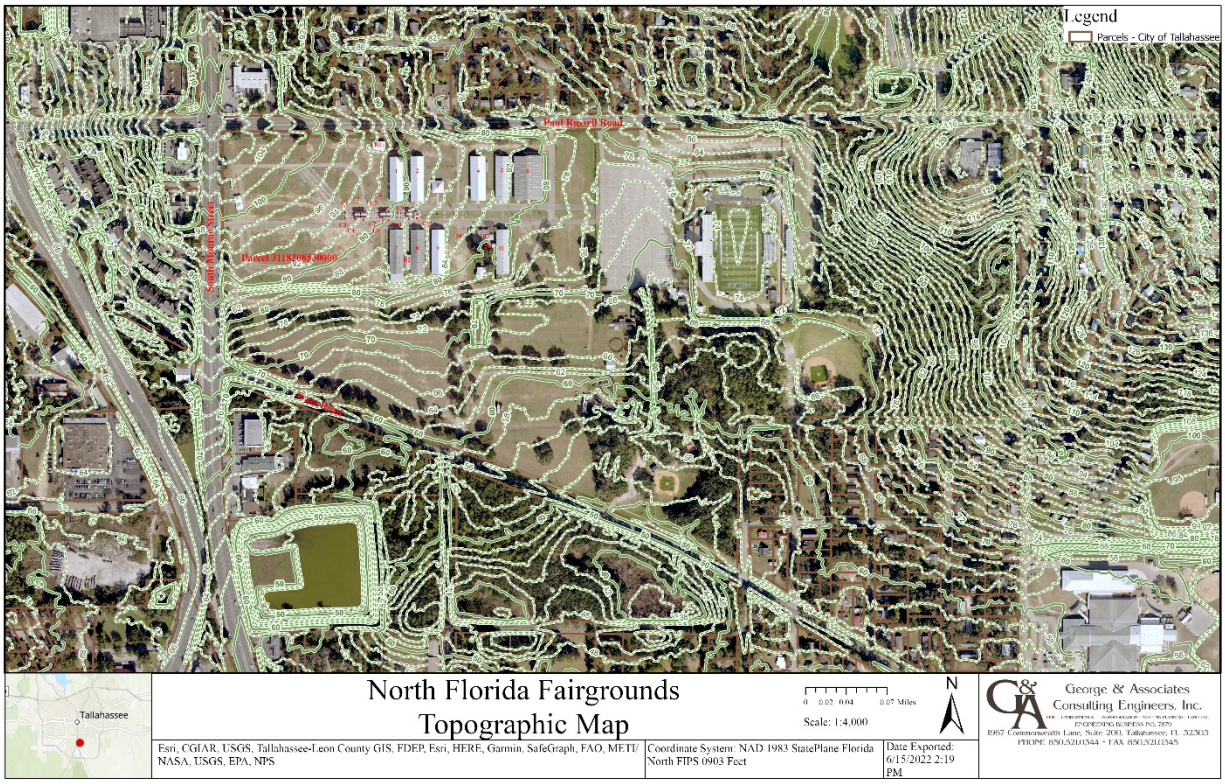


Figure 4.2.2: North Florida Fairgrounds Topographic Map *(Data Source: TLCGIS, 2018)*

Utilities/Infrastructure

An assessment of existing infrastructure on site was conducted using City of Tallahassee GIS data. An 8-inch cast iron potable water line runs east-west along the north side of Paul Russell Road. At the Drive between Building 3 and Building 4, a 6-inch potable water service runs from the 8-inch line south and then west to between Building 1 and Building 2, where a fire hydrant is located. Another hydrant is located along this line on the south side of Paul Russell Road. A fire hydrant flow test was conducted with these hydrants (results discussed in a subsequent section).

An existing 6-inch vitrified clay pipe (VCP) sanitary sewer gravity main runs east-west on the north side of Paul Russell Road. A 6-inch VCP sanitary main runs from that line south along Building 6 on the property and then west through the centerline of the buildings. A dump station is located near the northeast corner of Building 6. The dump station needs improvement and is pictured in Figure 4.2.2. An 8-inch polyvinyl chloride (PVC) sanitary sewer gravity main runs along the north side of Tram Road and ends just east of Capital Park. Another 8-inch PVC main runs from Omega Avenue through Capital Park to the Gene Cox Stadium.



Figure 4.2.3: Existing Dump Station

Electric service runs along each side of the parcel and services buildings and lighting on the parcel. Most of the service lines surrounding and located on the site are overhead, with a small portion underground. Gas service runs along Paul Russell Road, South Monroe Street, Tram Road, and Zilah Street. A gas service runs south from Paul Russell Road to the Gene Cox Stadium. There are minimal stormwater pipes on the property. Stormwater design will be discussed later in this report. The North Florida Fairgrounds Infrastructure and Utilities Map below depicts the infrastructure discussed above.

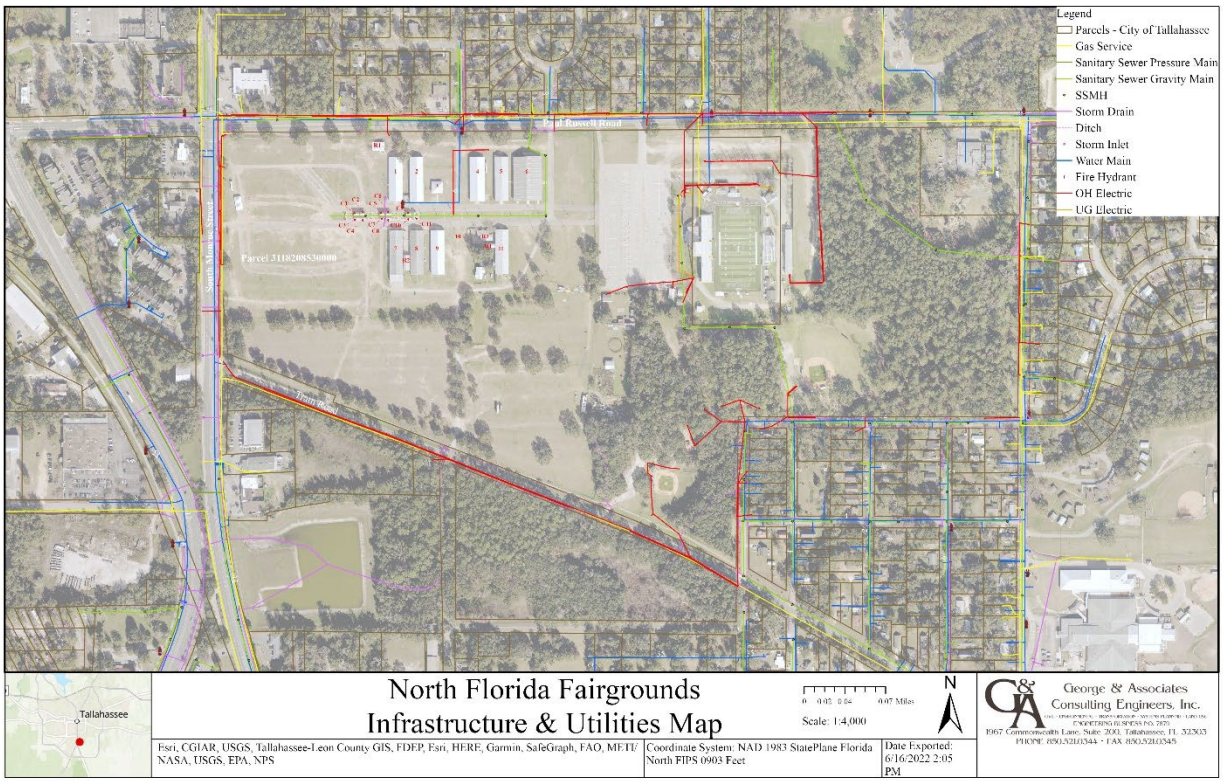


Figure 4.2.4 NFFG Infrastructure and Utilities Map (Data Source: TLCGIS, 2022)

4.3 Cultural Resources

A preliminary Cultural Resource Assessment was conducted for this property through a record search of the Florida Master Site File retrieved from the Division of Historical Resources at the Florida Department of State. The resources on the property are building structures. The Florida Master Site File contains a record of the following resources within a 250-foot buffer of the parcel, depicted on the following results map.

FMSF No.	Address/Site Name	Build Date	Style/Type/Use	SHPO Evaluation
LE02412	Tallahassee / Winne Dixie South		AR	Not Eligible
LE03273	402 Alpha Street / Brack/Dalton House	c1946	Frame Vernacular	
LE03279	3245 Cornelia Street	1939	Frame Vernacular	
LE03280	3418 Drury Street	1950	Frame Vernacular	
LE03285	3402 Laura Street	1950	Frame Vernacular	
LE03294	3407 Mizell Street	1946	Frame Vernacular	
LE03300	411 Omega Street	1950	Frame Vernacular	
LE03301	525 Omega Street	1950	Frame Vernacular	
LE05801	Tallahassee / Leon County Fairgrounds		FMSF Building Complex - 4 Contrib. Resources	Not Eligible
LE05802	3434 S. Monroe Street	c1961	Masonry Vernacular	Not Eligible
LE05906	411 Paul Russell Road / Building 1 - Leon County Fairgrounds	1954	Industrial Vernacular	Insufficient Info
LE05907	411 Paul Russell Road / Building 2 - Leon County Fairgrounds	1955	Industrial Vernacular	Insufficient Info
LE05908	411 Paul Russell Road / Building 7 - Leon County Fairgrounds	1956	Industrial Vernacular	Insufficient Info
LE05909	411 Paul Russell Road / Building 8 - Leon County Fairgrounds	1956	Industrial Vernacular	Insufficient Info

Table 4.3.1 Florida Master Site File, Cultural Resource Roster (Data Source: DOS, 2022)

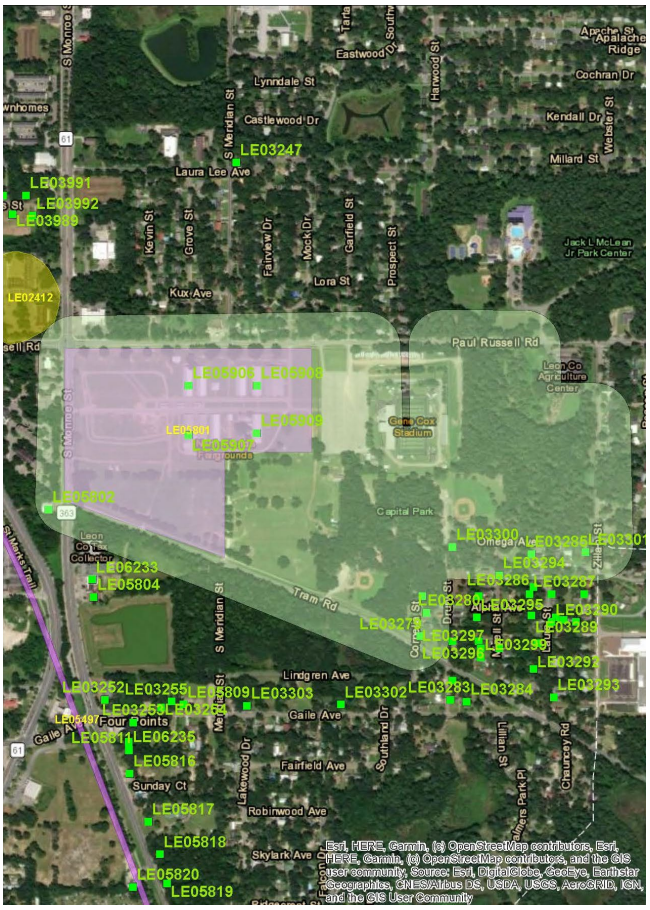


Figure 4.3.1 Florida Master Site File Results Map
(Data Source: DOS, 2022)

4.4 Engineering Analysis

Existing Site

There are a total of 11 buildings on the Fairgrounds parcel, as well as multiple accessory buildings. Grassed areas are used for event parking, in addition to the asphalt parking lot shared with the Gene Cox Stadium. There are both paved and gravel driveways throughout. An approximate existing site data table using GIS data follows.

SITE DATA TABLE			
Total Parcel Size	**Sq. Ft.**	**Acres**	**% of Site**
Area Within the Limits of Construction	4,664,299	107.08	100.00%
Existing Impervious Area	**Sq. Ft.**	**Acres**	**% of Site**
Existing Asphalt Paving	407,612	9.36	8.74%
Exist Concrete	40,601	0.93	0.87%
Existing Buildings	169,862	3.90	3.64%
Total Existing Impervious Area	**618,076**	**14.19**	**13.25%**
Proposed Impervious	**Sq. Ft.**	**Acres**	**% of Site**
Proposed Asphalt Paving	0	0.00	0.00%
Proposed Concrete	0	0.00	0.00%
Proposed Buildings	0	0.00	0.00%
Total Proposed Impervious Area	**0**	**0.00**	**0.00%**
Post Construction	**Sq. Ft.**	**Acres**	**% of Site**
Total Impervious Area Post Construction	618,076	14.19	13.25%
Total Pervious Area Post Construction	4,046,223	92.89	86.75%

Table 4.4.1 Existing Site Data Table (Data Source: GIS, 2019)

Design Criteria

The site design must be consistent with the Tallahassee-Leon County Comprehensive Plan and the Tallahassee Land Development Code at a minimum. The portion of the property within the PUD must adhere to standards set forth in the PUD document.

The Americans with Disabilities Act of 1990 “prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else to participate in the mainstream of American life.” Under this Act, the adopted *2010 ADA Standards for Accessible Design* created enforceable accessibility standards, which will not be included in this report but can be found at www.ada.gov.

From an initial site review, many developed areas of the property do not meet ADA requirements for sidewalks and parking stalls. The sidewalk slope in many locations exceeds maximum cross-slope for ADA compliance.



Figure 4.4.1 Existing Sidewalk ADA Assessment

There are 15 handicapped parking spaces in the paved lot that is shared with the Gene Cox Stadium. Within the Fairgrounds, signage designates non-compliant ADA parking stalls. There are areas in the grassed area signed as handicapped, but these stalls do not meet minimum requirements for ADA compliance.



Figure 4.4.2 Existing Handicapped Parking ADA Assessment

Fire Hydrant Flow Test

A fire hydrant flow test was conducted on June 8, 2022. The results of this test indicate that the current flow meets NFPA 1, 18.4.5 Florida Fire Prevention Code for meeting the fire flow requirements of 1,000 gallons per minute for automatic sprinkler systems.



A) Flow Rate and Pressure B) Residual Pressure C) Static Pressure

Figure 4.4.3 Fire Hydrant Flow Test Results (June 2022)

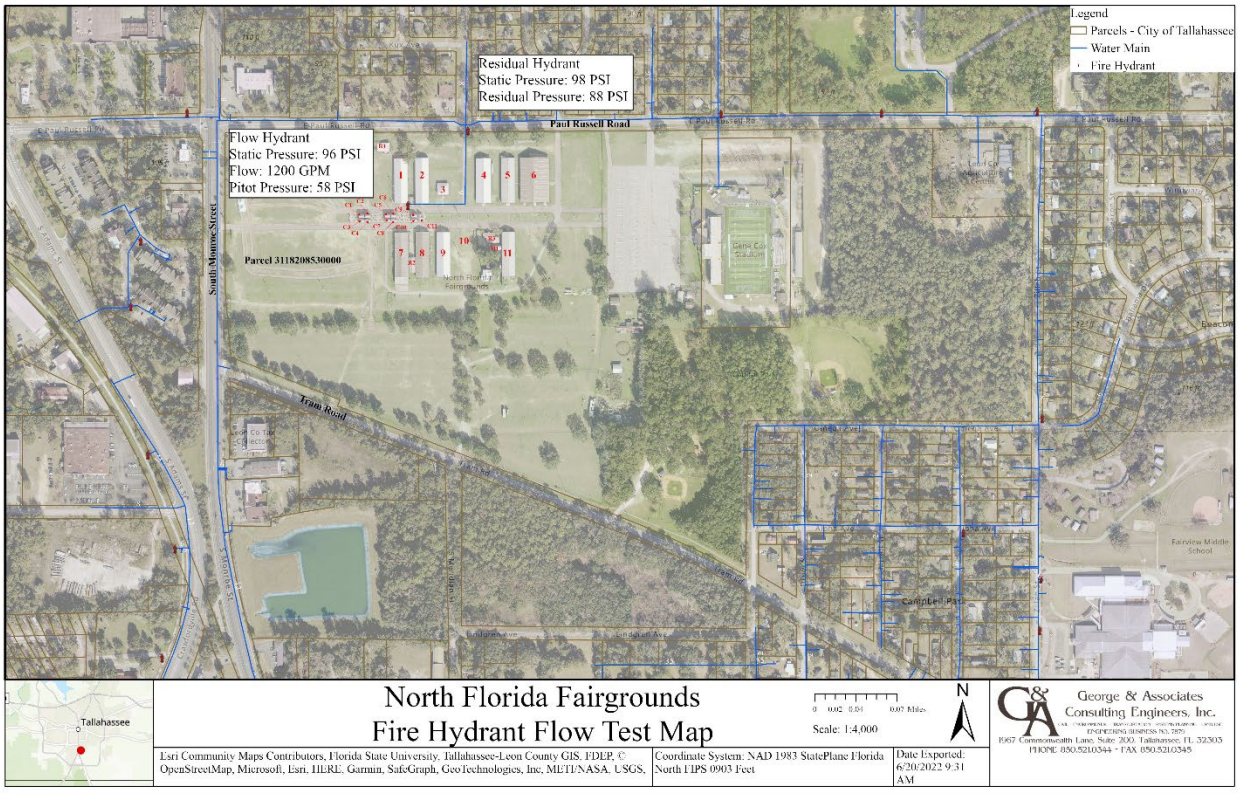


Figure 4.4.4 Fire Hydrant Flow Test Results Map (Data Source: TLCGIS, G&A, 2022)

Stormwater Design

The property is located in a closed drainage basin within the Woodville West Drainage Basin. There is minimal to no formalized drainage collection system on this site.

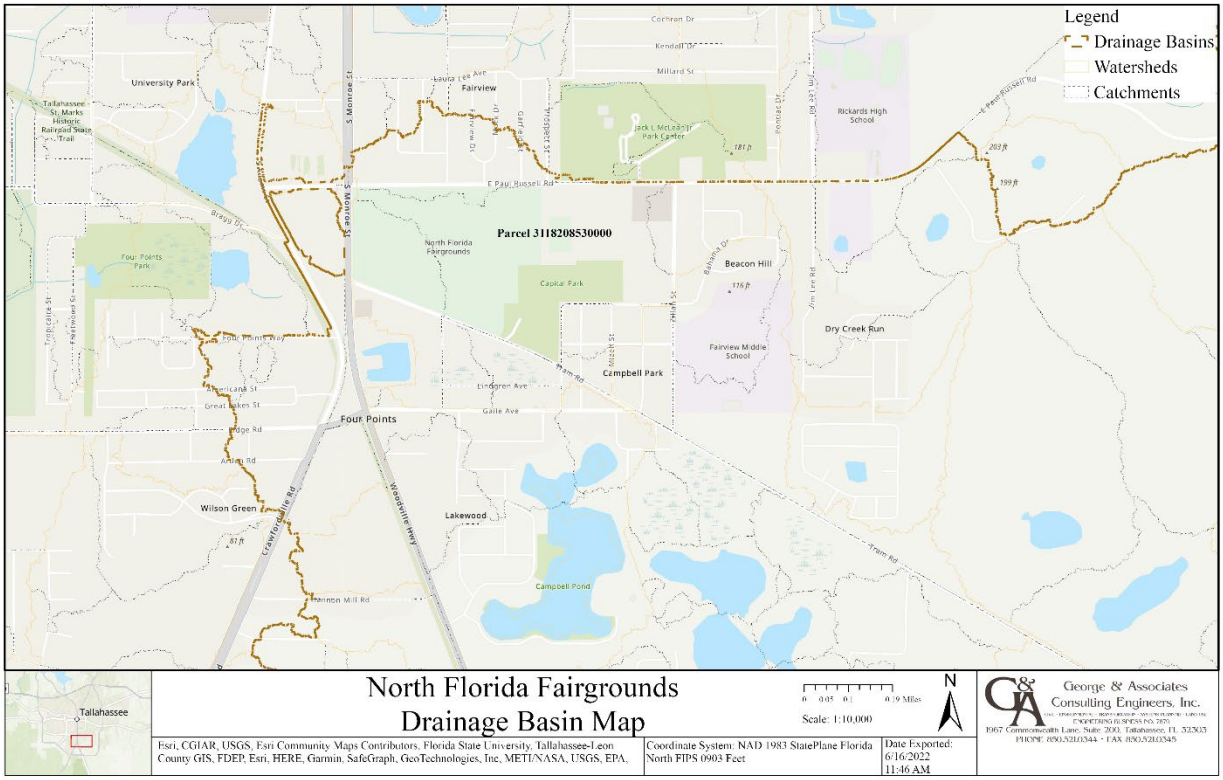


Figure 4.4.5 NFFG Drainage Basin Map (Data Source: TLCGIS, 2022)

The only on-site stormwater management facility was constructed as part of the buildings developed and has a current Stormwater Operating Permit, TOP090816.



1) Existing SWMF



2) Drainage Inlets, Main Drive

Figure 4.4.6 NFFG Drainage System Features

North Florida Fair

441 Paul Russell Road • Tallahassee, Florida 32301-6996
Telephone (850) 878-3247 (878-FAIR) • FAX (850) 942-6950
Information Line (850) 671-8400
E-mail: fun@northfloridafair.com

Executive Secretary and Manager:

Ron Beckey, C.F.E.

Executive Committee:

Chris Prescott, President
J. Lee Vause, Vice President

Lawrence Heltmeyer
George Henry
Don Keenan
Jane Sauls
R. E. Stanaland
Robert West
Herschel Williams

Directors:

Kim Fiorini
Bruce Host
Henry Lewis, III
Payne Midyette, Jr.
Mike Whiddon
Ronnie Youngblood

Director Emeritus:

James Alford
Jim Fogarty
Jack Whiddon

August 30, 2002

Hon. Bill Proctor
Leon County Commissioner
Leon County Courthouse
301 South Monroe Street
Tallahassee, FL 32301

Dear Commissioner Proctor:

Over the past few months we have had several conversations relative to the County acquiring the North Florida Fairgrounds for the purpose of redevelopment. I believe this is a noteworthy effort and am writing to confirm that the North Florida Fair Association has agreed to cooperate with the County in this endeavor. There is no question that the Fairgrounds is an extremely desirable parcel of property which should be attractive to a developer for a mix of commercial, office and residential uses.

As you know from our several discussions there remains a long-term lease of the property to the Fair Association. Our Association has agreed that so long as the County locates and acquires a parcel of property which the Association deems suitable we are agreeable to releasing our leasehold interest in the Fairgrounds. Of course this would also require that the facilities currently constructed on the grounds would also be replaced. The Association will work closely with the County to ensure that the cost of such facilities would be as cost effective as possible. Our goal, as I am sure is yours, is to obtain a facility which serves the public interest for the many varied uses that the fairgrounds currently serves.

I know you and the County share this view because when all is said and done the citizens of the County will be the ultimate beneficiary of whatever is done.

The Fair Association feels strongly that we should not be an impediment to the County pursuing this redevelopment strategy. And we will not be.

We have agreed that we would no ask for any compensation for the still remaining years of the lease so long as a satisfactory agreement could be reached which was in accord with the above stated positions.

I and the other members of the Board of Directors of the Association pledge to you our cooperation as this exciting possibility moves forward.

Sincerely,

Lee Vause
Vice-President
North Florida Fair Association

North Florida Fair

441 Paul Russell Road • Tallahassee, Florida 32301-6996
Telephone (850) 878-3247 (878-FAIR) • FAX (850) 942-6950
Information Line (850) 671-8400
E-mail: northfloridafair@comcast.net

February 16, 2005

Hon. Bill Proctor
Leon County Commissioner
Leon County Courthouse
301 South Monroe Street
Tallahassee, FL 32301

Dear Commissioner Proctor:

Consistent with our letter dated August 30, 2002 and signed by Lee Vause, we, the Board of Directors of the North Florida Fair Association, reaffirm that our position remains unchanged in regard to the relocation of the fairgrounds.

We look forward to cooperating with all concerned as this exciting possibility moves forward.

Sincerely,

Don Keenan

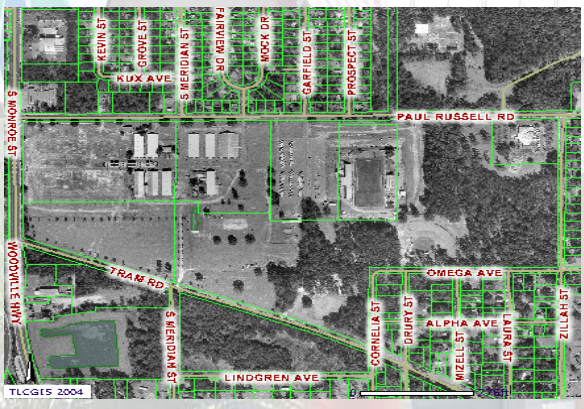
Don Keenan
President
North Florida Fair Association

ECONOMIC FEASIBILITY TALLAHASSEE FAIRGROUNDS REDEVELOPMENT

February 8, 2005











Strategic Planning Group, Inc.

Economics • Planning • Development Consultants

In association with
Wendy Grey
Land Use Planning
Community Assets
and
Weigel-Veasey Appraisers, Inc.

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SECTION 1 – INTRODUCTION

INTRODUCTION

Strategic Planning Group, Inc. (SPG) has prepared this Market Feasibility Report for the Leon County Board of County Commissioners, to address the possible redevelopment of the Leon County Fairgrounds in Tallahassee, Florida. The purpose of this study is to provide a market analysis in order to determine the potential land uses that could feasibly be supported in the future at the fairgrounds location, including development feasibility along with a land-value appraisal of the current fairgrounds site.

Background

Leon County has expressed an interest in the development of a mixed-use project at the Leon County Fairgrounds site. This location, once considered on the outskirts of the City of Tallahassee has, more recently, been considered an integral part of the City and the Leon County Community. The possible development of the property as a mixed-use project could serve as an economic benefit for the southern portion of the community, which as been targeted for a variety of economic and social programs in recent years.

Presently, the North Florida Fair Association has a lease agreement with Leon County that will expire on December 31, 2067. On January 1 of each calendar year, the North Florida Fair Association pays a $1 rental fee to Leon County for the use of the fairgrounds property. However, if the Fair Association and the County agree, the lease could be terminated or the location of the fairgrounds could be changed. However, before the fairgrounds can be moved, a new location must be identified. County staff has completed some preliminary work on identifying alternative potential sites and have obtained an appraisal study (conducted in 2002) that estimated the current fairground infrastructure value to be approximately $7.2 million. The study did not include an estimate of the actual value of the land occupied by the fair itself.

The property is included in the Southern Strategy area, the Central City initiatives, and is within the South Monroe sector plan boundaries.

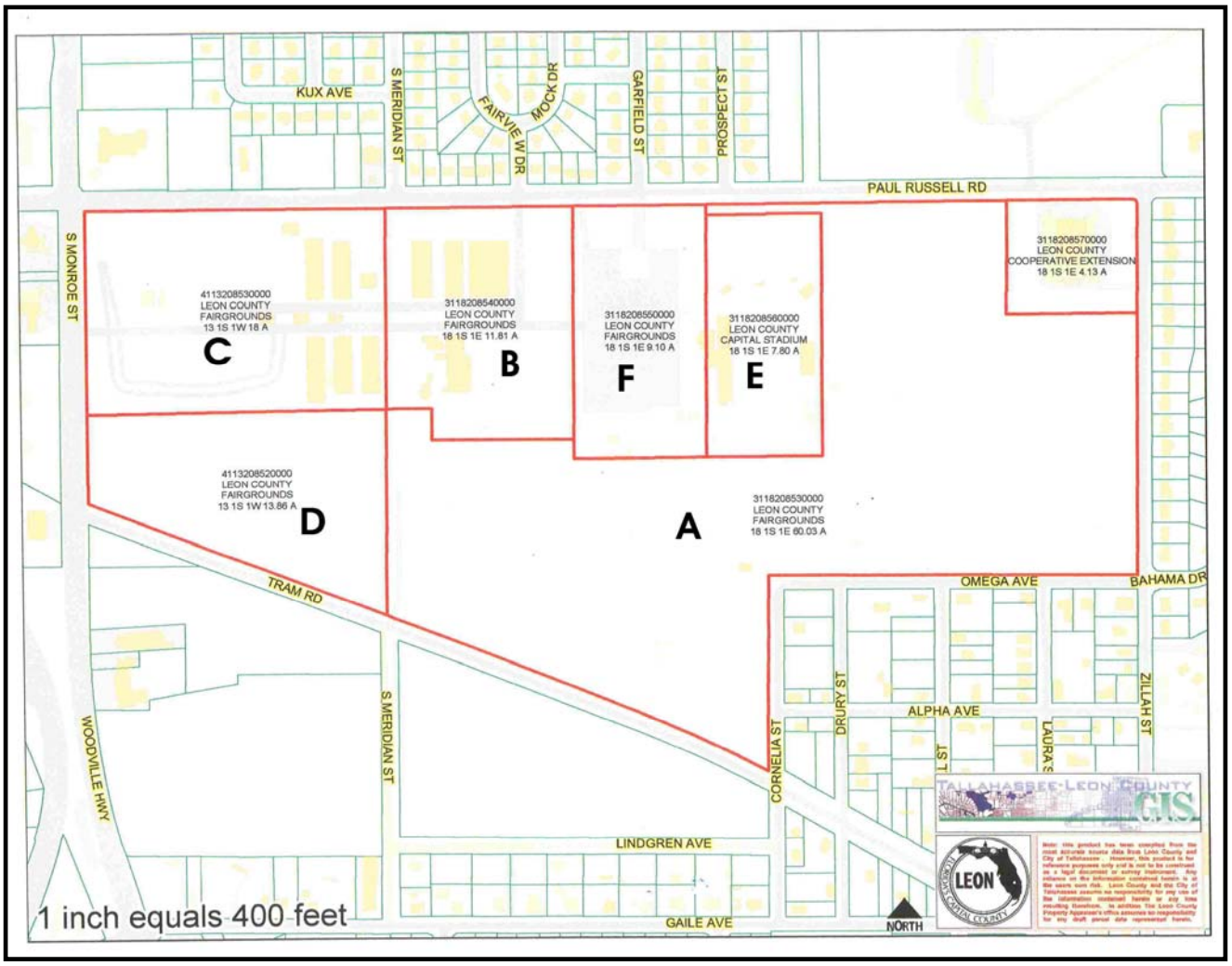
Fairgrounds Property

The subject property consists of a number of parcels utilized by the North Florida Fair Association. An out-parcel not considered in the study is located adjacent to the fairgrounds, but is occupied by the Leon County Cooperative Extension offices.

Of the six parcels under consideration, one is occupied by the Leon County's Cox Stadium (parcel E) and a second (F) is used for stadium parking (656 spaces). Together, these parcels provide a total of 103.7 acres, excluding the 7.8-acre stadium parcel and the 9.1-acre, stadium-parking parcel. The configuration and location of these parcels is shown in Figure 1-1.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Figure 1-1. Leon County Fairgrounds Property Parcels



Parcels B and C, which are occupied by the North Florida Fair Grounds Association, are zoned as a Planned Unit Development (PUD). The remaining parcels, including Cox Stadium, are zoned Open Space (OS). Thus, rezoning will be required to accommodate any future redevelopment of the fairgrounds properties. Potential redevelopment of the site would be limited to parcels A-D, with the possibility of utilizing parcel F and its 656 spaces of paved parking to be shared with any future commercial development.

According to the Leon County Property Appraisers Office 2004 records, parcels A-D contained a total of approximately 103.7 acres and ten buildings associated with the North Florida Fair Association. These improvements totaled 128,924 square feet. The indicated parcels had an estimated 2004 market value of $4,389,523. The 9.1-acre stadium-parking parcel (parcel F) has an estimated 2004 market value of $247,800 and the Cox Stadium parcel has a market value of $2,118,000. Tax record data for the fairgrounds parcels is summarized in Table 1.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Table 1-1. Leon County Fairgrounds Property Parcels

			Improvements		Est. 2004	
	Parcel ID	Acreage	Buildings	Sq. Ft.	Mkt. Value	Present Use
A	3118208530000	60.0	0	0	$543,905	Vacant & ball field
B	3118208540000	11.8	4	59,952	$1,388,033	Fair facilities
C	4113208530000	18.0	6	68,972	$2,230,105	Fair facilities
D	4113208520000	13.9	0	0	$227,480	Vacant
	Total Tract	103.7	10.0	128,924	$4,389,523	
E	3118208560000	7.8	0	0	$2,118,000	Cox Stadium
F	3118208550000	9.1	0	0	$247,800	Stadium parking

Source: Leon County Property Appraiser and Strategic Planning Group, Inc., May

An appraisal report of the North Florida Fairgrounds Improvements conducted by Boutin Brown Realty Advisors, Inc., in November of 2002, indicated the following improvements associated with the North Florida Fair Association operations at the subject property site:

Two exhibition buildings with central heat and air conditioning identified as Building 2 and 4, containing 13,271 square feet and 12,191 square feet, respectively. Building 2 has an attached 720-square foot screen room.

Seven exhibition buildings without HVAC identified as Buildings 1,3,6,7,8,9 and a cattle barn. These structures range in size from 12,000 square feet (Building 7) to 24,000 square feet (cattle barn), and total 96,669 square feet.

The Fair office building contains 2,304 square feet and has a 122-square foot attached porch. The building has central HVAC.

The security and maintenance office consisting of two, one-story, shed office structures totaling 787 square feet and cooled with window air conditioners.

A 575-square foot maintenance shop with two attached roofed sheds totaling 725 square feet.

A 1,231-square foot, single-family residence with a screened porch, screened shed and wood deck totaling 441 square feet.
Pole barn, nine-stall stable containing 1,349 square feet with a 300-square foot tack room, detached, 149-square foot feed storage shed and a 567-square foot, roofed patio/deck area.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

A total of 11 concrete-block structures that function as an information booth and ten food kiosks. These 256-square foot structures total 2,816 square feet of space.

There are three concrete-block restroom buildings located on the premises, one of which is heated and cooled. These facilities total 3,909 square feet.

Together, these structures provide the North Florida Fairgrounds with 135,102 square feet of building space, excluding porches, decks and shed roof workspace.

FAIRGROUNDS LOCATION

The Fairgrounds property site location is in the southeast sector of the City of Tallahassee and Leon County. Immediately surrounding the subject site, the neighborhood environs are primarily residential in character, with the exception of mixed-use commercial and industrial land uses along the South Monroe and South Adams Street corridors. Northward, the area consists of the Florida A&M Campus, Downtown Tallahassee Core, and several historic neighborhoods. To the southeast inside of the Capital Circle beltway, there are a number of vacant land tracts, the largest being the Colin English property which is over 1,000 acres, and according to the Comprehensive Plan, provides for the development of approximately 1,820 residential units and 167 acres of commercial development. Development timing for this tract is unknown at the present.

Also, toward the southeast, immediately beyond Capital Circle, the St. Joe Company is developing the SouthWood Community. This project is currently approved to provide 4,770 residential units, 799,503 square feet of commercial/retail, 2,728,381 square feet of industrial, 230,000 square feet of educational/institutional, and 2,194,117 square feet of office development at built-out, provided that traffic concurrency issues can be resolved over the life of the project.

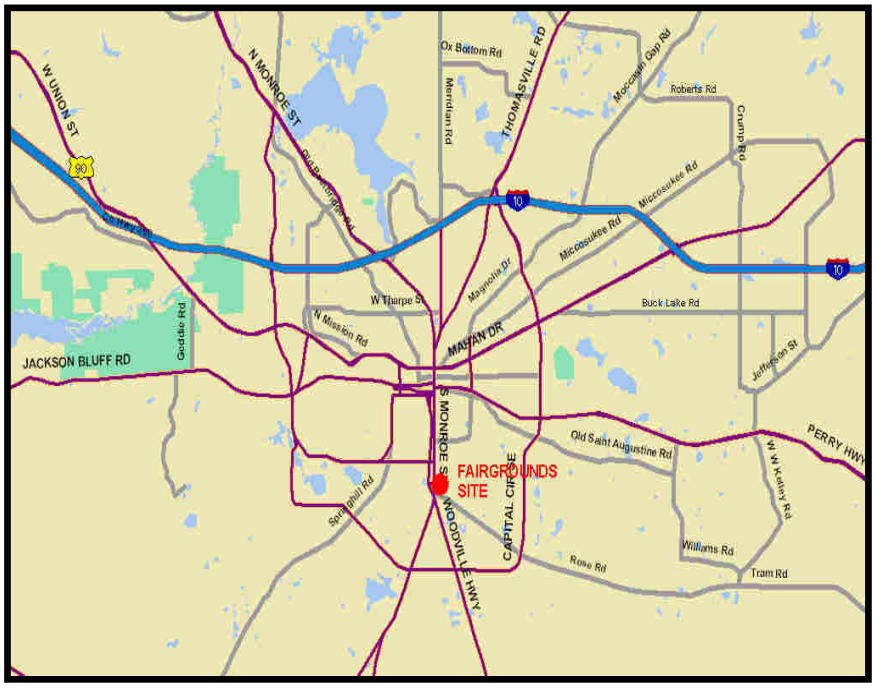
Immediately north of the SouthWood Community is the Capital Circle Office Center project that has been approved for over 2.6 million square feet of State Commercial office space.

Toward the south, in neighboring northeast Wakulla County, an amendment is being processed by Wakulla County to provide for a sustainable community project that would provide 1,000 single-family, 250 multi-family, 300,000 square feet of commercial development and a 200,000-square foot business park. St Joe is also developing a 466-acre property that will generate 400 residential units in the northern part of the County.

To the west of the subject site, there are a number of student housing apartment developments under construction that reflect the southern expansion of the Florida A&M area of influence within the community. These projects include the 46-unit, The Greens at College Club, the 180-unit Adams Place Apartments, and the 97-unit University Gardens.

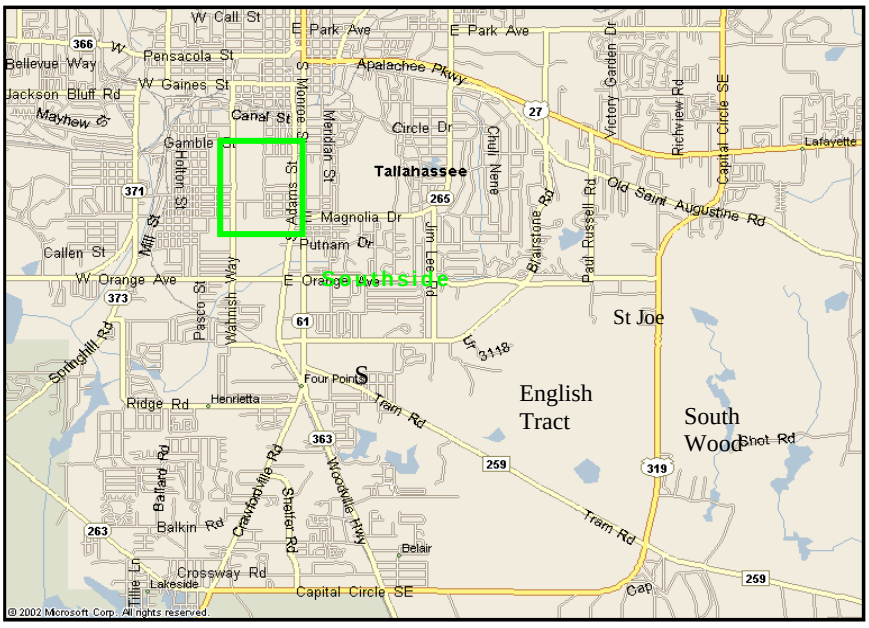
ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Figure 1-2. City of Tallahassee and Environs



Source: Strategic Planning Group, Inc., 2004

Figure 1-3. Fairgrounds Site and Vicinity



Source: Strategic Planning Group, Inc., 2004

SECTION 2 – TALLAHASSEE AREA SOCIOECONOMIC OVERVIEW

This section of the report presents an overview of various socioeconomic variables that could impact redevelopment opportunities within the Tallahassee Market Area and the subject fairgrounds site itself. Consideration is given to historic and anticipated trends relative to population and households, labor market and employment conditions, household income, and general development patterns within the local Leon County market.

The City of Tallahassee is located in Leon County, serves as the county seat, and is the only incorporated city in the county. Leon County is situated in the central panhandle of Florida and is in the center of the eight-county "Big Bend" region. The county is part of the four-county Tallahassee Metropolitan Statistical Area (MSA) that consists of Gadsden, Leon, Jefferson, and Wakulla Counties. These areas are shown in Figure 2-1.

Figure 2-1. Florida and Leon County/Tallahassee MSA



ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

POPULATION

Historical census population levels for the Tallahassee MSA indicate that Leon County makes up the majority of the population within the MSA. In fact, Leon County's share of the MSA total population has increased from 70% in 1980, to 74% in 1990, and accounted for 75% of the total MSA population in 2000. Thus, the growth within the MSA market tends to be somewhat focused within Leon County.

Between 1990 and 2000, 61,197 persons were added to the MSA population and 77% of that growth (46,959 persons) occurred within the Leon County sector of the MSA. Next to Leon County, the significantly smaller Wakulla County exhibited the next largest increase in population during the decade, expanding by 8,661 persons. MSA population trends for the 1990-2000 Census years are summarized in Table 2-1.

Table 2-1. Tallahassee MSA Population Trends, 1990-2000

County	1980	1990	2000	1990-2000 Change Amount	Percent
Gadsden County	41,674	41,116	45,087	3,971	9.7%
Jefferson County	10,703	11,296	12,902	1,606	14.2%
Leon County	148,655	192,493	239,452	46,959	24.4%
Wakulla County	10,887	14,202	22,863	8,661	61.0%
Total MSA	211,919	259,107	320,304	61,197	23.6%

Source: U.S. Census 1980-2000 and Strategic Planning Group, Inc., 2004.

As of 2003, SPG estimates that the Tallahassee MSA population increased to 340,481 persons. This is based upon the most recent US Census population estimates and the University of Florida's BEBR medium-range forecast for Gadsden and Leon Counties and its high-range estimates for Jefferson and Wakulla Counties.

While Leon County will continue to be the center of population expansion over the next 20 to 25 years, the southern most Wakulla County sector of the MSA Market is anticipated to show significant expansion, increasing by some 30,262 persons by 2025. This is important in as much as this southern MSA population growth strengthens opportunities for future development in the southern sectors of Leon County and the City of Tallahassee that has been somewhat static during the past several decades.

Population forecasts by county for the four county MSA is shown in Table 2-2 and incremental increases from 2003 through 2025 are shown in Table 2-3. An additional

70,119 persons are forecast for the MSA by 2015, with 47,000 in Leon County. This growth increases to almost 124,000 persons in the MSA by 2025, and 80,700 will be locating in Leon County.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Table 2-2. Tallahassee MSA Population Forecast, 2003-2025

Table 3. TALLAHASSEE MSA POPULATION FORECAST, 2003-2025.						
County	***2003***	***2005***	***2010***	***2015***	***2020***	***2025***
Gadsden County	46,491	47,100	48,500	49,800	51,200	52,400
Jefferson County	13,552	14,800	16,200	17,600	19,100	20,600
Leon County	255,500	263,400	282,900	302,500	319,800	336,200
Wakulla County	24,938	28,300	34,200	40,700	47,700	55,200
Total MSA	340,481	353,600	381,800	410,600	437,800	464,400
Note: Based on Census estimates, medium range forecasts used for Gadsden an Leon Counties and high range used for Jefferson and Wakulla Counties.						
Source: University of Florida BEBR and Strategic Planning Group, Inc., 2004.						

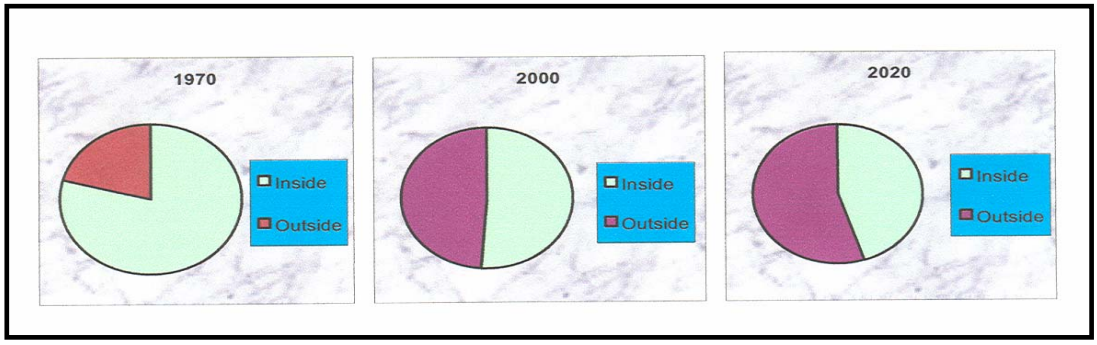
Table 2-3. MSA County Population Increases, 2003-2025

County	***2003-05***	***2003-10***	***2003-15***	***2003-20***	***2003-25***
Gadsden County	609	2,009	3,309	4,709	5,909
Jefferson County	1,248	2,648	4,048	5,548	7,048
Leon County	7,900	27,400	47,000	64,300	80,700
Wakulla County	3,362	9,262	15,762	22,762	30,262
Total MSA	13,119	41,319	70,119	97,319	123,919
Note: Based on Census estimates, medium range forecasts used for Gadsden and Leon Counties and high range used for Jefferson and Wakulla Counties.					
Source: University of Florida BEBR and Strategic Planning Group, Inc., 2004.					

Leon County Growth Patterns

Population distribution within Leon County by persons within or outside of Capital Circle and I-10 has changed dramatically since 1970. Data compiled by the Tallahassee-Leon County Planning Department indicates that in 1970 about 79% of the population resided within the Capital Circle. This number decreased to 51% in 2000 and is forecast to decrease to 45% by 2020.

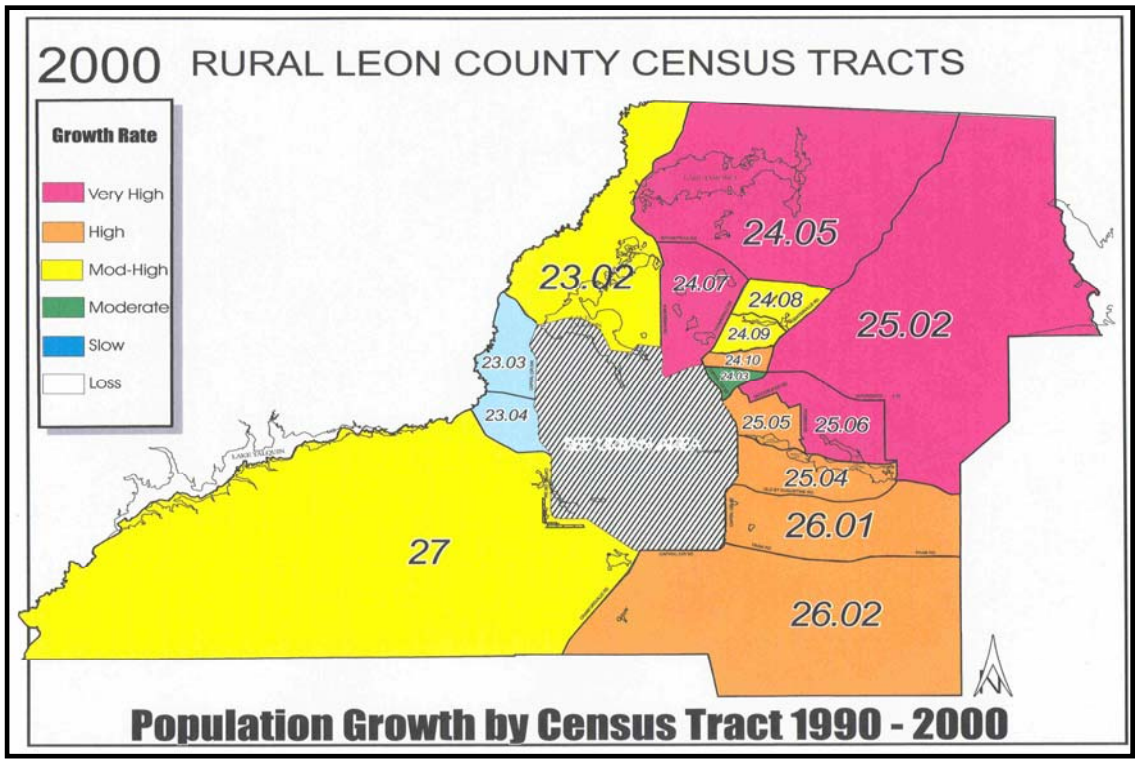
Figure 2-2. Population Inside/Outside Capital Circle, 1970-2020



Source: Tallahassee-Leon County Planning Department, 2004

Between 1990 and 2000, census data indicates that the population growth rates were greatest in the rural, eastern sectors of Leon County, with the largest growth rates being experienced in the northeast sector, within the central, urbanized Tallahassee area to the northwest of the downtown, and to the northeast and east of the downtown area. Significantly, a large area of the urban core actually showed a loss of population during the period. Population growth rates by census tract for the 1990-2000 period are shown in Figs. 2-3 and 2-4:

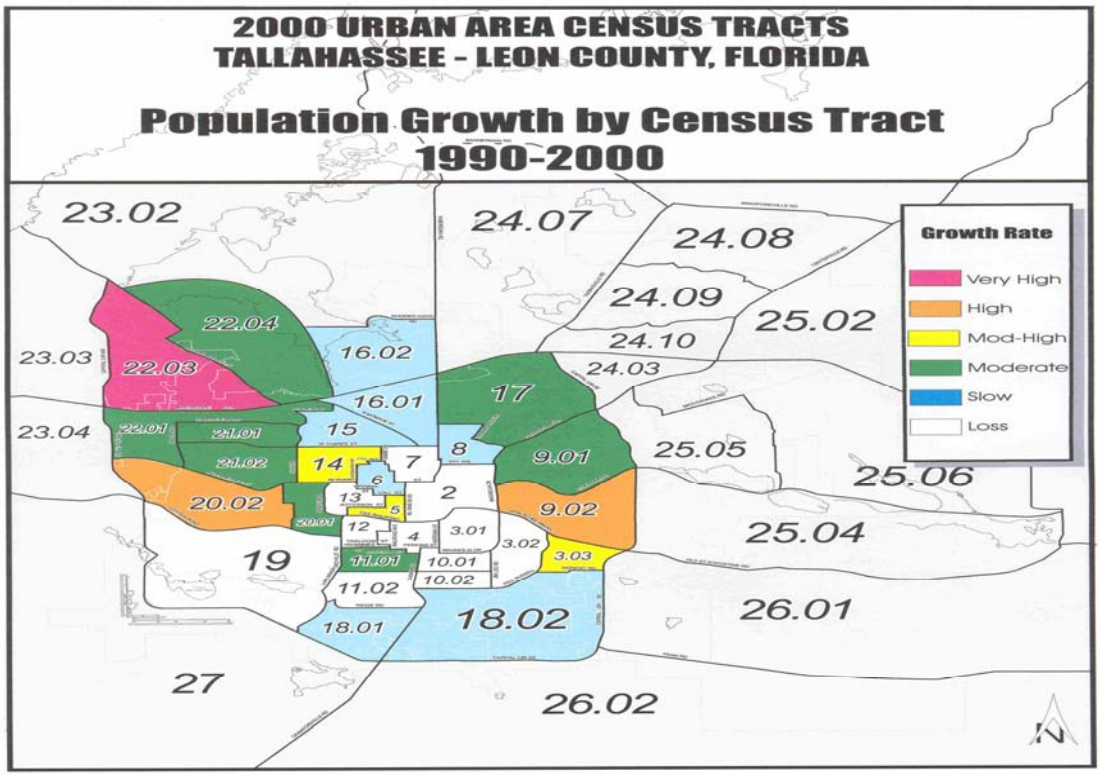
Figure 2-3. Population Growth Rural Leon County



Source: Tallahassee-Leon County Planning Department, 2004

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Figure 2-4. Population Growth Tallahassee-Leon County



Source: Tallahassee-Leon County Planning Department, 2004

Analysis of population growth within Leon County by sector shows that between 1990 and 2000, the northeast sector increased by 25,226 persons and accounted for 54 percent of Leon County's growth during the period. The next fastest growing area was the northeast, which increased by 8,411 persons and accounted for 18 percent to the county's total growth between 1990 and 2000.

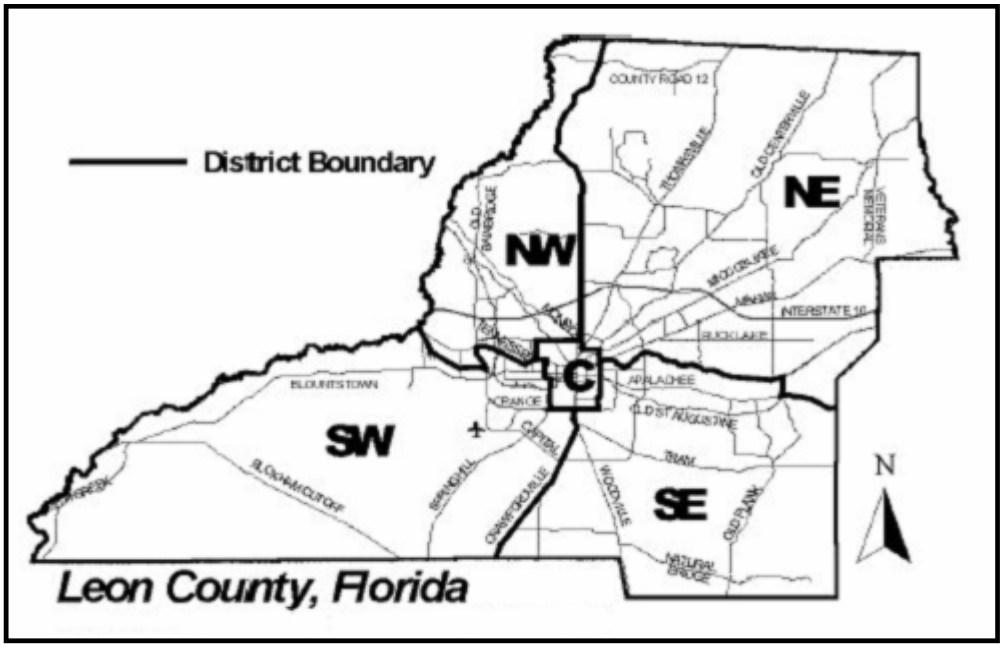
SPG anticipates that based upon current trends, in the coming years the share of total county population will stabilize in the northeast sector and actually begin to decline in the northwest sector. And, the southeast sector of Leon County, which has already begun to show an increasing share of population within the county, will continue to expand from approximately 16 percent in 2003 to 21 percent by 2025. Historic and forecasted population by sector within Leon County is shown in Table 2-4 while Figure 2-5 shows the Leon County sectors.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Table 2-4. Leon County Population by Sector, 1990-2025

	Southeast	Central	Northeast	Southwest	Northwest	Leon Co.
1990-00	7,583	2,631	25,226	3,129	8,411	46,959
2000-03	3,021	1,607	6,877	1,587	2,966	16,048
2003-05	2,821	258	3,468	716	637	7,900
2003-10	10,809	1,154	9,572	2,266	3,600	27,400
2003-15	17,967	2,660	16,236	4,013	6,126	47,000
2003-20	24,486	3,958	22,118	5,735	8,004	64,300
2003-25	31,497	4,319	27,694	7,653	9,537	80,700
Source:	U.S. Census, 1990-2000, Leon County Planning Department, and Strategic Planning Group, Inc., 2004.					

Figure 2-5. Leon County Sectors

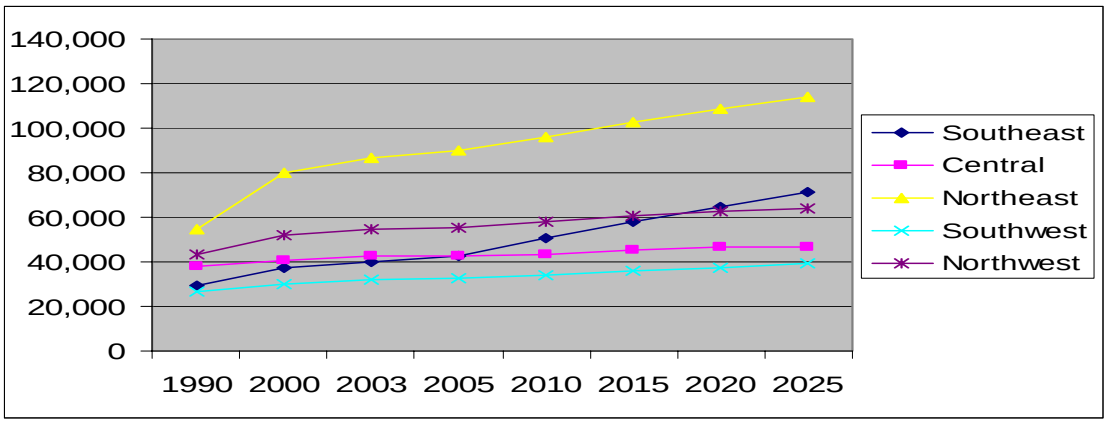


This shifting population trend toward Tallahassee's southeastern and southern market sectors is presently being fueled by the St. Joe Corporation's SouthWood Development, the availability of relatively lower cost land for development, the increasing popularity of Wakulla County for persons relocating to the region, the southward expansion of FAMU, the saturation of the northern market areas resulting in increased travel times, and the potential expansion of the Capital Circle State Office Center Complex.

SPG anticipates that the impacts of population growth in the southeast sector will be most evident during the 2010-2025 timeframe. By 2005, population expansion in the southeast sector should equal or exceed that occurring in the central sector of the market, and by the 2015-2020 period should equal or exceed growth in the northwest sector. These trends are illustrated in the population sector forecast shown in Figure2-6.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Figure 2-6. Population Forecast by Sector-Leon County



Source: Tallahassee-Leon County Planning Department

Student Populations

The Leon County population is one of the most highly educated in the State of Florida. This is due in part to the employment requirements for the State of Florida, as well as to the presence of three institutions of higher learning: Florida State University (FSU), Florida A&M University (FAMU) and Tallahassee Community College (TCC). These facilities are within a three-mile radius of the subject fairgrounds property.

Enrollment at these institutions amounted to over 65,000 students as of fall semester, 2004. Projections of future enrollment, along with historical trends, are summarized in Table 2-5, on the following page. As shown, over the next 10 to 11 years, enrollment is forecast to increase by 5,785 students at FAMU and 5,312 students at FSU.

Table 2-5. Institutional Enrollment Levels

Year	Florida State University	Florida A&M University	Tallahassee Comm. College
1980	21,965	5,246	3,663
1990	27,427	8,411	9,679
1995	30,268	10,395	10,101
2000	34,500	12,202	11,207
2002	36,683	12,462	11,667
2004	38,140	13,500	na
2010	40,949	16,483	na
2015	43,452	19,285	na

Sources: Florida Board of Education and TCC Registrars' Office, Fall semester figures and Strategic Planning Group, Inc.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

The expansion of FAMU's student body could have a significant impact upon development opportunities at the fairgrounds property site. Continued southward expansion of the FAMU campus is anticipated in future years and off-campus student housing is already being developed on nearby properties immediately west of the fairgrounds location. These opportunities could very well include housing, as well as commercial retail, entertainment and service-type land uses**.** However, some of this additional new market support is likely to be captured by facilities planned for the revitalized Gaines Street Corridor.

Income

According to the 2000 Census, the Tallahassee MSA had a median household income of $36,441 in 1999. Of the four-county MSA, both Leon and Wakulla Counties recorded median household incomes ranging from 2 to 3% above the MSA average. The reported household incomes were greatest in Leon County and lowest in the rural, Gadsden County area. Table 2-4 summarizes these figures by county.

Table 2-6. Median Household Income Levels, 1999

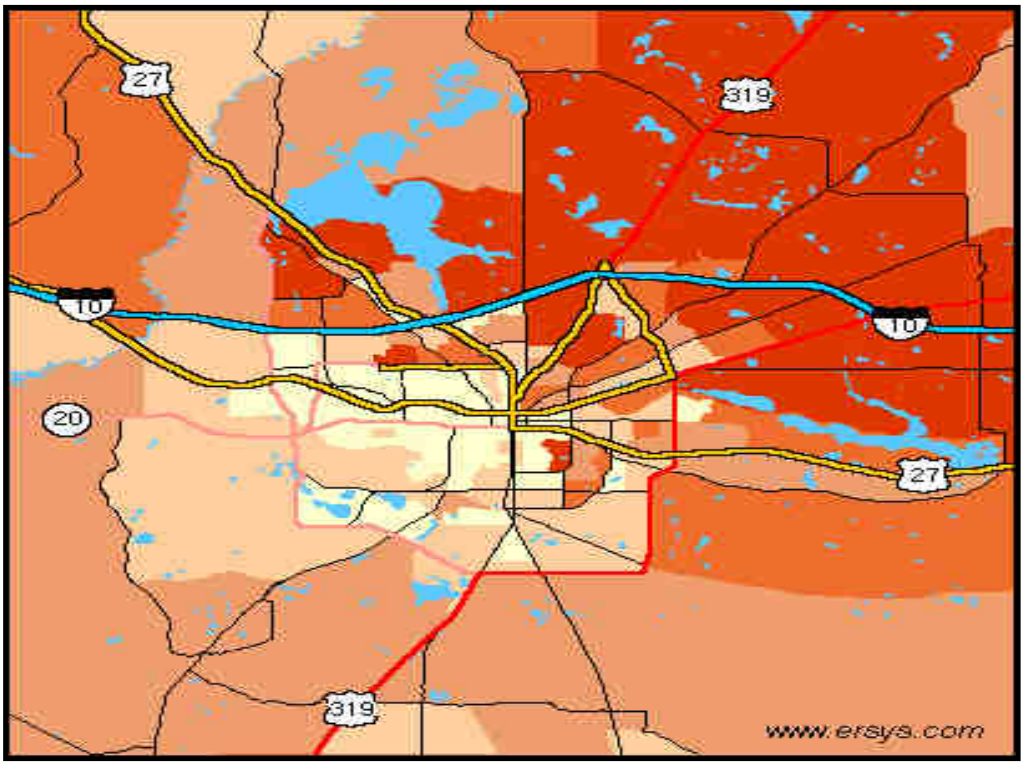
.Gadsden County	$31,248	85.7%
.Jefferson County	$32,998	90.6%
.Leon County	$37,517	103.0%
.Wakulla County	$37,149	101.9%
Total MSA	$36,441	100.0%
Primary Market Area	$35,181	96.5%

Source: U.S. Census Bureau, 2000 and SPG, Inc.

The highest median household income levels reported by the Census were located in the market's northeastern sector communities. The distribution of medium household income levels by ranges for the Greater Tallahassee area market in 1999, based on 2000 Census information, is shown in Figure 2-7.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Figure 2-7. Greater Tallahassee Area Market, 1999



Source: US Census 2000, ERSYS, and Strategic Planning Group, Inc. 2004.

Within the Fairgrounds primary market area, defined as the southeast sector of Leon County and excluding the student population and southern downtown area north of Orange Avenue, median household income was determined to be $35,181. Within a several-mile radius of the site north of Orange Avenue, there exists the student population associated with FAMU and FSU with household income levels declining dramatically, ranging between $13,000 and $17,000 according to Census Tract data.

To the north of the fairgrounds site, north of Orange Avenue and east of South Monroe Street, the areas surrounding the Capital City County Club had indicated median household income levels in the $41,550 to $45,324 range. Relatively higher median household income areas were also recorded toward the southeast of the fairgrounds site immediately beyond Capital Circle, with median incomes ranging from $39,207 to $51,981. This data highlights the socioeconomic diversity of the market surrounding the fairgrounds site location.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Table 2-7. Tallahassee MSA Labor Market Trends

	Labor			
Year	Force	Employment	Unemployment	Rate
1995	146,542	142,205	4,337	3.0%
2000	156,786	152,807	3,979	2.5%
2001	157,355	152,440	4,915	3.1%
2002	156,378	150,565	5,813	3.7%
2003	156,530	151,170	5,360	3.4%
2004/1	162,037	156,993	5,044	3.1%
Note: Figures for 2004 are July monthly numbers.				
Source: U.S. Department of Labor, Bureau of Labor Statistics and Strategic Planning Group, Inc. 2004.				

Labor and Employment

The data indicates that over the past nine years, the Tallahassee MSA labor force has grown by 15,495 persons, or an average of slightly over 1,700 persons annually. During this same time, total employment has increased by 14,788 persons or about 1,643 persons annually.

Unemployment rates within the market ranged from a low of 2.5% in 2000, to a high of 3.7% in 2002. As of July 2004, unemployment rates have declined to slightly over 3%.

An analysis of the 2003 MSA labor force by industry sector, indicates that 28.3% of the total labor force is employed by State government. Together with the local and federal sectors, government employment accounts for 38% of the total, local MSA-area employment. The next largest employment sectors are professional and business services, (11.4%), retail trade (10.9%), and education and health services (10.2%).

Preliminary 2004 data indicates that MSA nonagricultural employment increased significantly between August 2003 and 2004 by 2.2%, or 3,500 persons. The greatest increases in employment were estimated to have occurred in the following sectors: State government; educational and health services; construction; professional and business services; and leisure and hospitality. Changes in employment levels by industry sector for the MSA market are shown in Table 2-6.

According to the 2000 Census, Leon County is a net importer of workers from the surrounding counties. Approximately 55% of the employed population living in Wakulla County worked in Leon County and accounted for about 4% of the total Leon County workforce. Only Gadsden County (6%) accounted for a greater percentage of the non-Leon County population working in Leon County.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Table 2-8. Tallahassee MSA Employment by Sector, 2003-2004

				Change from			
	August	July	August	Jul 2004 to Aug 2004		Aug 2003 to Aug 2004	
Industry Title	2004	2004	2003	Number	%	Number	%
Total Nonagricultural Employment	159,600	157,800	156,100	1,800	1.1%	3,500	2.2%
Goods Producing	11,700	11,700	11,100	0	0.0%	600	5.4%
Natural Resources, Mining, and Construction	8,000	8,000	7,500	0	0.0%	500	6.7%
Manufacturing	3,700	3,700	3,600	0	0.0%	100	2.8%
Service Providing	147,900	146,100	145,000	1,800	1.2%	2,900	2.0%
Trade, Transportation, and Utilities	22,100	21,900	21,800	200	0.9%	300	1.4%
Wholesale Trade	2,900	2,900	2,900	0	0.0%	0	0.0%
Retail Trade	17,600	17,400	17,200	200	1.1%	400	2.3%
Food and Beverage Stores	3,400	3,400	3,800	0	0.0%	-400	-10.5%
Transportation, Warehousing, and Utilities	1,600	1,600	1,700	0	0.0%	-100	-5.9%
Information	3,700	3,700	3,700	0	0.0%	0	0.0%
Financial Activities	7,300	7,300	7,200	0	0.0%	100	1.4%
Professional and Business Services	18,200	17,800	17,700	400	2.2%	500	2.8%
Education and Health Services	16,700	16,600	16,100	100	0.6%	600	3.7%
Leisure and Hospitality	13,300	13,300	12,800	0	0.0%	500	3.9%
Other Services	7,600	7,700	7,600	-100	-1.3%	0	0.0%
Total Government	59,000	57,800	58,100	1,200	2.1%	900	1.5%
Federal	1,800	1,800	1,900	0	0.0%	-100	-5.3%
State	43,500	43,500	42,700	0	0.0%	800	1.9%
Local	13,700	12,500	13,500	1,200	9.6%	200	1.5%

Note: Employment estimates have been rounded to the nearest hundred. Sum of detail may not equal totals due to rounding or the exclusion of certain industries from publication. All data are subject to revision due to late reporting of participants and the annual benchmarking process.

Source: U.S. Department of Labor, 2004

Major Employers

Only 5% of Leon County residents with a job worked outside of Leon County, making it the second-lowest percentage in the State of Florida, according to the 2000 Census. Major employers in the MSA market, employing 300 or more persons, with the exception of St. Marks Powder-A General Dynamics Company are all located in Leon County. Table 2-9 summarizes the markets major employers.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Table 2-9. Tallahassee Area Major Employers, 2004

Florida State University	8,784
Leon County Schools	4,403
City of Tallahassee	3,327
Tallahassee Memorial HealthCare, Inc.	2,850
Florida A&M University	2,681
Publix Supermarkets, Inc	2,000
Leon County	1,522
Tallahassee Community College	1,090
Sprint	740
Capital City Bank	530
Tallahassee/Leon County Civic Center	518
Capital Regional Medical Center	515
Caspers Group McDonald's	500
Quincy Farms	500
Capital Health Plan	485
Wal-Mart Super Center	425
St. Marks Powder- A General Dynamics Company	330

Source: Tallahassee Area Chamber of Commerce, 2004, and Strategic Planning Group, Inc, 2004

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

SECTION 3 – FAIRGROUNDS MARKET OPPORTUNITIES

In this section, consideration is given to the market potentials attributable to the commercial and residential markets for possible redevelopment of the fairgrounds property. Presented here is an overview of the commercial transient lodging, office, retail, entertainment, and residential markets relative to their capability of supporting reuse/development at the site, financial considerations associated with the potential sale of part or all of the 104-acre property, and relocation considerations for the existing fairgrounds operations.

MARKET OVERVIEW

SPG has evaluated and analyzed the Tallahassee commercial and residential markets with regard to development patterns and market absorption trends in order to determine the highest and best uses for the fairgrounds property. An overview of each of the land uses considered is presented in the following pages.

Transient Lodging Market

The Tallahassee transient lodging (hotel-motel) market has been somewhat static during the past decade. Between 1990 and 2003, the total number of licensed hotel/motel facilities has only increased by three establishments and a total of 392 rooms. As would be expected, the number of hotels increased by 11 facilities and motels decreased by eight facilities. Hotel rooms increased by 1,011 rooms and motel rooms declined by 619, reflecting the development of new, larger-type lodging facilities within the market. Table 3-1 summarizes trends in licensed lodging facilities in Leon County for the 1990-2003 period.

Table 3-1. Licensed Lodging Facilities Trends, 1990-2003

Fiscal Year	1990-91	1995-96	1998-99	2001-02	2002-03
Rooms					
Hotel	1,176	1,356	1,816	2,356	2,187
Motel	3,363	3,498	3,119	2,839	2,744
Total	4,539	4,854	4,935	5,195	4,931
Establishments					
Hotel	8	10	15	21	19
Motel	45	45	41	36	37
Total	53	55	56	57	56

Source: State of Florida, Department of Busines and Professional Regulation Division of Hotels and Restaurants, 2004, and Strategic Planning Group, Inc., 2004.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

The development pattern of transient lodging facilities within the greater Tallahassee area market has been primarily in the northwest and eastern sectors of the City. As of 2004, the Leon County market contained an estimated 5,013 rooms, and 2,338 or 47% of these rooms were in the northwest sector of the market. The eastern sector of the market provides an additional 1,039 rooms and accounts for 21% of the market. There was not any hotel development in Tallahassee's southern market sector. Table 3-2 indicates the Tallahassee hotel/motel inventory by market sector as of 2004.

Table 3-2. Tallahassee Hotel/Motel Inventory, 2004

Fiscal Year	*1990-91*	*1995-96*	*1998-99*	*2001-02*	*2002-03*
Rooms					
Hotel	1,176	1,356	1,816	2,356	2,187
Motel	3,363	3,498	3,119	2,839	2,744
Total	4,539	4,854	4,935	5,195	4,931
Establishments					
Hotel	8	10	15	21	19
Motel	45	45	41	36	37
Total	53	55	56	57	56
Source: State of Florida, Department of Business and Professional Regulation, Division of Hotels					
and Restaurants, 2004, and Strategic Planning Group, Inc., 2004					

While there would appear to be an immediate opportunity for the development of additional transient lodging facilities within the market, particularly in the southern sector market area, planned and proposed hotel development indicates an expansion of the market by approximately 30% or 1,611 rooms is already underway. About 50% of these rooms are slated for development in the markets eastern and downtown sectors. Planned and proposed hotel/motel development in the Tallahassee market is shown in Table 3-3.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Table 3-3. Planned Tallahassee Hotel/Motel Facilities, 2004

Northeast	Rooms
Hampton Inn & Suites	122
East	
Hilton Garden Inn	85
Extended Stay	150
Camden Suites	84
Applachee Pkwy Hotel	145
Sub Total	464
Downtown	
Marriott Civic Center	329
Northwest	
Holiday Inn	132
West	
HUD Frenchtown	100
Total Market Area	1,611

Source: Tallahassee-Leon County Planning Department, 2003, and Strategic Planning Group, Inc. 2004.

Thus, assuming that 80% of the planned inventory will actually be developed and an average absorption of approximately 150 rooms annually, the market will require an estimated eight to nine years to sufficiently absorb the planned development inventory.

Therefore, SPG does not anticipate any short-term market development opportunities for hotel/motel facilities at the Fairgrounds location prior to 2013. At that time, sufficient market support could be expected from FAMU, Innovation Park, SouthWood, the Capital Circle State Office Center, Downtown Tallahassee and Wakulla County residents, tourists, and businesses.

This anticipated development timeframe could, however, be expedited should FAMU decide that transient lodging facilities are required to support new and emerging educational programs and overall campus expansion programs.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

OFFICE MARKET

The Tallahassee office market (Leon County) contains approximately 6.6 million square feet of private sector office space (in buildings of 20,000 square feet or greater), according to surveys conducted by SouthLand Commercial. In addition, the State of Florida owns and occupies 4.5 million square feet of space in the County market.

As of 2004, both SouthLand Commercial and Coldwell Banker-Hartung and Noblin, Inc., estimate office space vacancy in the market to be approximately 12%. This is several percentage points below the market vacancy rate experienced in 2001 and 2002 and indicates some strengthening, in spite of recent reductions in government employment. Historical trends in the Tallahassee office market vacancy trends are shown in Figure 3-1.

Figure 3-1. Tallahassee Office Market Vacancy Trends



Source: Coldwell Banker-Hartung and Noblin, Inc., and Strategic Planning Group, Inc., 2004. (Buildings of 10,000 SF minimum)

Within the southeast sector of the market, office space vacancy rates have mirrored trends in the Greater Tallahassee Area market. During the past year, however, southeast sector vacancy has declined to several percentage points below that of the overall market. This is primarily due to slightly increased absorption stemming from increased occupancy of St. Joe's SouthWood One office building that was the first speculative office development in the southeast sector in the last 15 years. During 2003, half of the space in this 90,000 square foot building was leased.

By the end of 2003, the southeast sector contained approximately 2,906,555 square feet of office space, of which 289,634 or 9.96 was vacant and available for lease. This vacancy rate is about equal to that of the northeast and downtown areas, and half that of the northwest market sector which was estimated at 20.7% in 2003. It should be noted that the downtown vacancy rate declined dramatically during the first half of 2004 to approximately 3.0%.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

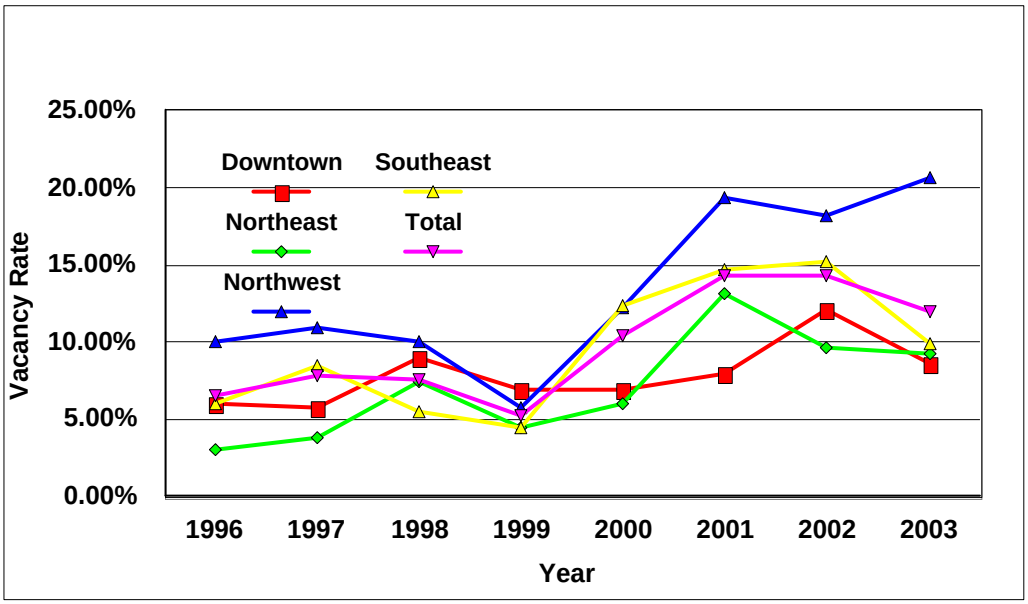
Table 3-4 and Figure 3-2 summarize office space vacancy rates by market sector for the 2000 to 2003 period.

Table 3-4. Tallahassee Office Market Vacancy by Sector, 1996-2003

Year	Downtown	Northeast	Northwest	Southeast	Total
1996	6.00%	3.00%	10.00%	6.00%	6.50%
1997	5.75%	3.82%	11.00%	8.50%	7.79%
1998	9.00%	7.40%	10.00%	5.54%	7.60%
1999	6.96%	4.49%	5.77%	4.44%	5.20%
2000	6.93%	5.99%	12.24%	12.38%	10.49%
2001	7.94%	13.21%	19.37%	14.65%	14.32%
2002	12.09%	9.59%	18.18%	15.20%	14.34%
2003	8.64%	9.23%	20.65%	9.96%	12.00%

Source: Coldwell Banker, Hartung & Noblin, Inc., 2003

Figure 3-2. Vacancy Rate Trends by Market Sector



Source: Coldwell Banker, Hartung & Noblin, Inc., 2003, and Strategic Planning Group, Inc., 2004.

Coldwell Banker, Hartung & Noblin, Inc.'s annual market survey of major office facilities, consisting of buildings over 10,000 square feet, indicated that approximately 37% of the total market's vacant space was located in the southeast sector. An inventory of major office buildings located within the southeast sector of the Tallahassee market is presented in Table 3-5.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Table 3-5. Inventory of Major Office Facilities, Southeast Sector

Project Name Address	No. Bldgs	No. Floors	Year Built	Rentable Sq Ft	Current Vacant	Rate Per SF (FS/NET)	Largest Avail Space	Comments
KOGER EXECUTIVE CENTER 1311 Executive Center Dr	18	2	72-92	833,372 (Usuable)	158,000	$16.00 Full Service	36,000	
MAGNOLIA OFFICE PARK 345 S. Magnolia Dr	6	2	1985	52,000	3,000	$13.50 Full Service	3,200	
LAFAYETTE OFFICE PARK 1020-1030 Lafayette St	2	2	1975	26,000	4,500	$13.00 Full Service	1,600	16,000-2 Story 10,00 -2 Story
327 OFFICE PLAZA (Medallion Building)	1	2	1970	15,212	4,000	$12.00	1,000	
309 OFFICE PLAZA Professional Arts Bldg	1	2	1970	12,632	0	$8.00 No Service	0	
CAPITAL COMMERCE CENTER 500 Capitol Circle SE	11	2-Jan		63,500	7,620	$10.50 NET + .25 CAM	5,400	
MAGNOLIA CENTRE I 1203 Governor's Square Blvd	1	6	1988	50,000	8,000	$17.50	5,000	Former bank space
MAGNOLIA CENTRE II Governor's Square Blvd	1	4	1988	40,000	4,500	$15.50	4,500	
PARK CENTRE 124 Marriott Dr	1	2	1988	30,000	0	$16.00 Full Service	0	
FLORIDA LOTTERY BUILDING Marriott Dr	1	3	1988	150,000	0		0	
OLD ST. AUGUSTINE OFFICE PK 2002 Old St. Augustine Rd	5	1		150,000	0	$15.00	0	June 4600 SF
PARKWAY OAKLAND BLDG 2003 Apalachee Pkwy	3	3-Jan		70,000	4,000	$15.00 Full Service	2,000	
AMBASSADOR BUILDING Apalachee Pkwy	1	2	1971	50,000	6,000	$17.00	6,000	
WINEWOOD OFFICE COMPLEX 1311 Winewood Blvd	8	2 1/2-4	1970	330,259	0	$14.04 Net/Elec	0	
DEPT OF CORRECTIONS 2601 Blairstone	1	5-Mar	1994	330,000	0	$14.79 Net	0	Single Tenant 15 year lease
BLAIRSTONE PLAZA 2720 Blairstone Rd	2	2		15,000	0	$12.00 Net	0 1,850	
FORT KNOX 1406 Capital Circle NE	3	3	1986	45,000 90,000 150,000	0	$17.50 Full Service	0	
2600/2650 APALACHEE PKWY 2670 Apalachee Pkwy	2	1-Feb	1996	20,000 5,000	10,000	$15.00	5,000	
1310 CROSS CREEK	1	1	1996	10,000	0	$13.00 Net	0	
3717 APALACHEE PKWY	1	2		35,000	8,000	$15.00 Full Service	8,000	DOT

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Table 3-5. (Con't.)

Project Name Address	No. Bldgs	No. Floors	Year Built	Rentable Sq Ft	Current Vacant	Rate Per SF (FS/NET)	Largest Avail Space	Comments
1830 E. PARK AVE	1	2	2003	20,000	0	$15.00	0	
						Net		
PARK ON PARK	5	2-Jan		30,200	20,000	$10.00	7,000	
820 E. Park						Net		
GOVERNORS COURT	1	1	2001	22,000	4,000	$10.00	4,000	
1140 Capital Circle SE						Net		
SOUTHWOOD ONE	1	3	2001	90,000	17,634	$18.25	9,975	$25.00 TI
Drayton Dr						Full Service		
FLORIDA BAR ANNEX	1	1	1991	52,000	0	$17.50	0	
661 Crest St.						Net		
FBMC (Former)	1	2	1972	30,380	30,380	$11.00	30,380	2.08 AC
1720 Gadsden						Net		
CCR Building	1	1		30,000	30,000	$12-13.00		Capital Collateral Resources
Drayton Dr								
				2,906,555				
Total				9.96%	289,634			

Source: Coldwell Banker, Hartung and Noblin, Inc.

Market absorption of office space within the area, based upon the SouthLand Commercial-Tallahassee Office Survey 2004, indicated approximately 223,242 square feet, which was significantly above levels experienced during the past several years. In fact, 2003 was reported as having a net loss of absorbed new office space. The majority of space absorbed within the market was in the northeast sector, which accounted for almost 60% of the total market absorption.

The southeast market sector accounted for an estimated 28%, or 61,699 square feet of this absorption. However, over 60% of the estimated southeast sector office market absorption was accounted for by the St. Joe Company's SouthWood One building. The balance of the entire southeast market captured only slightly over 24,000 square feet.

Average rental rates were indicated to be approximately $16.37 per square foot, up from levels achieved in prior years. This does again, however, reflect new space being marketed by St. Joe's SouthWood One building.

This trend is anticipated to continue during the near term and accelerate as the SouthWood Community continues to grow and expand its commercial office/retail market base.

SPG has forecast office market absorption for the Tallahassee Market based upon anticipated future employment levels in those industry classifications typically considered users of office space. This includes persons employed in the areas of financial activities, professional and business services, health services, and other service industries. Government employment space needs have not been included in this forecast analysis.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Based upon future employment growth, SPG forecasts office-space needs at approximately 190,000 square feet in 2005, increasing annually at 2% throughout the forecast period. A southeast sector market share of this space-need, amounting to 25%, has been utilized in 2005, and increases to 33% in 2015 and 38% by 2025.

Considering anticipated, continued office development to be expected by St. Joe, both within its SouthWood Community and at other properties owned within the southeast sector market, SPG has assumed a Fairgrounds site market share ranging from a low of 75 to a high of 28% throughout the projection forecast period. This results in office space demand at the Fairgrounds site of between 7,500 to 9,400 square feet in 2010, increasing to 11,400-15,200 in 2015, and to approximately 26,400-30,000 by 2025. Again, it should be noted that this space-demand forecast is exclusive of Government and other public/ institutional-type office space use demand. Should Government or institutional users consider office development at the Fairgrounds site, this would be in addition to the indicated forecast of office space demand. Office space absorption at the subject Fairgrounds site is shown in Table 3-6.

Table 3-6. Forecast of Office Space Demand, Fairgrounds Site

	2005	2010	2015	2020	2025
Total Market	190,000	209,000	229,900	252,900	278,200
SE Sector	47,500	62,700	75,967	88,515	105,716
Mkt Share	25%	30%	33%	35%	38%
Fairgrounds					
Mkt Share	7%	12%	15%	20%	25%
Mkt Share	7%	15%	20%	25%	28%
Site Potentials	3,325	7,524	11,380	17,703	26,429
	3,325	9,405	15,173	22,129	29,600

Source: Strategic Planning Group, Inc. 2004

RETAIL MARKET

The Tallahassee/Leon County retail market structure has remained relatively static over the past five to six years, experiencing little expansion outside of the automotive, food and beverage, and general merchandise retail categories. Big box retailers have accounted for the growth in general merchandise-type facilities; however, all of this growth has occurred in the northeast and northwest sectors of the Tallahassee market area.

Total retail establishments in Leon County increased by only 53 outlets between 1998 and 2001, according to the most recently available data provided by the US,

Department of Commerce's County Business Patterns. Significantly, the greatest increase in retail establishments was in the motor vehicle parts and gas station facilities, food and beverage stores, and clothing and accessories stores. Furniture and home furnishing stores, along with health and personal care stores, both posted losses in establishments for the period. The inventory of retail establishments in Leon County for the 1998-2001 period is shown in Table 3.7.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Table 3-7. Leon County Retail Establishments, 1998-2001

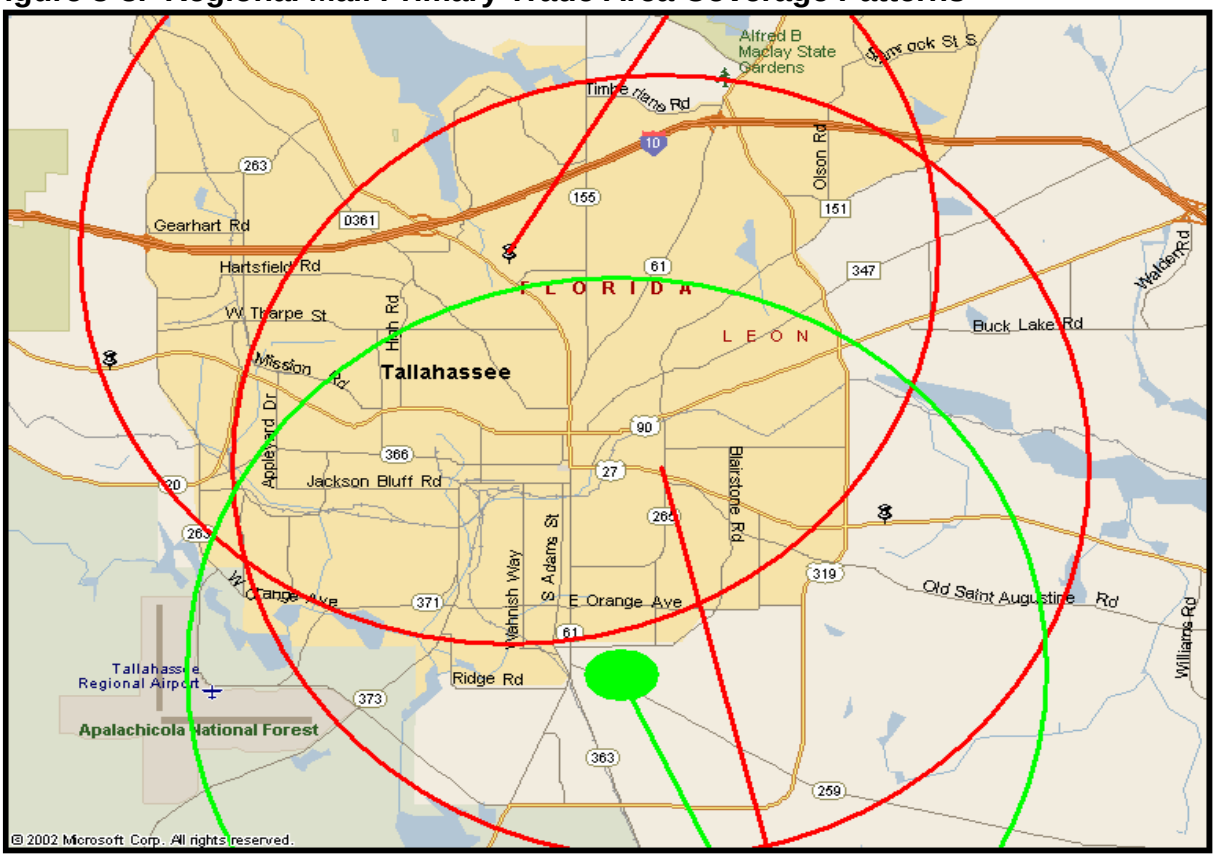
Leon County Retail Structure	1998	2001	Change Amount	Change Percent
Total Retail Establishments	1002	1055	53	5.3%
Motor Vehicle & Parts	111	132	21	18.9%
Furniture & Hm Furnishings	73	61	-12	-16.4%
Electronics & Appliances	57	49	-8	-14.0%
Bldg. Materal & Supply	70	71	1	1.4%
Food & Beverage	77	102	25	32.5%
Health & Personal Care	81	69	-12	-14.8%
Gas Stations	104	127	23	22.1%
Clothing & Accessories	159	172	13	8.2%
Sporting, Book, Hobby Mus.	75	75	0	0.0%
General Merchandise	27	33	6	22.2%
Misc. Retailers	129	133	4	3.1%
Non-Store Retailers	39	31	-8	-20.5%

Source: County Business Patterns, 1998-2001 and SPG 2004.

Regional retail facilities serving the market include the Tallahassee Mall and Governor's Square Mall. These are older, regional shopping malls built in 1971 and 1979, respectfully. Tallahassee Mall is a 749,925-square foot center located in the northwestern sector of the City, and Governor's Square Mall is a 1,313,239-square foot mall located in the eastern sector of the market. From these locations, all of the City of Tallahassee is relatively well served and within a 20-minute driving time from either of these regional mall locations.

Figure 3-3 shows the regional mall primary trade area coverage pattern for each of these centers relative to the fairgrounds site location and potential market area.

Figure 3-3. Regional Mall Primary Trade Area Coverage Patterns



Source: Strategic Planning Group, Inc., 5-mile radius primary trade area market,

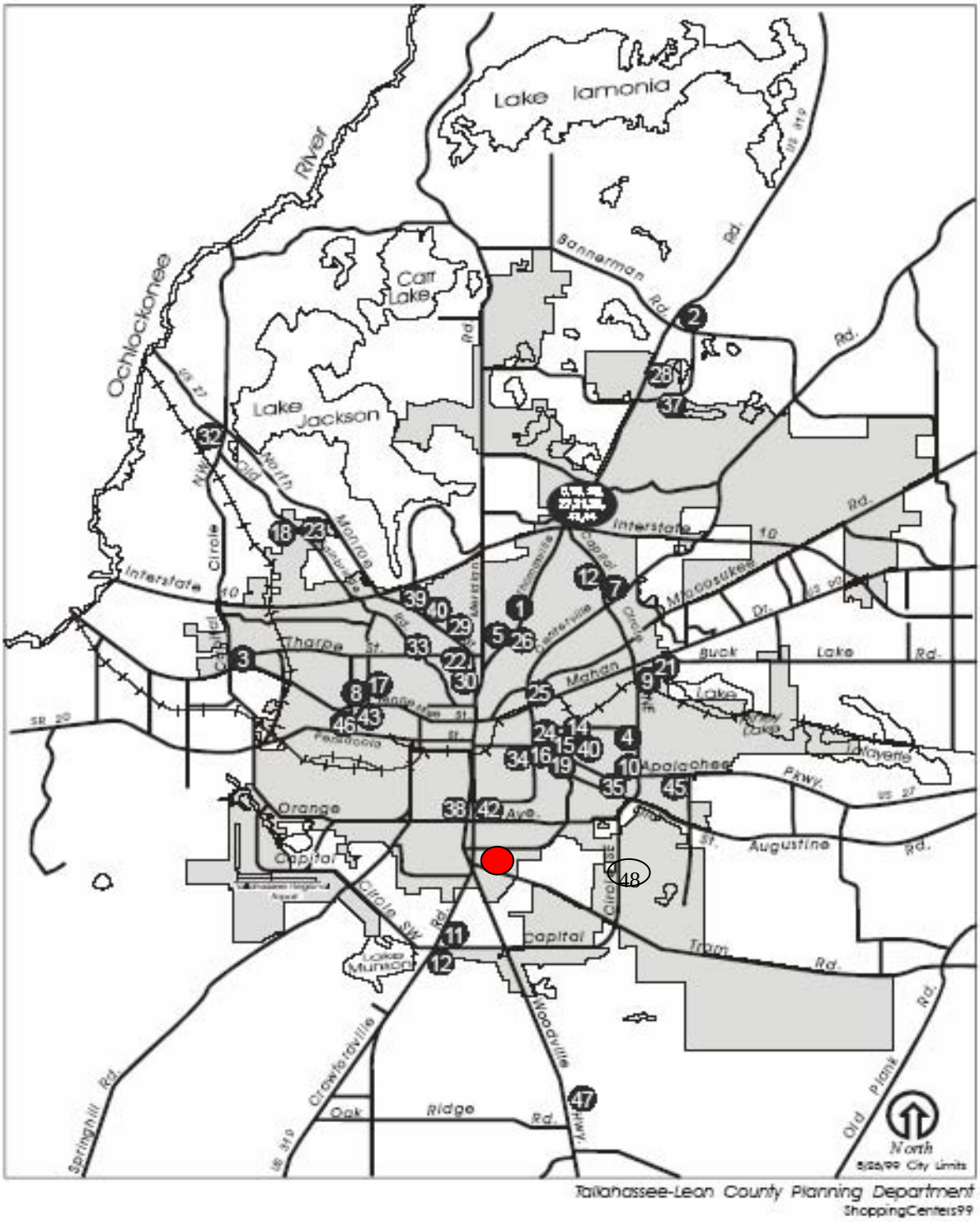
Community and neighborhood-type shopping centers within the market are also primarily older centers. Since 2000, only four new community/neighborhood shopping centers were developed within or adjacent to the City of Tallahassee. Three of the four centers were added in the eastern and southern sectors of the market.

The location of these shopping centers is shown, along with the inventory of retail shopping centers in Figure 3-4 and Table 3-7. Of the total 6.7-million square feet of shopping center space, 3.2 million, or 48%, was developed prior to 1980. During the 1980's, an additional 1.8-million square feet, or 26%, of shopping center space was added to the inventory. Between 1990 and 1999, the market added an additional 19% of its total space, or 1.3-million square feet. Since 2000, only 453,713-square feet of shopping center space have been added to the inventory being added annually.

Thus, almost half of the market's shopping center space is at least 25 years or older. Average annual development amounted to 175,500-square feet during the 1980's, and declined to about 127,000-square feet average annually during the 1990's. Annualized figures for the current decade, based upon shopping center development through the first half of 2004, would result in further decline to approximately 907,000-square feet of shopping center space.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Figure 3-4. Tallahassee Area Shopping



ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Table 3-8. Inventory of Tallahassee Area Shopping Centers

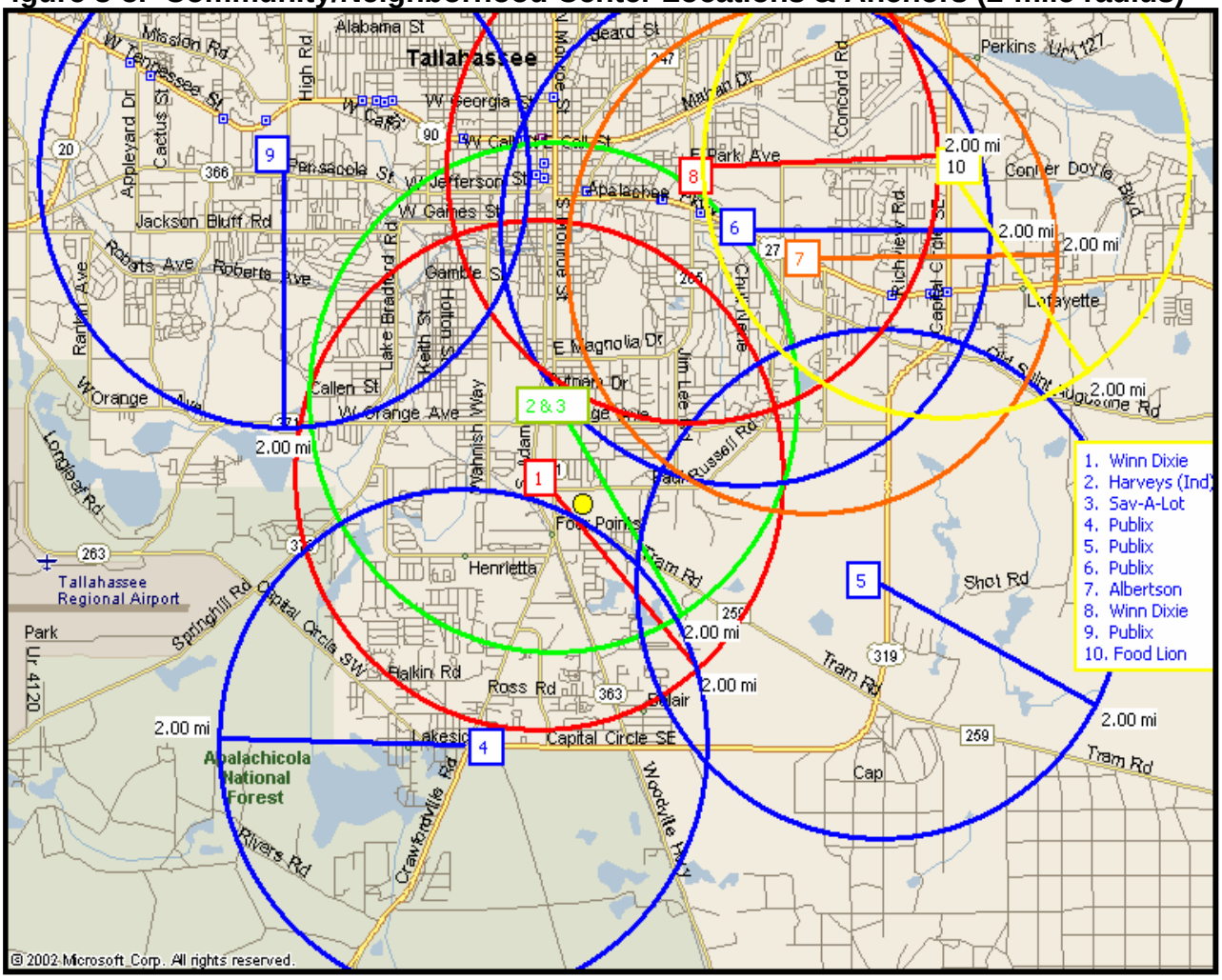
Map	Shopping Center	Gross Square Footage	Land Area (Acres)	Year Built
1	Betton Place	33,460	23	1983
2	Bradford Village Center	77,152	1,437	1996
3	Capital West	277,546	2,957	1990
4	Capitol Park	80,282	1,165	1989
5	Capitol Plaza	112,741	414	1961
6	Carriage Gate	84,683	689	1978
7	Center Village	179,269	1,728	1993
8	College Square	77,725	876	1979
9	Commercial Plaza East	33,217	398	1982
10	Cross Creek Square	205,482	2,195	1988
11	Crossway Shopping Center	29,360	423	1989
12	Forest Village Shopping Center	134,000	3,079	2000
13	Gallery at Market Street	33,258	149	1986
14	Governor's Marketplace	154,555	3,380	2001
15	Governor's Square Mall	1,313,239	9,556	1979
16	Gulf Winds Shopping Center	117,386	10	1967
17	High Road Corner	71,977	458	1960
18	Huntington Oaks Plaza	73,092	1,156	1990
19	K Mart Plaza Shopping Center	166,365	1,609	1972
20	Killearn Center	94,772	866	1980
21	Lafayette Place Shopping Center	103,540	1,368	1987
22	Lake Ella Plaza	102,158	1,365	2002
23	Lake Jackson Trading Post	73,945	882	1984
24	Magnolia Park Courtyard	86,023	9	1987
25	Mahan Square	35,348	349	1988
26	Miracle Plaza	69,192	618	1981
27	Monticello Square	124,465	1,087	1979
28	Northampton	101,871	1,099	1991
29	Northside Plaza	70,521	575	1977
30	Northwood Station	45,355	26	1991
31	Oak Lake Village	55,968	443	1985
32	Oak Valley Shopping Center	79,766	1,841	1992
33	Old Bainbridge Square	77,133	878	1988
34	Parkway Shopping Center	205,102	141	1965
35	Parkway Terrace	38,250	153	1984
36	Pavillions The	50,602	405	1986
37	Shannon Lakes Shopping Center	64,932	803	1989
38	Southside Shopping Center	60,660	668	1976
39	Sugar Creek	196,665	2,131	1988
40	Tallahassee Mall	749,925	7,425	1971
41	Timberlane Shops on the Square	126,988	961	1985
42	Towne South Shopping Center	81,808	1,225	1980
43	Varsity Shopping Center	45,048	439	1965
44	Village Commons Shopping Center	239,642	2,409	1992
45	WalMart Supercenter	196,538	2,827	1997
46	Westwood Shopping Center	162,690	1,562	1981
47	Woodville Shopping Center	22,170	23	1988
48	SouthWood Village Shopping Center	63,000		2003

Source: Tallahassee-Leon County Planning Department

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Community and neighborhood shopping centers are typically anchored by a major supermarket; however, analysis of the present market coverage patterns of these anchor tenants indicates that the opportunity to attract that type of tenant is somewhat limited unless Food Lion, Albertson's, or a new market entry could be identified. The location and coverage patterns of what could be considered competing centers to the Fairgrounds location is shown in Figure 3-5.

Figure 3-5. Community/Neighborhood Center Locations & Anchors (2-mile radius)

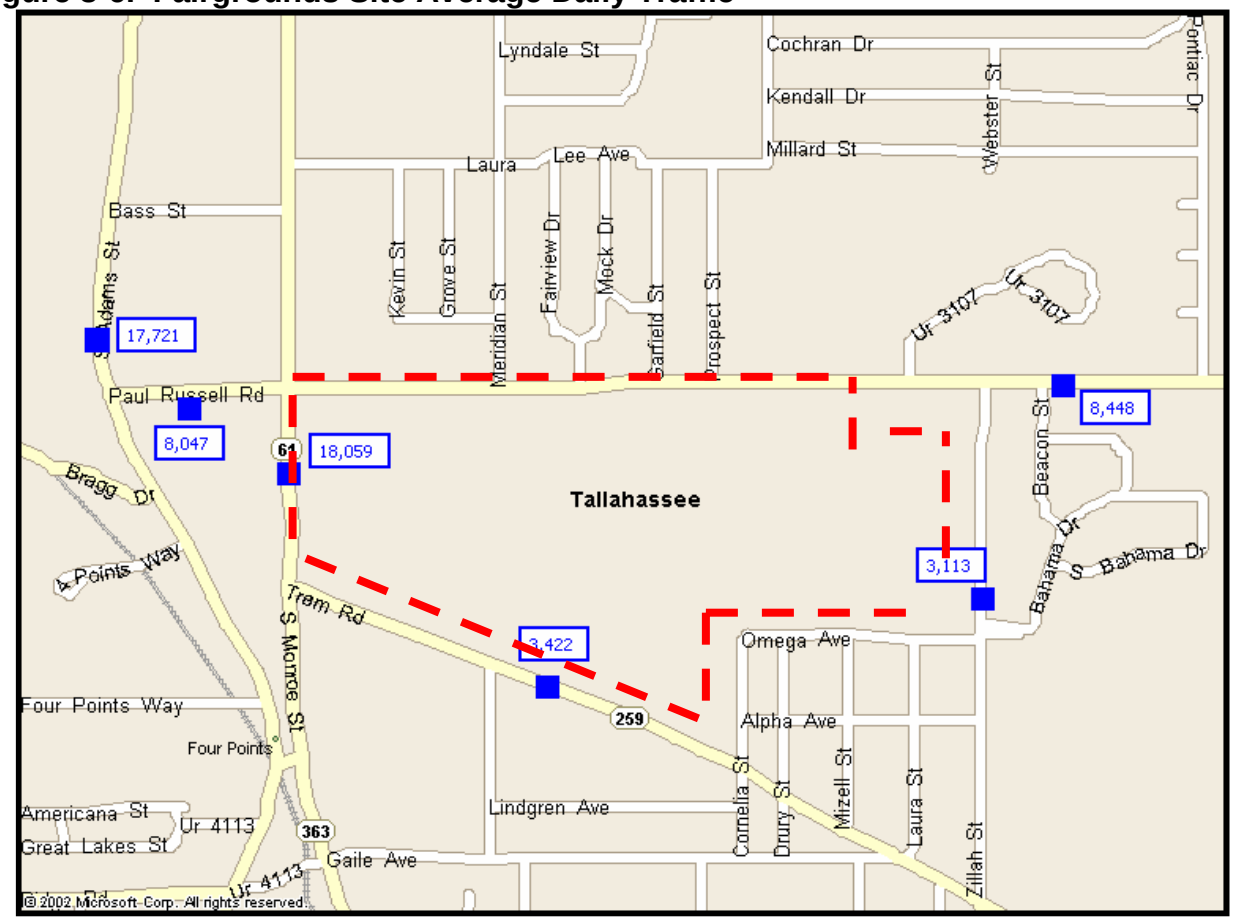


Source: Strategic Planning Group, Inc., 2004.

Traffic counts on the adjacent roads to the Fairgrounds property are showing that South Monroe presently has an average daily traffic count (ADT) of over 18,000 automobiles while the adjacent South Adams Street shows an additional 17,700 automobiles daily. Paul Russell Road's ADT amounted to 6,466, and Tram road amounted to approximately 3,422 ADT. The South Monroe ADT, while relatively high, is still slightly below the ideal that high volume retailers prefer, which is generally around 25,000 ADT (see Figure 3-6).

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Figure 3-6. Fairgrounds Site Average Daily Traffic



Source: Strategic Planning Group, Inc., 2004.

Retail development potentials for the Fairgrounds site have been determined on the basis of anticipated, market-growth forecast for the community's southeast sector, and to a limited extent, anticipated resident and tourist growth that will occur in the Wakulla County market immediately south of Leon County.

FAIRGROUNDS AREA MARKET STRUCTURE

A demographic profile of the geographic area extending in a one, two, and three-mile radius from the fairgrounds site location is summarized in Table 3-8. The data indicates a relatively insignificant population growth has occurred in the one- mile radius and the number of households actually declined between the 1990 and 2000 Census periods. The majority of the population growth has been experienced in the one to three and three to five mile radius areas. However, the majority of the household growth has occurred within a three to five mile radius from the site.

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Table 3-9. Fairgrounds Area Demographic Profile

Description	1 Mile	Pct.	3 Mile	Pct.	5 Mile	Pct.
Population						
2004 Estimate	6,940		47,100		112,584	
2000 Census	6,607		45,983		108,643	
1990 Census	6,374		44,714		99,061	
Growth 1990 - 2000	3.66%		2.84%		9.67%	
Households						
2004 Estimate	2,284		18,546		47,532	
2000 Census	2,184		18,110		45,680	
1990 Census	2,280		17,505		40,163	
Growth 1990 - 2000	-4.21%		3.46%		13.74%	
2004 Est. Population by Single Race	6,940		47,100		112,584	
White Alone	712	10.26	18,162	38.56	56,299	50.01
Black or African American Alone	6,104	87.95	26,788	56.87	50,538	44.89
American Indian and Alaska Nativ	6	0.09	87	0.18	246	0.22
Asian Alone	22	0.32	859	1.82	2,265	2.01
Native Hawaiian and Other Pacific		0.00	12	0.03	52	0.05
Some Other Race Alone	13	0.19	422	0.90	1,225	1.09
Two or More Races	81	1.17	772	1.64	1,959	1.74
Hispanic or Latino	108	1.56	1,688	3.58	4,952	4.40
2004 Tenure of Occupied Housing Unit	2,284		18,546		47,532	
Owner Occupied	1,272	55.69	6,951	37.48	17,224	36.24
Renter Occupied	1,012	44.31	11,595	62.52	30,308	63.76
2004 Average Household Size	2.66		2.11		2.09	
2004 Est. Households by Household Ir	2,284		18,546		47,532	
Income Less than $15,000	611	26.75	6,605	35.61	16,167	34.01
Income $15,000 - $24,999	412	18.04	3,095	16.69	7,831	16.48
Income $25,000 - $34,999	384	16.81	2,741	14.78	6,742	14.18
Income $35,000 - $49,999	381	16.68	2,539	13.69	6,289	13.23
Income $50,000 - $74,999	299	13.09	2,028	10.93	5,803	12.21
Income $75,000 - $99,999	111	4.86	828	4.46	2,513	5.29
Income $100,000 - $149,999	50	2.19	493	2.66	1,388	2.92
Income $150,000 - $249,999	27	1.18	152	0.82	545	1.15
Income $250,000 - $499,999	8	0.35	57	0.31	177	0.37
Income $500,000 and over		0.00	6	0.03	77	0.16
2004 Est. Average Household Income	$36,252		$32,783		$35,596	
2004 Est. Median Household Income	$28,091		$23,616		$24,703	
2004 Est. Per Capita Income	$12,207		$13,372		$15,702	

Source: CLARITAS Inc., and Strategic Planning Group, Inc., 2004.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

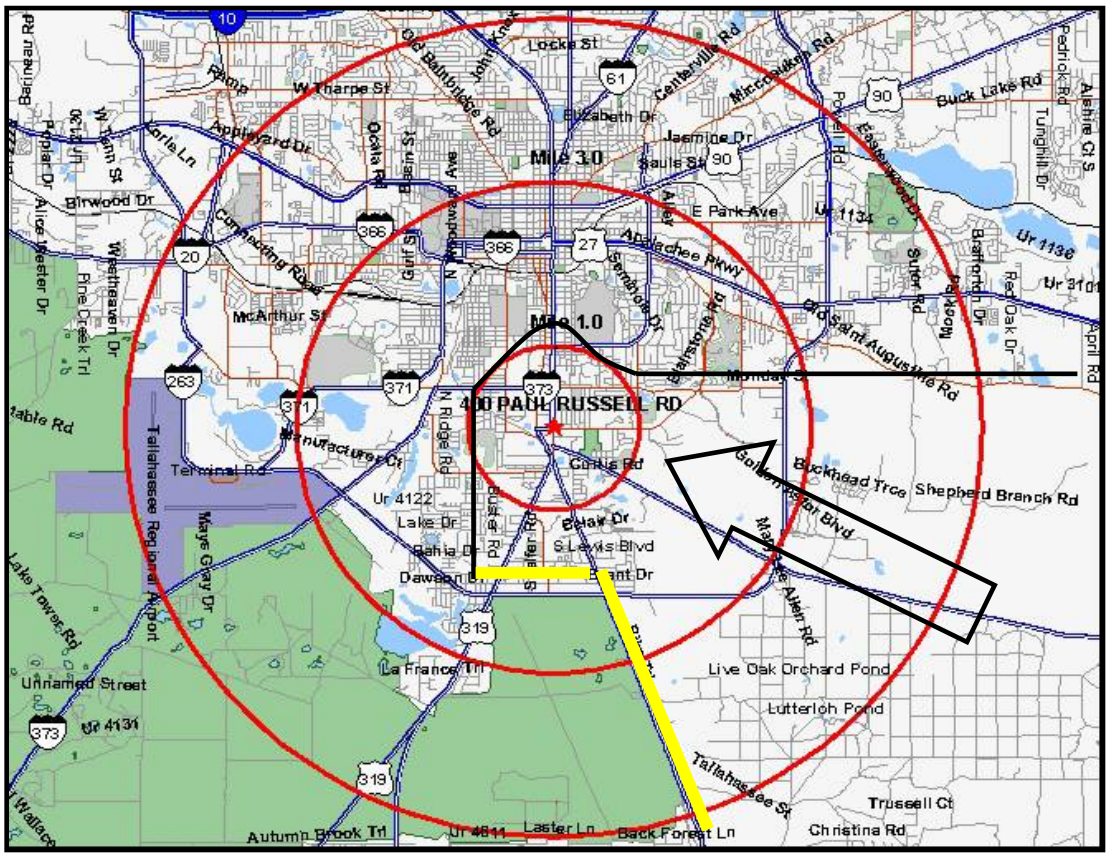
Within the close in one-mile radius, the population's racial composition is primarily black or African American. In a three-mile radius, this population declines to 57 percent and within the five-mile radius further declines to 50 percent. Thus, this data along with the student populations within the three and five mile radius of the site highlights the diversity of the market surrounding the fairgrounds site. Within the one-mile radius, owner occupied housing accounts for 57 percent of the occupied housing units. Moving outward into the three and five mile zones, renter housing becomes dominant and

accounts for over 60% of the occupied housing. Again, this data reflects the significantly large student population just beyond the one- mile radius.

The estimated 2004 average household incomes are highest in the one-mile radius and decline within the three-mile radius due to the student population. Within the larger five-mile radius, the average household income is estimated at $35,596, which is slightly below that of the four-county MSA average.

The 1-, 3-, and 5-mile market radius for the Fairgrounds site is illustrated, along with the primary market area that could be expected to support commercial retail facilities at the subject location. As shown, a large portion of the delineated primary market area is undeveloped now in terms of both population and competitive facilities.

Figure 3-7. Primary Retail Market Area


Mile 3.0
Mile 1.0
400 PAUL RUSSELL RD
Locke St
W Tharpe St
E Park Ave
Appleyard Dr
Birwood Dr
McArthur St
Connecting Ridge
Appalachee Pkwy
Sandalwood Dr
Old St Augustine Rd
Buck Lake Rd
Centerville Rd
Miccosukee Rd
Old Bainbridge Rd
Elizabeth Dr
Jasmine Dr
Saulo St
Ocala Rd
Glenview Dr
Alice Wiester Dr
Pine Creek Trl
Westheaven Dr
Table Rd
Terminal Rd
Manufacture Dr
N Ridge Rd
Curtis Rd
Lake Dr
Bahia Dr
Dawson Dr
Blair Dr
S Lewis Blvd
Buckhead Trce
Shepherd Branch Rd
Golden Aster Blvd
Magnolia Alter Rd
Tallahassee Regional Airport
Mays Gray Dr
Lake Towne Rd
Unnamed Street
La France Trl
Live Oak Orchard Pond
Lutterloh Pond
Tallahassee St
Trussell Ct
Christina Rd
Autumn Brook Trl
Laster Ln
Back Forest Ln
Ur 4122
Ur 4131
Ur 4811
Ur 1134
Ur 1136
Ur 3101
Sutor Rd
Brafferton Dr
Red Oak Dr
Parkway
Pedrick Rd
Tunghill Dr
Alshire Ct S
April Rd
Fairview Rd
Old Bainbridge Rd
John Knox Rd
Ocala Rd
Glenview Dr
Connecting Ridge
Appalachee Pkwy
Sandalwood Dr
Old St Augustine Rd
Monday Rd
Buck Lake Rd
Centerville Rd
Miccosukee Rd
Elizabeth Dr
Jasmine Dr
Saulo St
E Park Ave

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Commercial retail development potentials have been developed on the basis of anticipated market growth occurring within the southeast sector of Leon County. The retail potentials by major retail category determined by SPG for the southeast market sector are summarized in the Table 3-10.

Table 3-10. Southeast Sector Retail Development Potentials

SE Sector Demand (Square Feet Net)	2003-05	2003-10	2003-15	2003-20	2003-25
Food At Home	11,656	44,660	74,235	101,169	130,137
Food Away From Home	12,383	47,446	78,866	107,481	138,256
Alcoholic Beverages Away	1,106	4,237	7,043	9,599	12,347
Alcoholic Beverages Home	3,021	11,575	19,240	26,221	33,729
Total Health Care	8,298	31,796	52,852	72,028	92,652
Total Apparel	19,675	75,388	125,312	170,779	219,677
Entertainment	14,224	54,502	90,595	123,466	158,817
Household Equipment	9,261	35,486	58,985	80,387	103,404
Misc. Personal	14,082	53,957	89,688	122,230	157,228
Total	93,706	359,046	596,816	813,360	1,046,247

Source: Strategic Planning Group, Inc. 2004

Forecast southeast sector, additional, new commercial retail demand is almost 360,000 net square feet by 2010, and approximately 597,000 square feet by 2015. By 2025, this potential demand is forecast to increase to over 1.0 million net square feet of space. A large share of this demand is likely to be captured by St. Joe as part of its continued development program in the southeast sector of the market. Additionally, other locations, especially along Capital Circle Southeast, will be strong competitors for new commercial development within the southeast market.

SPG has determined that for the Fairgrounds location, assuming Tram Road widening and other transportation improvements can be completed, the land use permitting/approval process can be streamlined, the property rezoned mixed-use, and the perception of crime reduced, a 25% market share or capture of the southeast retail potential could be realized if the Fairgrounds site were made available for development. Additional demand, from the transient resident and visitor population from within Wakulla County and the remainder of the MSA, could also be expected and could amount to as much as 30% of the base resident market.

This being the case, commercial retail development potentials at the Fairgrounds site location are forecast to reach approximately 117,000 square feet by 2010, and almost 194,000 square feet by 2015. The forecast Fairgrounds site demand expands to 264,300 square feet by 2020, and reaches slightly over 340,000 square feet in the final projection horizon year of 2025. These commercial retail development potentials are shown by major retail category in Table 3-11.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Table 3-11. Fairgrounds Commercial Retail Development Potentials

Fairgrounds Site Capture (Square Feet Net)	2003-05	2003-10	2003-15	2003-20	2003-25
Food At Home	3,788	14,514	24,126	32,880	42,294
Food Away From Home	4,024	15,420	25,632	34,931	44,933
Alcoholic Beverages Away	359	1,377	2,289	3,120	4,013
Alcoholic Beverages Home	982	3,762	6,253	8,522	10,962
Total Health Care	2,697	10,334	17,177	23,409	30,112
Total Apparel	6,394	24,501	40,726	55,503	71,395
Entertainment	4,623	17,713	29,443	40,126	51,616
Household Equipment	3,010	11,533	19,170	26,126	33,606
Misc. Personal	4,577	17,536	29,149	39,725	51,099
Total	30,454	116,690	193,965	264,342	340,030

Source: Strategic Planning Group, Inc., 2004.

Residential Market

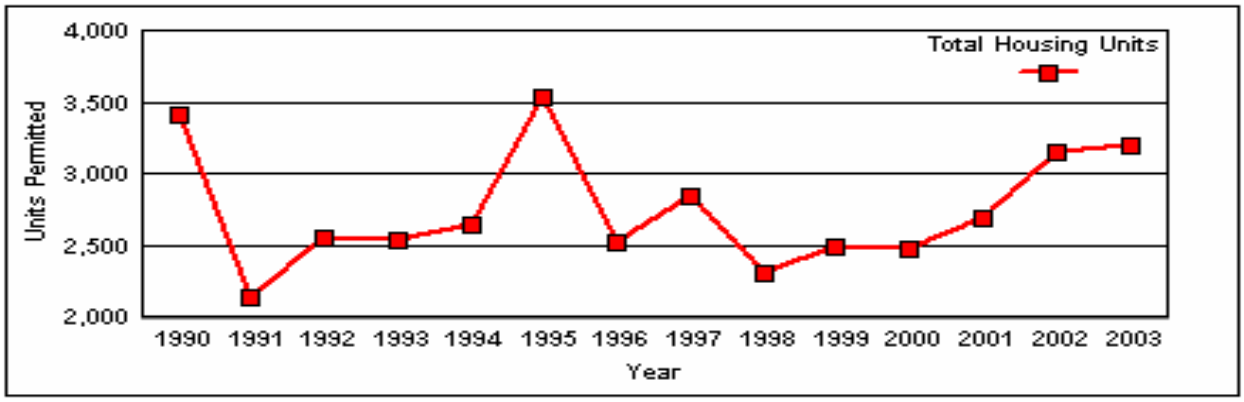
The Tallahassee residential market (Leon County) has been relatively strong during the past several years, with the total number of building permits issued being in excess of 3,100 units annually since 2002. Over 3,200 building permits were issued in 2003, making it the largest building permit year since 1995. The overall housing market, including mobile homes, has been on an upward trend since 1999. During this cycle, the total number of residential building permits has averaged slightly over 2,800 units annually. For the 1990-2003 period, the average annual number of permits issued amounted to 2,762 units. This information is shown in Table 3-12 and Figure 3.8.

Table 3-12. Leon County Building Permit Trends, 1990-2003

Year	Detached Single Family	Attached Single Family	Multi-Family	Constructed Units	Mobile Homes	Total Housing Units
1990	1,346	393	1,136	2,875	542	3,417
1991	1,215	152	298	1,665	480	2,145
1992	1,359	284	441	2,084	480	2,564
1993	1,373	269	381	2,023	530	2,553
1994	1,437	188	476	2,101	556	2,657
1995	1,261	302	1,268	2,831	716	3,547
1996	1,256	257	441	1,954	584	2,538
1997	1,109	259	837	2,205	649	2,854
1998	1,012	166	534	1,712	606	2,318
1999	1,245	162	654	2,061	443	2,504
2000	1,154	123	782	2,059	430	2,489
2001	1,127	258	962	2,347	349	2,696
2002	1,436	97	1,375	2,908	259	3,167
2003	1,456	254	1,197	2,907	306	3,213
Total	17,786	3,164	10,782	31,732	6,930	38,662
Ave Ann	1,270	226	770	2,267	495	2,762

Source: Strategic Planning Group, Inc. 2004

Figure 3-8. Leon County Building Permit Trends, 1990-2003



Source: Leon County Building Department and Strategic Planning Group, Inc., 2004.

Single-family residential development activity within the market has experienced a flat to slight decline in permit levels between 1990-2001, but rebounded to record high levels in 2002 and 2003. Between 1990-2003, an average of 1,270 permits were issued annually. Single-family residential permits accounted for 56% of the residential units (excluding mobile homes) permitted during the period. Single-family development has been particularly strong in the northern and eastern sectors of the Leon County market

The market's attached, single-family sector has been relatively static since 1990 averaging only 226 permits or 10% of the non-mobile home permits issued for the period. Attached, single-family units have traditionally been associated with speculative development and the market's university populations in the western and core sectors of the Tallahassee Market Area.

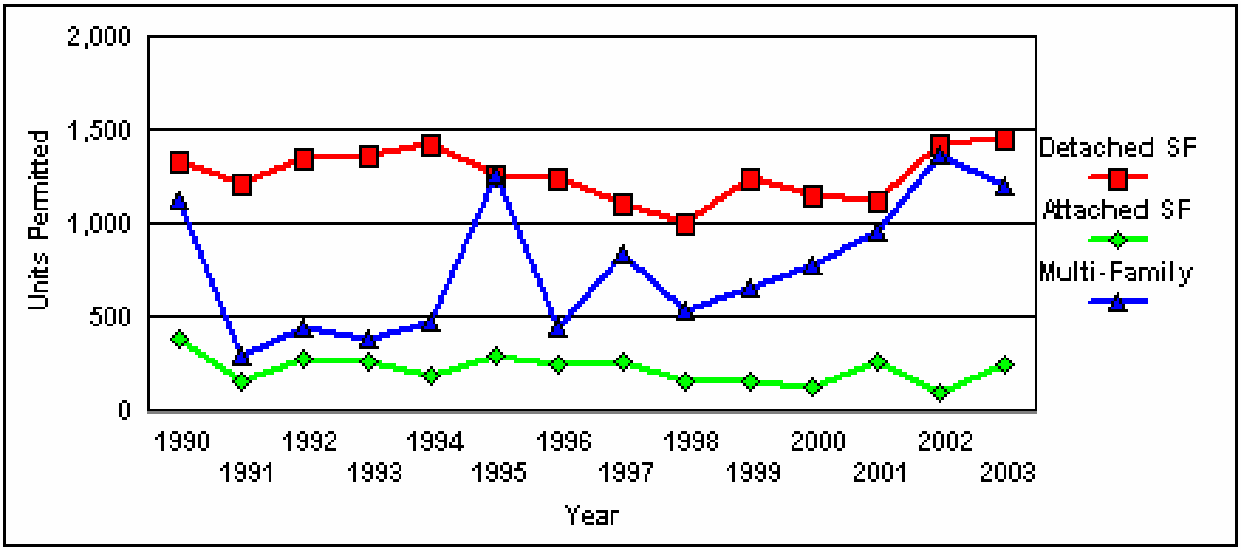
Multi-family, residential-permit activity has demonstrated particular strength within the market since 1999, in spite of declining interest rates that have made the cost of renting similar to or even greater than home ownership. This is due, in part, to the transient student population, pent-up market demand, and an influx of retiree and second-home interests beginning to develop within the market.

Multi-family building permits averaged 770 units annually during the 1990-2003 period and accounted for 34% of the non-mobile home permits issued during the period.

Residential building permit trends by market segment for the 1990-2003 period are shown in Figure 3-9:

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Figure 3-9 Building Permit Activity By Segment, 1990-2003



Source: Leon County Building Department and Strategic Planning Group, Inc., 2004.

According to recent surveys of the Tallahassee apartment market conducted by Carolina Real Data in September 2003, the market contained 17,401 rental units, with 764 or 4.4% vacant. Between 1999-2003, the supply of rental apartment units increased by 1,628 or 10.3%. This represents an average growth rate of 2.6% annually, during the 1999-2003 period. Characteristics of the market's rental apartments are shown in Table 3-13.

Table 3-13. Tallahassee Apartment Market Characteristics, 1999-2003

Year	*Total Units*	*Vacant Units*	*Vacancy Rate*	*Average Sq. Ft.*	*Average Rent/Month*
2003	17,401	764	4.4%	958	$753
2002	16,433	695	4.2%	936	$719
2001	15,775	608	3.9%	894	$622
2000	15,927	628	3.9%	883	$590
1999	15,773	363	2.3%	872	$559

Source: Tallahassee-Leon County Planning Department

Apartment vacancy rates have escalated from an extremely low 2.3%, to a more realistic 4.4% in 2003. Generally, a 7-10% vacancy rate is considered an acceptable threshold in most markets for rental apartments. Thus, the market appears to remain slightly under-built through 2003.

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The distribution of rental apartments within the market by sector indicates that the greatest number of units is located in the northwest and southwest sectors of Tallahassee. This location pattern is influenced by the presence of FSU and FMA located in these sectors of the market.

An estimated 3,702 or 21.3% of these rental apartments are located within the southeast sector of the market. Vacancy was lowest in the southeast sector and amounted to only 3.5%, or 16.8% of the markets total vacant units. The average monthly rental rates were also the lowest at $669, while the average unit size was the second largest at 971 square

Table 3-14. Rental Apartment Characteristics By Market Sector, 2003

Quadrant	Total Units	Vacant Units	Vacancy Rate	Average Sq. Ft.	Average Rent/Month
Northeast	2,680	168	6.3%	948	$704
Northwest	6,876	271	3.9%	1,026	$827
Southeast	3,702	128	3.5%	971	$669
Southwest	4,143	197	4.8%	842	$734
Total	17,402	764	4.4%	958	$752

Source: Tallahassee Apartment Index, CRD and Strategic Planning Group, Inc. 2004.

At year-end 2003, there were 1,146 apartment units under construction and 655 units either planned or proposed for development within the market. A total of 277 of these units were under construction within close proximity to the Fairgrounds location and included the 180-unit Adams Place and 97-unit University Gardens Apartments. The Greens at College Club also had 46 townhouse units under construction focused toward the FAMU student population.

A review of realty MLS records as of mid 2004 for the southeast-side market indicated that there were 174 single-family units on the market within the southeast sector, ranging in price form $56,900 to over $400,000. Approximately 9% of these units had asking prices of under $98,000, and an additional 7% had asking prices between $100,000 and $129,900. The majority of the units, or about 60%, had asking prices in excess of $300,000.

A total of nine condominium units were listed ranging in price from $65,900 to $155,000 for the newest located on Hendrix Road. Townhouse units were generally more available with 33 listings ranging in price from $79,900 for a two-bedroom, two-bath unit to almost $220,000 for a three-bedroom, three-bath unit.

SPG forecasts the demand for additional new housing units in the southeast sector of the Tallahassee market to be approximately 4,600 total units by 2010 (from the base year of 2003), slightly over 7,600 units by 2015, and increasing to approximately 10,400 units in

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2020, and 13,400 units by 2025. As could be expected, the majority of this new housing demand (43%) is anticipated to consist of detached, single-family units. Multi-family units, primarily rentals, will show the next greatest demand (37%).

Table 3-15. Southeast Tallahassee Housing Unit Demand, 2003-2025

SE Sector Demand		2003-10	2003-15	2003-20	2003-25
Total Housing		4,619	7,646	10,420	13,403
Detached SF	43%	1,986	3,288	4,480	5,763
Attached SF	10%	462	765	1,042	1,340
Multi-Family	37%	1,709	2,829	3,855	4,959

Source: Strategic Planning Group, Inc., 2004

The continued development of the SouthWood Community and the anticipated development of the English Tract will be the future market drivers for additional new residential housing development in the southeast sector of the Tallahassee market. St. Joe has recently revised their build-out plan for the existing SouthWood plat from 20 years to 14 years due to the strong sales experienced at that project and anticipates the recording of additional plats in the near future. The English Tract is presently in the preliminary planning stages and will influence housing product, pricing, and availability within the southeast sector during the coming years.

SPG's forecast of new housing unit demand that could be captured at the Fairgrounds site is based upon presently available information, planned projects, and anticipated future market conditions, including forecasted future population within the greater Tallahassee market area. To that extent, a conservative market penetration or share of the southeast sector total housing demand has been estimated for the subject Fairgrounds property site.

For single-family detached housing, SPG has assumed a 2-5% share of the market. Attached, single-family product utilizes a 5-10% share of the market, increasing over the forecast period and a 15-20% share of the market for multi-family housing products. SPG does not foresee any significant non-student housing demand at the Fairgrounds property site over the short term (the next 2-3 years).

By 2010, forecasted housing demand for the Fairgrounds property site is anticipated to be approximately 340 units, with the majority being multi-family sale or rental units. Table 3-16 summarizes the Fairgrounds site housing-unit demand for the forecast period by housing segment.

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Table 3-16. Fairgrounds Site Housing Demand, 2010-2025

Fairgrounds Site		2003-10	2003-15	2003-20	2003-25
Detached SF	3%-5%	60	132	224	288
Attached SF	5%-10%	23	61	83	134
Multi-Family	15%-20%	256	424	771	992
Total Housing		339	617	1,078	1,414

Source: Strategic Planning Group, Inc., 2004

Presently, the Fairgrounds site location is somewhere between urban and suburban, while moving toward urban as the areas along the Capital Circle beltway to the southeast and northern Wakulla County develop. As that occurs, development pressures will then be exerted from both the downtown/central city area from the north and suburban areas presently situated to the south.

Summary of Market Potentials

Within the commercial sector, market potentials for redevelopment of the fairgrounds property are greatest in the retail, commercial services and entertainment categories. In the short term (prior to 2010), SPG forecasts market demand to support approximately 117,000 square feet with increases to almost 200,000 square feet by 2015. The most likely short-term development possibilities would result in interest on the part of "big-box-type" retailers and smaller, strip-center developers.

Over the longer term, (by 2015), the property's commercial/retail development potentials increase significantly. Opportunities for commercial development expand to include a more urban, mixed-use-type development that draws upon a larger regional market area, including more upscale, non-neighborhood-type facilities, such as entertainment and hotel/motel facilities. SPG has concluded that the critical mass necessary to provide the type of commercial development that could function as a major destination within the market would not be supportable prior to an 8-10-year timeframe, or about 2013-2015.

Residential market potentials for redevelopment of the Fairgrounds property appear to be somewhat limited at the present time, with the exception of possible multi-family, student housing. Market conditions are anticipated to expand in the longer term. By 2010, market support for over 300 units is forecast increasing to over 600 units by 2015. The majority of these would be multi-family. At that time, almost 200 units of single-family, residential housing would be supportable at the Fairgrounds location.

As such, market support for redevelopment of the Fairgrounds property does not appear to be sufficient in the short term (prior to 2010) to support the absorption and subsequent sale of a significant amount of acreage in order to cover the costs associated with the necessary relocation of existing Fairgrounds operations (previously estimated at $7.2 million) and possible costs (unknown at the present time) associated with the acquisition of an alternative property.

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SECTION 4 - FAIRGROUNDS REDEVELOPMENT CONSIDERATIONS

The Leon County Board of County Commissioners retained Strategic Planning Group, Inc. (SPG), to study the market and economic feasibility of redeveloping the North Florida Fairgrounds. The Board decided to conduct this study because they felt the Fairgrounds property offered an opportunity to provide commercial services and entertainment opportunities that do not currently exist on the south side of town. In undertaking this study, the Board recognized several existing conditions.

First, although the County owns the property, the North Florida Fair Association has a long-term lease for $1 per year. This lease does not expire until 2067. The County recognizes the importance of the activities held at the Fairgrounds. Any consideration for reusing the land would include a plan to move the Fairgrounds to another location. The County would need to find a suitable site for the Fairground's current activities and would need to pay the cost of relocating the Fairgrounds. These costs would include the acquisition of a new site and construction of necessary replacement building and infrastructure for Fairgrounds operations.

Second, the Board of County Commissioners does not wish to act as developer. The Board expects that a private developer, or group of developers, would undertake the redevelopment. Therefore, the Board needs to know how the private-sector market views the Fairgrounds, and what land uses are most likely to be economically successful.

Third, the Board would use the money paid by the developer(s) for the Fairgrounds property to pay for relocating the Fairgrounds. The Board has asked the consultants to determine whether there is a development scenario that would generate enough money to pay the relocation costs.

SPG has evaluated the market and concluded that large-scale redevelopment of the Fairgrounds would not be feasible for approximately 8-10 years based on current trends. This is not absolute but is subject to changing market conditions and other factors (e.g. better marketing of the property, incentives, etc.). This full-scale redevelopment scenario would involve the relocation of the Fairgrounds. SPG also looked at other scenarios that involved keeping the Fairgrounds at its current location and adding other uses, such as commercial development along Monroe Street and Tram road, and residential development along Zillah Road.

Specifically, the following four scenarios are based on the forecasted market support levels developed in the Market Feasibility Study conducted by SPG.

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Scenario 1

Under this scenario, the Fairgrounds property remains unchanged in terms of its use. This scenario is envisioned as a "holding scenario." No major changes or improvements are made to the property until the market can support a complete redevelopment (104 acres), and the Fairgrounds can be relocated to an alternative site (See Scenario 4).

The CAC voted to recommend against this scenario. The urbanization of this area makes the Fairgrounds use less appropriate.

A number of attendees at the community meetings supported the idea of keeping the Fairgrounds intact at its current location. A more extensive summary of community comments is included in the Public Participation section of this report.



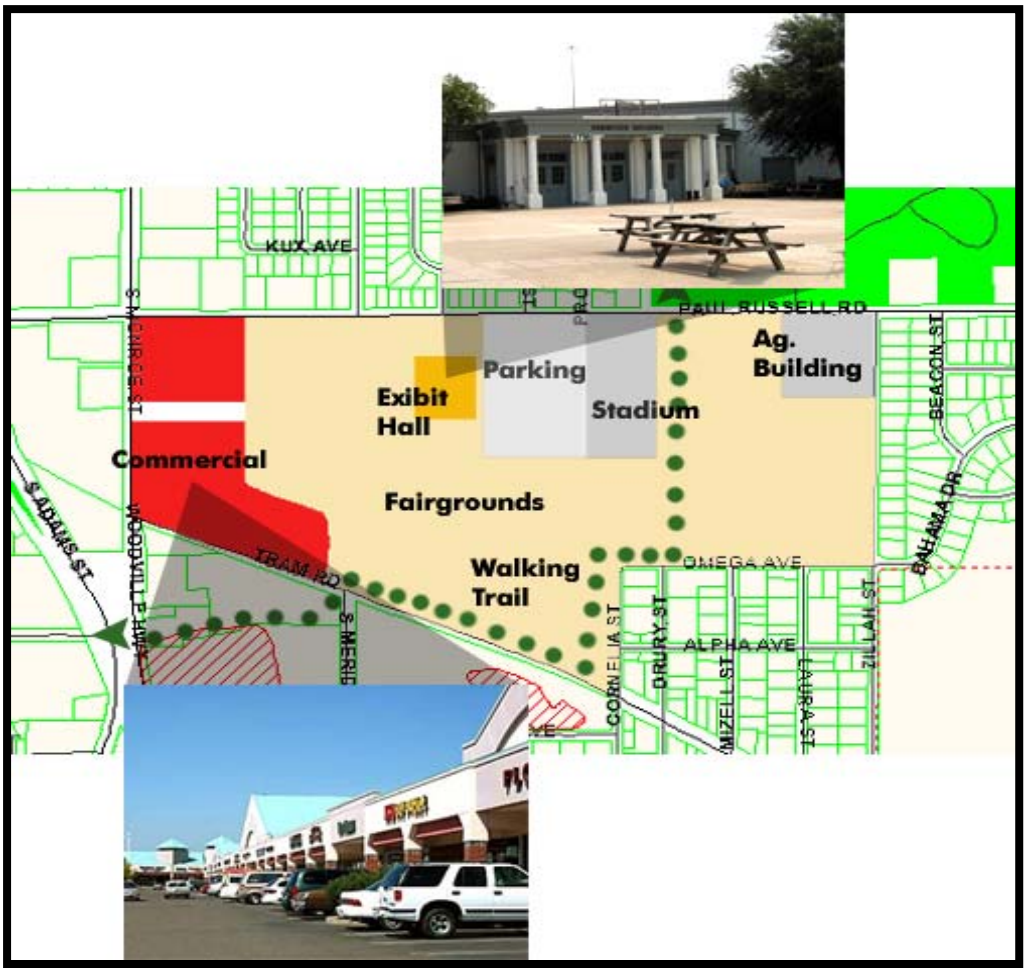
ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Scenario 2

Under this scenario, the Fairgrounds organization would remain at its current location, and the property would support commercial development along S. Monroe and Tram Roads. About 15-20 acres would be dedicated to commercial development. The frontage, considered the most valuable piece of the property, could be purchased for development and the proceeds could be used to finance the building of an exhibit hall on the Fairgrounds property. However, once the frontage is sold, there may be limited ability to achieve any further more intense urban type redevelopment on the property.

The Fairgrounds Board opposes this scenario because it eliminates the Fair's presence on and access via Monroe Street. This is will significantly affect the success of events and will hurt the overall financial operation of the Fairgrounds. It also places parking where the North Florida Fairgrounds has its midway.

The CAC recognized the Fairgrounds Board's concerns and did not endorse this option. The CAC further noted that this scenario did not make the Fairgrounds "whole."



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Scenario 3

In this option, the Fair would remain at its present location, but would be forced to operate on a smaller land area. This scenario shows about 15 to 20 acres of commercial development along S. Monroe and Tram and about 20 acres of residential development along Zillah Road. This may not be a feasible option for some because residential housing in a non-urban mixed-use type development could be incompatible with the stadium and fairgrounds activities. Also, some residents expressed concern regarding apartments being placed in the neighborhood.

The Fairgrounds Board opposes this scenario because it eliminates the Fair's presence on and access via Monroe Street. This is will significantly affect the success of events and will hurt the overall financial operation of the Fairgrounds. It also places parking where the North Florida Fairgrounds has its midway. Additionally, the proposed housing will create a conflict with the fairgrounds operation.

The CAC recognized the Fairgrounds Board's concerns and did not endorse this option. The CAC noted that this scenario did not make the Fairgrounds "whole." The CAC further noted that this option was likely to result in the "piecemeal" use of the property and preclude the overall redevelopment of the property.

Many attendees at the community meetings opposed this scenario. They did not support the location of any multi-family housing in this area. Additionally, they noted concerns about compatibility of housing with the stadium operation. A more extensive summary of community comments is included in the Public Participation section of this report.

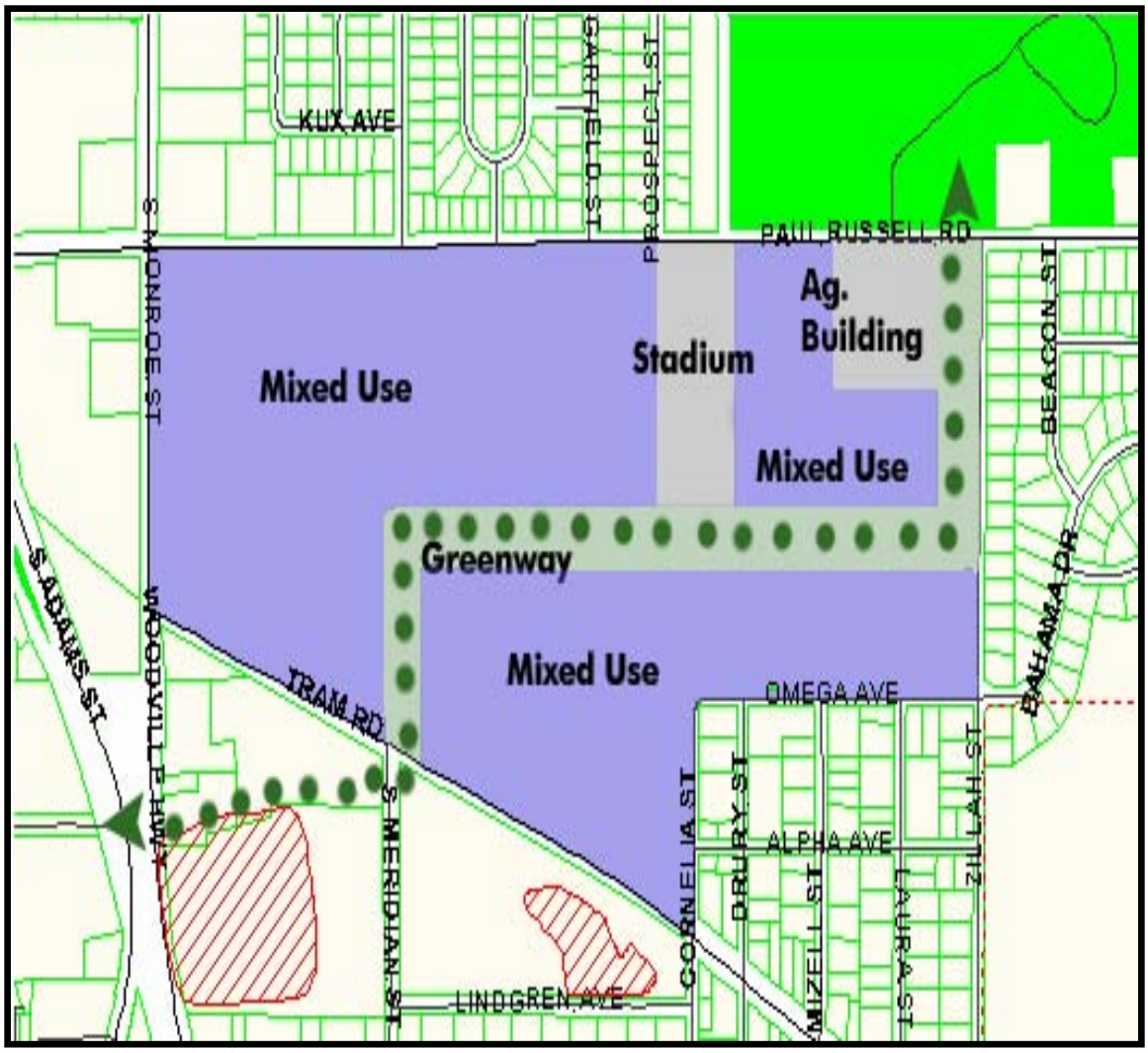


ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Scenario 4 — "Fairgrounds on Steriods"

This scenario envisions a complete redevelopment of the 104-acre property and the relocation of the Fairgrounds activities to a site not yet determined. The property would contain a mix of commercial and residential uses. Based on market analysis, this scenario may not be feasible for approximately 8-10 years based on current trends. This is not absolute but is subject to changes in the market and other factors (e.g. changes in the appearance of the surrounding area, student growth, continued expansion of downtown, incentives, etc.). However, SPG advises that by waiting to develop the entire property, rather than redeveloping only parts of it (such as in Scenarios 2 and 3), the full value of the property is best realized and the type of development (urban mixed-use) would economically better serve the Southside community.

It is important to note, that in order to develop this Scenario, numerous actions need to be started as shown on the following page.



The following are action items that need to be started immediately, if Scenario 4 is to be developed within the timeframe discussed:

1. Relocation of the Fairgrounds. Studies need to begin immediately to determine suitable replacement sites, and necessary studies needed to develop the selected site begun.
2. The character and appearance of the existing Fairgrounds and surrounding area needs to be improved. The perception of the area as high in crime needs to be addressed.
3. Tram Road improvements need to be funded and its scheduled improvements need to be moved up so that the improvements correspond to the construction of Scenario 4.
4. Russell Road improvements need to be moved up so that the improvements correspond to the construction of Scenario 4.

This is scenario preferred by the CAC. The Fairgrounds Board is on record that this scenario is acceptable to the Board, as long as the Fairgrounds is relocated and “made whole.”

A number of neighborhood residents supported this option. A more extensive summary of community comments is included in the Public Participation section of this report.

In addition to those items already discussed in the report, the CAC recommended adding the following short term action:

1. Issuance of an RFP, preferably in coordination with efforts being undertaken by the City to market downtown and Gaines Street properties.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

PUBLIC PARTICIPATION

As a part of the Leon County Fairgrounds Feasibility Study, the following objectives were identified for the Public Participation Plan:

To work cooperatively with the Fairgrounds Citizen Advisory Committee to obtain their support for the findings and recommendations of the Fairgrounds Market Feasibility Study and

To understand the concerns/desires of stakeholders, including surrounding neighborhoods, businesses, educational institutions and cultural institutions regarding the re-use of the Fairgrounds and to incorporate those concerns into the recommended redevelopment programs and generalized site plan.

In meeting these objectives, community participation and input was solicited from the Citizen's Advisory Committee (CAC), the Tallahassee Chamber of Commerce, City of Tallahassee and Leon County elected officials and staff, Tallahassee/Leon County Planning Director and staff, residents of Tallahassee and Leon County, including home owner's associations, the administration of area schools, and individual businesses. In addition to public meetings, SPG President, Tony Mondae, met one-on-one with members of the Board of County Commissioners, the Mayor of Tallahassee, the County Manager, and Leon County School Officials. The strategy of the public participation plan was to inform the CAC of the study's progress and findings, as the process proceeded, and to present study findings to stakeholders and solicit input on concerns and desires regarding uses and possible site designs. To implement these strategies, the following opportunities for public participation were held:

Meetings were held with the Fairgrounds CAC on the following dates:

April 19, 2004
August 30, 2004
January 20, 2004
February 3, 2004

Meetings were held with representatives of the Fairgrounds on the following dates:

April 19, 2004: Meeting with Fairgrounds Board Chair, the Executive Director, and staff
August 30, 2204: Presentation of Scenarios to the Board (in addition, the Executive Director of the Board sits on the Fairgrounds CAC)

The recommendations of the Fairgrounds CAC and the Fairgrounds Board are included in the description of each scenario, contained in Section 4 of this report.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

Additionally, the consultants held a meeting with staff from the Greater Tallahassee Chamber of Commerce, the Economic Development Council of Tallahassee/Leon County and the City Economic Development Department to present an overview of the feasibility study findings an graphics of possible scenarios for reuse of the Fairgrounds property.

A public community meeting was held at the Leon County Fairgrounds on August 30, 2004, chaired by Leon County Commissioner Bill Proctor. Approximately 70 people attended.

A survey was posted on the Leon County web site, www.co.leon.fl.us. An overview of the feasibility study was given, together with explanations of each of the four proposed scenarios, including graphics that had been prepared by SPG, and originally presented to the public at the August 30 meeting. The survey requested the respondent to indicate what he/she liked or disliked about each of the four scenarios, and asked for additional comments, if applicable. To promote the website, notices were forwarded electronically to individuals attending the community meeting on August 30 and other interested parties.

A second public community meeting was held at the Leon County Fairgrounds on Monday, October 18, 2004, chaired by Leon County Commissioner Bill Proctor. Approximately 17 people attended.

At each public meeting, preliminary findings of the feasibility study were presented and discussed. Questions, comments and concerns were solicited and recorded. Graphics of conceptual site plan alternatives were posted with an opportunity for the public to view and comment on each of four possible scenarios. Feedback and suggestions from previous meetings were included in subsequent meetings. Community meetings were held in workshop format where individuals could make either verbal or written comments.

Public notification of the community meetings included notices to the *Tallahassee Democrat*, *Capitol Outlook,* and the *Apostle of God Community Newspaper* and web site. Notices were also posted on the Leon County government web site. Outreach to areas adjacent to the Fairgrounds was conducted through neighborhood associations and direct flyers notifying residents of each of the public meetings at the Fairgrounds. Printed flyers were posted on houses and churches in the Apalachee Ridge, Beacon Hill, Lakewood and the Campbell Park neighborhoods, as well as distributed to businesses, churches and schools on Paul Russell Road, Tram Road and South Monroe Street, South of Orange Avenue. E-mail notifications of community meetings were forwarded to neighborhood associations, churches, Fairview Middle and Rickards High schools, individuals from the South Monroe Sector Plan Listserv, Tallahassee Southside Business Association, Mt. Olive and Bethel AME Community Development Corporations, and other interested parties as identified by County administrative staff and SPG. In addition, everyone who attended the first community meeting on October 30 and provided an E-mail address on the sign-in sheet received electronic notification about the second meeting and the web site survey.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

In the days immediately preceding the two community meetings, Leon County provided portable, lighted signs on the Fairground's property at Paul Russell Road and South Monroe Streets announcing the date, time and purpose of the meeting.

The following comments are summarized from the community meetings and comments received from the web site survey.

Community Comments on Fairgrounds Redevelopment Scenarios

Housing

Avoid rental housing, or condos that will bring students into the area.

New housing should be equal or slightly more expensive than existing housing (i.e., housing the helps stabilize or slightly upgrade the neighborhood).

Information was provided on the amount of existing and new housing under construction or proposed.

There was note of the need for law enforcement to address existing nuisances in the Campbell Park neighborhood.

Fairgrounds

Those who favored keeping the Fairgrounds view it as one of the Southside's assets. Some also were in favor of making the Fairgrounds more of a year round attraction.

Redevelopment of Entire Site

There was some concern that redevelopment would bring displacement. Some felt commercial development should be targeted towards S. Monroe and areas that have commercial development that is deteriorated. Others felt the redevelopment would bring new amenities to the area. The whole south side is changing, and it is important to think to the long term.

Do not put new commercial on Tram Road under the redevelopment scenario. Focus it on Monroe and across from existing commercial on Paul Russell.

Recreation

Generally favorable comments to the Greenway, which is part of the County's proposed Greenway plan. One recommendation was to move the trail connection from Jack McLean Jr. Park along Zillah Street, so it connects to the Beacon Hill neighborhood. There was also a recommendation for historic markers along the route explaining the area's history. Several people requested keep at least one ball field.

Implementation

If redevelopment does not happen right away, there needs to be a specific timeline for things to get done (e.g., the widening of Tram Road).

Need to continue to involve the residents.

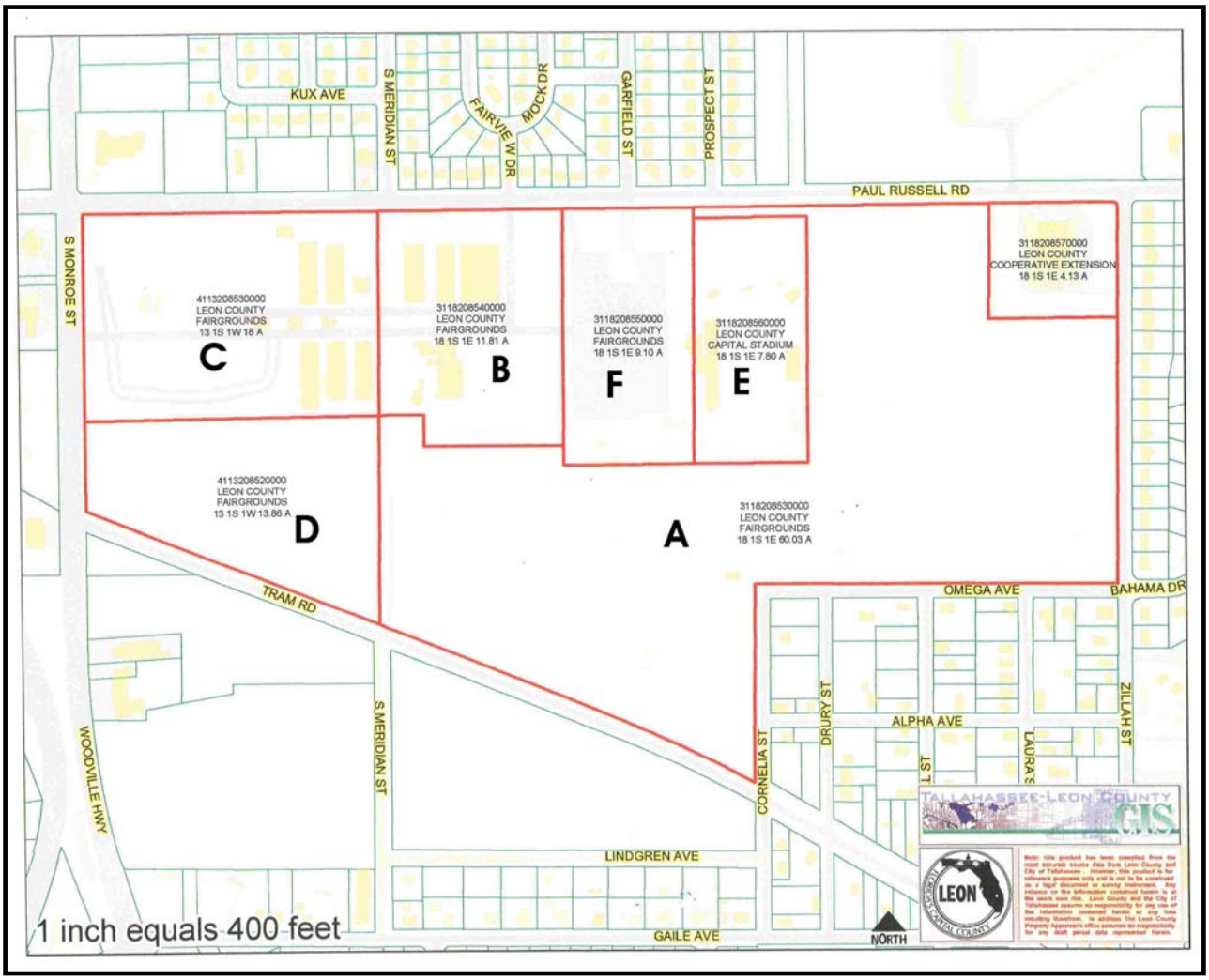
Need to look at general impacts of increased traffic in area, and existing land use designations.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

LAND VALUE

The appraisal involves the underlying land of Parcels A, B, C and D of the Fairgrounds. Parcel E is the Cox Stadium site; its attendant parking lot is Parcel F; each is excluded. Also excluded is the Leon County Cooperative Extension property. More specifically, the assignment was to appraise a tract of 103.7-acres of land for potential redevelopment. Hence, the existing improvements (fairgrounds buildings, site improvements and infrastructure) were excluded.

Figure 4.1 Fairgrounds Parcels



This appraisal was one part of a market feasibility study prepared by SPG for the possible redevelopment of the North Florida Fairgrounds tract. The appraisal answered the question of the "as is" value, and "as of" a current date value.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

The appraisal report was actually four appraisals in one. That is, in order to value the 103.7-acre tract, the appraiser had to consider the uses to which the Fairgrounds could be put in order to extract meaningful data from the market. In discussions as to the scope of this assignment, it has been agreed that the tract would be a yet-to-be-specified quilt of mixed-uses. As a starting point, the proposed land uses were: multi-family, retail and office/service commercial. Parcel A was valued as multi-family, Parcels C and D were valued as retail commercial, and Parcel B was valued as office/service commercial. Hence, the appraiser valued each of the land-use components of the Fairgrounds (four valuations), and then valued the tract as if it were to be sold to a single entity. It should be kept in mind that the intent is to value the 103.7-acre tract as a whole (i.e., as if it were to be sold to a single purchaser).

Acreage of the individual parcels is summarized as follows:

Parcel A	60.03 Acres
Parcel B	11.81 Acres
Parcel C	18.00 Acres
Parcel D	13.86 Acres
Total Fairgrounds Property	103.70 Acres

The near term sale of approximately 15 to 20 acres of the South Monroe Street/Tram Road frontage property of Parcels C and D were valued at $3.00 to $3.75 per square foot or between $130,680-$163,350 per acre. A near-term sale of 20 acres of this frontage property would only generate $2.6 to $3.3 million in proceeds, far less than the required $7.2 million needed to cover fairgrounds facility replacement costs. It should be noted that this does not include the additional costs associated with land required for a new Fairgrounds location.

The appraiser was quick to add that the boundary lines for these delineations are “soft” or preliminary, and as more clarity is gained through the analysis of others, the lines could shift or the proposed land uses could change altogether.

The various factors that affect the Fairgrounds tract lead the appraiser to the conclusion that the highest and best use of the property now is to “land bank.”

Project:	North Florida Fairgrounds
County:	Leon
Appraisal Date of Value:	October 18, 2004
Type Appraisal Report:	Limited, Summary
Prepared By:	Weigel-Veasey Appraisers, Inc.
Value Appraised:	Market Value
Interest Appraised:	Fee Simple
Value Conclusion:	$5,900,000

A copy of the appraisal letter prepared by Weigel-Veasey Appraisers, Inc. is presented in the Appendix of this report. The full appraisal report can be obtained from the Leon County Tallahassee Planning Department.

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

CONCLUSIONS AND RECOMMENDATIONS

The consultant recommends that the Fairgrounds property be maintained for Fair operations during the near-term (5 to 8 years), or until such time that sufficient market support becomes available to sustain development of the total 104-acre site as a mixed-use, urban, commercial/entertainment/housing-type complex that could function as a "Town Center"-type project (estimated for the 2010 to 2015 timeframe).

This recommendation is consistent with the desires of the community at large based upon community inputs regarding possible redevelopment alternatives, as well as recent studies and recommendations from the Southside Economic Development Plan

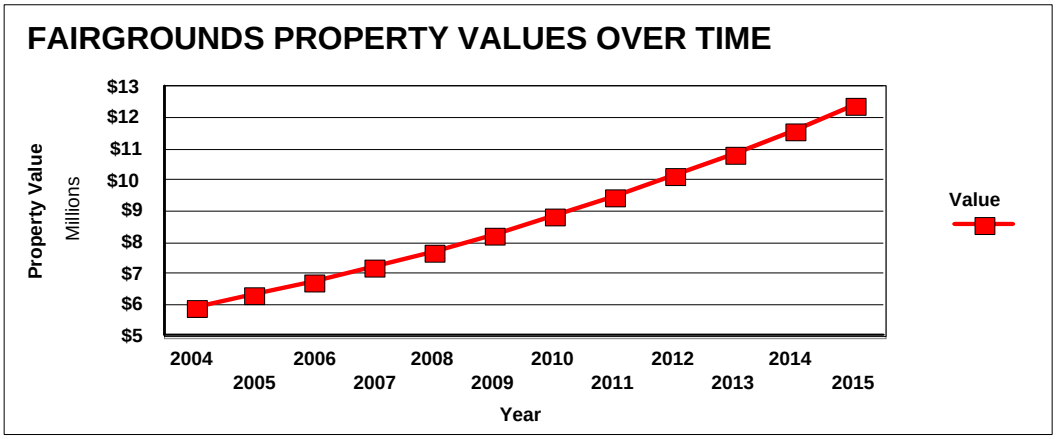
prepared by Angelou Economics, the South Monroe Sector Plan and the Fairgrounds CAC. The South Monroe Sector Plan did, however, call for retaining the Fair at its present location.

The findings of the market study conducted by SPG indicate sufficient market support would be available during the 2010-2015 period, and the property appraisal conducted by Weigel-Veasey Appraisers, Inc. indicates the property's present appraised value to be $5.9 million. This is several million less than required to replicate existing Fairgrounds facilities at an alternative location, and significantly less than the amount required to include costs associated with the acquisition of an alternative Fairgrounds site location. That being the case, there would be insufficient revenue available from the sale of the property in either the short or long term to support relocation of the Fair to an alternative location.

Redevelopment Strategies

The recommended strategy, to hold the property as is until the market matures to a point where a mixed-use commercial/entertainment/housing complex could be supported, will also allow for appreciation of the Fairgrounds property by an estimated 7% annually. In five years, the property value would increase to an estimated $8.9 million or $3.0 million over the present estimated value of $5.9 million. Future property value growth is illustrated in the following figure.

Figure 4.2 Fairgrounds Property Values Over



Source: Strategic Planning Group, Inc., 2004Source: Strategic Planning Group, Inc., 2004

ECONOMIC FEASIBILITY – TALLAHASSEE FAIRGROUNDS

However, replacement costs of the existing Fairgrounds facilities, as well as property acquisition, could also be expected to increase overtime, and possibly at even greater rates than land value. Thus, property sale revenue alone is not likely a viable alternative for redevelopment of the property.

One strategy to be considered would be a land venture with a developer entity or equity partner who could develop the site and, in return for the land, would share some portion of the profits with the City/County over a selected period of time that would allow the City/County to recover Fairgrounds relocation costs and provide for a long-term income stream. The fiscal impact of redevelopment on the Fairgrounds property would also generate additional new tax revenues not presently being realized. A 300,000 square foot, mixed-use development on the site would have an estimated assessed value of approximately $45.0 million in improvements and a land value of $5.9 million in today's dollars. This would generate almost $625,000 annually in new ad valorem tax contributions attributable to only the City and County General Funds. This revenue stream, if bonded for 15 years at 8% interest, could provide the City/County with $5.7 million in funds additional to sale proceeds for the necessary Fair relocation costs.

Short-term actions required to position the Fairgrounds property for development include:

Identification and acquisition of an alternative site for the North Florida Fair,

A program to reduce the incidence of crime and enhance the image of the Southside area,

Accelerate road improvement programs for Paul Russell and Tram Roads, and

General landscape upgrading of subject parcels.

An economic impact to the City and County resulting from the development of the Fairgrounds property would be significantly greater than the existing use, if redevelopment is undertaken for the following reasons:

In addition to a significant increase in property taxes generated, other increased tax revenues such as general sales, gas and other miscellaneous tax revenues would be realized.

Redevelopment of the property would increase property values in the surrounding neighborhood community and Southside overall.

Redevelopment would create new jobs and business opportunities in the Southside Community.

A major project, as proposed, would create a destination in the Southside Community, serve as an economic anchor for attracting other development and redevelopment of existing facilities, and greatly enhance the image of the Southside Community and City/County overall.

APPENDIX

LIMITED
APPRAISAL REPORT

OF

NORTH FLORIDA FAIRGROUNDS
PARCELS A, B, C and D
TALLAHASSEE, FLORIDA

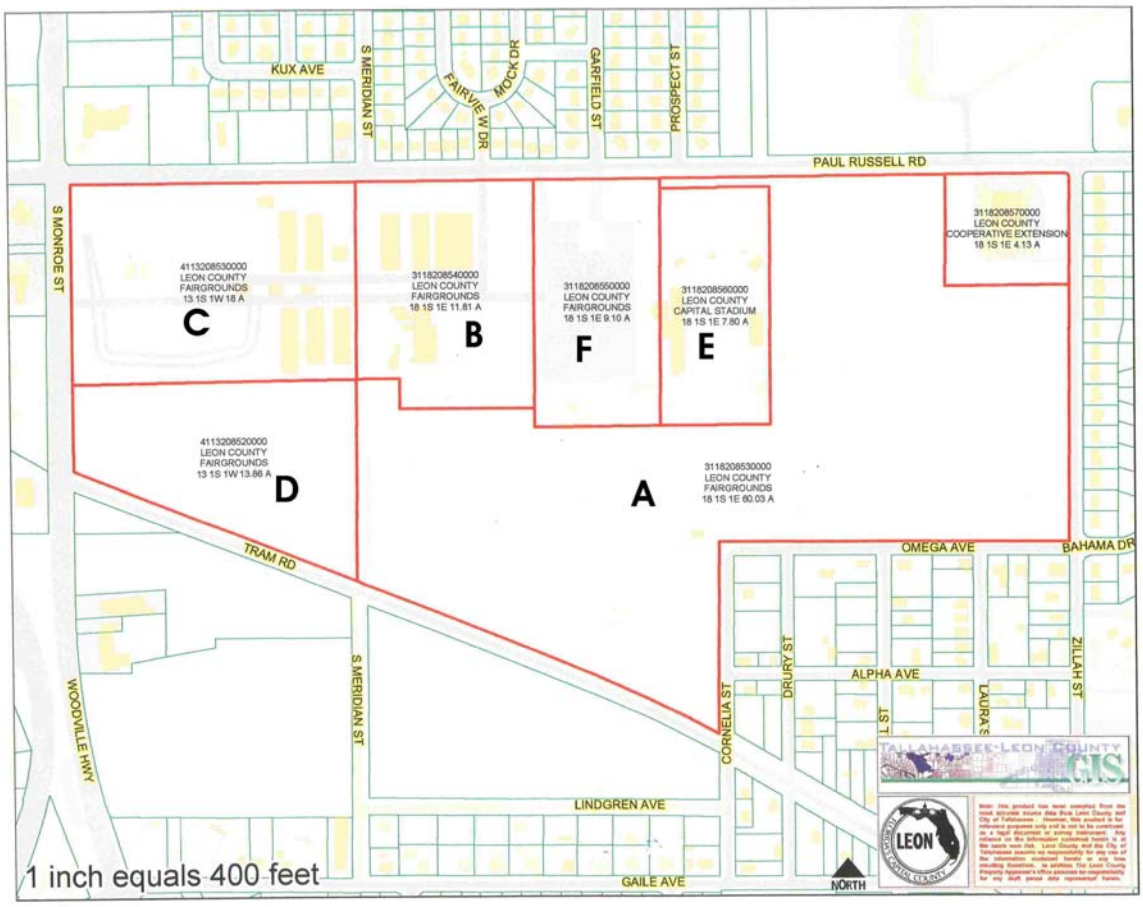
AS OF

OCTOBER 18, 2004

PREPARED FOR
ANTHONY MONDAE, PRESIDENT
STRATEGIC PLANNING GROUP
2453 SOUTH THIRD STREET
JACKSONVILLE, BEACH, FL 32250

PREPARED BY
WILLIAM R. WEIGEL, III, MAI, SRA
WEIGEL-VEASEY APPRAISERS, INC.
2809 BLANDING BOULEVARD
MIDDLEBURG, FL 32068

NORTH FLORIDA FAIRGROUNDS
Tallahassee, Florida



Source: Strategic Planning Group, Inc., 2004

Parcel A	60.03 Acres
Parcel B	11.81 Acres
Parcel C	18.00 Acres
Parcel D	13.86 Acres
Total	103.70 Acres

Weigel-Veasey Appraisers, Inc.
A Complete Real Estate Appraisal Service

REPLY TO: CORPORATE OFFICE:
2809 BLANDING BOULEVARD
MIDDLEBURG, FLORIDA 32068
E-MAIL: wvcorp@bellsouth.net

WILLIAM R. WEIGEL, III, MAI, SRA
STATE-CERT. GEN. APPR. 0000580
JOHN W. VEASEY, MAI, SRA
STATE-CERT. GEN. APPR. 0000579

TEL. (904) 282-9361
FAX (904) 282-1503

Mr. Anthony Mondae, President
Strategic Planning Group
Costa Verde Plaza
2453 South Third Street
Jacksonville, Beach, Fl 32250

RE: North Florida Fairgrounds
Parcels: A, B, C and D

Dear Mr. Mondae:

Thank you for the opportunity to appraise the North Florida Fairgrounds property as part of your consultations with the Leon County Board of County Commissioners. Our report is attached.

The appraisal assignment involves the underlying land of Parcels A, B, C and D of the fairgrounds. Parcel E is a stadium and its attendant parking is Parcel F; each is excluded. Also excluded is the Leon County Cooperative Extension property. More specifically our assignment has been to appraise a tract of 103.7-acres of land for potential redevelopment. Hence the existing improvements (fairgrounds buildings, site improvements and infrastructure) have been excluded.

This appraisal is one of the parts of a market feasibility study that is being prepared by Strategic Planning Group, Inc (SPG) for the possible redevelopment of the North Florida Fairgrounds tract. The appraisal answers the question of the "as is" value, and as of a current date. A copy of the introduction of that feasibility report is included as part of the addenda to this appraisal.

This is, actually four appraisals in one. That is, in order to value the 103.7-acre tract we had to consider the uses to which the fairgrounds could be put in order to extract meaningful data from the market. In our discussions as to the scope of this assignment, it has been agreed that the tract would be a yet-to-be-specified quilt of mixed-uses. As a starting point, the proposed land uses are: multi-family, retail and office/service commercial. Parcel A has been valued as multi-family, Parcels C and D are valued as retail commercial and Parcel B is valued as office/service

commercial. Hence, we have valued each of the land use components of the fairgrounds (four valuations) and then valued the tract as if it were to be sold to a single entity.

Analysis of the preferred use(s) of the fairgrounds is an ongoing process that is being conducted and refined by others. Nevertheless, we consider the types of stipulated land uses and the placements thereof to be reasonable and reliable. Again, the intent of the breakdown of the overall tract into land use parcels is to get into step with the market for purposes of making comparisons to other properties that have sold within Leon County from which indices of value can be drawn.

We are quick to add that the boundary lines for these delineations are "soft" or preliminary, and as more clarity is gained through the analysis others, then the lines could shift or the proposed land uses could change altogether.

Readers of this report should keep in mind that the intent is to value the 103.7-acre tract as a whole, i.e. as if it were to be sold to a single purchaser. A brief discussion of the types of market participants provides clarity. Market participants (purchasers) usually fall into the categories of:

End-user
Developer
Investor
Speculator

The above is indeed a hierarchy. *End-users* are just as the name implies and are owner-occupants. A *developer* is one who puts a property to immediate use. An *investor* is one who holds a property for a return. The investor's goals and holding period are usually defined to some degree or another. An investor may also become a developer and sometimes an end-user. The *speculator* is one who has less defined intent, other than to make a gain on the purchase. The speculator often acquires a property that is in transition (or has the potential therefore) and is willing to assume the risk for what is to come,… whatever that may be.

The characteristics of the 103.7-acres of the fairgrounds tract are such that the most likely target market would be speculators. This is not to say that investors would not be interested; they would be but it is unlikely that an investor would be willing to take the entire 103+ acres. Investors would most be interested in the retail parcels along South Monroe; say for example for big box retail. The apartment market is such that there has been a recent infusion of new units in this neighborhood so that additional projects are being approached cautiously. The office/service commercial market has been approaching something of a glut of both of sites and of ready-to-occupy space. Those office/service commercial properties are in superior locations, so that any new office/service commercial project at the fairgrounds location would be highly speculative.

Further, the "retail sites" on South Monroe (Parcels C and D) are somewhat out of the mainstream by virtue of the superior linkages to South Adams Street. South Monroe and Adams Streets are parallel and closely proximate. Traffic to and from those areas south of Tallahassee are channeled primarily to South Adams and the improvements to Crawfordville Highway that are now under construction will feed into/out-of Adams Street. Also, a great deal of traffic leading into/out-of those markets south of Tallahassee, never makes it to either Adams or Monroe. It is diverted off of the Woodville and Crawfordville Highways onto Capital Circle and travels to activity centers (work, shopping, recreation) in the eastern and western areas of Tallahassee.

As it pertains to those retail sites, we have come across an idea worth repeating: an activity center like that of the Lake Ella area. That is, retail space on South Monroe with store fronts facing inward – as well as outward – with a passive park area on Parcel A (multifamily tract). The current market would be "devastated" by the addition of 60 acres of multi-family land so a holding pattern of some kind is required. The natural low area on Parcel A could be a pond site (again similar to Lake Ella) that could still become integrated into a multi-family project; if that were to be later desired.

All are just ideas. Which is as concrete as the current market offers for the fairgrounds. That is, whether Leon County or if a private entity were to redevelop the tract and parcel it out, the result is the same for valuation purposes. The owners of such a property would be risk-takers and would thence be in the speculator category. And for a speculator to shoulder the risk, they would want a front-end discount. We have therefore discounted the indications of value from the various land uses (multi-family, retail and office/service commercial) into a number that, in our opinion, would be in the range to attract venture capital.

The various factors that affect the fairgrounds tract lead us to the conclusion that the highest and best use of the property is "land bank". That is, hold the land to see what comes. This is indeed a legitimate highest and best use classification; particularly for larger tracts.

The framework of this assignment defines a **Limited Appraisal** in a Summary Report format. The limitations are a) to Parcels A, B C, and D exclusive of any improvements thereto or thereon, b) the types of land uses as specified, and c) minimal background descriptions of the Leon County and fairgrounds market areas, as those are components of the market feasibility study that is being written by others. Each is a reasonable condition and each is practical in order to appraise the property,… "as is" and as of a current date. Finally, these conditions are in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP) and there are no other known departures from the standards.

Anthony Mondae
October 25, 2004
Page 4

In my opinion, the market value of Parcels A, B C and D of the Leon County Fairgrounds is, as of October 18, 2004 was:

FIVE MILLION NINE HUNDRED THOUSAND DOLLARS

($5,900,000)

Once again, thank you for having had the opportunity to work on this assignment. I hope that you will find our report to be thorough and well presented. If you have any questions or comments, please do not hesitate to let me know.

Sincerely,



William R. Weigel, III, MAI, SRA
State-Certified General Real Estate Appraiser RZ0580

WRW/LJP
Attachment

ASSUMPTIONS AND LIMITING CONDITIONS

This appraisal is subject to the following contingent and limiting conditions:

The appraisal has been limited to a) Parcels A, B, C and D exclusive of any improvements thereto or thereon, b) the types of land uses as specified, c) minimal background descriptions of the Leon County and fairgrounds market areas, as those are components of the market feasibility study that is being written by others. These conditions are in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP) and there are no other known departures from the Uniform Standards of Professional Appraisal Practice.

The type of inspection conducted by the appraiser is not the equivalent of an inspection by a qualified engineer. Our inspection has been thorough enough to a) adequately describe the real estate in the appraisal report, b) develop an opinion of highest and best use, and c) make meaningful comparisons in the valuation of the property.

No professional soils analysis has been provided. Further, the soil appears to be firm and subsidence in this area is unknown or uncommon, but the appraiser does not warrant against this condition or occurrence. Any adjustments or discussions with regards to soil conditions within the appraisals are made purely on the personal, physical observation of the appraiser and would be subject to whatever any formal analysis would indicate. If any soils features are found to be different than depicted within this appraisal I reserve the right to revisit the value contained herein.

This parcel has been appraised as though free and clear of contaminants.

No responsibility is assumed for matters legal in character and no opinion is rendered of the title, which is assumed to be marketable. Unless otherwise noted, any existing liens or encumbrances have been disregarded and the property is appraised as though free and clear under responsible ownership and competent management.

Certain data used in compiling this report was furnished the appraiser from sources, which are considered reliable. The correctness of such data, although not guaranteed, has been checked and is believed to be correct as far as is reasonably possible.

The appraiser, by reason of this report, is not required to give testimony in court with reference to the property herein appraised nor is he obligated to appear before any governmental body, board or agent unless prior arrangements have been made therefore.

Possession of this report, or a copy thereof, does not carry with it the right of publication or reproduction. This report may not be used by anyone other than the client without the prior written consent of the appraiser, and in any event only in its entirety.

Disclosure of the contents of this appraisal report is governed by the By-Laws and Regulations of the Appraisal Institute. Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser or the firm with which he is connected, or any reference to the Appraisal Institute or the MAI and SRA designations) shall be disseminated to the public through advertising media, public relations media, news media, sales media or any other public means of communication without the prior written consent and approval of the undersigned.

No survey was provided to the appraiser; therefore, we are relying on the drawings and information obtained from Mr. Anthony Mondae of Strategic Planning Group of Jacksonville Beach and from the public records of Leon County.

CERTIFICATE OF APPRAISAL

I certify that, to the best of my knowledge and belief:

The statements of fact contained in this report are true and correct.

The reported analysis, opinions and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, unbiased, professional analyses, opinions, and conclusions.

I have no (or the specified) present or perspective interest in the property that is the subject of this report and no (or the specified) personal interest with respect to the parties involved.

I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.

My engagement in this assignment was not contingent upon developing or reporting predetermined results.

My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.

My analyses, opinions, and conclusions were developed and this report has been prepared, in conformity with the requirements of *Uniform Standards of Professional Appraisal Practice*.

I have made a personal inspection of the property and data that is the subject of this report.

With the exception of the following, no one provided significant real property appraisal assistance to the person signing this certification:

L. James Parham, MAI, SRA, State-Certified General Real Estate Appraiser RZ0135, provided professional assistance in market research and preparation of a rough draft of the appraisal.

Robert D. Broome, State-Registered Trainee Appraiser RI 0006678, assisted Mr. Parham in market research.

The data selected, analyses and conclusions, however, are strictly my own.

CERTIFICATE OF APPRAISAL

(Page 2)

I certify that, to the best of my knowledge and belief, the reported analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Appraisal Practice of the Appraisal Institute.

The report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.

As of the date of this report, Messrs. Weigel and Parham have completed the continuing education program of the Appraisal Institute.

Competency Provision

This appraisal report is made in compliance with the competency provision as outlined within USPAP. This is to acknowledge that the appraiser has the expertise and has expended the time and research within this appraisal report to prepare an accurate opinion of value.

William R. Weigel, MAI, SRA, and L. James Parham, MAI, SRA, have performed and completed similar appraisals of this type. Their years as appraisers have provided them with the knowledge and experience to complete all types of appraisals. In performing the appraisal of the subject property they have gathered, analyzed, confirmed and reported on data obtained from the field.



William R. Weigel, III, MAI, SRA
State-Certified General Real Estate Appraiser RZ0580

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APPRAISAL REPORT

IDENTITY OF THE PROPERTY BEING APPRAISED:

Address/Location: North Florida Fairgrounds
East side of South Monroe Street between Paul Russell and Tram Roads. Tallahassee, Florida.

Legal Description: Lengthy metes and bounds. Refer to the tax cards included as part of the Addendum. Specifically, Leon County tax parcels:

Parcel A	3118208530000	60.03 Acres
Parcel B	3118208540000	11.81 Acres
Parcel C	4113208530000	18.00 Acres
Parcel D	4113208520000	13.86 Acres
	Total	103.70 Acres

Ownership: Leon County
301 South Monroe Street
Tallahassee, FL 32301

PURPOSE, INTENDED USE, AND INTENDED USER OF THE APPRAISAL:

Purpose: To provide an opinion of the current market value.

Intended Use: Land planning decisions for use by the Strategic Planning Group in its consultations with Leon County.

Intended User: Mr. Anthony Mondae, and his assigns.

APPRAISAL PROBLEM:

To provide an opinion of the current market value of the underlying land of Parcels A, B, C and D of the North Florida Fairgrounds as a unified 103.7-acre tract, of mixed uses.

VALUE APPRAISED:

Value: Market Value.

Definition: *"The most probable price in cash, as of a specified date, financial arrangements equivalent to cash, or other precisely revealed terms, for which the appraised property will sell in a competitive market under all conditions requisite to a fair sale, with the buyer and seller each acting prudently, knowledgeable, and for self-interest and assuming that neither is under duress."*

The Appraisal of Real Estate, 11th Edition, Page 22, Published 1996, by the Appraisal Institute, Chicago, Illinois.

PROPERTY RIGHTS (INTERESTS) APPRAISED:

Rights (Interests): Fee Simple.

Definition of Fee Simple: *"Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police powers, and escheat."*

SCOPE OF APPRAISAL:

The scope of this appraisal assignment involves 103.7-acres of the North Florida Fairgrounds. This appraisal is one of the parts of a market feasibility study that is being prepared by Strategic Planning Group, Inc (SPG) for the possible redevelopment of the fairgrounds. The appraisal answers the question of the "as is" value, and as of a current date.

Included in this appraisal is the underlying land of Parcels A, B, C and D of the fairgrounds. Parcel E is a stadium and its attendant parking is Parcel F; each is excluded. Also excluded is the Leon County Cooperative Extension property. The existing improvements (fair buildings, site improvements and infrastructure) have been excluded.

In order to provide an opinion of value of the 103.7-acre tract we had to consider the uses to which the fairgrounds could be put in order to extract meaningful data from the market. It has been agreed that the tract would be a yet-to-be-specified quilt of mixed-uses. The proposed land uses are: multi-family, retail and office/service commercial. Parcel A has been valued as multi-family, Parcels C and D are valued as retail commercial and Parcel B is valued as office/service commercial-commercial.

The intent of the breakdown of the overall tract into land use parcels is to get into step with the market for purposes of making comparisons to other properties that have sold within Leon County from which indices of value can be drawn. To that end we have extracted sales of sites for each land use category and have valued each tract accordingly.

Keeping in mind that the intent is to value the 103.7-acre tract as a whole, i.e. as if it were to be sold to a single purchaser, we have then applied a discount in order to attract the venture capital of a speculator who would be willing to hold the tract in "land bank" until such time as the market became ripe for all or parts thereof.

In appraisal jargon, we have used the Sales Comparison Approach to provide an opinion of the current market value. The opinions and conclusions leading to a market value estimate are reported in a formal appraisal report with supporting data and analyses. The Income and Cost Approaches were not considered applicable for the subject property.

The Appraisal of Real Estate, 11th Edition, Page 137, Published 1996, by the Appraisal Institute, Chicago, Illinois.

APPENDIX

The procedure for this appraisal has been as follows:

Collection of Data:

1) Gathered published data on the economy and profile of Leon County with emphasis on the fairgrounds area.

2) Interviewed local business people as to the status of the current market, its direction and momentum.

3) Interviewed local real estate professionals and individuals as to characteristics of the rural commercial market.

4) Researched sales of multi-family acreage in Leon County.

Sales & listings considered:	12
Sales & listings inspected:	12
Sales utilized:	3

5) Researched sales of office/service commercial acreage in Leon County.

Sales & listings considered:	21
Sales & listings inspected:	8
Sales utilized:	3

6) Researched sales of retail acreage in Leon County.

Sales & listings considered:	10
Sales & listings inspected:	6
Sales utilized:	3

Confirmation of Data:

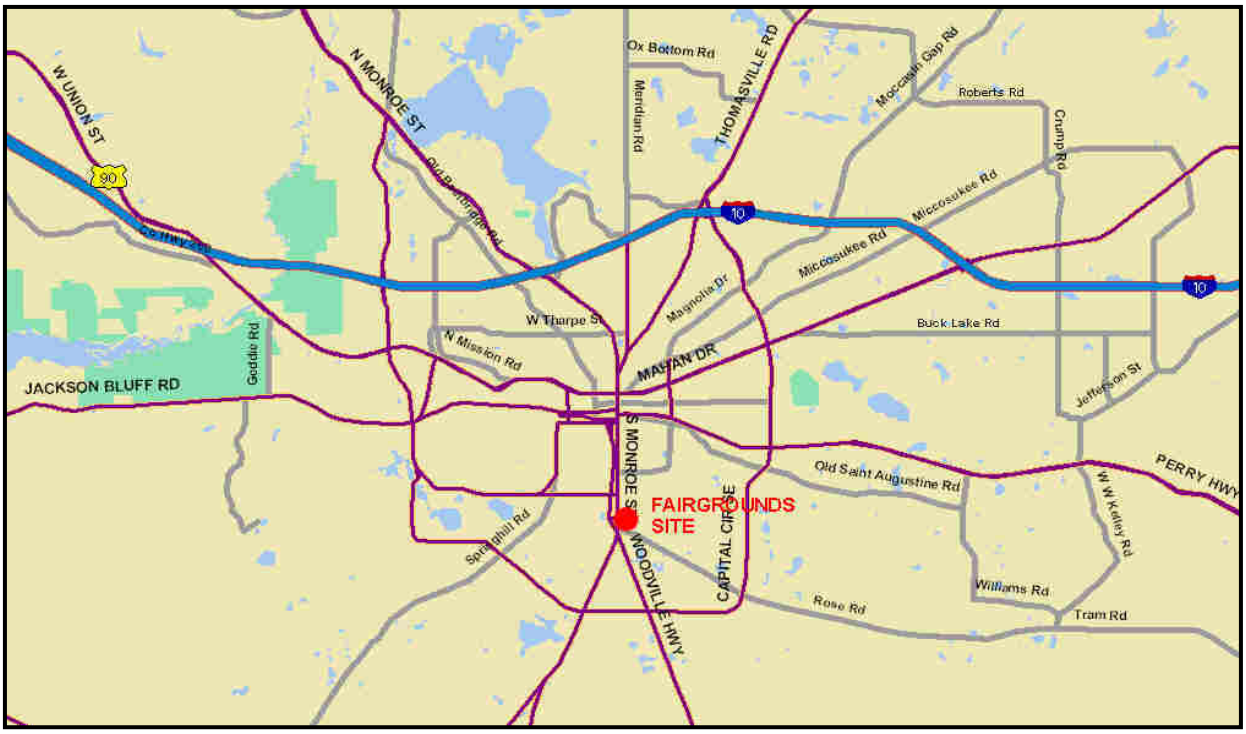
1) Field inspected each potential, comparison property.

2) Confirmed market conditions with local participants.

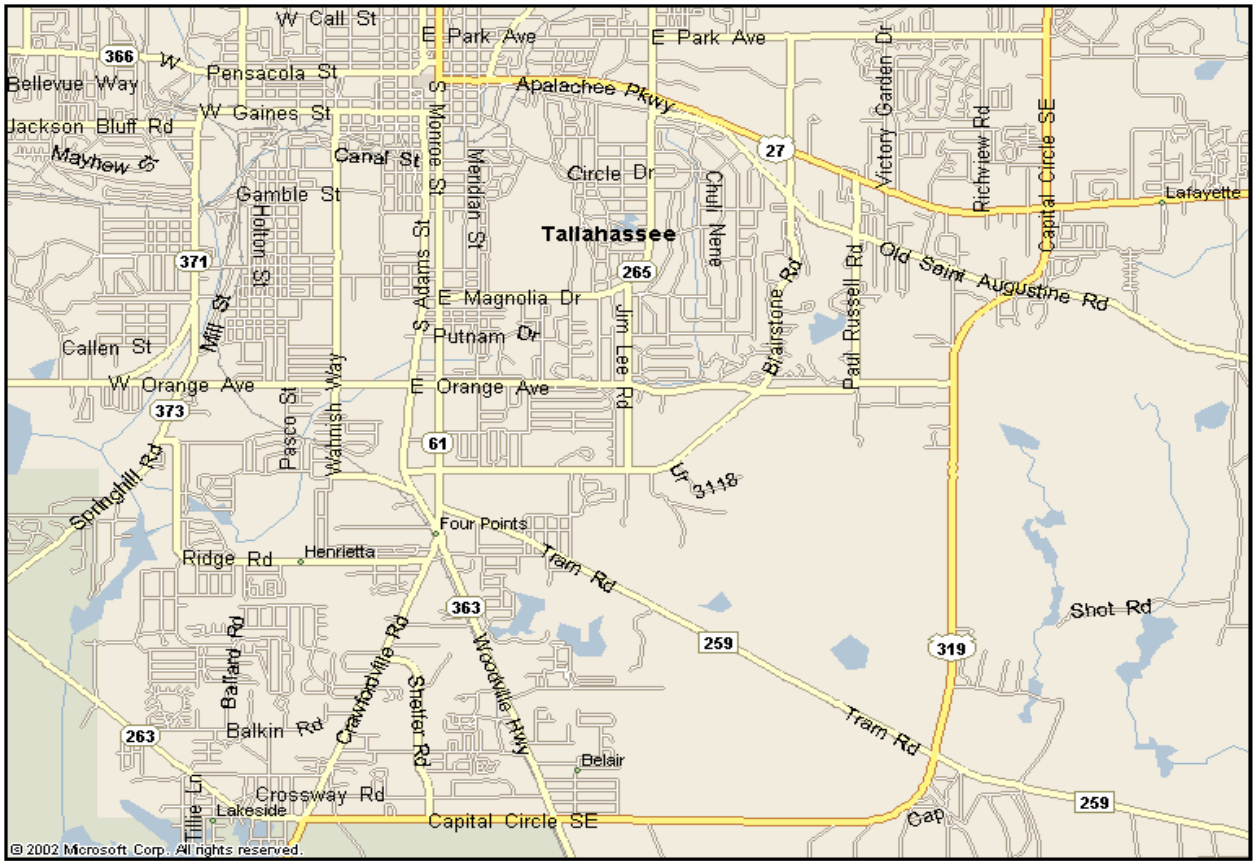
3) Verified sales transactions with a reliable party who had personal knowledge thereof (grantor, grantee or representative for either party to the transaction) myself, or an associate in this firm.

Reporting of Data:

Summary report.



Source: Strategic Planning Group, Inc., 2004



REGION/NEIGHBORHOOD ANALYSIS:

This appraisal is one of the parts of a market feasibility study that is being prepared by Strategic Planning Group, Inc for the possible redevelopment of the North Florida Fairgrounds tract. Descriptions of Leon County and fairgrounds neighborhood are components of the market feasibility study that is being written by others. Further, the users of this appraisal are well familiar with Leon County and the fairgrounds neighborhood and extensive discussion herein would be superfluous. However there are a few points that warrant highlighting.

First, the influence of Leon County extends for over a 60-mile radius not only into other counties of the Florida panhandle but also into the counties of southwest Georgia. Many residents in those outlying areas are either employed in Leon County or travel thereto for supplies, air travel, education, shopping, dining and recreation. Leon County had a reported population in the range of 252,000 in 2002 but actually serves a population base of something in the range of 400,000 to 500,000 when considering those surrounding counties that look to the offerings of Leon County in one fashion or another. The name of the subject property being the "North Florida Fairgrounds" pays partial acknowledgment thereto.

By all intents and purposes, the Leon County/Tallahassee market is an extended area into those surrounding counties, with various sub-markets located therein. Southside Tallahassee is one of those sub-markets that have been slower to develop than north Tallahassee. The origins can be traced back to Leon County's agrarian history. The lands in the southern part of the county were sandier, less fertile and were simply less desirable; hence those lands were cheaper. That identity has generally stayed with southern Leon County but is changing; if for no other reason than necessity. Even in recent weeks there have been news reports of protests by Realtors and developers about the costs required in order to bring a building lot onto the market, in Leon County. That pressure in other parts of the county is causing a re-examination of southern Leon County.

A case in point is Leon County's signature development that is located in the southeast quadrant of Tallahassee, i.e. Southwood. It is a mixed-used, multi-phase development containing 3,200 acres with a planned 4,700± housing units. There will be about 1,000 acres of parks, lakes and ponds within Southwood, which is about 5 miles east of the subject. We are quick to note that Southwood is one of those "new urban" projects that is intended to be more pedestrian in character and to eventually become somewhat self-contained with work centers, schools, shopping, dining, recreation, and religious facilities located therein. A satellite office park for the State of Florida is an anchor therefore as is the demonstration school for Florida State University (K-12) and the Pope John Paul Catholic Church/school.

The transit routes between Southwood and the fairgrounds tract is through lower-grade housing areas and discussions with real estate professionals indicate that the expected linkage between the two would be tenuous. Perhaps Blueprint 2000 – and the "Southern Strategy" as a part thereof – can contribute in a meaningful manner to create a more unified Southside Tallahassee. An enhanced infrastructure system as part of that strategy could become overwhelmingly attractive in light of increased costs elsewhere in the county.

The next point of regional/neighborhood analysis worthy of being highlighted is the presence and importance of Florida A&M University (FAMU) to the economy. The university is the dominant fixture and the campus thereof is 1½ mile north of the fairgrounds. We have obtained data from Florida A&M University and from Claritas, Inc., which is an on-line service for demographic information.

FAIRGROUNDS NEIGHBORHOOD

	1-Mile	3-Miles	5-Miles
Population:			
2009	5,673	45,222	113,315
2004	5,430	43,521	108,329
2000	5,241	42,236	104,626
1990	5,368	40,713	95,239
Ages (2004):			
Median		24.45 years	
18-24 years		35.04%	
Households:			
2009	2,057	17,409	47,921
2004	1,968	16,727	45,595
2000	1,903	16,214	43,878
1990	1,922	15,707	38,590
Owner Occupied Housing (2004):		6,635	
Tenant Occupied Housing (2004):		10,092	
Median Household Income:			
2004	$29,433	$23,834	$24,195

Source: Claritas, Inc., 2004

FLORIDA A&M UNIVERSITY

Year:	Enrollment	%Change
2004	13,750	+ 4.84%
2003	13,115	+ 4.58%
2002	12,541	+ 1.33%
2001	12,376	+ 1.77%
2000	12,161	+ 0.50%

Degree Seeking Undergraduates:

From Leon County:	12.6%
Live in college owned housing:	22.7%
Live off-campus or commute:	77.3%

Source: Florida A&M University

The percent of households that are tenant occupied and the average age are most revealing, as are the increases in enrollment. There have been 232 new apartment units built within ½ mile of the fairgrounds in the past 3 years (University Courtyard, 96 and College Club, 136) with another 180 under construction (Campus Pointe) and 56 more proposed (Tram Crossing). The developer of Tram Crossing is in a wait-an-see mode due to current construction costs being out of sync with the expected income yield of the project. His current position is to bring the units on-line for the fall term of the 2006 FAMU school year.

Conclusion:

The most significant factor affecting the fairgrounds neighborhood is the increased density of housing units from all of the new apartment buildings that have been constructed,… and more are to come on line. These are typically consumers of good and services, particularly retail.

DESCRIPTION OF PROPERTY, PHOTOGRAPHS AND SKETCHES:

Property Type: Redevelopment tract of mixed uses

Existing Use: Public (North Florida Fairgrounds)

Land:

Site dimensions are incomplete on the property appraiser's atlas and we do not have survey of the property. We have used the dimensions that were available from the atlas and have scaled others from printouts. In doing so, we have checked our acreage figures to that as provided find them to be very similar. Consequently, we rely on the County's acreage figures (as provided) for purposes of this appraisal.

Area:

Parcel A	60.03-acres
Parcel B	11.81-acres
Parcel C	18.00-acres
Parcel D	13.86-acres
Total	103.70-acres

Frontages:

South Monroe Street (direct access)
- Parcel C: 602 feet ±
- Parcel D: 270 feet ±

Paul Russell Road (direct access)
- Parcel A: 630 feet ±
- Parcel B: 648 feet ±
- Parcel C: 1,302 feet ±

	Tram Road (direct access) Parcel A: 1,420 feet ± Parcel D: 950 feet ±
Shape:	Rectangular, except for Parcel A, which is large enough to make effective use of the irregular shaped portions.
Topography:	The tract is comparatively level with some gentle rolling areas.
Flood Plain Data:	Zone X; Area outside the 500-year floodplain. See flood map on following page.
Drainage:	Appears adequate as of date of value.
Soil Characteristics:	No soil tests available.
Utilities at Site:	Adequate for the highest and best use.
Electricity:	Public; City of Tallahassee.
Water:	Public; City of Tallahassee.
Sewer:	Public; City of Tallahassee.
Easements, Encroachments or Restrictions:	None known that would have a negative impact on value or that would not be remedied upon redevelopment.

Improvements:

The subject improvements have been specifically excluded from this appraisal, as the intent is to view the tract for redevelopment. This is not to say that some of those buildings would not have interim use value,… they may. Only that we are not valuing them herein as any such interim use would indeed be highly speculative. Further, the infrastructure (roads, utilities, fencing) may have some value to one degree or another in a redevelopment scheme, but by the same token, those items may also create additional costs for redevelopment to remove. Consequently, it is appropriate – at this stage in the analysis of the fairgrounds – to exclude any and all of the site or building improvements.

PHOTOGRAPHS OF THE SUBJECT PROPERTY:



Photo 1: View of prime corner of the North Florida Fairgrounds tract at South Monroe Street and Paul Russell Road; looking southeast at Parcel C.



Photo 2: View of "retail" frontage along South Monroe Street with Parcel C in left foreground and Parcel D in background; looking southerly with Paul Russell Road behind photographer.

All photos by L. James Parham, MAI, SREA; October 6, 2004

PHOTOGRAPHS OF THE SUBJECT PROPERTY, Continued:



Photo 3: View to north along South Monroe Street with frontage of existing shopping center on left and view of Florida State Capitol Building in distance; Paul Russell Road is behind photographer.



Photo 4: View to east of along Paul Russell Road with "retail" frontage of Parcel C in right foreground and "office/service commercial" frontage of Parcel B beyond; Monroe Street is behind photographer.

PHOTOGRAPHS OF THE SUBJECT PROPERTY, Continued:

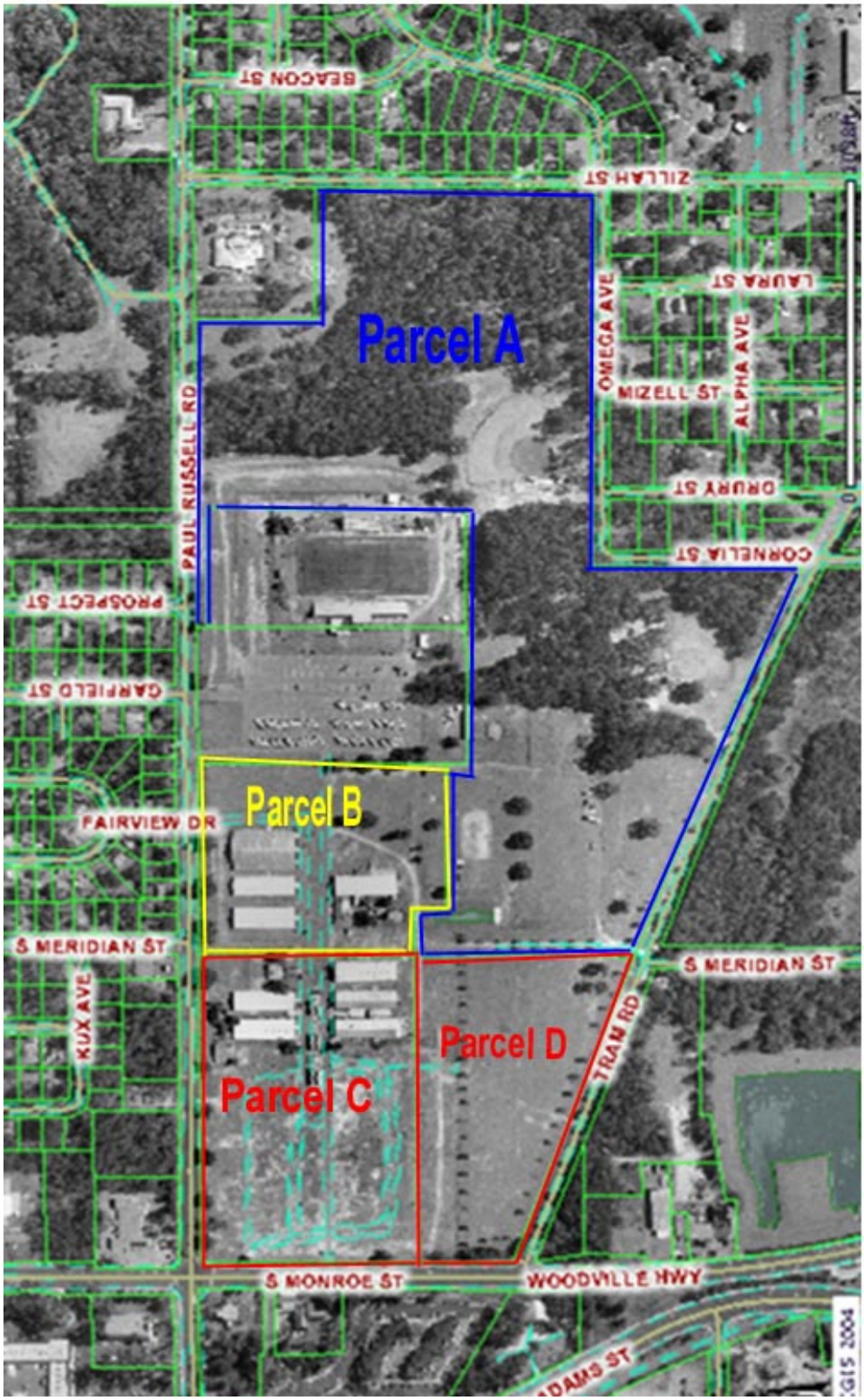


Photo 5: View to north from west side of South Monroe Street from a point south of Tram Road. "Retail" corner of Parcel D at Tram Road is marked by large oaks on right. Frontage of Parcel C is in right background.

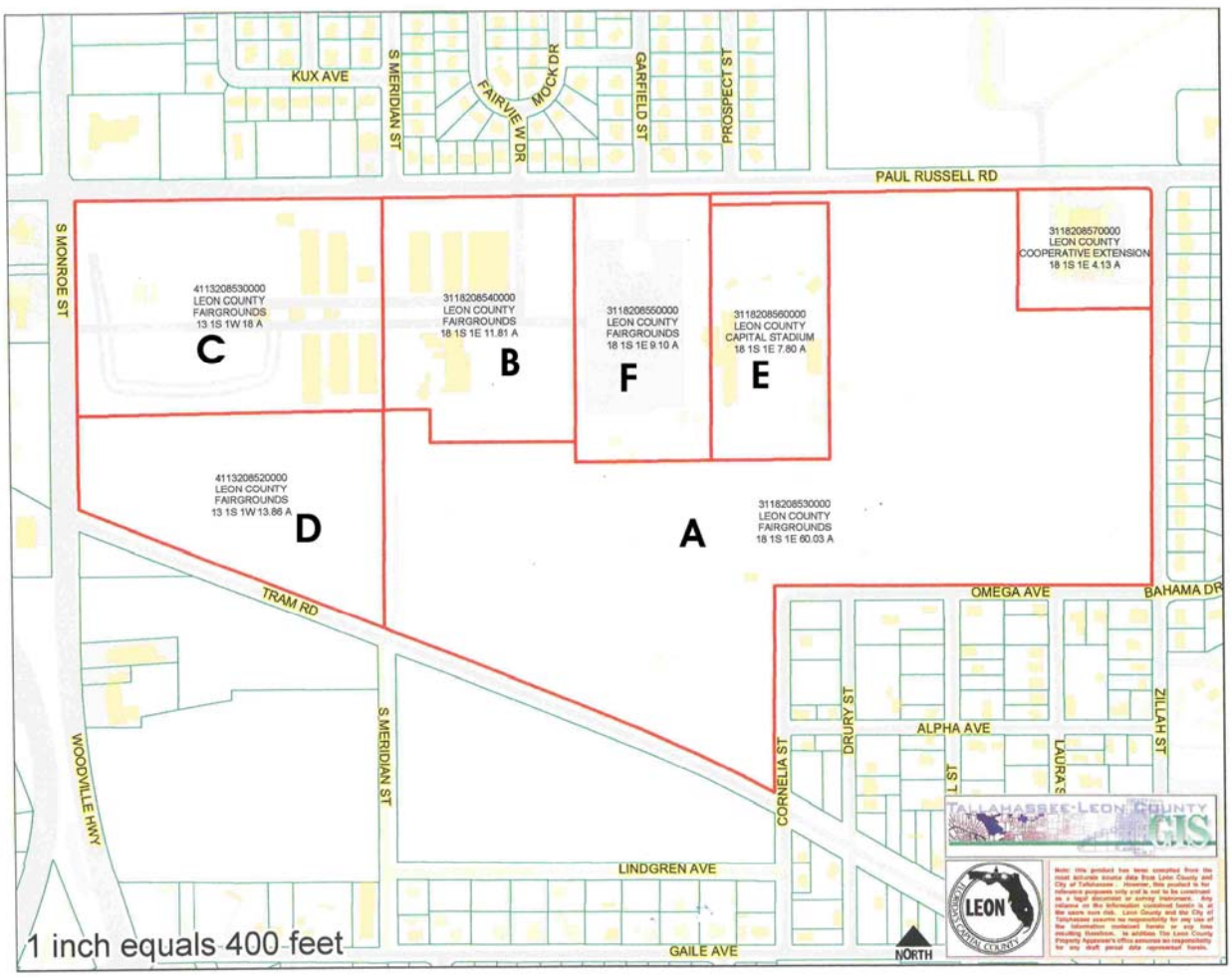


Photo 5: View to east from west side of South Monroe Street along frontage on Tram Road. "Retail" corner of Parcel D is in left foreground and Parcel A is in background. Corner on right is site of proposed 56-unit, Tram Crossings apartments.

AERIAL PHOTOGRAPH OF THE SUBJECT PROPERTY:



PLAT MAP:



Source: Strategic Planning Group, Inc., 2004

Multi-Family Residential Parcel

Parcel A	60.03 Acres

Office/Service Commercial Parcel

Parcel B	11.81 Acres

Retail Commercial Parcels

Parcel C	18.00 Acres
Parcel D	13.86 Acres
Total	103.70 Acres

FLOOD MAP:



Flood Insurance Rate Map (FIRM), Community Panel No. 12073C0295D. November 19, 1997

ZONING, LAND USE PLANNING AND CONCURRENCY:

The subject is zoned as "OS" Open Space and "PUD 14" Planned Unit Development by the Tallahassee/Leon County Planning Department. The intent of market feasibility study of which this appraisal is a part is to clarify the most appropriate use(s) of the tract. For purposes of this appraisal, we have been instructed to consider the subject as a mixed-use tract composed of multi-family, retail and office/service commercial.

More detailed or further analysis would be premature and could very well prove to become erroneous. Further, there are no known conflicts between the subject and its uses for multi-family, retail and office/service commercial that would not be remedied upon redevelopment.

ASSESSED VALUE, TAXES AND SPECIAL ASSESSMENTS:

According to information obtained from the Leon County Tax Collector's Office, the subject property, as of the date of value, is identified as follows:

Taxing Authority: Leon County Tax Collector
Tax Year: 2003

	Parcel A	Parcel B	Parcel C	Parcel D
Assessed Value (Land):	$450,225	$141,720	$378,000	$207,900

The owned by Leon County and the above assessments are considered to be academic as the property is tax exempt. Likewise, there are no known special assessments on such a property as the issue would be moot.

HISTORY OF PROPERTY:

No sales within the last five (5) years. Also, the subject property is not listed for sale and there are no offers pending.

EXPOSURE TIME:

Exposure time is defined within the Appraisal Institutes', The Dictionary of Real Estate Appraisal, 4th Edition, published 2002, Page 105, as:

> *"The time a property remains on the market."*
>
> *"The estimated length of time the property interest being appraised would have been offered on the market prior to the hypothetical sale at market value on the effective date of the appraisal; a retrospective estimate based upon an analysis of past events assuming a competitive and open market."*

Based on market research, the typical exposure time has been estimated at 6 to 24 months.

EFFECTIVE DATE OF THE APPRAISAL:

Date of Report: October 25, 2004

Date of Value: October 18, 2004

Dates of Inspection: October 18, 2004

Persons at Inspection: William R. Weigel, III, MAI, SRA, and L. James Parham, MAI, SRA,

PUBLIC AND PRIVATE RESTRICTIONS:

There are no known conflicts between the subject and its uses for multi-family, retail and office/ service commercial that would not be remedied upon redevelopment.

HIGHEST AND BEST USE ANALYSIS:

The term "Highest and Best Use" is defined within The Appraisal of Real Estate, 11th Edition, 1996, Page 50, as:

> *"The reasonable probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value."*

A Highest and Best Use Analysis must meet the following four tests:

1. Legally Permissible
2. Physically Possible
3. Financially Feasible

Maximally Productive (Most Profitable)

Implied in the above definition is that the determination of highest and best use takes into account the contribution of a specific use to the community and its development goals as well as the benefits of that use to individual property owners. In appraisal practice, the concept of highest and best use represents the premise upon which value is based.

Public powers, through building, safety, and zoning regulations usually establish the parameters within which the highest and best use must occur. Four criteria are analyzed under the highest and best use analysis. As previously mentioned, the use must be legally permissible, physically possible, economically feasible, and the use of the land must be that use which is most profitable.

Legally Permissible:

According to the terms of this assignment, it is assumed that the permitted land use and zoning would be changed to allow multi-family, retail and office/service commercial uses in a layout similar to that as shown on the preceding plat.
The subject tract is therefore considered to be legally conforming site with regards to all minimum requirements.

Physically Possible:

The areas of each parcel (A through D) are substantial enough to facilitate redevelopment for the respective land uses. Each parcel has infrastructure (utilities and access) further, the shapes and topography are compatible to enable a high degree of flexibility in design for each of the parcels.

Economically Feasible:

Economical feasibility is the goal of the market feasibility report, of which this appraisal is a part. The land use categories of multi-family, retail and office/service commercial are as likely as can be proposed at this point in the process. The significant aspect of those proposed uses is that they may become moot over time as the Southside Tallahassee market has yet to become firm enough for any new development in the near future for any of the land use categories. There is an ample supply of sites and properties in the private sector that are on the market – or are coming on the market – so that the introduction of so that the introduction of the subject's acreage would likely throw the market into an imbalance.

The characteristics of the 103.7-acres of the fairgrounds tract are such that the most likely target market would be speculators. This is not to say that investors would not be interested; they would be but it is unlikely that an investor would be willing to take the entire 103+ acres. Investors would most interested in the retail parcels along South Monroe; say for example for big box retail. The apartment market is such that there has been a recent infusion of new units in this neighborhood so that additional projects are being approached cautiously. The office/service commercial market has been approaching something of a glut of both of sites and of ready-to-occupy space. Those office/service commercial properties are in superior locations, so that any new office/service commercial project at the fairgrounds location would be highly speculative.

Further, the "retail sites" on South Monroe (Parcels C and D) are somewhat out of the mainstream by virtue of the superior linkages to South Adams Street. South Monroe and Adams Streets are parallel and closely proximate. Traffic to and from those areas south of Tallahassee are channeled primarily to South Adams and the improvements to Crawfordville Highway that are now under construction will feed into/out-of Adams Street. Also, a great deal of traffic leading into/out-of those markets south of Tallahassee, never makes it to either Adams or Monroe. It is diverted off of the Woodville and Crawfordville Highways onto Capital Circle and travels to activity centers (work, shopping, recreation) in the eastern and western areas of Tallahassee.

Hence the most economically feasible uses is to hold the tract until such time as external market forces dictate marketing a portion or all of the parcels that compose the subject.

Maximally Productive:

"Land Bank" is the only use that is perceivable. The various factors that affect the fairgrounds tract lead us to that conclusion. This is indeed a legitimate highest and best use classification; particularly for larger tracts in maturing markets.

Conclusion:

"Land Bank".

APPROACHES TO VALUE OMITTED:

Cost Approach:	Omitted.
Sales Comparison:	**Utilized.**
Income Approach:	Omitted.

The subject is composed of multi-family, retail and office/service commercial parcels for which the sales comparison approach is the only reliable indicator.

LAND VALUATION:

We have conducted research on three sets of sale data from Leon County to use in this appraisal: multi-family acreage, office/service commercial acreage and retail acreage.

Multi-family acreage:	Sales & listings considered:	12
	Sales & listings inspected:	12
	Sales utilized:	3
Office/Service Comm. acreage:	Sales & listings considered:	21
	Sales & listings inspected:	8
	Sales utilized:	3
Retail acreage:	Sales & listings considered:	10
	Sales & listings inspected:	6
	Sales utilized:	3

Adjustments are made to each of the sales for differences between those sale properties and that of each of the parcels of the fairgrounds. We have relied upon our review of literally hundreds of transactions in Leon County while preparing appraisals (in Leon County) for over 25 years. Adjustments for the date of sale to the current date of appraisal are often the most sensitive. Consequently, we have prepared a market study for use in making those adjustments.

Market Conditions Analysis:

Historically, the passing of time has had a constant, increasing influence on the value of real property. However, it should be noted that this influence has not been steady or straight line in effect but rather has fluctuated as a result of economic events that are often not directly associated with the local market under appraisement. When the economy is in a recession, the increases that can be attributed to time flatten-out. Often, this is due to a drop in demand by market participants for properties. From mid-1979 to 1981, the economy slipped into a deep recession. This economic downturn, combined with the holdover effect of the 1973-1976 recession curtailed the expansion of smaller businesses from the inner-core downtown areas to the suburbs and transit areas within the entire Leon County region. From the mid to late 1980's, an upward turn in the national economy and the local market resulted in growth and expansion, which in turn yielded increases in the value of real property because of increased market participation by investors, etc.

Certain areas or locations in the Greater Tallahassee area have developed more rapidly than others as noted with the growth along Capital Circle Northeast, Centerville Road, Thomasville Road (U.S. 319), North Monroe Street/Apalachee Parkway (U.S. 27) and Mahan Drive (U.S. 90). Completion of planned highway expansions should promote growth and development.

Analyses of sales in the Greater Tallahassee area have been outlined with regard to unit price and date of sale. On the following pages is an explanation and discussion of these comparisons. The best evidence to support a time analysis is the direct comparison of market sales that have sold and resold with relatively little change between the dates of sale.

The market was more active from late 1994 to the present. The properties that have sold in the Tallahassee/Leon County area demonstrate renewed market activity with an increase in value within the mid- to late 1990's through the present of:

Multi-family acreage:	6%, annually
Office/service commercial acreage:	6%, annually
Retail acreage:	8%, annually

LAND VALUATION – Multi-Family Parcel A:

Summary of Land Sales - MULTI-FAMILY

Parcel A

Fairgrounds, Leon County

Sale	Subject	1 55-3027-1654	3 55-2977-2021	3 55-2436-1928
Seller	Leon County	Aster	Houston Gantt	Council
Buyer		Only Green	Bostic	College Club
Date	18-Oct-04	22-Jan-04	15-Oct-03	20-Nov-00
Location	Paul Russell and Tram Roads	3250 W. Tennessee Street	3000 South Adams Street	2833 S. Adams Street
Size, Acres	60.03	40.19	13.76	10.21
Size, SqFt	2,614,907	1,750,676	599,386	444,748
Price	**$ 3,660,900**	$ 1,800,000	$ 719,900	$ 741,900
Price, SqFt	**$ 1.40**	$ 1.03	$ 1.20	$ 1.67
Conditions of Sale Adjustment		Arms Length 0%	Arms Length 0%	Arms Length 0%
Date of Sale, Months Difference Adjustment		9.0 4.50%	12.3 6.15%	47.6 23.80%
Current Price SqFt		**$ 1.07**	**$ 1.27**	**$ 2.07**
Location Adjustment		Overall Similar 5%	Similar 0%	Similar 0%
Size, Shape & Topography Adjustment		Slightly Inferior 5%	Overall Similar 0%	Slightly Superior -5%
Net Adjustment		10%	0%	-5%
Adjusted Price Square Foot		**$ 1.18**	**$ 1.27**	**$ 1.96**

Date of Sale Adjustment, Annual: 6.0% 0.50% Month

Discussion Of Comparable MULTI-FAMILY Land Sales:

Multi-Family Land Sale 1 (55-3027-1654) is a recent sale of a mobile home park that has been sold for redevelopment into a multi-family apartment project. Its location on West Tennessee is slightly inferior. It is near the same size, however, the topography was slightly inferior.

Multi-Family Land Sale 2 (55-2977-2021) is of a the 13.76 acre tract that is under construction for the 180 unit Campus Pointe project at 3000 South Adams. It is a neighbor to the subject and hence its location is similar. The sale is smaller indicating a higher price per acre. However, the smaller size is offset by the topography and shape features of the sale that created additional development costs. Hence, there is no net adjustment.

Multi-Family Land Sale 3 (55-2436-1928) is also a neighbor of Parcel A and is a 10.21-acre sale. It required a size adjustment, however, it was partially offset by its topography.

Conclusion of MULTI-FAMILY Land Value, PARCEL A:

The sales range from $1.18 to $1.96 per square foot for the 60+ acre tract. Most weight was placed on the more recent sales and a unit value of $1.40 per square foot was concluded. Applying this unit value to the parcel's 60.03 acres indicates a value of **$3,660,900.**

LAND VALUATION – Office/Service Commercial Parcel B:

Summary of Land Sales - OFFICE/SERVICE COMM.

Parcel B

Fairgrounds, Leon County

Sale	Subject	1 55-2785-1554	2 55-2519-1847	3 55-2456-0926
Seller	Leon County	Tallahassee Bank	Crawford	Shovlain
Buyer		LEPEY	DBDI	Aredian
Date	18-Oct-04	20-Dec-02	27-Jun-01	17-Jan-01
Location	Paul Russell Road	250 Capital Circle SW	2878 Mahan Drive	1371 Capital Circle SW
Size, Acres	11.81	2.35	4.32	5.79
Size, SqFt	514,444	102,497	188,179	252,038
Price	**$ 1,389,000**	$ 250,000	$ 500,000	$ 740,000
Price, SqFt	**$ 2.70**	$ 2.44	$ 2.66	$ 2.94
Conditions of Sale		Arms Length	Arms Length	Arms Length
Adjustment		0%	0%	0%
Date of Sale, Months Difference		22.3	40.3	45.7
Adjustment		11.13%	20.15%	22.83%
Current Price SqFt		**$ 2.71**	**$ 3.19**	**$ 3.61**
Location		Slightly Superior	Superior	Superior
Adjustment		-5%	-20%	-5%
Size, Shape & Topography		Slightly Superior	Slightly Inferior	Slightly Superior
Adjustment		-5%	5%	-5%
Net Adjustment		-10%	-15%	-10%
Adjusted Price Square Foot		**$ 2.44**	**$ 2.71**	**$ 3.25**
Date of Sale Adjustment, Annual:		6.0%	0.50% Month	

Discussion Of Comparable OFFICE/SERVICE COMMERCIAL Land Sales:

Office/Service Commercial Land Sale 1 (55-2785-1554) is an off-corner property on the southside of Tallahassee (like the subject), on Capital Circle SW. Its location was considered slightly superior. Also, the smaller size was considered superior and the other physical characteristics were similar.

Office/Service Commercial Land Sale 2 (55-2519-1847) is the site of Mahan Oaks Center and is very superior in location. The property is smaller than the subject indicating a downward adjustment. However, it has a very narrow frontage on Mahan Drive and had some topography issues, both of which would indicate an upward adjustment, resulting in an overall upward adjustment.

Office/Service Commercial Land Sale 3 (55-2456-0926) is an off-corner site, as is the subject, on Capital Circle Southwest, near Tennessee Street. It is adjusted downward for its superior location. This property is smaller than the subject and is adjusted downward, however, the other characteristics were similar.

Conclusion of OFFICE/SERVICE COMMERCIAL Land Value, PARCEL B:

The sales form a range from $2.44 to $3.25 per square foot. In the final analysis a unit value of $2.70 per square foot was concluded. Applying this unit value to the parcel's 11.81 acres indicates a value of **$1,389,000.**

LAND VALUATION – Retail Parcel C:

Summary of Land Sales - RETAIL

Parcel C

Fairgrounds, Leon County

Sale	Subject	1 55-2802-1157	2 55-2582-1550	3 55-2212-0351
Seller	Leon County	Wilson	Chiu	Creekmore
Buyer		Sam's	Regency	Equity One
Date	18-Oct-04	28-Jan-03	15-Nov-01	6-Jan-99
Location	South Monroe Street	Capital Circle SE	6615 Mahan Drive	777 Capital Circle SW
Size, Acres	18.00	23.16	13.89	31.69
Size, SqFt	784,080	1,008,850	605,048	1,380,416
Price	**$ 2,940,300**	$ 5,000,000	$ 1,805,600	$ 2,100,000
Price, SqFt	**$ 3.75**	$ 4.96	$ 2.98	$ 1.52
Conditions of Sale Adjustment		Arms Length 0%	Arms Length 0%	Arms Length 0%
Date of Sale, Months Difference Adjustment		21.0 13.98%	35.6 23.73%	70.4 46.93%
Current Price SqFt		**$ 5.65**	**$ 3.69**	**$ 2.24**
Location Adjustment		Very Superior -45%	Superior -10%	Slightly Superior -5%
Size, Shape & Topography Adjustment		Slightly Inferior 10%	Inferior 15%	Inferior 20%
Net Adjustment		-35%	5%	15%
Adjusted Price Square Foot		**$ 3.67**	**$ 3.88**	**$ 2.57**
Date of Sale Adjustment, Annual:		8.0%	0.67% Month	

Discussion Of Comparable RETAIL Land Sales:

Retail Land Sale 1 (55-2802-1157) is of the new Sam's Club on Capital Circle Southeast, just north of Apalachee Parkway. Its location is very superior and was adjusted downward. The parcel's shape is inferior to the subject as the out-parcels have been carved-out, however, the other physical characteristics were similar.

Retail Land Sale 2 (55-2582-1550) is of the Vineyard Center neighborhood shopping center. It is located at the entry of the "Vineyard" residential subdivision, which consists of upscale homes on estate-sized lots. It is on the eastern fringe of Tallahassee near Interstate 10. Its location was considered superior. It too is inferior in shape due the carve-out of out-parcels and is also inferior in topography.

LAND VALUATION – Retail Parcel D:

Summary of Land Sales - RETAIL

Parcel D

Fairgrounds, Leon County

Sale	Subject	1	2	3
		55-2802-1157	55-2582-1550	55-2212-0351
Seller	Leon County	Wilson	Chiu	Creekmore
Buyer		Sam's	Regency	Equity One
Date	18-Oct-04	28-Jan-03	15-Nov-01	6-Jan-99
Location	South Monroe Street	Capital Circle SE	6615 Mahan Drive	777 Capital Circle SW
Size, Acres	13.86	23.16	13.89	31.69
Size, SqFt	603,742	1,008,850	605,048	1,380,416
Price	$ 1,811,200	$ 5,000,000	$ 1,805,600	$ 2,100,000
Price, SqFt	$ 3.00	$ 4.96	$ 2.98	$ 1.52
Conditions of Sale		Arms Length	Arms Length	Arms Length
Adjustment		0%	0%	0%
Date of Sale, Months Difference		21.0	35.6	70.4
Adjustment		13.98%	23.73%	46.93%
Current Price SqFt		**$ 5.65**	**$ 3.69**	**$ 2.24**
Location		Very Superior	Superior	Superior
Adjustment		-55%	-20%	-15%
Size, Shape & Topography		Slightly Inferior	Slightly Inferior	Slightly Inferior
Adjustment		5%	5%	5%
Net Adjustment		-50%	-15%	-10%
Adjusted Price Square Foot		**$ 2.82**	**$ 3.14**	**$ 2.01**
Date of Sale Adjustment, Annual:		8.0%	0.67%	Month

Discussion Of Comparable RETAIL Land Sales:

Retail Land Sale 1 (55-2802-1157) is of the new Sam's Club on Capital Circle Southeast, just north of Apalachee Parkway. Its overall location is very superior and was adjusted downward. Parcel D is located at a less intense intersection than Parcel C. The shape of this sale property is inferior to the subject as the out-parcels have been carved-out (Parcel D has less out-parcel potential than C). The larger size and shape warranted an upward adjustment, however, the topography was superior. In the final analysis, this sale was adjusted downward.

The sales form a range from $2.01 to $3.14 per square foot. In the final analysis a unit value of $3.00 per square foot was concluded. Applying this unit value to the parcel's 13.86 acres indicates a value of $1,811,200

Retail Land Sale 2 (55-2582-1550) is of the Vineyard Center neighborhood shopping center. It is located at the entry of the "Vineyard" residential subdivision, which consists of upscale homes on estate-sized lots. The property is on the eastern fringe of Tallahassee near Interstate 10. Its overall location was considered superior. It too is inferior in shape due the carve-out of out-parcels and the other physical characteristics were similar.

Retail Land Sale 3 (55-2212-0351) is of the Forest Village shopping center site located at the southeast corner of Capital Circle and the Crawfordville Highway. It was considered superior in regards to overall location. The larger size along with most of the out-parcels being carved out warranted an upward adjustment. This was partially offset by it superior topography.

Conclusion of RETAIL LAND Value, PARCEL D:

The sales form a range from $2.01 to $3.14 per square foot. In the final analysis a unit value of $3.00 per square foot was concluded. Applying this unit value to the parcel's 13.86 acres indicates a value of $1,811,200.

RECONCILIATION AND FINAL OPINION OF VALUE:

The appraisal is of the underlying land of Parcels A, B, C and D of the fairgrounds. Other parcels have been excluded, as have any improvements.

A market feasibility study, for redevelopment of the tract, is being prepared by Strategic Planning Group, Inc. This appraisal is a part thereof in order to answer the question of the "as is" value, as of a current date.

We considered the uses to which the 103.7-acre fairground tract could be put in order to extract meaningful data from the market: multi-family, retail and office/service commercial. The boundary lines for these land use delineations are "soft" or preliminary, and as more clarity is gained through the analysis others, then the lines could shift or the proposed land uses could change altogether.

The intent has been to value the 103.7-acre tract as a whole, i.e. as if it were to be sold to a single purchaser. The characteristics of the 103.7-acres of the fairgrounds tract are such that the most likely target market would be speculators. That is, whether Leon County or if a private entity were to redevelop the tract and parcel it out, the result is the same for valuation purposes. And for a speculator to shoulder the risk, they would want a front-end discount.

The percentage of discount is extracted from other types of real estate ventures. For example, a typical discount for the purchase of a group of lots in a subdivision is usually 20%, i.e., the wholesale price is 20% less than the retail. Then developers generally seek a 25% profit. The percentage that investors seek is determined by how safe or risky they are willing to be. Speculators often want to double their money,… at least over time.

Keeping in mind that the maturity of the fairgrounds neighborhood is some years in the future – at least to absorb all of the 103.7 acres – the annualized cost of funds could be an indicator. That is, though rates may increase and decrease over time, a 10% annualized return is a number that is often mentioned by real estate participants. And if the fairgrounds take a number of years (5-10 for example) to mature, then the speculator would look at the investment in terms of how many years will it take and multiply that by 10% for the amount of discount. Rudimentary as it may seem, that type of simple logic is often the case. The speculator also banks on the price of the land going up so that the annualized return will work out.

We consider the range of discount (off of full market prices of the sum of the multi-family, retail and office/service commercial components) to be between 30% and 50% in order to attract a speculator to purchase the 103.7-acre tract in one transaction. If other concessions were to be negotiated (such as control of the stadium and parking lot for concerts and other events) then the discount could be negotiated downward.

For purposes of this assignment, we have discounted from 30% to 50% the indications of value from the various land uses into a number that, in our opinion, would be in the range to attract venture capi-

The comparable sale properties provide indications for each of the land use classifications:

Residential Parcel

Parcel A	60.03 Acres	$1.40 SqFt	$ 3,660,900

Office/Service Commercial Parcel

Parcel B	11.81 Acres	$2.70 SqFt	$ 1,389,000

Retail Commercial Parcels

Parcel C	18.00 Acres	$3.75 SqFt	$ 2,940,300
Parcel D	13.86 Acres	$3.00 SqFt	$ 1,811,200
Total	103.70 Acres		$ 9,801,400

Discount:

Low:	$ 9,801,400 - 30%	=	$6,900,000 (rounded)
Mid:	$ 9,801,400 - 40%	=	$5,900,000 (rounded)
High:	$ 9,801,400 - 50%	=	$4,900,000 (rounded)

NET VALUE INDICATION: $5,900,000

Market and Financial Feasibility Study Report of the North Florida Fairgrounds

Prepared for Leon County, Florida

April 27, 2015

Submitted by:

MARKIN CONSULTING ■ MAPLE GROVE, MINNESOTA

Posted on February 2, 2026

April 27, 2015

Mr. Brian Wiebler
Principal Planner
Tallahassee – Leon County Planning
300 South Adams Street
Tallahassee, Florida 32301

Dear Mr. Wiebler:

Markin Consulting is pleased to submit our ***Market and Financial Feasibility Study Report of the North Florida Fairgrounds (the Fairgrounds)***, dated April 27, 2015. Our report details the approach, methodologies, research, analyses and results of (1) assessing the community needs and market demand potential for new/expanded event facilities at Fairgrounds and (2) analyzing the financial and economic impacts associated with operating recommended facilities.

The findings and assumptions contained in this report reflect analyses of secondary sources of information and data, including data obtained from the State of Florida, City of Tallahassee and Leon County, as well as management of the North Florida Fair Association. We used sources that we deemed to be reliable but cannot guarantee their accuracy. We have no obligation, unless subsequently engaged, to update our report or revise the information contained therein to reflect events and transactions occurring after the date of this report.

The accompanying report is restricted to internal planning use by Leon County and may not be relied upon or referred to by any third party for any purpose including financing. Our analysis does not constitute an examination, compilation or agreed upon procedures in accordance with the standards established by the American Institute of Certified Public Accountants.

We have appreciated working with Leon County and the North Florida Fair Association on this important analysis.

Sincerely

Rod Markin, President

NORTH FLORIDA FAIRGROUNDS STUDY

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PROJECT DESCRIPTION

Background and Objectives

This report was prepared for Leon County by Markin Consulting. It details the results of our assessment to determine potential market support and analyses of financial and economic impacts of improving event facilities at the North Florida Fairgrounds (the Fairgrounds).

The objectives of the market study were to:

- Determine the level of potential market demand (niches and target markets) for the Fairgrounds' facilities, on the basis of potential market position, competition, needs of the annual North Florida Fair (the Fair), any unsatisfied demand segments, community needs, support services, site location, appropriate mix and sizing of facilities, and other factors
- Recommend the facilities needed to successfully attract and retain the target markets and meet Fair needs, on the basis of the potential market support, community needs, support services, and competition, for event facilities (the Recommended Facilities)
- Assess and quantify the financial and economic impacts of the Recommended Facilities

Approach

Markin Consulting, in conducting the market demand and financial and economic impact analyses, performed the following work steps:

- Toured the Fairgrounds site, facilities and surrounding areas to assess location factors and their impacts on potential events, activities and facility needs
- Researched and analyzed the impact of demographic and economic trends of the Fairground's market area on potential demand for facilities at the Fairgrounds
- Researched and assessed the quality and quantity of community resources (lodging, restaurants, attractions, etc.) in proximity to the Fairgrounds that would appeal to, and support, potential users of Fairground facilities
- Identified, researched and assessed facilities that would be considered competition for events and activities at the Fairgrounds
- Conducted research, analyses, interviews and surveys of key stakeholders, current renters and potential users of the facilities at the Fairgrounds to identify level of interest in hosting their event at the Fairgrounds, event size and duration, time of year and facility/service needs
- Evaluated and analyzed private development opportunities for parcels at the Fairgrounds site
- Developed estimates of potential uses of facilities at the Fairgrounds and recommended specific facility components necessary to successfully attract and retain the identified target markets (the Recommended Facilities)
- Prepared analyses of the financial and economic impacts of building and operating the Recommended Facilities

Conditions of the Study

This report is to be used for facility planning at the North Florida Fairgrounds only. It is not to be used for any other purpose. This report may not be referred to or included in any prospectus, or as a part of any offering or representation made in connection with the sale of securities to the public.

Although we believe that the information and assumptions set forth in this report constitute a reasonable basis for the estimates of usage, the achievement of any estimate may be affected by fluctuating economic conditions and the occurrence of other future events that cannot be anticipated. Therefore, the actual results achieved will vary from the estimates and such variations may be material.

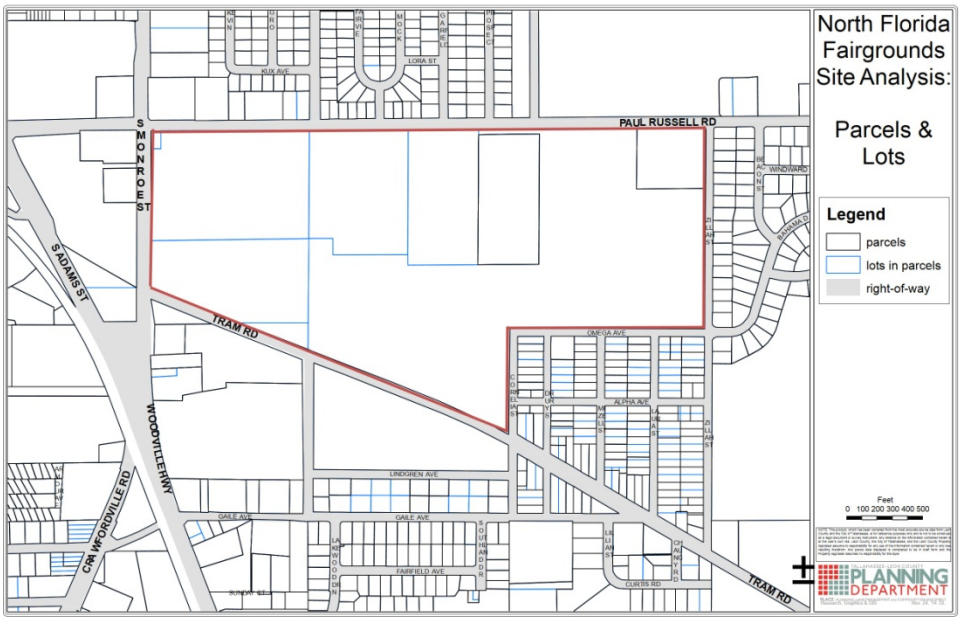
The terms of our engagement are that we have no responsibility to update this report or to revise the estimates because of event and transactions occurring subsequent to the date of this report.

Overview of Current Fairgrounds and Related Properties

This section presents an overview of key ownership, leases, buildings/structures and recent usage trends at the North Florida Fairgrounds.

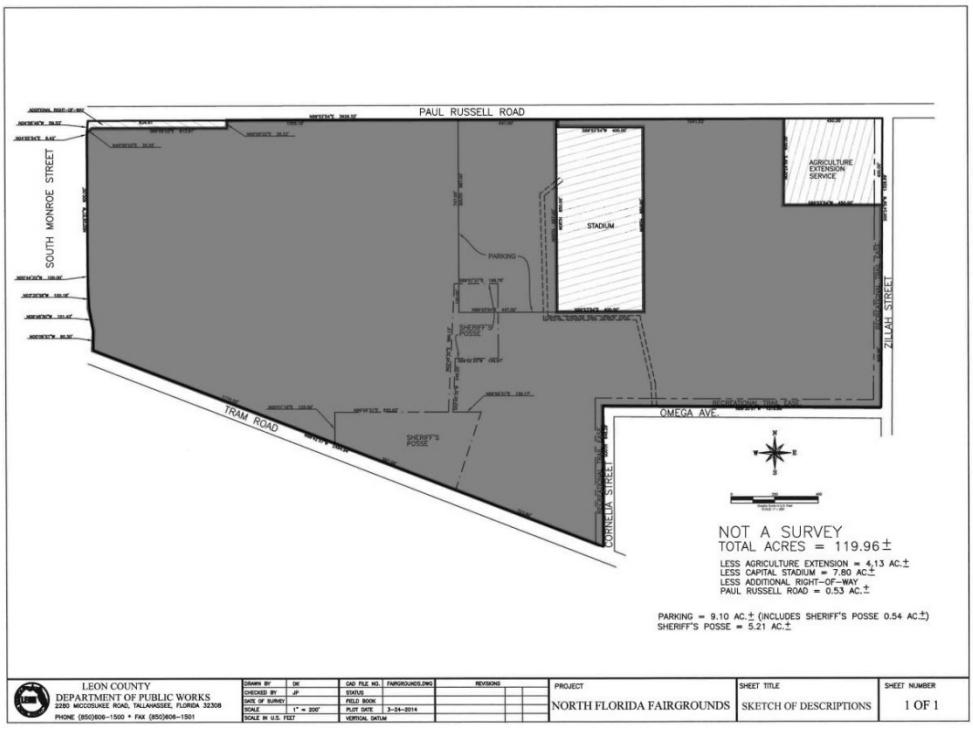
Fairgrounds Parcels, Lots and Leases

Our study involved a review and assessment of not only the property, buildings and structures known as the North Florida Fairgrounds, but also parcels and lots adjacent to the Fairgrounds property. The layout below shows the entire property owned by Leon County and leased to various organizations and entities that is the subject of this study.



The above highlighted property includes the parcel that was originally leased to the North Florida Fair Association (the Fair Association) in 1959 and comprises approximately 107.5 acres.

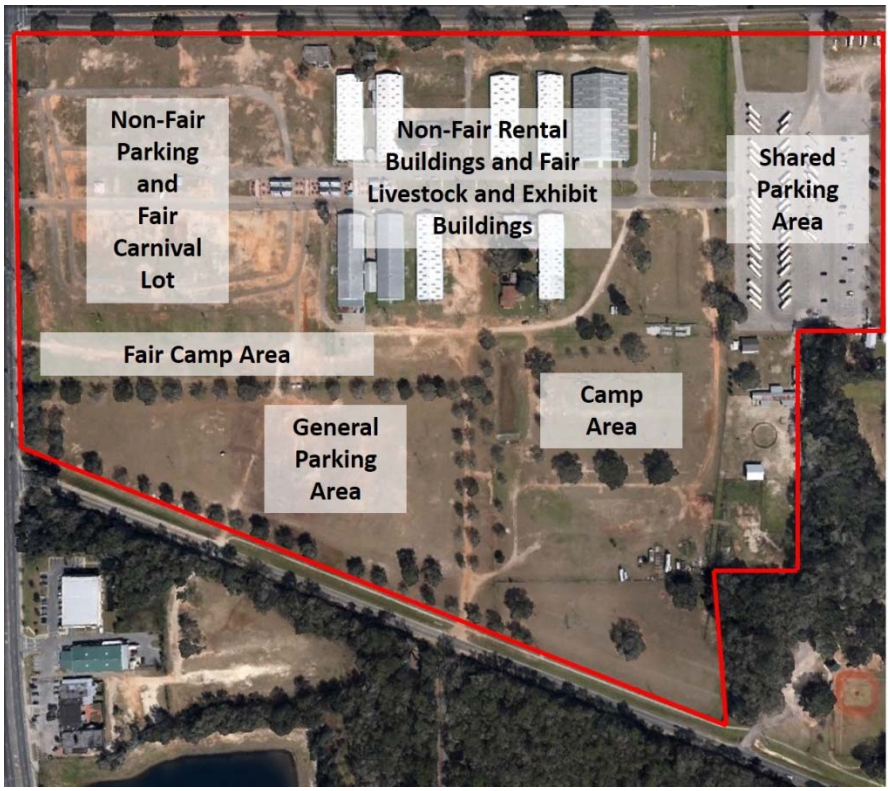
The dark area of the layout below shows the property that was leased to the Fair Association. The areas labeled "Stadium" and "Agriculture Extension Service" were excluded from the original leased property and are controlled by Leon County Schools and Leon County Cooperative Extension Service, respectively. The Stadium parcel is the site of Cox Stadium, a football complex. The Agriculture Extension Service parcel is the site of the offices of Leon County Cooperative Extension.



The Fair Association's lease of the Fairgrounds Property, most recently amended in 1995, extends to December 31, 2067 and provides for the Fair Association to maintain the grounds and improvements, subject to four additional ongoing uses not associated with the Fair Association's activities:

- The 9.1-acre parking lot abutting Cox Stadium is used by the Leon County School Board for parking in conjunction with its use of Cox Stadium pursuant to an August 1989 Joint Use Agreement with the Fair Association
- A 5.2-acre portion of the leased property abutting Tram Road is used for the sheriff's Mounted Patrol Facility and for the County's livestock impoundment area pursuant to a September 1999 Joint Use Agreement with the Fair Association
- An approximate 20.1-acre portion of the leased property abutting Tram Road is maintained by the City of Tallahassee for its Capital Park facility pursuant to the May 2005 Parks and Recreation Agreement, as amended in February 2008, between the City of Tallahassee and the County; and
- A 2.6-acre recreational trail is maintained by the city of Tallahassee along the easternmost boundary of the Fairgrounds property, 2.28-acres of which lies within the leased premises, pursuant to the Recreational Trail Easement conveyed by the County in June 2008 pursuant to Board Resolution 08-19

The portion of the leased property by the Fair Association in its operations consists principally of the parcels, buildings and structures shown in the aerials below.





Fairground Facilities

Following is an overview of principal spaces, buildings and structures shown on the previous page.

Carnival/Parking Lot

The western side of the Fairgrounds consists of a large open grass space (with paved access road) that is used as the location of the midway, games and carnival food concessions during the annual North Florida Fair (the Fair) and for event parking and outdoor exhibits during the remainder of the year.





Buildings 1, 3, 7 and 9

Located on the north side of an east-west central mall, Buildings 1, 3, 7 and 9 are metal-skin steel structures with no climate controls. These buildings are used for the floral exhibits, agricultural displays, poultry and petting zoo and goats and other small animals during the Fair.



Livestock Barn

Sited on the north east side of the Fairgrounds, the Livestock Barn is a large metal building, with multiple roll-up and man door access points. It is used for housing beef and dairy cattle during the annual Fair and is available to rent the remainder of the year.



Buildings 2 and 4

Located across the central mall area from Buildings 1 and 3, Buildings 2 and 4 are the only heated and air-conditioned buildings with finished interiors. Advertised at about 12,000 square feet per building, their interiors are slightly smaller than 12,000 sq. ft. after considering their interior finishes, including a kitchen area in Building 2. During the Fair, Building 2 is used for Home and Fine Arts exhibits. Building 4 houses commercial exhibitors during the Fair.



These two buildings are the most rented of all buildings for events and activities throughout the remainder of the year, as detailed on page 13.

Building 6

Neighboring Building 4, this metal building is similar in design and size as Building 1 and 3. During the Fair, Building 6 is home to 4-H exhibits and activities.



Building 8

This structure is a storage building and is not used for programming during the Fair nor is it rented for any non-Fair events or activities.



Information and Concession Structures

On the western end of the central mall corridor are large concrete structures that are used for disseminating information to Fair patrons and for non-profit organizations to sell food concessions. These spaces are available for rent the remaining of the year.



Restrooms

The Fairgrounds has 3 permanent restroom buildings on the grounds. One is located between Buildings 2 and 4 (accessed from the outside only), one is sited just northwest of Building 1 and one is located adjacent to Building 8 fronting the central mall corridor.

Camping Area

Areas marked on the map (page 5) as camp area consist of electric and water hook-ups. According to management of the Fair Association, the Fairgrounds has about 500 identified camp sites.



Ingress/Egress

The Fairgrounds has a number of access points that are used by patrons either for the Fair or for non-Fair events. During the Fair, the shared paved lot between the Fairgrounds and Cox Stadium experiences the highest volume of traffic (off Paul Russell Road), followed by the general parking areas accessed off Tram Road. During non-Fair events, parking is generally sited in the west carnival/parking lot and is accessed off South Monroe Street. The shared paved parking lot is available for only a few non-Fair events.

Recent Usage Trends of Fairground Facilities

To assess the recent historical use of buildings, structures and spaces at the fairgrounds, we used event and building use reports for the calendar years 2012 to 2014, provided by the Fair Association. This assessment relates to non-Fair activities only.

According to Fair Association records, in 2012, 55 non-Fair events were staged at the Fairgrounds; accounting for 92 event days and 179 use days.[1] For 2013, 58 non-Fair events were held at the Fairgrounds; accounting for 100 event days and 209 use days. For 2014, 56 non-Fair events accounted for 91 event days and 178 use days. The following tables present the number and percentage of events, event days and use days for those events, by event type.

North Florida Fairgrounds
Number of Events by Type, 2012 - 2014

Event Type	2012	2013	2014
Animal Show	3	3	2
Community Event	4	6	4
Consumer/Trade Show	11	11	11
Dog Show	3	3	3
Dog Training	8	10	12
Festival	2	2	2
Fundraiser	3	3	3
Other	1	2	3
Private Party/Banquet	9	7	10
RV Rally	1	0	0
Sale/Auction	4	6	4
School Use	1	1	1
Spectator Event	5	4	1
Total	55	58	56

Source: North Florida Fair Association

North Florida Fairgrounds
Number of Event Days by Type, 2012 - 2014

Event Type	2012	2013	2014
Animal Show	7	8	3
Community Event	5	7	5
Consumer/Trade Show	20	21	20
Dog Show	7	7	9
Dog Training	8	13	12
Festival	2	2	3
Fundraiser	5	5	4
Other	1	4	5
Private Party/Banquet	9	7	10
RV Rally	10	0	0
Sale/Auction	12	20	18
School Use	1	1	1
Spectator Event	5	5	1
Total	92	100	91

Source: North Florida Fair Association

North Florida Fairgrounds
Number of Use Days by Type, 2012 - 2014

Event Type	2012	2013	2014
Animal Show	18	20	7
Community Event	12	17	13
Consumer/Trade Show	46	46	38
Dog Show	11	13	14
Dog Training	8	21	17
Festival	6	6	8
Fundraiser	10	10	8
Other	2	10	13
Private Party/Banquet	19	17	21
RV Rally	12	0	0
Sale/Auction	19	35	34
School Use	2	2	2
Spectator Event	14	12	3
Total	179	209	178

Source: North Florida Fair Association

North Florida Fairgrounds
Number of Events by Type, 2012-2014

	2012	2013	2014
Animal Show	5.5%	5.2%	3.6%
Community Event	7.3%	10.3%	7.1%
Consumer/Trade Show	20.0%	19.0%	19.6%
Dog Show	5.5%	5.2%	5.4%
Dog Training	14.5%	17.2%	21.4%
Festival	3.6%	3.4%	3.6%
Fundraiser	5.5%	5.2%	5.4%
Other	1.8%	3.4%	5.4%
Private Party/Banquet	16.4%	12.1%	17.9%
RV Rally	1.8%	0.0%	0.0%
Sale/Auction	7.3%	10.3%	7.1%
School Use	1.8%	1.7%	1.8%
Spectator Event	9.1%	6.9%	1.8%
Total	100.0%	100.0%	100.0%

Source: North Florida Fair Association

North Florida Fairgrounds
Number of Event Days by Type, 2012 - 2014

	2012	2013	2014
Animal Show	7.6%	8.0%	3.3%
Community Event	5.4%	7.0%	5.5%
Consumer/Trade Show	21.7%	21.0%	22.0%
Dog Show	7.6%	7.0%	9.9%
Dog Training	8.7%	13.0%	13.2%
Festival	2.2%	2.0%	3.3%
Fundraiser	5.4%	5.0%	4.4%
Other	1.1%	4.0%	5.5%
Private Party/Banquet	9.8%	7.0%	11.0%
RV Rally	10.9%	0.0%	0.0%
Sale/Auction	13.0%	20.0%	19.8%
School Use	1.1%	1.0%	1.1%
Spectator Event	5.4%	5.0%	1.1%
Total	100.0%	100.0%	100.0%

Source: North Florida Fair Association

North Florida Fairgrounds
Number of Use Days by Type, 2012 - 2014

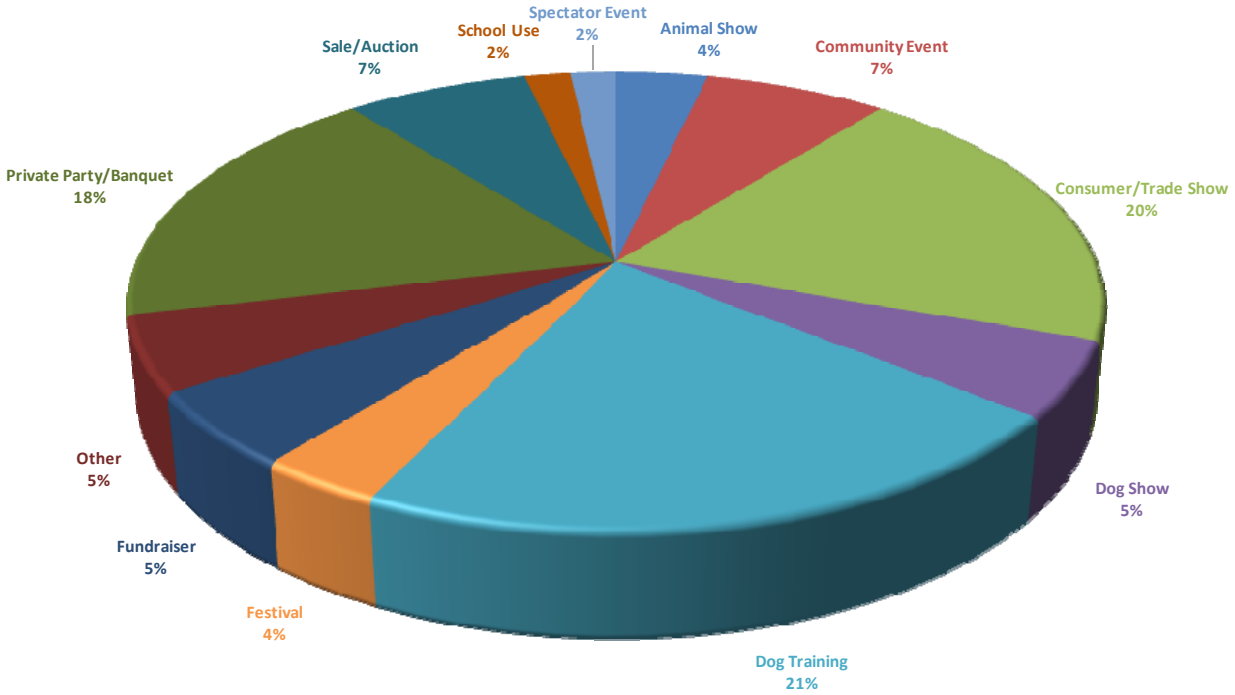
	2012	2013	2014
Animal Show	10.1%	9.6%	3.9%
Community Event	6.7%	8.1%	7.3%
Consumer/Trade Show	25.7%	22.0%	21.3%
Dog Show	6.1%	6.2%	7.9%
Dog Training	4.5%	10.0%	9.6%
Festival	3.4%	2.9%	4.5%
Fundraiser	5.6%	4.8%	4.5%
Other	1.1%	4.8%	7.3%
Private Party/Banquet	10.6%	8.1%	11.8%
RV Rally	6.7%	0.0%	0.0%
Sale/Auction	10.6%	16.7%	19.1%
School Use	1.1%	1.0%	1.1%
Spectator Event	7.8%	5.7%	1.7%
Total	100.0%	100.0%	100.0%

Source: North Florida Fair Association

[1] Use days include move-in/move-out days and actual event days, as reported by the North Florida Fair Association.

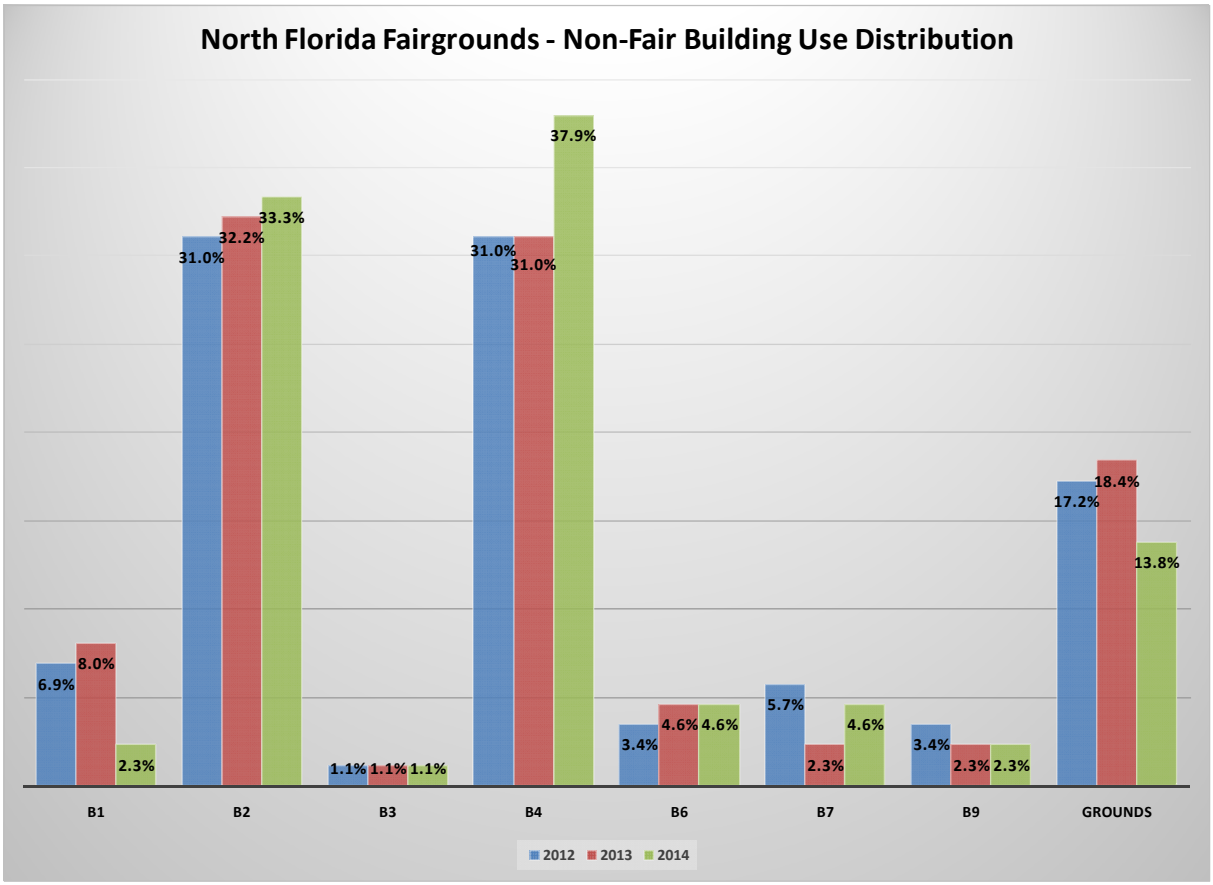
The chart below presents the percentage breakdown of non-Fair events, by type, that rented facilities, structures and outdoor spaces at the Fairgrounds in 2014.

NORTH FLORIDA FAIRGROUNDS - 2014 EVENT DISTRIBUTION BY TYPE



Though dog training activities represented 21 percent of the total number of events in 2014, those activities represented only 9.6 percent of total event days. Consumer/trade shows and sales/auctions were the two event types that accounted for the most actual event and use days, as well as the percentage of total event days and use days.

An analysis of non-Fair use by building, structure and outdoor spaces for 2012 to 2014 revealed that Buildings 2 and 4 were the most used buildings at the Fairgrounds, followed by Building 1 (in 2012 and 2013) and Buildings 6 and 7 (in 2014). Multiple events used outside spaces (in addition to parking areas). The chart below presents the percentage breakout of use by building/space for 2012 to 2014 non-Fair events.



Non-Fair events held at the North Florida Fairgrounds during the years 2012 to 2014 included:

Antique Bottle Show
Big Bend Bird Club
Bully Bash
Dale Earnhardt Jr. Auto Sale
Family Campers and RV'ers
FAMU
FSU and FAMU Sororities and Fraternities
Gun & Knife Show
Kids Fest
Leo County Schools
Liquidation Sale
Maranatha Health Fair
Market Days
Ochlochonee River Kennel Club
Pig Fest
Private Parties and Fundraisers
Reading Rally
Repticon
Tallahassee Boat Show
Tallahassee Dog Obedience Club
Tallahassee Rollergirls

The above list is not the complete list of non-Fair events, but is representative of the principal events held at the Fairgrounds.

FACTORS AFFECTING DEMAND FOR FACILITIES

The demand for event facilities is dependent on a number of factors – location, community resources, facilities, demographic and economic trends and competitive and comparable facilities. This section presents an overview of these factors in relation to the Fairgrounds.

Site Location Assessment

Located in Tallahassee, the Fairgrounds is in the eastern side of the Florida panhandle, with regional and multi-area access via Interstate 10 from the east and west, US Highway 27 from the northwest and US Highway 319 from the north and south.



The table below shows the corresponding mileage and drive times to and from Tallahassee.

North Florida Fairgrounds
Distance and Drivetime Distances from Tallahassee

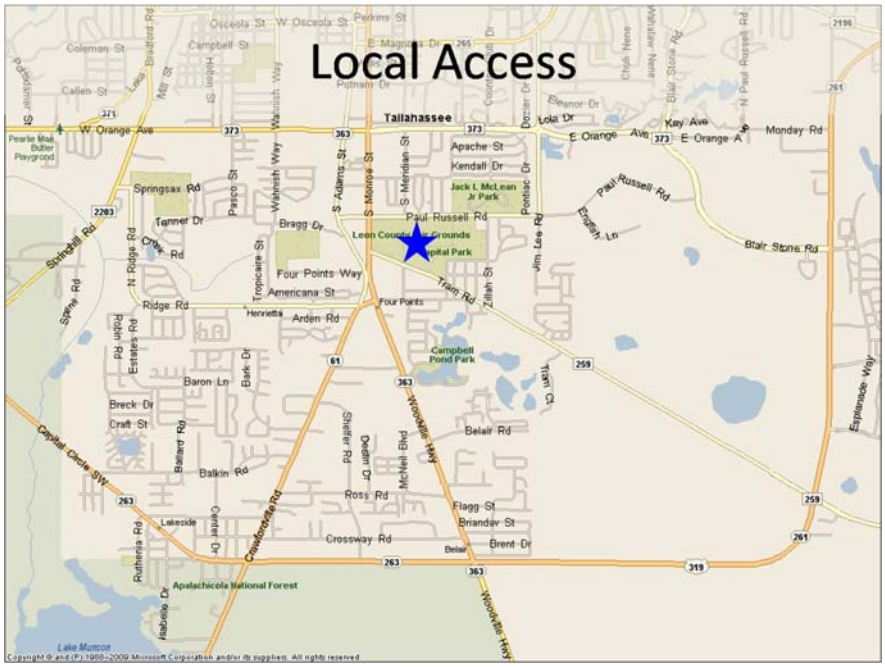
Location	Distance	Drive Time
Monticello, FL	32 miles	40 minutes
Thomasville, GA	37 miles	55 minutes
Bainbridge, GA	43 miles	63 minutes
Tifton, GA	94 miles	122 minutes
Dothan, AL	97 miles	113 minutes
Panama City, FL	100 miles	119 minutes
Gainesville, FL	157 miles	146 minutes
Fort Walton Beach, FL	166 miles	163 minutes
Jacksonville, FL	167 miles	157 minutes
Pensacola, FL	199 miles	177 minutes

Source: Google Maps

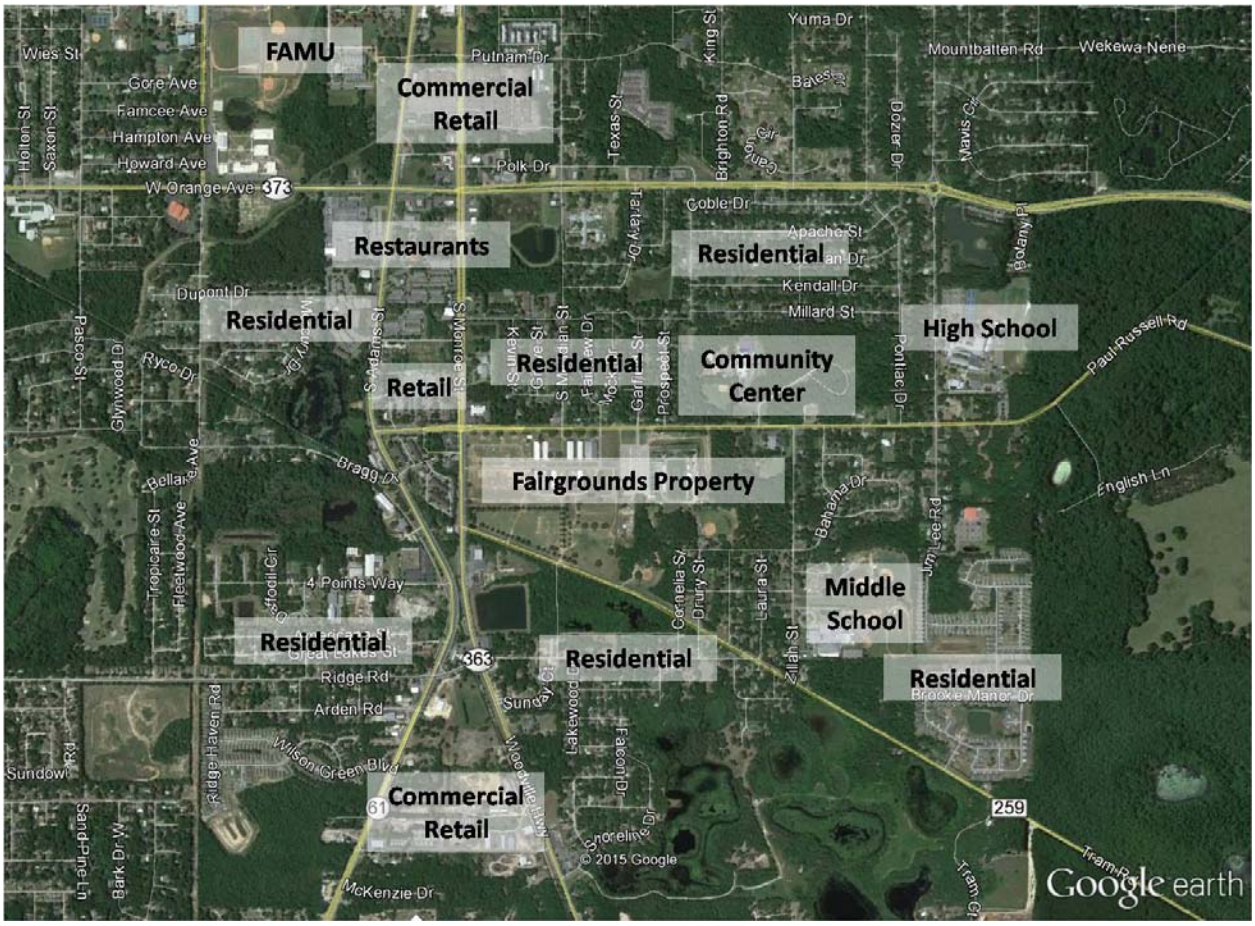
The Fairgrounds site is located in the southern area of Tallahassee and south central Leon County.



Local access to the Fairground site is via S. Monroe Street from the north, Paul Russell Road from the east and west and Crawford Road and Woodville Highway from the south.



The aerial view below shows the variety of land uses with areas in closest proximity to the Fairgrounds.



The Fairgrounds is bordered by Paul Russell Road along the north, south Monroe Street along the west and Tram Road along its southern edge. Below are recent daily traffic counts provided by KSS Fuels Traffic Metrix:

Street Location	Most Recent Year	Average Daily Traffic Count
Paul Russell, east of S. Monroe St.	2005	11,000
Paul Russell, east of S. Adams St.	2012	8,732
S. Monroe St., south of Paul Russell Rd.	2012	13,292
S. Monroe St., north of Paul Russell Rd.	2011	17,600
Tram Road, near south entrance to F.G.	2012	3,106
Woodville Highway, south of Tram Rd.	2011	15,400

Source: KSS Fuels Traffic Metrix

Community Resources

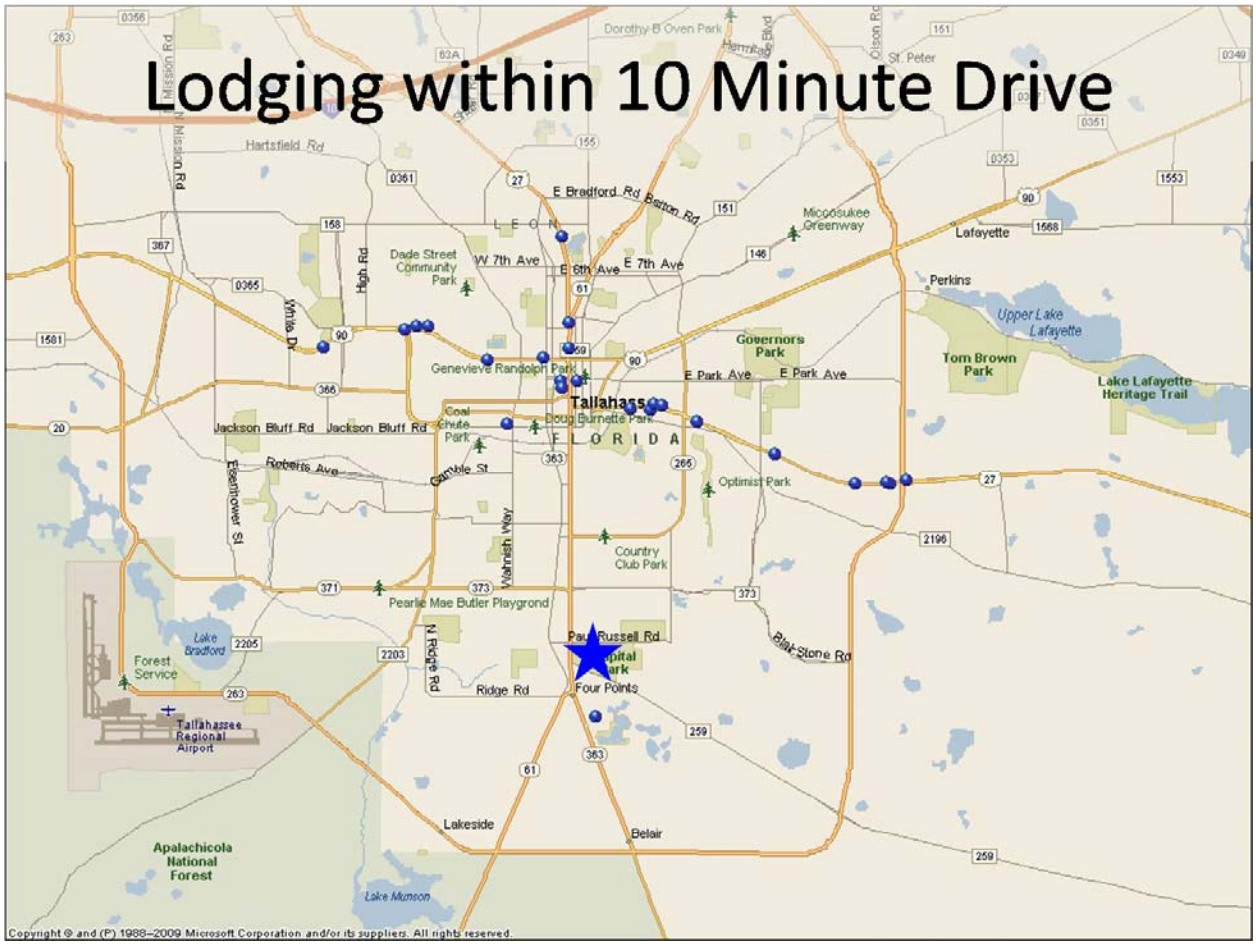
This section presents an overview of the availability of lodging, shopping, restaurants and other facilities available in the Evanston area.

Hotel/Motels

According to Leon County Division of Tourism Development, the local Convention and Visitors Bureau, there are more than 5,500 hotel rooms in the entire Tallahassee metro area. The map below shows the proximity of the Fairgrounds to area lodging facilities – both national chain and locally-owned properties.



The map below shows the proximity of the Fairgrounds to lodging facilities located within a 10-minute drive.



The table below presents the preferred lodging facilities for meetings and conventions, per Leon County Division of Tourism Development, in the metro area.

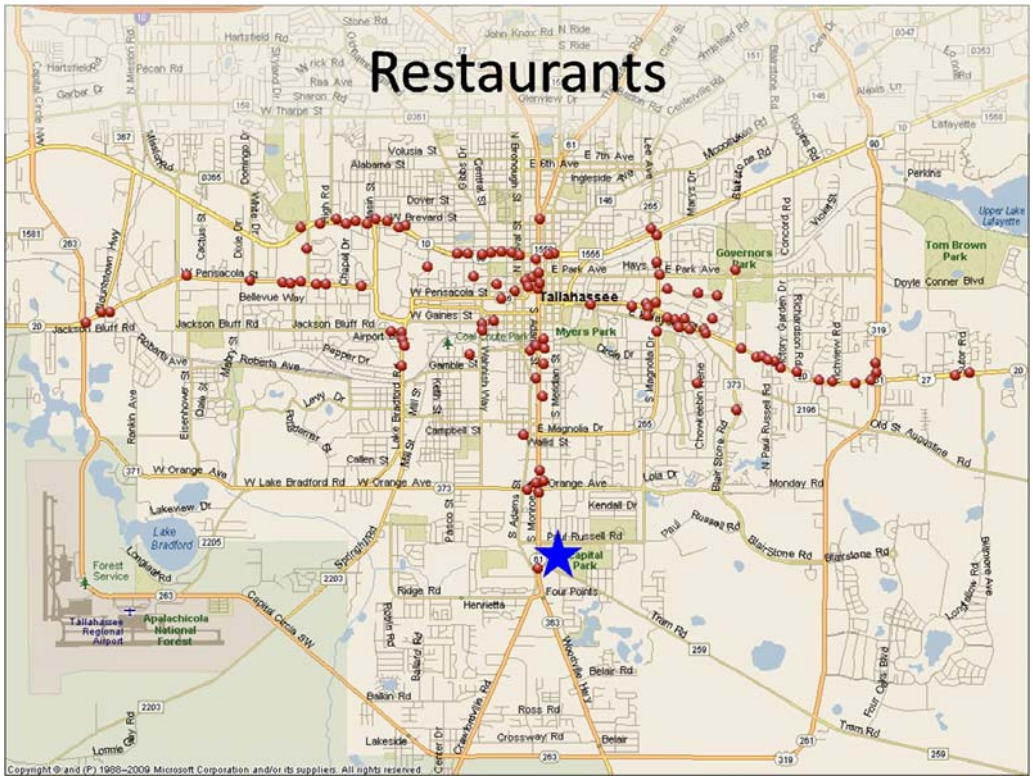
North Florida Fairgrounds
Hotels in Market Area

Name	Number of Rooms	Name	Number of Rooms
Aloft Tallahassee Downtown	162	Holiday Inn Express East	135
Baymond Inn & Suites Central	134	Holiday Inn Tallahassee Conference Center	132
Baymond Inn and Suites Tallahassee	93	Homewood Suites Tallahassee	94
Best Western Plus Tallahassee North Hotel	96	Hotel Duval	135
Best Western Pride Inn & Suites	78	Howard Johnson Express Inn	51
Best Western Seminole Inn	60	Inn at Killearn Country Club	30
Candlewood Suites Tallahassee	114	La Quinta Inn Tallahassee North	154
Capital Circle Inn & Suites	100	Microtel Inn & Suites	91
Capital Inn Motel	18	Motel 6 Downtown	7
Comfort Suites	90	Motel 6 North	13
Country Inn & Suites East	60	Motel 6 Tallahassee West	101
Country Inn & Suites Tallahassee	65	Quality Inn	73
Courtyard by Marriott Tallahassee Capital	154	Quality Inn & Suites-Capital District	90
Courtyard by Marriott Tallahassee North	93	Ramada Plaza Capitol	151
Days Inn Government Center	80	Red Roof Inn	108
Days Inn Tallahassee University Center	47	Residence Inn Tallahassee North	78
Double Tree Hotel Tallahassee	243	Residence Inn Tallahassee Universities	64
Econo Lode North	82	Rodeway Inn	60
Econo Lodge Tallahassee	40	Sleep Inn	78
Extended Stay America	59	Spring Hills Suites Tallahassee Central	88
Fairfield Inn by Marriott	79	Staybridge Suites Tallahassee I-10 North	104
Fairfield Inn & Suites Tallahassee Central	97	Super 8 Motel	112
Four Points by Sheraton Tallahassee Downtown	164	Towneplace Suites	95
Governors Inn	41	Travelodge Tallahassee	188
Guest House Inn Tallahassee	160	University Inn & Suites Tallahassee	56
Hampton Inn & Suites I-10	122	Value Place Tallahassee East	121
Hampton Inn Tallahassee Central	78	Value Place Tallahassee West	121
Hilton Garden Inn Tallahassee	99	Wingate by Wyndham	116
Hilton Garden Inn Tallahassee Central	85	**Total Number of Rooms**	2,793

Source: Leon County Division of Tourism Development

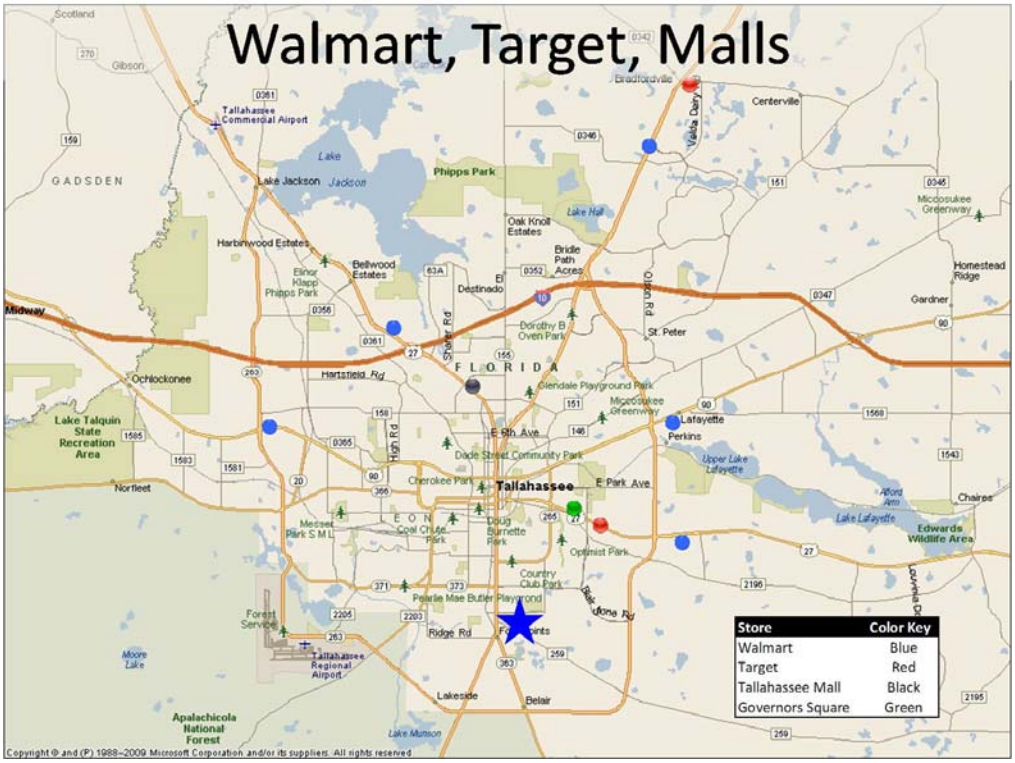
Restaurants

The Fairgrounds is in close proximity to a variety of eating establishments located along South Monroe Street, as well as along Apalachee Parkway and Tennessee Street, as illustrated in the below map. These restaurants include fast food, national chain restaurants, locally-owned diners, hotel restaurants, coffee shops and similar eating establishments.



Retail

In addition to the commercial and retail areas in close proximity to the Fairgrounds (shown in the aerial on page 16), Tallahassee has a number of significant retail corridors and locations, including Governors Square, Tallahassee Mall, Walmart, Target and grocery chain locations, shown in the following maps.





Area Attractions and Events

There are a variety of attractions in the Tallahassee area, including:

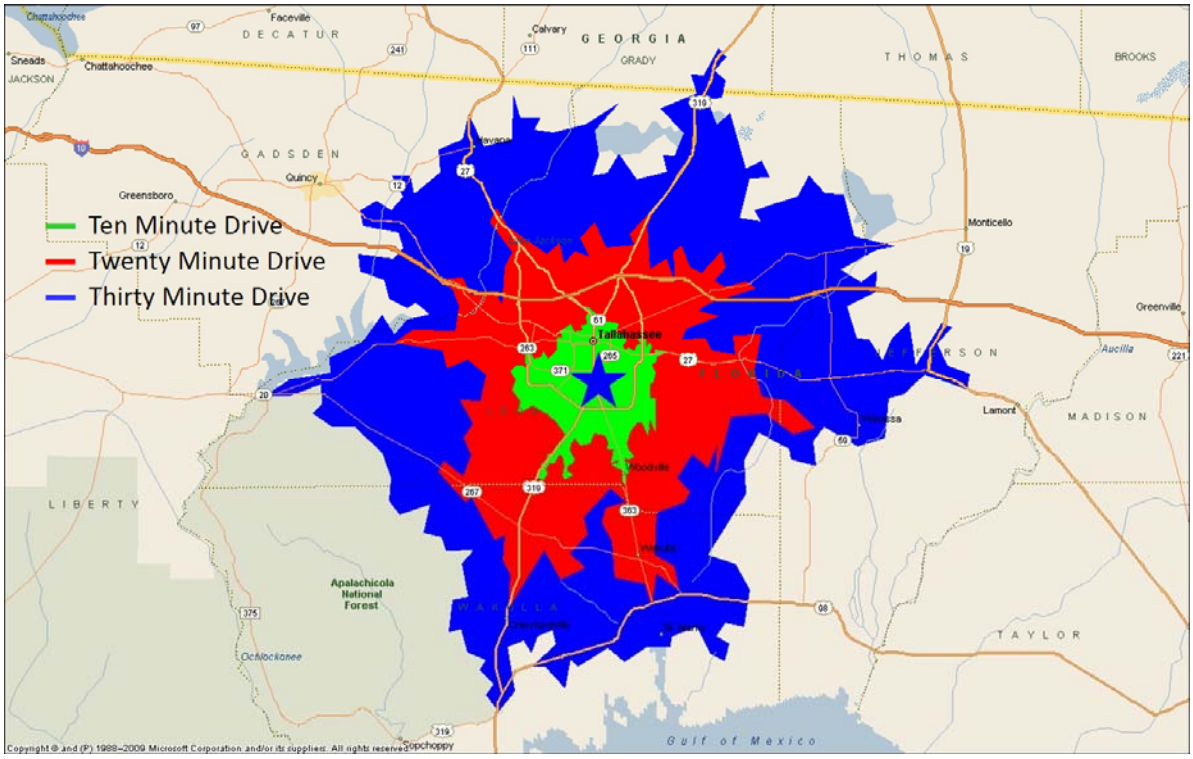
- Florida State Capitol
- Tallahassee Museum
- LeMagne Chain of Parks Arts Festival
- Cascades Park
- Florida State University
- Florida A&M University
- Challenger Learning Center
- Florida Caverns State Park
- Springtime Tallahassee Festival
- Florida Historic Capitol Museum
- Tallahassee Automobile Museum
- Wakulla Springs State Park

In addition, Tallahassee/Leon County residents and visitors have a variety of annual events and activities to choose from, including:

Downtown Marketplace	Southern Shakespeare Fest
FSU and FAMU Arts	Springtime Tallahassee
FSU and FAMU Athletics	Summer Concert Series
Jazz & Blues Festival	Tallahassee Film Festival
Outdoor Activities	Winter Festival

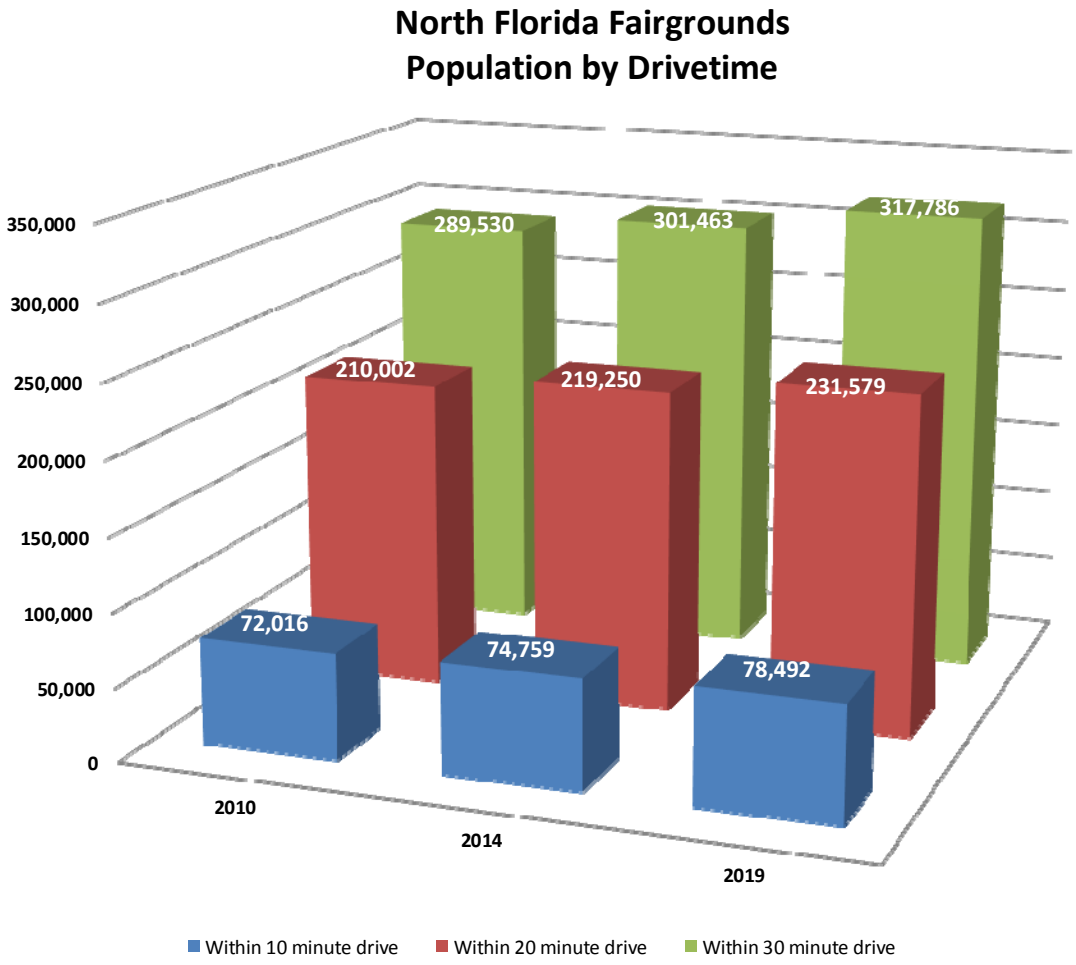
DEMOGRAPHIC AND ECONOMIC TRENDS

For purposes of the market assessment, based on the location of the Fairgrounds site, access to the site and estimated drive times and other transportation access, the primary market area for non-Fair events and activities at the Fairgrounds that appeal to local residents is expected to be within a 20-minute drive time. For purposes of this assessment, we have analyzed key market characteristics of the population within a 10-minute, 20-minute and 30-minute drive time of the grounds, as shown in the map below.



Population Trends

The chart below shows the 2010 Census, 2014 estimated and 2019 projected population living within 10-minutes, 20-minutes and 30-minutes of the Fairgrounds.



Households

The table below presents the number of households, by drive time, for the Fairgrounds market. Based on the number of households and population with the various drive times, the average household size is about 2.4 persons for the households within 20 minutes of the Fairgrounds.

North Florida Fairgrounds
Household Trends, 2010 - 2019

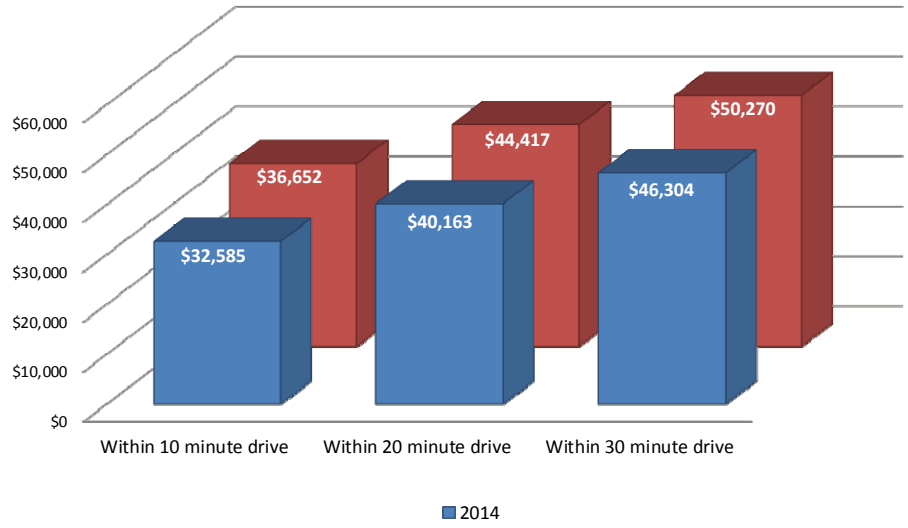
Market Area	2010	2014	2019
Within 10 minute drive	28,272	29,486	31,124
Within 20 minute drive	86,454	90,445	95,816
Within 30 minute drive	115,233	120,195	127,067

Source: The Nielsen Company, 2014

Income Trends

The charts below present the estimated 2014 and projected 2019 median household incomes and average household incomes, by drive times, for the Fairgrounds.

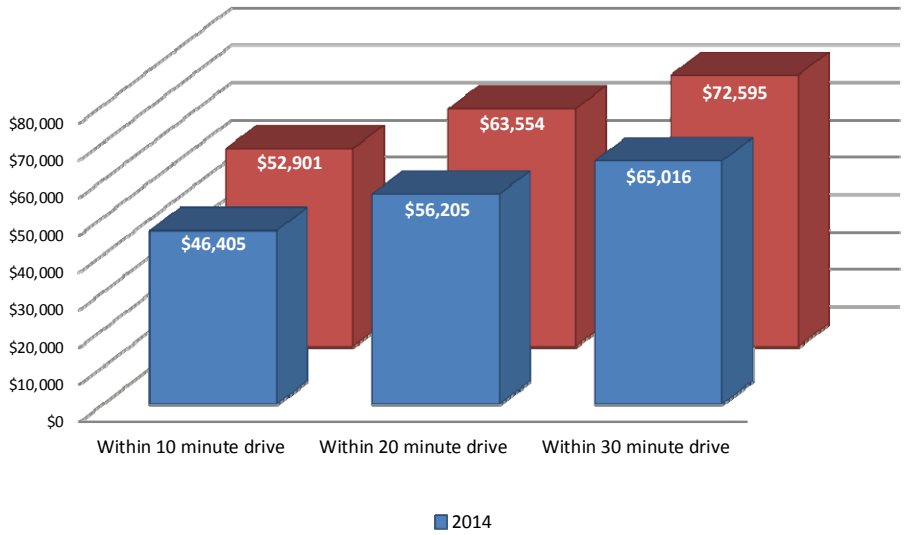
North Florida Fairgrounds
Median Household Income by Drivetime



The median and average incomes of households within 20 minutes of the Fairgrounds, $40,163 and $56,205, respectively, are substantially lower than those of both the US and State of Florida. The 2014 US median household income was $51,939 and the 2013 median household income in Florida was $46,036, according to the U.S. Census Bureau.

The low median and average household incomes shown in the above tables, reflects the presence of the large student population of both FSU and FAMU.

North Florida Fairgrounds
Average Household Income by Drivetime



Age Trends

The median age of the population within 20 minutes of the Proposed Site is estimated at just under 29 years, as shown in the table below. Again, the student populations of FSU and FAMU significantly affect these statistics.

North Florida Fairgrounds
Median Age

Market Area	2010	2014	2019
Within 10 minute drive	25.0	25.9	27.9
Within 20 minute drive	28.1	28.7	30.7
Within 30 minute drive	30.8	31.2	32.9

Source: The Nielsen Company, 2014

The table below presents the age segments for the population within 10-minutes, 20-minutes and 30-minutes of the Fairgrounds for the years 2010, 2014 and 2019.

North Florida Fairgrounds
Population Distribution Percentages

	Ages						
Market Area	0 - 14	15 - 24	25 - 34	35 - 44	45 - 54	55 - 64	65+
2010							
Within 10 minute drive	13.8%	35.6%	16.3%	9.0%	9.2%	7.8%	8.3%
Within 20 minute drive	14.0%	34.5%	16.8%	10.0%	8.5%	8.2%	8.0%
Within 30 minute drive	14.4%	30.9%	16.5%	12.5%	8.3%	7.9%	9.5%
2014							
Within 10 minute drive	13.0%	26.4%	16.6%	13.1%	9.4%	9.4%	12.1%
Within 20 minute drive	14.8%	29.2%	16.3%	10.5%	9.6%	9.5%	10.0%
Within 30 minute drive	15.1%	25.7%	16.2%	12.8%	9.1%	9.2%	11.8%
2019							
Within 10 minute drive	16.3%	25.0%	14.7%	11.3%	12.4%	10.8%	9.4%
Within 20 minute drive	15.7%	25.1%	14.7%	11.1%	11.3%	11.0%	11.0%
Within 30 minute drive	15.5%	22.6%	15.0%	12.3%	10.5%	10.9%	13.2%

Source: The Nielsen Company, 2014

As noted above, the student population of FSU and FAMU significantly affect the distribution of the population's ages, with over 25 percent of the population in the 15 to 24 age range.

Race/Ethnicity

The table below shows the 2010, 2014 and 2019 estimated percentage breakdown of the population, by race/ethnicity, within 10-minutes, 20-minutes and 30-minutes of the Fairgrounds.

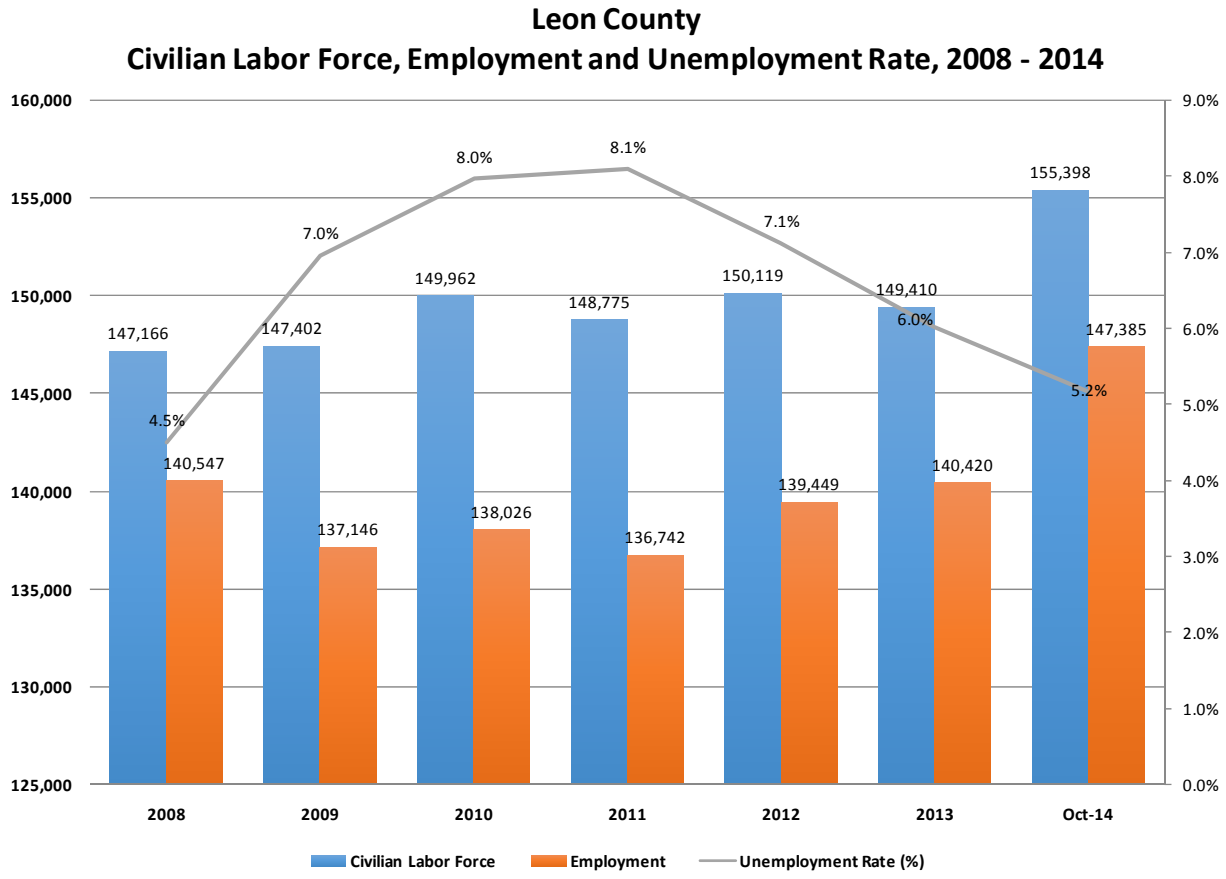
North Florida Fairgrounds
Race/Ethnicity Trends by Drive Time

	Ethnicity							
Market Area	White	Black	American Indian	Asain	Pacific Islander	Other Race	Two or More Races	Hispanic
2010								
Within 10 minute drive	46.7%	46.8%	0.3%	2.9%	0.1%	1.0%	2.1%	5.2%
Within 20 minute drive	46.2%	46.8%	0.3%	3.0%	0.1%	1.2%	2.4%	6.3%
Within 30 minute drive	45.3%	47.1%	0.3%	3.1%	0.1%	1.3%	2.8%	7.7%
2014								
Within 10 minute drive	57.6%	35.4%	0.3%	2.9%	0.1%	1.3%	2.4%	6.0%
Within 20 minute drive	56.1%	36.2%	0.3%	3.0%	0.1%	1.6%	2.7%	7.4%
Within 30 minute drive	54.2%	37.2%	0.3%	3.1%	0.1%	1.9%	3.2%	9.3%
2019								
Within 10 minute drive	62.9%	30.5%	0.3%	2.8%	0.1%	1.2%	2.2%	5.5%
Within 20 minute drive	61.5%	31.2%	0.3%	2.9%	0.1%	1.5%	2.6%	6.8%
Within 30 minute drive	59.7%	32.1%	0.3%	3.0%	0.1%	1.8%	3.0%	8.6%

Source: The Nielsen Company, 2014

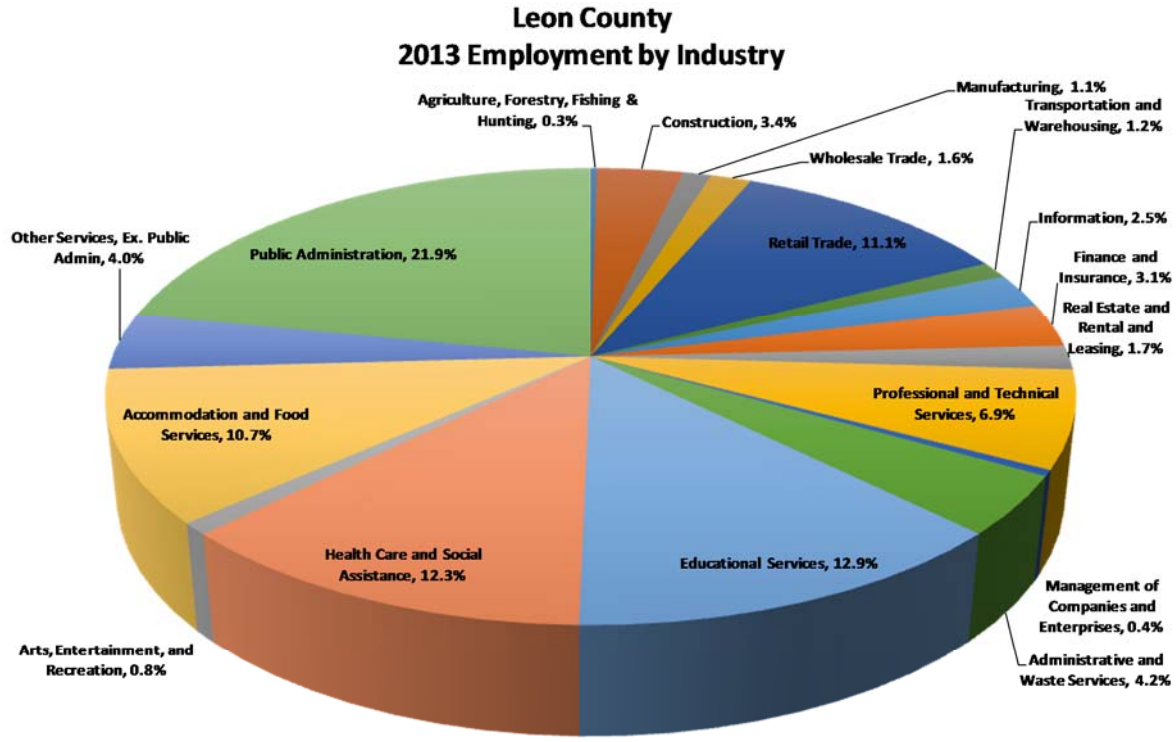
Labor Force Trends

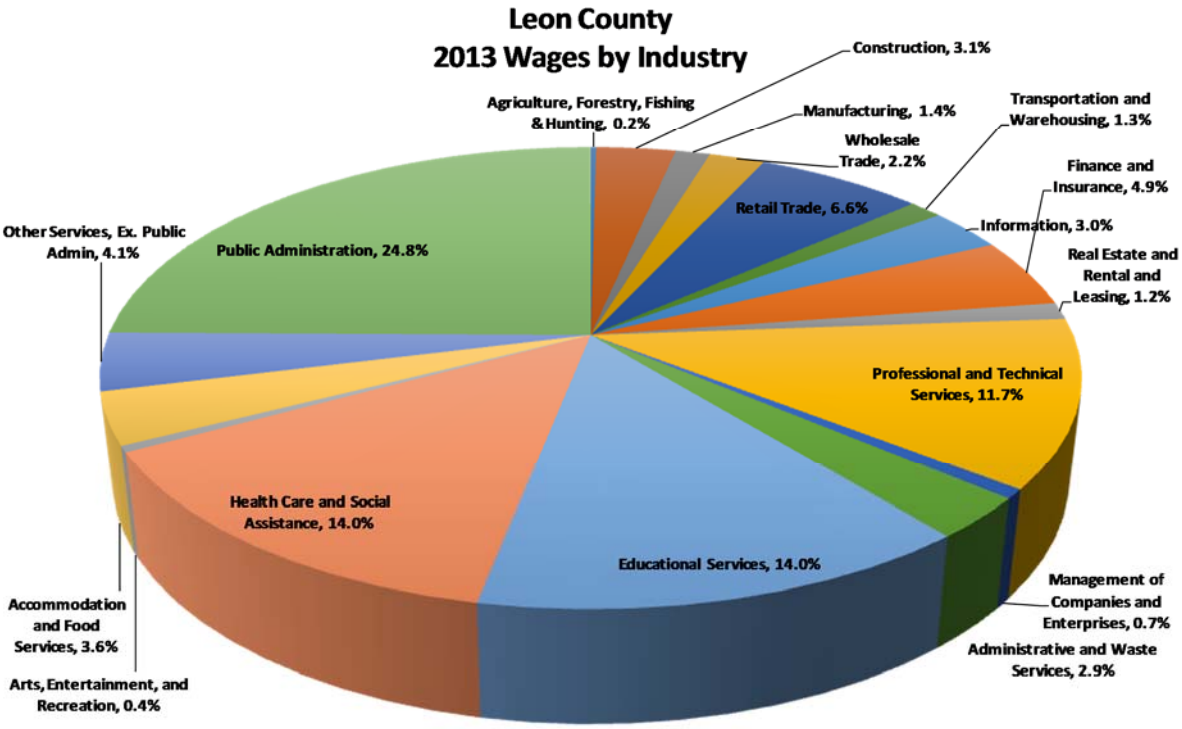
The Leon County labor force trends, including the size of the labor force number employed and unemployment rates, from 2008 to October 2014 (most recent available data) is presented in the chart below.



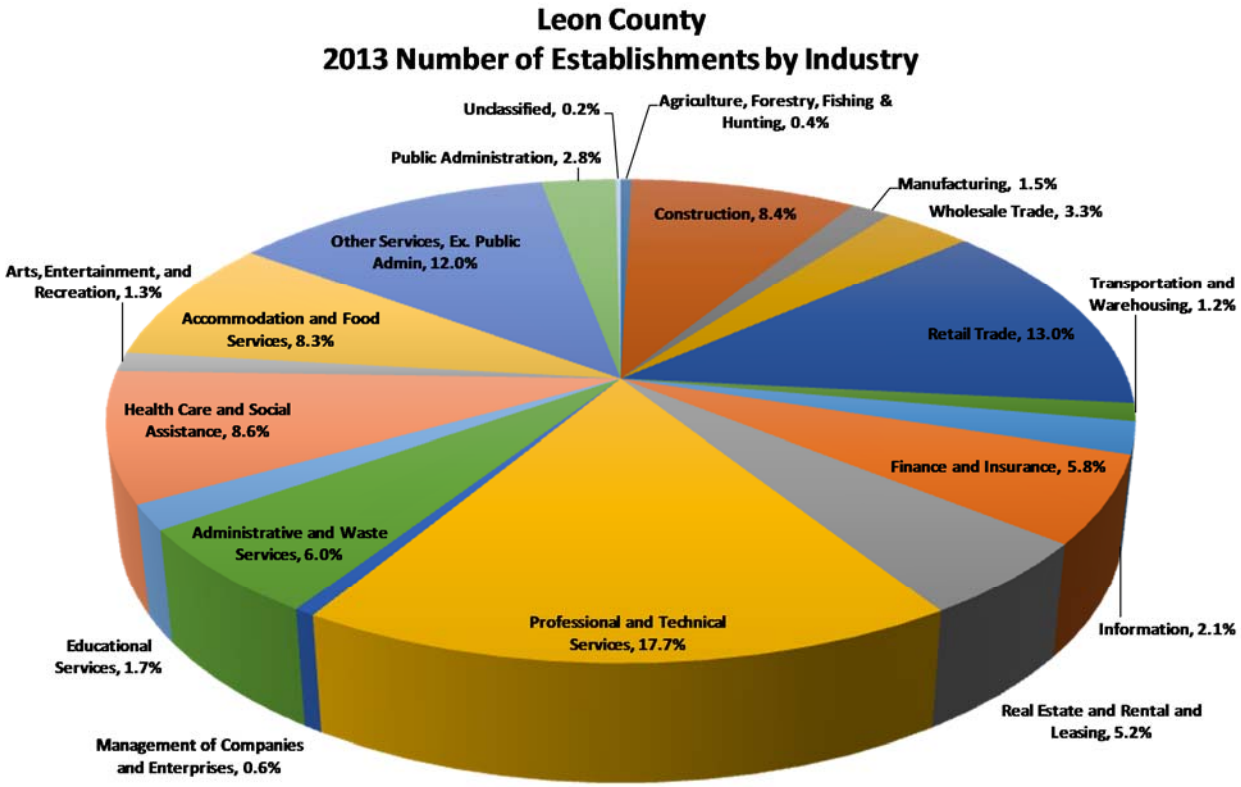
The chart above reflects the effects of the national recession that occurred between 2008 and 2011.

Major employers in the Tallahassee/Leon County area include government, education services and heath care, in terms of both the number of employees and wages paid, as illustrated in the chart below.





In contrast to the distributions on the previous page, the chart below shows the distribution of employers, by industry, for Leon County, with professional and technical services having the most employers, followed by retail and other services. Public administration (government) and educational services only make up 4.5 percent of all employers, but account for almost 35 percent of the employees and wages paid in the County – reflecting the State Capitol, FSU, FAMU and Tallahassee Community College.



Socio-Economic Analysis

In addition to analyzing population and business trends within the Fairgrounds' market area, a look at the socio-economic make-up of households reveals much about the general propensity of those households with regard to spending habits, media, activities and interests. This data can help identify possible events and activities at the Fairgrounds that may appeal to the local households.

To assess the socio-economic trends of households related to the Fairgrounds, we obtained ESRI's Tapestry Segmentation data for households within 10-minutes, 20-minutes and 30-minutes of the Fairgrounds. Below is the top ten Tapestry Segments for households within 10-minutes, 20-minutes and 30-minutes of the Fairgrounds – organized in descending order for the 20-minute drive time.

North Florida Fairgrounds
ESRI Tapestry Top 10 Segments

Segment	Within 10 Minutes	Within 20 Minutes	Within 30 Minutes
Dorms to Diplomas	16.5%	14.5%	11.2%
Young and Restless	15.4%	13.1%	10.1%
College Towns	10.2%	11.5%	8.9%
Down the Road	9.5%	6.2%	5.0%
Exurbanites	0.0%	5.5%	5.0%
Emerald City	11.5%	5.2%	4.0%
Bright Young Professionals	0.0%	5.0%	3.9%
Southern Satellites	0.9%	4.6%	7.1%
Old and Newcomers	3.1%	4.5%	3.8%
Savvy Suburbanites	0.0%	4.0%	6.6%
	67.1%	74.1%	65.6%

Source: ESRI, 2015

Following are summary descriptions of the top 6 of the above Tapestry segments for households within 20-minutes of the Fairgrounds, per the ESRI website.

On their own for the first time, ***Dorms to Diplomas*** residents are just learning about finance and cooking. Frozen dinners and fast food are common options. Shopping trips are sporadic, and preferences for products are still being established. Many carry a balance on their credit card so they can buy what they want now. Although school and part-time work take up many hours of the day, the remainder is usually filled with socializing and having fun with friends. They are looking to learn life lessons inside and outside of the classroom. This is the first online generation, having had lifelong use of computers, the Internet, cell phones, and MP3 players. Median household income - $17,000.

Socio-Economic Traits:

- They're the youngest market with half of the population aged 20–24.
- They're impulse buyers who experiment with different brands. They buy trendy clothes on a budget.
- Vehicles are just a means of transportation—economy and environmental impact are factors in purchases; used, imported subcompact cars are a popular choice.
- They value socializing, having fun, and learning new things.
- They're always connected; their cell phone is never out of reach.

Gen Y comes of age: Well-educated young workers, some of whom are still completing their education, are employed in professional/technical occupations, as well as sales and office/administrative support roles. These residents are not established yet, but striving to get ahead and improve themselves. This market ranks in the top 5 for renters, movers, college enrollment, and labor force participation rate. Almost 1 in 5 residents move each year. Close to half of all householders are under the age of 35, the majority living alone or in shared nonfamily dwellings. Median household income is still below the US. Smart phones are a way of life, and they use the Internet extensively. ***Young and Restless*** consumers are diverse, favoring densely populated neighborhoods in large metropolitan areas; over 50% are located in the South (almost a fifth in Texas), with the rest chiefly in the West and Midwest. Median household income - $36,000.

Socio-Economic Traits:

- Education completed: 2 out of 3 have some college, an associate's degree, or a bachelor's degree or higher. Education in progress: almost 15% are still enrolled in college (Index 185).
- Labor force participation rate is exceptionally high at 75.4%; unemployment is low at 7.8%.
- These are careful shoppers, aware of prices, and demonstrate little brand loyalty.
- They like to be the first to try new products, but prefer to do research before buying the latest electronics.
- Most of their information comes from the Internet and TV, rather than traditional media.
- Carry their cell phone everywhere they go.

About half the residents of ***College Towns*** are enrolled in college, while the rest work for a college or the services that support it. Students have busy schedules, but make time between studying and part-time jobs for socializing and sports. Students that are new to managing their own finances tend to make impulse buys and splurge on the latest fashions. This digitally engaged group uses computers and cell phones for all aspects of life including shopping, school work, news, social media, and entertainment. *College Towns* are all about new experiences, and residents seek out variety and adventure in their lives. Median household income - $28,000.

Socio-Economic Traits:

- Their limited incomes result in thrifty purchases.
- They do not eat the healthiest foods, nor do they see a doctor regularly.
- They dress to impress with the latest fashions of the season.
- They prefer environmentally friendly products and vehicles that get good gas mileage.
- They're heavily influenced by celebrity endorsements and trends in magazines.
- They feel anything that can be done online is easier than in person.
- They have liberal political views.

Down the Road is a mix of low-density, semirural neighborhoods in large metropolitan areas; half are located in the South, with the rest chiefly in the West and Midwest. Almost half of householders live in mobile homes; approximately two-fifths live in single-family homes. These are younger, diverse communities, with the highest proportion of American Indians of any segment. These family-oriented consumers value their traditions. Workers are in service, retail trade, manufacturing, and construction industries, with higher proportions in agriculture and mining, compared to the US. This market has higher unemployment, much lower median household income and home value, and a fifth of households with income below poverty level. Median household income - $36,000.

Socio-Economic Traits:

- Education completed: 37% with a high school diploma only, 38% with some college education or a degree.
- Unemployment rate is 11.6%, higher than the US rate.
- Labor force participation rate is 59.6%, slightly lower than the US.
- Family-oriented, outgoing consumers; they place importance on preserving time-honored customs.
- They put a premium on convenience rather than health and nutrition.

Ten years later, **Exurbanites** residents are now approaching retirement but showing few signs of slowing down. They are active in their communities, generous in their donations, and seasoned travelers. They take advantage of their proximity to large metropolitan centers to support the arts, but prefer a more expansive home style in less crowded neighborhoods. They have cultivated a lifestyle that is both affluent and urbane. Median household income - $98,000.

Socio-Economic Traits:

- Residents are college educated; more than half have a bachelor's degree or higher; almost 80 have some college education.
- This labor force is beginning to retire. 1 in 3 households currently receive Social Security or retirement income. Labor force participation has declined to less than 60% (Index 94).
- Unemployment remains low at 5.5% (Index 64); more of the residents prefer self-employment (Index 184) or working from home (Index 181).
- Consumers are more interested in quality than cost. They take pride in their homes and foster a sense of personal style.
- Exurbanites residents are well connected, using the Internet for everything from shopping to managing their finances.
- Sociable and hardworking, they still find time to stay physically fit.

***Emerald City*'s** denizens live in lower-density neighborhoods of urban areas throughout the country. Young and mobile, they are more likely to rent. Well educated and well employed, half have a college degree and a professional occupation. Incomes close to the US median come primarily from wages and self-employment. This group is highly connected, using the Internet for entertainment and making environmentally friendly purchases. Long hours on the Internet are balanced with time at the gym. Many embrace the "foodie" culture and enjoy cooking adventurous meals using local and organic foods. Music and art are major sources of enjoyment. They travel frequently, both personally and for business. Median household income -$52,000.

Socio-Economic Traits:

- Well educated, these consumers research products carefully before making purchases.
- They buy natural, green, and environmentally friendly products.
- Very conscious of nutrition, they regularly buy and eat organic foods.
- Cell phones and text messaging are a huge part of everyday life.
- They place importance on learning new things to keep life fresh and variable.
- They are interested in the fine arts and especially enjoy listening to music.

Competitive and Comparable Facilities

To further assess the demand potential for event facilities at the Fairgrounds site, it is necessary to understand the nature and operation of competitive event facilities (existing and planned) and their potential impact on new/expanded facilities at Fairgrounds.

This section presents an overview of event facilities that are considered competitive with both existing facilities and potential new/expanded facilities at the Fairgrounds site. During the course of our study, we identified a number of facility types as potential competition with new/expanded facilities at the Fairgrounds:

- Local Competition – These are event facilities that management of the Fair Association identified as direct competition.
- Lodging Facilities – These are facilities that are host meetings, tradeshows, consumer shows, swap meets and similar events in area lodging facilities.
- Stand-Alone Meeting Spaces – These are facilities that are smaller, stand-alone meeting venues.
- Sports Attractions – These are local sports related facilities that host indoor and outdoor sporting events.
- Planned Facilities – These are significant planned event facilities in the Tallahassee area.

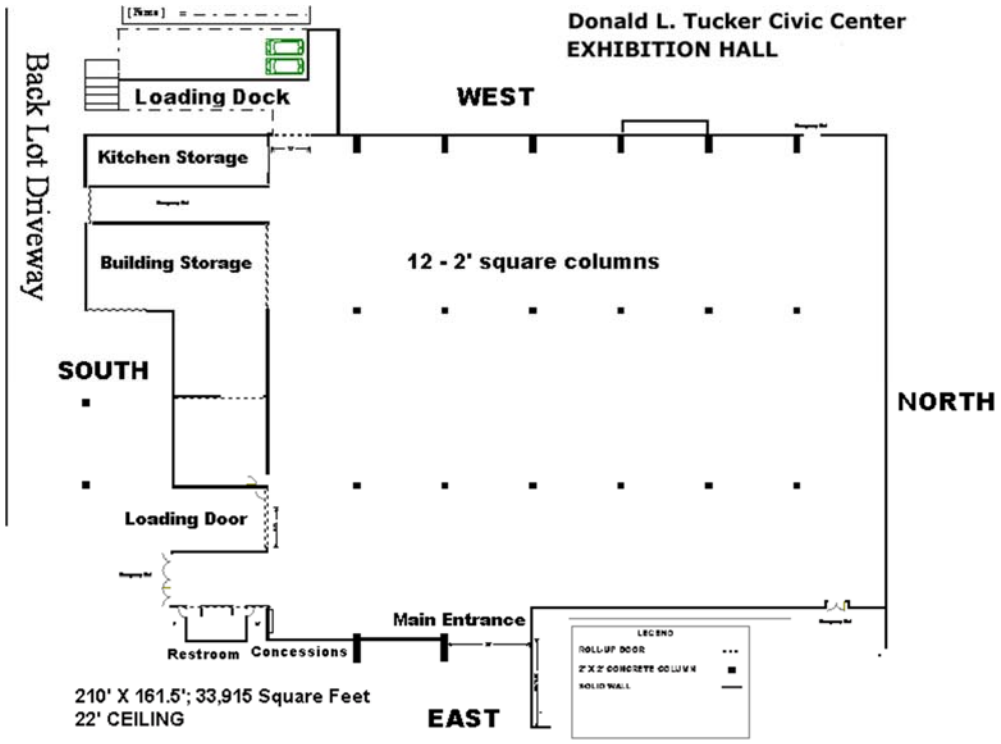
Local Competition

Management of the Fair Association identified four local event venues as being competition for non-Fair events and activities – Donald L. Tucker Civic Center, Tallahassee Automobile Museum, The Moon nightclub and the National Guard Armory. We also added the Capitol City Amphitheater to this category. The location of these event facilities, in relation to the Fairgrounds, is shown in the map below.



Donald L. Tucker Civic Center

Formerly the Tallahassee-Leon County Civic Center, the Donald L. Tucker Civic Center (the Civic Center) is owned by Florida State University and operated by Global Spectrum. The Civic Center is a multi-purpose complex comprised of a 12,500-seat arena (home to the FSU Seminoles), a 34,000-square foot exhibit hall and almost 15,000 square feet of dividable meeting space. The exhibit hall portion of the Civic Center is the venue that the Fair Association considers its competition. A review of the 2014 events calendar for the Civic Center, provided by Global Spectrum, showed that the Civic Center Exhibit Hall is principally used for FSU related events. Non-FSU uses of the Exhibit Hall in 2014 included Fitness Festival, Pro Style Volleyball, Home Show NCEES Exams, Golden Gala, Lincoln Senior Convocation, The One Week Boutique and various local fundraisers and banquets.



Tallahassee Automobile Museum

Located near the intersection of Interstate 10 and U.S. Highway 90 (Mahan Drive), the Tallahassee Automobile Museum is a privately-owned car museum featuring over 140 rare vehicles, as well as boat motors, Native American artifacts and more. A part of the museum property includes over 46,000 square feet of lower-ceiling banquet and meeting space in six different spaces. The largest spaces, the Duesenberg Banquet Hall and the Cord Banquet Hall, each have 15,000 square feet of space. In addition to weddings and private parties, events held at this facility include Bridal Shows, Brewfest, regional trade association banquets and similar activities.

The Moon

The Moon is a local nightclub and music venue that produces and rents its facilities for ticketed events. In addition, this venue is available for private rental receptions and banquets, with capacity of 1,500 in its 14,400 square foot Main Room and 200 in its 3,000 square foot Silver Moon Room.

National Guard Armory

The Florida National Guard Armory has a 6,300 square foot space available to rent for a variety of events and activities – with a 400 person capacity.

Capital City Amphitheater

Located in Cascades Park, the Capital City Amphitheater opened in 2014. This outdoor venue has 1,500 fixed seats and can accommodate another 1,500 people on grass. Operated by the City of Tallahassee, this venue is used by Leon County Division of Tourism Development to stage concerts. Events planned for 2014 for this venue include:

Passion Play	Tallahassee Symphony Orchestra
North Florida Veg Fest	Shakespeare Festival
The Avett Brothers	Health Communities Festival
World of South Festival	Wilco
Sublime with Rome	The Beach Boys

Lodging Facilities with Meeting Spaces

Five lodging facilities in the Tallahassee area have meeting spaces over 2,500 square feet: Residence Inn, Double Tree, Four Points by Sheraton, Hotel Duval and Killearn County Club.



The table below shows the number of spaces and total meeting square footage for these facilities.

Facility	# of Meeting Spaces	Largest Total Meeting Space	Square Footage
Double tree	6	2,520	6,000
Four Points by Sheraton	8	2,520	7,000
Hotel Duval	7	2,700	6,350
Killearn Country Club	3	2,100	5,484
Residence Inn University	5	3,400	7,520

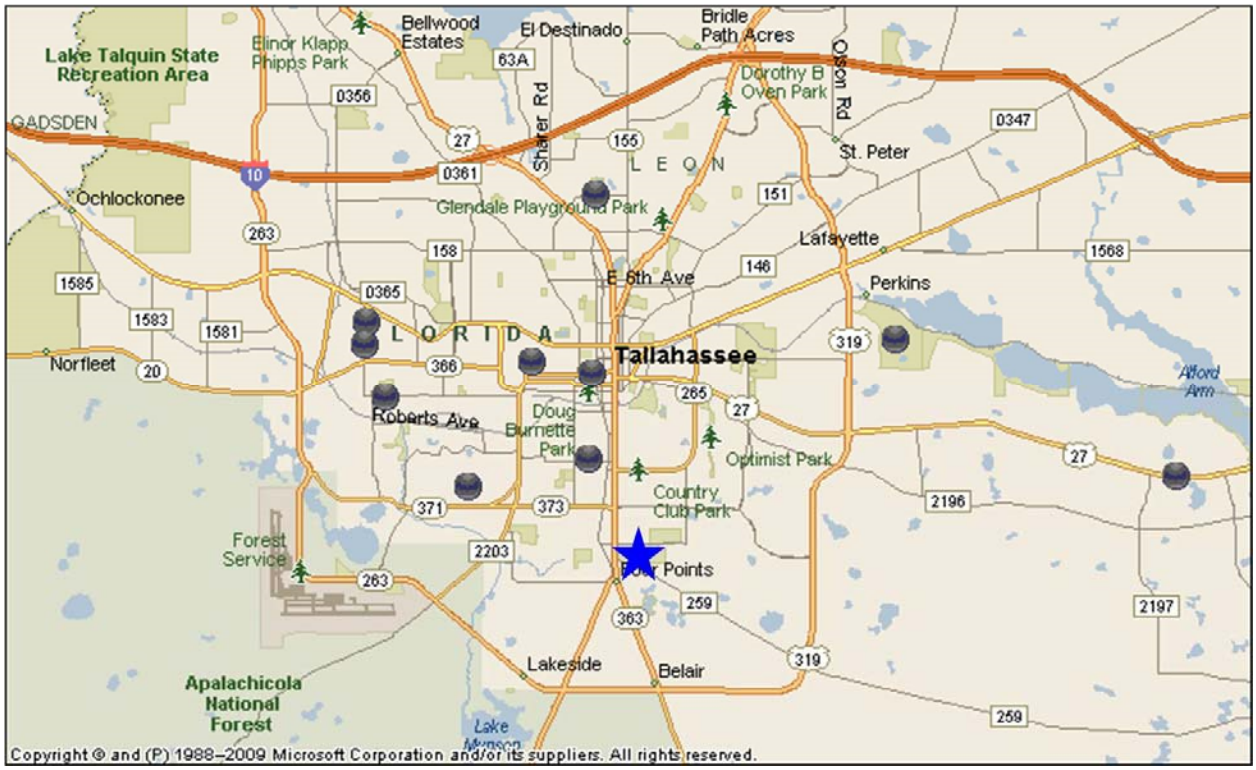
Source: Leon County Division of Tourism Development

Stand-Alone Meeting Spaces

In addition to the facilities identified as direct competition (discussed above), there are other stand-alone facilities in the Tallahassee area that are used for meetings, conferences and similar events. The larger of these facilities are Challenger Learning Center, Augustus B. Turnbull III Florida State Conference Center, American Legion Hall, FSU Alumni Center, FSU Moore Auditorium, FSU Oglesby Union, Tallahassee Community College and Doak Campbell Stadium.

Sport Facilities

The map below shows the location of numerous sports facilities in the Tallahassee area, in relation to the location of the Fairgrounds.



Included in these facilities are venues that accommodate indoor sports activities, including local and regional tournaments:

- Tully Gymnasium at FSU – This facility has four indoor multi-sports courts and one championship volleyball court. The main court has a capacity of about 1,160 people. In addition to FSU sports activities and practices, Tully Gymnasium is rented for basketball and volleyball tournaments.
- Al Lawson Jr. Multipurpose Center at Florida A & M University – this facility, located less than 3 miles from the Fairgrounds, has 4 basketball/volleyball courts that can be rented for sports tournaments, practices and non-sports activities.
- Tallahassee Community College – The Lifetime Sports Complex at this Community college has three indoor multi-sport courts that can be used for basketball, volleyball, cheerleading and martial arts.

Planned Facilities

Two planned facilities were identified during the course of this study that may impact the demand for facilities at the Fairgrounds – a downtown convention/conference center and a proposed amphitheater at the Tallahassee Mall.

Convention Center – Local city and county public officials, FSU representatives, Leon County Division of Tourism Development and other community/business leaders have been meeting and planning the possible addition of a convention/conference center in the area adjacent to the Donald L Tucker Civic Center. Though not solidified as of the date of this report, features of this center that have been discussed include a minimum 85,000 square foot, Class A convention/meeting space, an adjacent 200-300 room headquarters hotel and other convention features. This type of facility is not considered to be competitive with facilities at the Fairgrounds; appealing to state, regional and national associations for meting and trade show space that can accommodate several thousand people with possible auditorium, conference rooms and lecture halls, as well as adjacent lodging that serves as headquarters hotel for conventions. This type of space is also inconsistent with the needs of the North Florida Fair and year-round uses and use potential at the Fairgrounds.

Tallahassee Mall Amphitheater – Another planned facility is an amphitheater of some sort that would be part of the Tallahassee Mall renovation. It is unknown at this time if the planned amphitheater component will actually be built.

Summary of Factors Affecting Demand for Fairground Facilities

Based on the review of the various factors that affect demand for facilities at the Fairgrounds (site location, market area characteristics, support services and competitive factors, we noted the following:

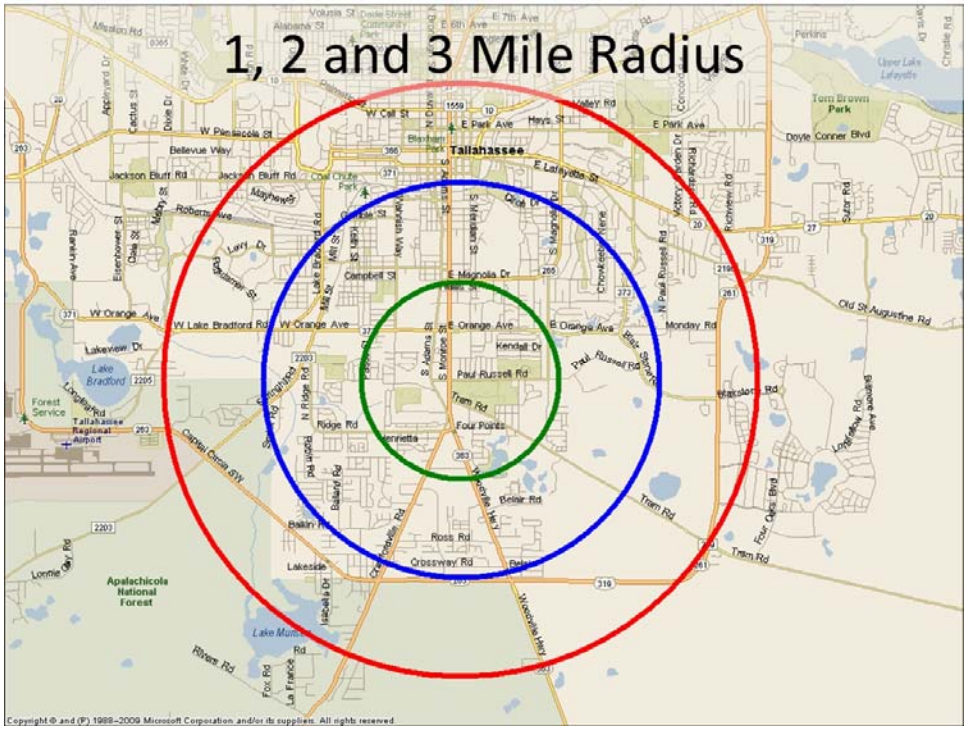
- The Fairgrounds is located in a highly visible and easily accessible location within the Tallahassee/Leon County area
- The Fairground's market area within a 20-minute drive has about 200,000 residents – with another 100,000 between 20 minutes and 30 minutes
- The Socio-Economic makeup of the local market, with low median and average household incomes (reflecting both university student population and a lower-class resident population in close proximity of the Fairgrounds), may preclude many more locally-focused consumer shows
- The Civic Center offers superior size and quality of exhibition and meeting spaces, making it the most competitive event facility for the Fairgrounds
- The Tallahassee/Leon County market area has sufficient entertainment facilities and events
- Planned new facilities in the Tallahassee area will not impact current or future Fairground events/uses
- The Fairground's indoor/outdoor space totals (square footage) and parking availability exceed other venues in the market area

PRIVATE DEVELOPMENT OPPORTUNITIES

In addition to assessing the opportunities for expanded and/or new event facilities at the Fairgrounds that would increase usage of the grounds and contribute to the economic vitality of the area, we were tasked with assessing opportunities for private development of parts of the Fairgrounds property. It was surmised that Fairgrounds' parcels along South Monroe Street might be well suited for sale or lease for retail or similar commercial development.

A key consideration of this assessment is that any private development on Fairground's property would need to be compatible with and supportive of year-round activities and the annual North Florida Fair.

To assess the opportunities for such private development, we reviewed the amount and nature of retail and commercial development within a 1, 2 and 3 mile radius of the Fairgrounds property, including retail, restaurants, lodging and similar businesses.



The discussion and maps presented on pages 17 to 21 show those types of businesses in proximity to the Fairgrounds.

In addition, we obtained retail purchasing and retail sales data, by type of store, within a 1, 2 and 3 mile radius of the Fairgrounds from The Nielson Company – Retail Opportunity Gap[2]. The Retail Opportunity Gap analysis provides a comparison of the estimated expenditures (purchases) made by residents within the various radii of the Fairgrounds, by store type, with the estimated sales reported by the stores within the various radii. If the expenditures of residents within the various radii exceed the reported sales of retailers and businesses, then an opportunity exists for more outlets. If the reported sales of retailers/businesses within the various radii exceed the expenditures made by the residents within the same radii, that indicates an oversupply of businesses (excess sales come from residents living outside of the various radii).

The following table presents a summary of the Retail Gap Opportunity analysis prepared by The Nielson Company for the areas within a 1, 2 and 3 mile radius of the Fairgrounds.

North Florida Fairgrounds Study
RMP Opportunity Gap Summary, 2014

	Amount of Opportunity Gap or (Surplus)		
General Category	1 Mile Radius	2 Mile Radius	3 Mile Radius
Clothing and Clothing Accessories	$833,341	$2,709,332	($73,681,599)
Electronics and Appliance Stores	$1,631,318	$5,334,404	$1,591,518
Food and Beverage Stores	($48,146,362)	($31,267,486)	($84,871,204)
Food Service and Dining Places	($1,651,350)	($2,450,699)	($99,173,423)
Furniture and Home Furnishings	$1,506,138	$3,056,290	($6,775,925)
Gasoline Stations	$1,559,379	$9,128,421	$11,470,095
General Merchandise	$248,285	$14,914,670	($93,790,426)
Health and Personal Care Stores	($20,712,322)	($15,872,631)	($43,570,303)
Sporting Goods, Hobby, Book and Music Stores	$658,957	$4,565,930	($3,189,364)
Building Materials and Garden Equipment	$6,949,767	$13,959	$12,769,992

Source: The Nielson Company, 2014

Using the Retail Opportunity Gap analysis summary, shown above, the greatest absolute dollar opportunities appear to exist for Building Materials and Garden Equipment Stores, Gasoline Stations and Electronic and Appliance Stores. Using the Opportunity Gap dollar amounts and general per square foot sales by store type, those three top ranked opportunities would support stores that would be substantially smaller than typically be built. In addition – and even more important to the study – these types of retail/commercial developments are incompatible with the annual North Florida Fair and with events and activities held at the Fairgrounds, as well as with actual land uses.

Based on the presence of significant numbers of lodging facilities, retail outlets and restaurants already operating within close proximity of the Fairgrounds and the lack of demand for compatible retail/commercial developments, any type of private development on parcels of the Fairgrounds is not considered feasible at this time.

Exhibit A contains the detailed Retail Opportunity Gap analyses for the Fairgrounds.

[2] The Nielson Company uses the Consumer Expenditure Survey by Bureau of Labor and Census of the Retail Trade by US Census Bureau.

ASSESSMENT OF POTENTIAL USES

To develop estimates of market demand for event facilities at the North Florida Fairgrounds, in addition to the implications of the demographic and economic trends and competitive facilities, the following work tasks were conducted:

- Discussed event potential and felt community needs with the following stakeholders:

Big Bend Bird Club	Market Days
Bully Bash	North Florida Fair Association
Dale Earnhardt Jr. Auto Sales	Ochlochonee River Kennel Club
Family Campers & RV'ers	Pigfest
Leon County Administration	Repticon
Leon County Division of Tourism Development	Southern Classic Gun & Knife Show
Leon County Extension	Tallahassee Boat Show
Leon County Office of Resource Stewardship	Tallahassee Parks and Recreation
Leon County Schools	Tallahassee Sports Council
Maranatha Health Fair	Tallahassee-Leon County Planning

- Reviewed last 3 years of events and activities held at the Fairgrounds and conducted phone interviews with major uses of the Fairgrounds to ascertain need for new, larger/expanded facilities.
- Reviewed recent calendar of events held at competitive event facilities and conducted interviews with select event promoters and organizers to discuss interest in staging an event(s) at the Fairgrounds site and facilities needed; as well as overall assessment of the market area for events and activities. Key interviews of potential users included volleyball and basketball tournament organizers, RV clubs and consumer show promoters.
- Evaluated the overall market potential for the Fairground's market area in comparison to events held in similar size markets with similar market characteristics.

Market Niches

On the basis of factors affecting demand for facilities at the Fairgrounds (i.e., location, area economics and demographics, competitive factors, usage trends and the like) and interviews/surveys of stakeholders and current and potential users of Fairground facilities, our review of facility needs for the annual North Florida Fair and our assessment of the optimal market opportunities for the future of Fairgrounds, the following expanded and new market opportunities exist for facilities at the North Florida Fairgrounds:

- Regional consumer and public shows, as well as local specialty sales events
- Indoor sports tournaments, such as volleyball, cheerleading and dance
- Festivals (music, ethnic, community, etc.)
- Spectator events such as martial arts and wrestling
- Small animal shows, such as dog, cat, bird and rabbit
- Banquets, receptions, fundraisers and similar events
- State and regional RV rallies
- Community events and users

Market Opportunities and Operating Focus

Generally, the facilities at Fairgrounds have limited use due to current conditions, ages and sizes, as well as competition from larger event facilities in the Tallahassee area. In spite of the limitations of existing facilities, there are opportunities to increase the number of events held at the Fairgrounds throughout the year by attracting new markets/events with new facilities. In addition, there are a number of events held at the Fairgrounds that would benefit greatly from new and larger facilities; enabling those events to grow in both participation and attendance.

With expanded/new event facilities, the Fairgrounds could successfully attract and stage events associated with both new markets and build on existing markets, as well as better participation in the annual North Florida through additional growth in attendance, participation and net revenues.

Existing markets that could be expanded with new event facilities include consumer and public shows, trade and industry shows, regional RV rallies, indoor sports tournaments, mid-sized banquets/receptions, small animal shows and sales and auctions. All of these types of events have been limited in size at Fairgrounds; constrained by its relatively small exhibition spaces.

Event Potential

Based on medium to strong market potential, below are estimates of the existing and new events and activities that could be successfully staged at the Fairgrounds with new event facilities. We have presented a low scenario and high scenario, in terms of the number of events and activities.

North Florida Fairgrounds Exhibition Building
Potential Range of Events by Type

Event Types	Range of Number of Events		
Existing Shows and Events	21	to	21
New Consumer Shows	10	to	11
Trade and Industry Shows	2	to	3
Sporting Events	6	to	9
Animal Shows	1	to	2
Banquets and Receptions	12	to	18
Conferences/Meetings	36	to	48
Regional RV Rallies	1	to	2
Fundraisers	3	to	5
Religious Gatherings	2	to	3
Spectator Events	2	to	3
Festivals	2	to	2
Community Uses	4	to	6
	102		133

The tables below present a low and high scenario for potential events, number of events, move-in/out days, estimated average space needs per event, total square footage rented per event type and total amount of move-in/move-out space rented – by event type.

Low Scenario

Potential Events, Low Scenario -- Stabilized Year

Event Type	Number of Events	Average Event Days	Move-In and Move-Out Days	Total Use Days	Event Days	Square Footage	Total SF Event Days	Total SF MIMO
Existing Shows/Events								
Gun & Knife Show	5	2	1.00	15.00	10.00	25,000	250,000	125,000
Take Me Home	1	1	1.00	2.00	1.00	20,000	20,000	20,000
ORKC Dog Show	1	6	2.00	8.00	6.00	40,000	240,000	80,000
LC Schools	1	1	1.00	2.00	1.00	30,000	30,000	30,000
Smart Club Liquidation Sale	2	4	2.00	12.00	8.00	35,000	280,000	140,000
Pigfest	1	1	1.00	2.00	1.00	15,000	15,000	15,000
Maranatha Health Fair	1	1	1.00	2.00	1.00	30,000	30,000	30,000
Kidsfest	1	1	1.00	2.00	1.00	25,000	25,000	25,000
Dale Earnhardt Jr. Sale	2	5	2.00	14.00	10.00	25,000	250,000	100,000
Repticon	1	1	1.00	2.00	1.00	15,000	15,000	15,000
Market Days	1	2	6.00	8.00	2.00	40,000	80,000	240,000
FAMU Kickoff	1	1	2.00	3.00	1.00	25,000	25,000	50,000
City Back to School	1	2	1.00	3.00	2.00	35,000	70,000	35,000
BBMRA Train Show	1	2	1.00	3.00	2.00	15,000	30,000	15,000
Boat Show	1	5	1.00	6.00	5.00	30,000	150,000	30,000
	21			84.00	52.00		1,510,000	950,000
New Consumer Shows								
Sportsman Show	1	3.0	2.00	5.00	3.00	40,000	120,000	80,000
Energy Home Show	1	3.0	2.00	5.00	3.00	40,000	120,000	80,000
Bridal Fair	1	1.0	0.50	1.50	1.00	25,000	25,000	12,500
Electronics Show	1	2.0	0.50	2.50	2.00	20,000	40,000	10,000
Specialty Sale	1	2.0	0.50	2.50	2.00	15,000	30,000	7,500
One Week Boutique	2	4.0	1.00	10.00	8.00	40,000	320,000	80,000
Pet Expo	1	2.0	0.50	2.50	2.00	30,000	60,000	15,000
Seasonal Shows	2	2.0	0.50	5.00	4.00	15,000	60,000	15,000
	10			34.00	25.00		775,000	300,000

Event Type	Number of Events	Average Event Days	Move-In and Move-Out Days	Total Use Days	Event Days	Square Footage	Total SF Event Days	Total SF MIMO
New Trade and Industry Shows	2	3.0	1.00	8.00	6.00	30,000	180,000	60,000
New Sporting Events	6	2.0	1.00	18.00	12.00	40,000	480,000	240,000
New Animal Shows								
New Animal Shows	1	3.0	1.00	4.00	3.00	30,000	90,000	30,000
	1			4.00	3.00		90,000	30,000
New Banquets/Receptions								
Small-Mid Sized	9	1.0	0.00	9.00	9.00	5,000	45,000	0
Mid-Large Sized	3	1.0	0.00	3.00	3.00	10,000	30,000	0
	12			12.00	12.00		75,000	0
New Conferences/Meetings/Seminars								
Other	36	1.0	0.00	36.00	36.00	2,000	72,000	0
	36			36.00	36.00		72,000	0
Other New Uses								
RV Rallies	1	5.0	0.00	5.00	5.00	25,000	125,000	0
Fundraisers	3	1.0	0.50	4.50	3.00	12,500	37,500	18,750
Religious Gatherings/Events	2	1.5	0.00	3.00	3.00	30,000	90,000	0
Spectator Events	2	1.0	0.00	2.00	2.00	40,000	80,000	0
Festivals	2	2.0	1.00	6.00	4.00	25,000	100,000	50,000
Community Uses	4	2.0	1.00	12.00	8.00	20,000	160,000	80,000
	14			32.50	25.00		592,500	148,750
Total Exhibit Building Uses	102			228.5	171.0		3,774,500	1,728,750

High Scenario

Potential Events, High Scenario -- Stabilized Year

Event Type	Number of Events	Average Event Days	Move-In and Move-Out Days	Total Use Days	Event Days	Square Footage	Total SF Event Days	Total SF MIMO
Existing Shows/Events								
Gun & Knife Show	5	2	1.00	15.00	10.00	25,000	250,000	125,000
Take Me Home	1	1	1.00	2.00	1.00	20,000	20,000	20,000
ORKC Dog Show	1	6	2.00	8.00	6.00	40,000	240,000	80,000
LC Schools	1	1	1.00	2.00	1.00	30,000	30,000	30,000
Smart Club Liquidation Sale	2	4	2.00	12.00	8.00	35,000	280,000	140,000
Pigfest	1	1	1.00	2.00	1.00	15,000	15,000	15,000
Maranatha Health Fair	1	1	1.00	2.00	1.00	30,000	30,000	30,000
Kidsfest	1	1	1.00	2.00	1.00	25,000	25,000	25,000
Dale Earnhardt Jr. Sale	2	5	2.00	14.00	10.00	25,000	250,000	100,000
Repticon	1	1	1.00	2.00	1.00	15,000	15,000	15,000
Market Days	1	2	6.00	8.00	2.00	40,000	80,000	240,000
FAMU Kickoff	1	1	2.00	3.00	1.00	25,000	25,000	50,000
City Back to School	1	2	1.00	3.00	2.00	35,000	70,000	35,000
BBMRA Train Show	1	2	1.00	3.00	2.00	15,000	30,000	15,000
Boat Show	1	5	1.00	6.00	5.00	30,000	150,000	30,000
	21			84.00	52.00		1,510,000	950,000
New Consumer Shows								
Sportsman Show	1	3.0	2.00	5.00	3.00	40,000	120,000	80,000
Energy Home Show	1	3.0	2.00	5.00	3.00	40,000	120,000	80,000
Bridal Fair	1	1.0	0.50	1.50	1.00	25,000	25,000	12,500
Electronics Show	1	2.0	0.50	2.50	2.00	20,000	40,000	10,000
Specialty Sale	2	2.0	0.50	5.00	4.00	15,000	60,000	15,000
One Week Boutique	2	4.0	1.00	10.00	8.00	40,000	320,000	80,000
Pet Expo	1	2.0	0.50	2.50	2.00	30,000	60,000	15,000
Seasonal Shows	2	2.0	0.50	5.00	4.00	15,000	60,000	15,000
	11			36.50	27.00		805,000	307,500

Event Type	Number of Events	Average Event Days	Move-In and Move-Out Days	Total Use Days	Event Days	Square Footage	Total SF Event Days	Total SF MIMO
New Trade and Industry Shows	3	3.0	1.00	12.00	9.00	30,000	270,000	90,000
New Sporting Events	9	2.0	1.00	27.00	18.00	40,000	720,000	360,000
New Animal Shows								
New Animal Shows	2	3.0	1.00	8.00	6.00	30,000	180,000	60,000
	2			8.00	6.00		180,000	60,000
New Banquets/Receptions								
Small-Mid Sized	12	1.0	0.00	12.00	12.00	5,000	60,000	0
Mid-Large Sized	6	1.0	0.00	6.00	6.00	10,000	60,000	0
	18			18.00	18.00		120,000	0
New Conferences/Meetings/Seminars								
Other	48	1.0	0.00	48.00	48.00	2,000	96,000	0
	48			48.00	48.00		96,000	0
Other New Uses								
RV Rallies	2	5.5	0.00	11.00	11.00	25,000	275,000	0
Fundraisers	5	1.0	0.50	7.50	5.00	12,500	62,500	31,250
Religious Gatherings/Events	3	1.5	0.00	4.50	4.50	30,000	135,000	0
Spectator Events	3	1.0	0.00	3.00	3.00	40,000	120,000	0
Festivals	2	2.0	1.00	6.00	4.00	25,000	100,000	50,000
Community Uses	6	2.0	1.00	18.00	12.00	20,000	240,000	120,000
	21			50.00	39.50		932,500	201,250
Total Exhibit Building Uses	133			283.5	217.5		4,633,500	1,968,750

FACILITY RECOMMENDATIONS

Based on the projected market demand, we have determined that there exists current and potential future market demand/support for new event facilities at the North Florida Fairgrounds, consisting of the following (the Recommended Facilities):

Exhibition Building

- 35,000 to 40,000 square feet of rentable exhibition space, including clear-span, high-ceiling flat floor multi-purpose space, dividable into 2 separate spaces
- 2,000 square feet of dividable into 3 to 4 smaller meeting space areas
- Catering kitchen that is expandable to a full commercial kitchen as needed
- Restrooms to serve separate function areas
- Foyer area for pre-function space
- Multiple concession areas servicing the large exhibition space
- Show office, technology amenities
- Close proximity/adjacent to paved parking

Upgrades and Beautification

- New fencing and gate entries
- Electrical infrastructure upgrades
- On-grounds landscaping and beautification

Possible Locations of Exhibition Building

In December 2014, as part of this study's process, a representative of Populous conducted an assessment of optional locations on the Fairgrounds for a multi-purpose event facility and other features (though not defined in size or configuration).

Three different possible layouts, including an undefined multi-purpose building, were prepared and presented by Populous at a gathering of stakeholders as a part of this process. The layouts are presented on the following pages.

Option A – This option locates a multi-purpose building in the shared parking lot with the stadium – with the stadium being relocated to another site and that current stadium area turned into parking. During the course of this study, it was determined that the stadium relocation was not a foreseeable option.



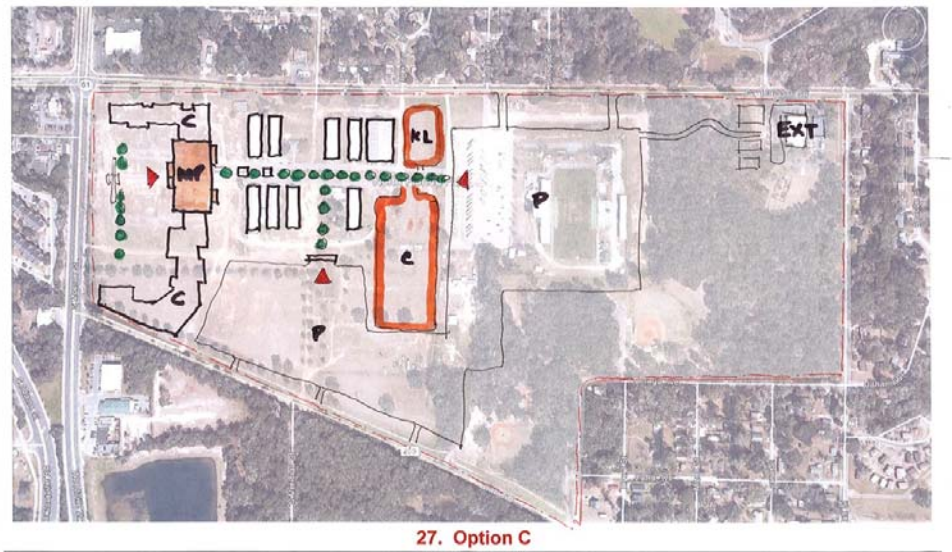
25. Option A
North Florida Fair
Tallahassee, Florida, USA
POPULOUS

Option B – This option located a multi-purpose building where Buildings 2, 4 and 6 are currently located on the Fairgrounds, as well as reducing the carnival size and adding potential commercial developments on the west end of the Fairgrounds. As presented on page 42, our analysis determined there is not sufficient retail or commercial demand for selling or leasing Fairground property. In addition, the location of a multi-purpose building that would replace Buildings 2, 4 and 6 would eliminate high use and revenue generating buildings for the Fair Association.



26. Option B
North Florida Fair
Tallahassee, Florida, USA
POPULOUS

Option C – This option reduces the size of the carnival/midway area and relocates it to the east side of the Fairgrounds, siting a multi-purpose building in the current carnival lot area, with even greater space designated as possible retail and commercial development. As mentioned above, the assessment of demand for retail and commercial development in the area of the Fairgrounds revealed no actionable demand for such developments at the Fairgrounds site.



Alternative Options

Two alternative places on the Fairgrounds are possible locations for the Exhibition Building and are presented as Alternative Option D and Alternative Option E on the next page. Both of these locations may offer better operating and layout options than Options A, B or C. ***The shaded areas in the aerials below are not to scale and are to show approximate locations only.***

Alternative Option D – Locating the proposed Exhibition Building where Buildings 1, 3 and the office are currently located (or moving slightly east and preserving the office), would leave in place Buildings 2, 4 and 6 which could continue to be used for low cost events and would remain in place during the construction of the Exhibition Building, preserving the revenue potential of the Fair Association during the construction period.

Alternative Option E – As a variation of Option B, the Exhibition Building could be sited just west of Building 2, leaving the revenue producing Buildings 2 and 4. To offset the space occupied by the Exhibition Building in this location, Buildings 1 and 3 might have to be removed to accommodate the carnival space lost with the siting of the Exhibition Building here.



FINANCIAL ASSESSMENT

This section presents the projected incremental cash flows before replacement reserves and debt service for the market-driven Recommended Facilities at Fairgrounds. The projected statements of revenues and expenses are based on (1) the projected utilization of the Recommended Facilities, recommended rental rates presented in this document, (2) the estimated incremental revenues that could be realized from operating the Recommended Facilities and (3) the estimated incremental expenses associated with operating the improvements and additions. There will usually be differences between the estimated and actual results because events and circumstances frequently do not occur as expected, and those differences may be material.

The projections of cash flow, before replacement reserves and debt service, for the Recommended Facilities are presented on page 56. These projections are presented in current year dollars and do not reflect any increase due to inflation.

Rental Rate Assumptions

Based on the rental rate schedule of competitive and comparable facilities, as well as discussions with potential users, we have developed a proposed rental rate structure for the Recommended Facilities, presented in the following table.

North Florida Fairgrounds Exhibition Building
Proposed Pricing of Recommended Facilities

Facility	Rental Rates
Exhibit Space	
Consumer/public shows/festivals/community uses	$0.0725 to $0.075 per square foot
Trade and industry shows	$0.0575 per square foot
Youth sporting events	$0.05 per square foot
Banquet Meeting Space	
Banquets, meetings, fundraisers	$0.15 to $0.20 per square foot 10% plate fee for catered events
Move-In/Out Rate	50% of regular rate
Camping fee for RV rallies	$12.50 per night
Parking (consumer shows, spectator events, festivals)	$2 net to facility

Operating Approach

The financial projections assume the Fair Association (1) continues to serve its existing and new clients with high quality service (2) hires the necessary support staff for event coordination and facility maintenance (see page 55), (3) works in close relationship with Leon County Division of Tourism Development and local sports organizations to attract the identified sports tournaments and (4) co-markets the entire Fairgrounds with Leon County Division of Tourism Development and other Tallahassee and Leon County organizations that will help insure its overall success.

Operating Revenue Assumptions

For purposes of the projections, it is assumed that the proposed Exhibition Building would have 40,000 square feet of net rentable exhibit space and would generate revenues from building rental income, concession income, parking income, camping income, incremental fair revenues and advertising/signage based on the event potential shown on pages 45 and 46.

Building Rentals

Building income includes revenues generated from renting the recommended exhibition building. Below are the assumptions for the low and high scenarios that were used to estimate the potential incremental building rental income for the Recommended Facilities.

NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING
BUILDING RENTAL REVENUE - LOW SCENARIO

EVENT	NUMBER OF EVENTS	MIMO SQUARE FOOTAGE	EVENT DAY SQUARE FOOTAGE	MIMO BASIC RENTAL	EVENT DAY BASIC RENTAL	BASIC RENTAL	
EXISTING SHOWS/EVENTS	21	950,000	1,510,000	$34,438	$109,475	$143,913	
NEW CONSUMER SHOWS	10	300,000	775,000	10,875	56,188	67,063	
TRADE AND INDUSTRY SHOWS	2	60,000	180,000	1,725	10,350	12,075	
SPORTING EVENTS	6	240,000	480,000	6,000	24,000	30,000	
ANIMAL SHOWS	1	30,000	90,000	1,088	6,525	7,613	
BANQUETS AND RECEPTIONS	12	0	75,000	0	11,250	11,250	
MEETINGS AND SEMINARS	36	0	72,000	0	10,800	10,800	
SPECTATOR EVENTS	2	0	80,000	0	5,800	5,800	
RV RALLIES	1	0	125,000	0	9,063	9,063	
FUNDRAISERS	3	18,750	37,500	680	5,625	6,305	
RELIGIOUS GATHERINGS/EVENTS	2	0	90,000	0	6,525	6,525	
FESTIVALS	2	50,000	100,000	1,813	7,250	9,063	
COMMUNITY USES	4	80,000	160,000	2,900	11,600	14,500	
	102	1,728,750	3,774,500	$59,517	$274,450	333,967	**$334,000**

NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING
BUILDING RENTAL REVENUE - HIGH SCENARIO

EVENT	NUMBER OF EVENTS	MIMO SQUARE FOOTAGE	EVENT DAY SQUARE FOOTAGE	MIMO BASIC RENTAL	EVENT DAY BASIC RENTAL	BASIC RENTAL	
EXISTING SHOWS/EVENTS	21	950,000	1,510,000	$35,625	$113,250	$148,875	
NEW CONSUMER SHOWS	11	307,500	805,000	11,531	60,375	71,906	
TRADE AND INDUSTRY SHOWS	3	90,000	270,000	2,588	15,525	18,113	
SPORTING EVENTS	9	360,000	720,000	9,000	36,000	45,000	
ANIMAL SHOWS	2	60,000	180,000	2,250	13,500	15,750	
BANQUETS AND RECEPTIONS	18	0	120,000	0	24,000	24,000	
MEETINGS AND SEMINARS	48	0	96,000	0	19,200	19,200	
SPECTATOR EVENTS	3	0	120,000	0	9,000	9,000	
RV RALLIES	2	0	275,000	0	20,625	20,625	
FUNDRAISERS	5	31,250	62,500	1,172	12,500	13,672	
RELIGIOUS GATHERINGS/EVENTS	3	0	135,000	0	10,125	10,125	
FESTIVALS	2	50,000	100,000	1,875	7,500	9,375	
COMMUNITY USES	6	120,000	240,000	4,500	18,000	22,500	
	133	1,968,750	4,633,500	$68,541	$359,600	428,141	**428,000**

The above estimates of building rental revenue for the Exhibition Building includes revenue potential of existing events listed on pages 45 and 46 for which the North Florida Fair Association received about $93,000 in 2014. This amount is deducted from the total revenue potential in the projections of revenues and expenses on page 56 in order to reflect only the incremental revenues associated with these events.

Concession Income

For purposes of the projections, it is assumed that the Fairgrounds would have sufficient volume of event activity to enter into a multi-year contract with a third-party concessionaire to provide food service/concessions for consumer shows, spectator events, animal shows and community events, paying Fairgrounds 30% of gross concession sales. For banquets, receptions, fundraisers and meetings where food is catered, it is assumed that Fairgrounds would receive a 10% caterer's fee. Below are the detailed assumptions and calculations of concessions and concession income. Attendance estimates are based on Fair Association records for existing shows/events, discussions with current and potential event organizers, survey results, review of similar events held at competitive facilities and location/access factors.

NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING
CONCESSION INCOME POTENTIAL - LOW SCENARIO

EVENT	NUMBER OF EVENTS	ASSUMED TOTAL ATTEND.	PER CAP SALES	TOTAL SALES	30% PERCENT TO FACILITY
EXISTING SHOWS/EVENTS	21	20,800	$1.50	$31,200	$9,400
NEW CONSUMER SHOWS	10	15,400	$1.50	$23,100	6,900
TRADE AND INDUSTRY SHOWS	2	1,600	$20.00	$32,000	3,200
SPORTING EVENTS	6	3,600	$1.50	$5,400	1,600
ANIMAL SHOWS	1	1,200	$1.00	$1,200	400
BANQUETS AND RECEPTIONS	12	5,550	$20.00	$111,000	11,100
SPECTATOR EVENTS	2	3,600	$4.50	$16,200	4,900
FUNDRAISERS	3	2,500	$20.00	$50,000	5,000
FESTIVALS	2	7,000	$2.00	$14,000	4,200
COMMUNITY USES	4	3,200	$1.00	$3,200	1,000
					$48,000

NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING
CONCESSION INCOME POTENTIAL - HIGH SCENARIO

EVENT	NUMBER OF EVENTS	ASSUMED TOTAL ATTEND.	PER CAP SALES	TOTAL SALES	30% PERCENT TO FACILITY
EXISTING SHOWS/EVENTS	21	20,800	$1.50	$31,200	$9,400
NEW CONSUMER SHOWS	11	16,400	$1.50	$24,600	7,400
TRADE AND INDUSTRY SHOWS	3	2,400	$20.00	$48,000	4,800
SPORTING EVENTS	9	5,400	$1.50	$8,100	2,400
ANIMAL SHOWS	2	2,400	$1.00	$2,400	700
BANQUETS AND RECEPTIONS	18	9,000	$20.00	$180,000	18,000
SPECTATOR EVENTS	3	5,400	$4.50	$24,300	2,400
FUNDRAISERS	5	4,167	$20.00	$83,333	8,300
FESTIVALS	2	7,000	$2.00	$14,000	4,200
COMMUNITY USES	6	9,000	$1.00	$9,000	2,700
					$60,000

Equipment Rentals

Equipment rentals consist of estimated incremental income form table and chair rentals for new consumer shows and similar events. For purposes of the projections, it is assumed the Fair Association would receive $8.00 per table and $2.00 per chair. Based on the estimated events in which table and chairs would be rented, equipment rental revenues are estimated to range between $22,000 and 23,000.

Parking Revenue

For purposes of the projections, it is assumed that the Fairgrounds would contract with a third-party parking operator to manage, control and collect parking revenues for certain existing and new events, such as consumer shows, spectator events and festivals. It is assumed that Fairgrounds would receive a net of $2.00 per car parked. The tables below present the assumptions and calculations of parking revenue potential for the Recommended Facilities.

NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING
PARKING INCOME POTENTIAL - LOW SCENARIO

EVENT	NUMBER OF EVENTS	ASSUMED TOTAL ATTEND.	ASSUMED PERSONS PER CAR	NUMBER OF CARS PARKED	PARKING REVENUE	
EXISTING SHOWS/EVENTS	21	20,800	3.00	6,933	$13,867	
NEW CONSUMER SHOWS	10	15,400	3.00	5,133	10,267	
SPECTATOR EVENTS	2	3,600	4.00	900	1,800	
FESTIVALS	2	7,000	2.50	2,800	5,600	
					$31,533	**$32,000**

NORTH FLORIDA FAIRGROUNDS EXHIBITION BUILDING
PARKING INCOME POTENTIAL - HIGH SCENARIO

EVENT	NUMBER OF EVENTS	ASSUMED TOTAL ATTEND.	ASSUMED PERSONS PER CAR	NUMBER OF CARS PARKED	PARKING REVENUE	
EXISTING SHOWS/EVENTS	21	20,800	3.00	6,933	$13,867	
NEW CONSUMER SHOWS	11	16,400	3.00	5,467	10,933	
SPECTATOR EVENTS	3	5,400	3.00	1,800	3,600	
FESTIVALS	2	7,000	2.50	2,800	5,600	
					$34,000	**$34,000**

Camping Income

The Fairgrounds could generate camping income from RV rallies held at the Fairgrounds. With the presence of the Exhibition Building, it is assumed that 1 to 2 large regional RV rallies, with 600 to 700 rigs over a 5 day period each, could be attracted to Tallahassee. Camping income is estimated based on an assumed nightly rate of $12.50 for these RV rallies.

Incremental Fair Revenue

With the availability of the proposed Exhibition Building, it would be possible to increase the number of indoor commercial vendors (both new and relocated), as well as food booths, during the annual North Florida Fair. In addition, signage and sponsorship revenues can be generated with the new exhibition building, providing incremental revenue for the Fair ranging between $25,000 and $35,000 per year.

Sponsorship Revenues

It is assumed that the Fair Association could generate sponsorship/signage revenue on a year-round basis with the addition of the proposed exhibition building, ranging from $20,000 to $30,000 per year.

Operating Expense Assumptions

Operating the Recommended Facilities will consist of a variety of expenses, including incremental staffing costs, utilities, general and administrative costs, supplies, repairs and maintenance, marketing and advertising and contracted services. Following is an overview of the assumptions used in preparing the operating expense projections, based on historical financial operating costs at Fairgrounds.

Salaries, Wages and Benefits

In addition to the current staffing levels of non-fair operations at the North Florida Fairgrounds, based on the additional events and activities under the high and low scenarios, the following new positions would be required:

Event Coordinator – Needed for both the low and high scenarios, this position would assist in marketing the facilities, with emphasis on contract management and scheduling, facility tours and event coordination.

Maintenance Staff – Under the low scenario, one and one-half full-time maintenance staff would be needed. For the high scenario, two additional full-time maintenance staff would be needed. These positions would assist with overall facility maintenance, as well as specific set-up and clean-up activities at Fairgrounds.

Using current approximate salary and wage levels for similar positions in the Tallahassee market area (per the Florida Department of Economic Opportunity, below are the expected incremental labor costs associated with the above positions.

North Florida Fairgrounds Exhibition Building
Estimated Incremental Personnel Costs

Staff Position	Low Scenario	High Scenario
Event Coordinator	$40,000	$40,000
Maintenance Staff	40,000	40,000
Maintenance Staff	20,000	40,000
	$100,000	$120,000
Taxes and Benefits @ 40%	40,000	48,000
Total Personnel Costs	$140,000	$168,000

Utilities

Utility costs include electricity, gas, water, sewer and trash removal for the operation of the Recommended Facilities.

General and Administrative Expenses

General and administrative expenses cover the incremental costs of operating the Recommended Facilities including office supplies, travel, postage, telephone, equipment rentals and other costs.

Supplies

Supply costs include supplies used in the operation and maintenance of the facilities, such as rest room supplies and those supplies used in cleaning and maintaining the facilities.

Repairs and Maintenance
Repairs and maintenance costs include the cost of normal repairs and maintenance of the facilities; not extraordinary costs associated with new facilities.

Advertising and marketing
These costs include the production of brochures, marketing materials, travel and tours, mailing and other costs associated with advertising and promoting the Recommended Facilities.

Contractual Services
It is assumed that Fairgrounds would contract for certain services associated with operating and maintaining the facilities, such as hourly works for event set-up and clean-up, as well as equipment rentals and special services.

Projected Revenues and Expenses

The projected revenues and expenses for the proposed exhibition building and expanded equestrian facilities at the North Florida Fairgrounds, in a stabilized year of operation (3rd year of operating the proposed exhibition building), are presented in the table below. The projected cash flows are based on the assumed rental rates presented in this document, the projected utilization of the proposed facilities, and the estimated revenues and expenses associated with operating the facilities.

These projections and the assumptions herein represent the revenues and expenses associated with operating the Recommended Facilities and are considered to be incremental to current revenues and expenses. There will usually be differences between the estimated and actual results because events and circumstances frequently do not occur as expected, and those differences may be material. The projections are presented in 2015 dollars.

North Florida Fairgrounds Exhibition Building
Projected Incremental Operating Revenues and Expenses
Stabilized Year of Operations

	Low Scenario	High Scenario	Average Scenario
Operating Revenues			
Rental income	$334,000	$428,000	$381,000
Concession income	48,000	60,000	54,000
Equipment rentals	22,000	23,000	22,500
Fair revenues	25,000	35,000	30,000
Sponsorship revenues	20,000	30,000	25,000
Camping Income	38,000	44,000	41,000
Parking income	32,000	34,000	33,000
Total revenues	519,000	654,000	586,500
Less: Revenues from existing events	(93,000)	(93,000)	(93,000)
Incremental revenues	426,000	561,000	493,500
Operating Expenses			
Salaries, wages & benefits	140,000	168,000	154,000
Utilities	55,000	75,000	65,000
General & administrative	5,000	8,000	6,500
Supplies	10,000	15,000	12,500
Repairs and maintenance	20,000	30,000	25,000
Marketing and advertising	15,000	25,000	20,000
Contractual services	20,000	30,000	25,000
Incremental expenses	265,000	351,000	308,000
Incremental cash flow	$161,000	$210,000	$185,500

ESTIMATED CONSTRUCTION COSTS

Populous, an international fairgrounds architectural firm, prepared estimates of the potential costs of constructing the Recommended Facilities. These costs are based on general construction methods and do not reflect any special or extraordinary site development or other unanticipated costs. These costs are based on visual observations, allowances, historic data and local cost indicators (Leon County and Tallahassee). No detailed architectural or engineering studies have been developed. Neither Markin Consulting nor Populous make any representation as to the accuracy of these estimates as they relate to facilities that may be built at the North Florida Fairgrounds. An architectural firm should be engaged to prepare cost estimates specific to the Tallahassee and Leon County building codes and construction cost experience.

North Florida Fairgrounds Order of Magnitude Square Footages & Costs	Area	Cost per Square Foot	Total Estimated Cost
EXHIBITION BUILDING			
Exhibition Hall	40,000 sf	$150	$6,000,000
Meeting Rooms	2,000 sf	$250	500,000
Restrooms	1,600 sf	$250	400,000
Catering/Demonstration Kitchen	800 sf	$300	240,000
Storage	800 sf	$100	80,000
Show Office	200 sf	$250	50,000
Mechanical/Electrial/Fire/Data/ Communications Rooms	600 sf	$100	60,000
Foyer/Circulation	7,000 sf	$300	2,100,000
SUB-TOTAL	53,000 sf		$9,430,000
Soft Costs and FF&E		25%	2,357,500
TOTAL EXHIBITION BUILDING			$11,787,500
SITE ELECTRIAL (Allowance & All Included)			$500,000
GATES, SITE LANDSCAPE & ENHANCEMENTS (Allowance & All Included)			3,000,000
TOTAL ORDER OF MAGNITUDE COST			$15,287,500

Source: Populous

The FF&E estimates included in this table are approximate for table/chairs, portable bleachers, sports floor and technology requirements of the building (e.g., WIFI, energy saving lights, media equipment in meeting rooms, etc.).

FUNDING OPTIONS

A review of funding source options that might apply for the construction of the proposed Exhibition Building and the identified general upgrades and beautification of the Fairgrounds revealed the following:

- Public funding – the taxpayers of Leon County passed a one cent option tax extension in November 2014 that is collected on all taxable sales within the County. Approximately $12 million of the one cent sales tax generated between 2020 and 2040 has been earmarked for Fairground improvements.
- Bond or loan financing – the revenue generating proposed exhibition building (with estimated construction costs of almost $12 million) could possibly support some level of debt financing, estimated in the range of $2 million to $2.75 million, based on the low and high scenario cash flows. The balance of the funding would need to be raided from other sources.
- Other sources – county, state and federal grants, as well as private fund raising could all be additional sources of capital to pay for the cost of the Recommended Facilities

ESTIMATED ECONOMIC IMPACTS

Overview

This section of this report presents the approach and methodology used to develop estimates of the potential economic and fiscal impacts of visitors to the Tallahassee/Leon County area resulting from specific potential events that attract visitors to the area.

Approach

Economic impacts are generally described as the amount of expenditures that occur in a defined geographic area, including subsequent re-spending of the initial expenditures. The new events that could be attracted to the Tallahassee/Leon County area with the construction and operation of the proposed Exhibition Building that would have significant economic impacts to the area are the 1 to 2 regional RV rallies and the 6 to 9 sports tournaments – generating impacts from the spending of non-local participants, spectators and event promoters for lodging, meals, retail purchases, entertainment and the like. The re-spending of the initial expenditures within the Tallahassee/Leon County area of these non-local participants, spectators and event promoters are captured through multipliers that reflect the economic makeup of the area, as well as account for the leakage out of the area. In addition, certain expenditures result in state and local sales and lodging taxes, referred to as fiscal impacts.

RV Rallies

For the RV rallies, we utilized expenditure data from similar regional RV rallies that we surveyed as part of economic impact studies conducted for similar fairgrounds facilities. The impacts include the spending of the (1) rally organizer for meals/catering, materials and supplies, entertainment and fuel, (2) vendors at the rally for food, fuel, entertainment, retail and other local services and (3) rally participants for groceries, fuel, retail, entertainment, other purchases and some per-rally lodging. The tables below presents the estimated spending by these three rally groups. The low scenario assumes a 5-day rally with 600 rigs and 12 vendors. The high scenario adds a 6-day rally with 700 rigs and 12 vendors to the low scenario.

Total Estimated Direct Expenditures of RV Rallies - Low Scenario

Total expenditures	Promoters	Vendors	Participants	Total
Lodging	$0	$0	$0	$0
Meals	23,000	6,300	58,400	87,700
Transportation	6,500	1,800	48,300	56,600
Entertainment	5,000	2,700	9,300	17,000
Retail	15,000	4,500	0	19,500
Services	0	3,600	57,200	60,800
Other	0	13,500	37,900	51,400
Total	$49,500	$32,400	$211,100	$293,000

All amounts rounded to $100's of dollars

North Florida Fairgrounds

Total Estimated Direct Expenditures of RV Rallies - High Scenario

Total expenditures	Promoters	Vendors	Participants	Total
Lodging	$0	$0	$21,200	$21,200
Meals	46,000	12,600	131,100	189,700
Transportation	13,000	3,600	101,100	117,700
Entertainment	10,000	5,400	19,500	34,900
Retail	30,000	9,000	103,200	142,200
Services	0	7,200	0	7,200
Other	0	27,000	89,500	116,500
Total	$99,000	$64,800	$465,600	$629,400

All amounts rounded to $100's of dollars

To estimate the potential total economic impacts associated with the estimated direct expenditures of the 1 to 2 new RV rallies, we purchased RIMS II multipliers from the Bureau of Economic Analysis for Leon County and applied those multipliers to the estimated direct expenditures presented in the above two tables. The calculations of total economic impacts for these RV rallies are shown in the table below, along with the estimated impacts to local earnings and jobs.

North Florida Fairgrounds

RV Rally Impacts - Low Scenario

			Multiplier			Results		
RIMS #	Account Name	Initial Expenditures	Output	Earnings	Jobs	Expenditures	Earnings	Employment
59	Lodging	$0	1.5584	0.4217	13.3527	$0	$0	0.0
60	Meals	87,700	1.5517	0.4471	20.0980	136,100	39,200	1.8
28	Transportation	56,600	1.5553	0.4487	15.5398	88,000	25,400	0.9
711500	Entertainment	17,000	1.5021	0.4346	14.2403	25,500	7,400	0.2
28	Retail	19,500	1.5553	0.4487	15.5398	30,300	8,700	0.3
61	Services	60,800	1.7353	0.4697	13.7480	105,500	28,600	0.8
28	Other	51,400	1.5553	0.4487	15.5398	79,900	23,100	0.8
		$293,000				$465,300	$132,400	4.8

Source for Multipliers: RIMS II Bureau of Economic Analysis

North Florida Fairgrounds

RV Rally Impacts - High Scenario

			Multiplier			Results		
RIMS #	Account Name	Initial Expenditures	Output	Earnings	Jobs	Expenditures	Earnings	Employment
59	Lodging	$21,200	1.5584	0.4217	13.3527	$33,000	$8,900	0.3
60	Meals	189,700	1.5517	0.4471	20.0980	294,400	84,800	3.8
28	Transportation	117,700	1.5553	0.4487	15.5398	183,100	52,800	1.8
711500	Entertainment	34,900	1.5021	0.4346	14.2403	52,400	15,200	0.5
28	Retail	142,200	1.5553	0.4487	15.5398	221,200	63,800	2.2
61	Services	7,200	1.7353	0.4697	13.7480	12,500	3,400	0.1
28	Other	116,500	1.5553	0.4487	15.5398	181,200	52,300	1.8
		$629,400				$977,800	$281,200	10.5

Source for Multipliers: RIMS II Bureau of Economic Analysis

The estimated fiscal impacts associated with these expenditures include state sales tax, state fuel tax, county sales tax and tourism development tax, as presented in the table below.

North Florida Fairgrounds
Estimated Fiscal Impacts of RV Rallies

	Low Scenario	High Scenario
State sales tax	$14,200	$30,700
State fuel tax	6,800	14,200
County sales tax	3,500	7,700
Tourism development tax	0	1,100
	$24,500	$53,700

Sports Tournaments

For purposes of estimating the economic and fiscal impacts for the potential sports tournaments, we used data contained in the ***Leon County Economic Feasibility Assessment Report***[3]*,* dated June 29, 2012, adjusted for the number of tournaments and number of tournament days. Below are the calculations of the estimated impacts of the sports tournaments.

North Florida Fairgrounds
Estimated Impacts of Sports Tournaments

	Low	High
Economic Impacts		
Number of tournaments	6	9
Average number of teams	20	20
Average number of visitors per team	27	27
Average number of days/nights in Tallahassee	2	2
Average daily spending per visitor	143	143
Estimated direct spending	$926,640	$1,389,960
Multiplier for indirect/induced spending	1.44	1.44
Total estimated economic impact	$1,334,400	$2,001,500
Fiscal Impacts		
State sales tax	$55,600	$85,400
County sales tax	13,900	20,900
Tourism development tax	6,800	10,000
Total estimated fiscal impacts	$76,300	$116,300

Source: Leon County Economic Feasibility Assessment Report, June 29, 2012 (p. 54)

[3] A feasibility study for a sports complex in Tallahassee.

TOTAL IMPACTS

The table below presents a summary of the estimated total potential economic and fiscal impacts associated with the RV rallies and sports tournaments that could be staged at the Fairgrounds with the construction of the proposed Exhibition Building.

North Florida Fairgrounds Study
Summary of Estimated Annual Economic Impacts
From New Events Attracted to Tallahassee

Event Type	Low Scenario		High Scenario
Regional RV Rallies	$465,000	to	$978,000
Sports Tournaments	1,334,000	to	2,002,000
Total Annual Impacts	$1,799,000	to	$2,980,000
Estimated Fiscal Impacts	$101,000		$170,000

Exhibits

North Florida Fairgrounds Study
RMP Opportunity Gap - Retail Stores, 2014

	Total Building Material, Garden Equipment Stores	Building Material and Supply Dealers	Lawn, Garden Equipment Supplies Stores
One Mile Radius			
Consumer Expenditures	$8,281,986	$6,998,389	$1,283,597
Retail Sales	1,334,219	398,296	935,923
Opportunity Gap (Surplus)	$6,947,767	$6,600,093	$347,674
Two Mile Radius			
Consumer Expenditures	$32,616,503	$27,620,979	$4,995,524
Retail Sales	32,602,547	31,214,075	1,388,472
Opportunity Gap (Surplus)	$13,956	($3,593,096)	$3,607,052
Three Mile Radius			
Consumer Expenditures	$77,851,105	$65,846,893	$12,004,212
Retail Sales	65,081,113	63,096,987	1,984,126
Opportunity Gap (Surplus)	$12,769,992	$2,749,906	$10,020,086

Source: The Nielson Company, 2014

North Florida Fairgrounds Study
RMP Opportunity Gap - Retail Stores, 2014

	Total Food and Beverage Stores	Grocery Stores	Specialty Food Stores	Beer, Wine and Liquor Stores
One Mile Radius				
Consumer Expenditures	$11,615,929	$7,991,927	$982,355	$2,641,647
Retail Sales	59,762,291	40,795,153	83,409	18,883,730
Opportunity Gap (Surplus)	($48,146,362)	($32,803,226)	$898,946	($16,242,083)
Two Mile Radius				
Consumer Expenditures	$45,061,337	$29,262,213	$3,552,955	$12,246,169
Retail Sales	76,328,823	55,852,792	433,708	20,042,323
Opportunity Gap (Surplus)	($31,267,486)	($26,590,579)	$3,119,247	($7,796,154)
Three Mile Radius				
Consumer Expenditures	$107,330,267	$67,474,766	$8,186,450	$31,669,052
Retail Sales	192,201,471	119,747,275	1,434,112	71,020,084
Opportunity Gap (Surplus)	($84,871,204)	($52,272,509)	$6,752,338	($39,351,032)

Source: The Nielson Company, 2014

North Florida Fairgrounds Study
RMP Opportunity Gap - Retail Stores, 2014

	Total Food Service and Drinking Places	Full-Service Restaurants	Limited-Service Eating Places	Specialty Foodservices	Drinking Places-Alcoholic Beverages
One Mile Radius					
Consumer Expenditures	$8,157,856	$3,648,100	$3,309,340	$884,777	$315,638
Retail Sales	9,809,206	6,714,508	2,948,507	45,582	100,609
Opportunity Gap (Surplus)	($1,651,350)	($3,066,408)	$360,833	$839,195	$215,029
Two Mile Radius					
Consumer Expenditures	$36,410,743	$16,543,214	$14,362,086	$3,842,187	$1,663,256
Retail Sales	38,861,442	23,015,464	4,946,507	7,674,575	3,224,896
Opportunity Gap (Surplus)	($2,450,699)	($6,472,250)	$9,415,579	($3,832,388)	($1,561,640)
Three Mile Radius					
Consumer Expenditures	$96,637,448	$44,194,789	$37,854,678	$10,110,008	$4,477,972
Retail Sales	195,810,871	74,436,874	54,713,032	56,701,540	9,959,424
Opportunity Gap (Surplus)	($99,173,423)	($30,242,085)	($16,858,354)	($46,591,532)	($5,481,452)

Source: The Nielson Company, 2014

North Florida Fairgrounds

Market Feasibility Assessment and Alternative Site Analysis Report

Tallahassee, Florida

November 23, 2021

BLUEPRINT INTERGOVERNMENTAL AGENCY

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Executive Summary

The North Florida Fairgrounds (Fairgrounds) is a regional fair complex that hosts the annual November Fair as well as a variety of additional events throughout the year. Currently, the existing North Florida Fair Association activities are financially sound and serve a variety of needs in the Leon County area. As initiated by the Intergovernmental Agency Board of Directors in September 2020, the Blueprint Beautification and Improvements to the Fairgrounds project provides $12 million to "construct improvements to the fairgrounds."[1] The first phase of this project is to update a previously completed market feasibility study (April 27, 2015) and conduct an alternative site analysis that considers relocating fair activities to a new site as an opportunity for more development and economic activity. The results of this effort will inform next steps related to Fairgrounds' improvements or potential relocation.

To accomplish this task, Blueprint Intergovernmental Agency has engaged HDR Engineering, Inc. (HDR) to evaluate the current Fairgrounds property, consider highest and best use options for the existing Fairgrounds site, and identify and assess the feasibility of a Fairgrounds' relocation. This North Florida Fairgrounds Market Feasibility and Alternative Site Analysis Report ("Report") details the results of the consultant team's technical and qualitative analyses, relying on input from residents, businesses, and the North Florida Fair Association, as well as third-party data and existing relevant plans. Additionally, the Office of Economic Vitality has offered input and guidance throughout the course of the study.

Structure and Methodological Framework

This Report begins with a market analysis that analyzes current Fairground facility offerings and assesses the consumer, economic, and market profiles of the Fairgrounds area. Next, an Economic Impact Analysis assesses the broader community impact of activities at the Fairgrounds. A Site Evaluation Analysis considers the feasibility of alternative sites should the Fairgrounds move from its existing location. Finally, a discussion of Site Stakeholder Engagement details listening sessions and related public engagement activities conducted over the course of this study is included.

Key Findings of the Report

The North Florida Fairgrounds plays an important role in the Tallahassee community by providing recreational, shopping, and entertainment options to both locals and visitors. Each year, approximately 115,000 people attend the North Florida Fair. This, combined with estimated attendance at other Fairgrounds activities, suggests that more than 202,000 people visit the Fairgrounds annually. This activity supports the local economy, which has been strong and growing in recent years prior to the recent COVID-19 pandemic. In fact, since 2009, population in Tallahassee has increased 1.13 percent annually and, based on historical five-year data, employment growth has been 1.3 percent annually in Leon County.

The entire Fairgrounds property area owned by Leon County is 119 acres. The leased portion of the Fairgrounds property from the County to the North Florida Fair Association is 107.5 acres. This does not include the Gene Cox Stadium or Leon County Extension Office/Agricultural

[1] 2015 Second Interlocal Agreement Amended and Restated.

Center, which together are approximately 12 acres. Of the 107.5 acres, 71 acres are cleared and 36 identified as woodlands. Approximately 29 acres are designated for the City of Tallahassee's Capital Park and Leon County Sheriff's Office Mounted Patrol and Livestock Impound. While the current area leased by the Fairgrounds is 107.5 acres, Fair activities can be accommodated on less acreage. The Fair Association Board indicates that 55 acres are used for Fairground operations, including exhibit buildings, midway area, and on-site parking for major events.

Results of the Economic Impact Analysis conducted for this study show that visitors to the Fairgrounds contribute between $40 and $79 million to the economy annually, including direct, indirect, and induced effects. The role of the Fairgrounds and its economic impact is anticipated to continue to grow as Tallahassee's population and employment base expands in coming years, based on historic trends.

Surrounding the Fairgrounds are several residential neighborhoods and a variety of amenities. The Fair itself draws many families from the area, and other events draw visitors from out of town. While the Fairgrounds is already an important piece of the local community, targeted improvements to the site would expand the types of events the facility can accommodate and enhance its contribution to the community. This has been the experience of other fairs across the country. For example, in Minnesota, 105 County & Regional Fairs generated $167 million in economic activity in 2020. Over a three-year period, more than $40 million of that total was attributable to:

- Construction of a $4.5 million International Bazaar and restroom complex;
- A new $1.3 million Moo Booth and Milking Parlor educational cattle exhibit;
- New roofs for the historic Livestock Pavilion and Swine Barn;
- Ongoing renovation of the Warner Coliseum;
- Improved amenities for guests; and
- Significant improvements to the State Fair's utilities and technology infrastructure.

Iowa's fairgrounds generated $167 million in 2020. A $5 million investment in various capital improvements on these fairgrounds generated an additional $35 million in statewide economic impact.

It is reasonable to expect that targeted improvements to the existing North Florida Fairgrounds (e.g., landscaping, sidewalk and building façade improvements, new restrooms, and kitchen, etc.) would yield similarly positive economic impacts. More flexible multi-purpose event space and resident access to the site outside of event times might also increase economic activity in the area.

Cureton Johnson & Associates, LLC conducted an updated appraisal of the 107-acre Fairground parcel in October 2021. The appraisal determined that the current market value is $3.7 million using a land-only approach to valuation, with a highest and best use of mixed-use. The study team determined that even without purchasing a new site or making access and other improvements to support Fair activities at a new location, the replacement cost for the buildings

is estimated to be $22.8 million. This expense alone suggests that relocating the existing Fairgrounds' operations is cost-prohibitive at this time.

As to alternative sites available on the market today to support a facility of similar size, there are limited options. Based on a desktop analysis of the Multiple Listing Service (MLS) and CoStar data, the study team evaluated sites for suitability based on upland acreage, proximity, visibility, site access, and compatibility with adjacent land uses. Potential alternative sites that were evaluated feature limited developable areas, access limitations, and other shortcomings. In contrast, the existing Fairgrounds site offers multiple street frontages, compatible land uses, and adjacent parking for spillover. The Fairgrounds' current site also serves as a central location for its role as a community assistance center and as a training facility and staging area for federal and local emergency responders.

Review of the real estate market in Tallahassee reveals that there is no immediate redevelopment opportunities for office, industrial, and retail commercial. The area does exhibit a strong demand for increased housing production. The site may also be large enough to accommodate community recreation and event space. Given the potential for residential development and other compatible uses, the study team recommends analysis of the current uses and potential reconfiguration of the site to determine if a portion of the site could be offered to meet the demand.

In consideration of the study findings, it is recommended that the Blueprint Intergovernmental Agency develop a Fairgrounds Master Plan. The findings recommend the continued operations of the Fairgrounds at its existing location and a master planning process to identify how the Fairgrounds could best be configured given the difference between the approximately 55 acres needed for Fair operations and 107.5 acres in the leased area. To maximize the economic impact, the Master plan would identify and prioritize targeted improvements for the Fairgrounds, and guide the long-term growth and investment in the site. The Beautification and Improvements to the Fairgrounds Project $12 million in funding is recommended for the targeted improvements. Through reconfiguration of the land uses on the site, redevelopment of select areas could be "opened up" presenting an opportunity to capture the demand for residential and other uses as determined through the master planning process. Concurrent to this effort, it is also recommended that Leon County Government and the North Florida Fair Association evaluate the existing long-term lease and property management to support the community investment in the Fairgrounds site.

Chapter 1: Background and Existing Site Analysis

Project Description

This report was prepared for Blueprint Intergovernmental Agency by HDR. It details the results of our assessment to determine potential market support and analyses of financial and economic impacts of capital improvements at the North Florida Fairgrounds, including an alternative site analysis.

Background and Objectives

At the December 9, 2013, Leon County Board of County Commissioners (BOCC) Strategic Planning Retreat, the Board adopted a Strategic Initiative to institute a sense of place initiative for the Fairgrounds and subsequently allocated funds to support the initiative. These funds were utilized to conduct a market study and consider potential improvements at the Fairgrounds. On July 7, 2015, the Board of County Commissioners approved the final report on the Market Study Report on the North Florida Fairgrounds and sense of place initiative.

The 2015 Market Study Report provided facility recommendations based on projected market demand, and it identified current and potential future opportunities for new event facilities. The recommendations included a new exhibition building with 35,000 to 40,000 square feet of rentable exhibition space, including clear-span, high-ceiling flat floor multipurpose space, dividable into two separate spaces. The facility would also include 2,000 square feet of dividable space, a kitchen, restrooms, a foyer area for pre-function space, concession areas, a show office and have proximity to paved parking. The recommendations also included a list of updates: new fencing and gate entries; electrical infrastructure upgrades; and on-grounds landscaping and beautification. The total estimated cost for the recommended facility and improvements was $15.2 million. Three possible layouts for the recommended facility were developed and presented as part of the report. It was determined that the existing lease would need to be evaluated in order to make major investments at the site. The projected revenues from the recommended facility would be insufficient to support the necessary financing, and a Comprehensive Plan amendment and rezoning would need to be initiated to ensure the proper land use designations are in place to allow for future development.

The 2015 Fairgrounds Market Study Report was intended to: provide information on the current and anticipated market of the Fairgrounds; recommend Facility improvements; provide information on the long-term financial feasibility of supporting any recommended facility improvements; and to assess whether selling or leasing portions of the Fairgrounds for private development is a feasible option, while retaining the Fair Association Board operations on the remaining lands.

The Fairgrounds site is owned by Leon County and operated by the North Florida Fair Association (Fair Association Board) through a lease agreement that extends to the year 2067. The county is unable to take action on a Fairgrounds Project without the consent of the Fair Association Board, under the existing lease agreement. The Board of County Commissioners has previously explored relocating the Fair Association Board activities to a new site as an

opportunity for more development and economic activity. Such relocation options have not been financially feasible and were not explicitly a part of the 2015 Market Study Report.

At the September 17, 2020, Intergovernmental Agency Board (IA Board) meeting, the IA Board authorized Blueprint to advertise, negotiate, and award a contract for an updated market feasibility study and alternative site analysis for the Blueprint Infrastructure Beautification and Improvements to the Fairgrounds project. This report will cover the same areas as the 2015 study, and includes the evaluation of alternative sites and the possible relocation of the Fairgrounds.

Key Findings of Market Analysis Study

The following presents the key findings of the market analysis study and existing site analysis.

- It is estimated that approximately 202,600 people attend events at the Fairgrounds, with 115,000 people attending the North Florida Fair annually.
- Results of the Economic Impact Analysis conducted for this Study show that visitors to the Fairgrounds contribute a total economic impact of approximately $40-$79 million to the local economy annually, including direct, indirect, and induced effects. The role of the Fairgrounds and its economic impact is anticipated to continue to grow as Tallahassee's population and employment base expands in coming years, based on historic trends.
- Surrounding the Fairgrounds are several residential neighborhoods, and a variety of amenities are in proximity. The Fair itself draws many families from the area, and other events also encourage Tallahassee visitors from out of town.
- While the Fairgrounds is already an important piece of the local community, it is reasonable to expect that targeted improvements to the existing Leon County Fairgrounds (e.g., landscaping, sidewalk and building façade improvements, new restrooms, and kitchen, etc.) would yield additional positive economic impacts.
- In terms of potential relocation of the Fairgrounds, limited alternative site options are available to support a facility of similar size. Developable areas were limited and potential alternative sites that were evaluated feature access limitations and other shortcomings.
- An updated appraisal of the 107-acre Fairground parcel was conducted by Cureton Johnson & Associates, LLC., which determined that the current market value is $3.7 million. Even without purchasing a new site or making access and other improvements to support existing Fairground activities at a new location, the replacement cost for buildings is estimated to be $22.8 million. This expense alone suggests that relocating the existing Fairgrounds' operations is cost-prohibitive at this time.
- The existing Fairgrounds site offers multiple street frontages, compatible land uses, and parking spillover that can be handled on adjacent commercial sites. The Fairgrounds' current site also serves as a good location for its role as a community assistance center and as a training facility and staging area for federal and local emergency responders.
- Review of the real estate market in Tallahassee reveals that there has been limited interest on the part of private developers to repurpose the existing Fairgrounds site and no consensus among stakeholders about a move or reuse strategy. Analysis of the local

office, industrial, and retail commercial real estate market conditions also does not reveal immediate redevelopment opportunities. The area does exhibit a need for increased housing production, which is being met at alternative housing sites and private developments.

- The existing Fairgrounds site may be large enough to accommodate tournament space and athletic fields but, based on meetings with City Parks Recreation and Neighborhood Affairs, there is sufficient outdoor play space in the area. While indoor/court space is needed in Tallahassee, these facilities are usually sited near hotels, the interstate, restaurants, etc. They are likely to be used in a cyclical fashion but require maintenance throughout the year, which could not be managed by current Fairgrounds staff. Expansion of staff and equipment would be costly and while some event spaces are heavily subsidized because of these additional costs, it is unclear whether a facility at this location would result in increased local economic activity.

It is recommended that the Blueprint Intergovernmental Agency develop a Master Plan detailing future improvement and enhancement scenarios for the Fairgrounds site. The Fair Association Board indicates that 55 acres are used for Fairground operations, including exhibit buildings, midway area, and on-site parking for major events. Additional offsite locations are used to support parking during peak events. Efficiencies identified through a Master Plan process could identify areas that could be “opened up” for redevelopment.

It is also recommended that Leon County and the North Florida Fair Association consider renegotiating a new lease agreement releasing portions of the Leased Premises to allow for redevelopment of the Fairgrounds property.

Overview of Current Fairgrounds and Related Properties

Figure 1 shows the entire property owned by Leon County and leased to various organizations and entities. The outlined area represents the property that was originally leased to the Fair Association Board in 1959. It comprises approximately 119.5 acres. The lease has since been amended to account for the areas now occupied by the County Extension Office and the Gene Cox Stadium and 0.5 acres for Paul Russell Road right-of-way. The current area leased by the Fairgrounds is 107.5 acres.

Figure 1: North Florida Fairgrounds Site Analysis



Source: Tallahassee Leon County Planning Department

PARCELS AND LOTS

The area in direct proximity to the Fairgrounds is largely residential and has a mix of single and multifamily units. On the western side of the Fairgrounds there are commercial properties that are mostly retail but also include some restaurants. To the east, there are three secondary schools that serve the surrounding community. The Fairgrounds serves as an important recreational space for the residents in direct proximity and in the wider surrounding area.

The Fair Association Board's lease of the Fairgrounds Property, most recently amended in 1995, extends to December 21, 2067, and provides for the Fair Association Board to maintain the grounds and improvements, subject to four additional ongoing uses not associated with the Fair Association Board's activities:

- The 9.1-acre parking lot abutting Gene Cox Stadium is used by the Leon County School Board for bus parking in conjunction with its use of Cox Stadium pursuant to an August 1989 Joint Use Agreement with the Fair Association Board.
- A 5.2-acre portion of the leased property abutting Tram Road is used for the Sheriff's Mounted Patrol Facility and for the County's livestock impoundment area pursuant to a September 1999 Joint Use Agreement with the Fair Association Board.
- An approximate 20.1-acre portion of the leased property abutting Tram Road is maintained by the City of Tallahassee for its Capital Park facility pursuant to the May 2005 Parks and Recreation Agreement, as amended in February 2008, between the City of Tallahassee and the County.
- A 2.6-acre recreational trail is maintained by the City of Tallahassee along the easternmost boundary of the Fairgrounds property, 2.28-acres of which lies within the

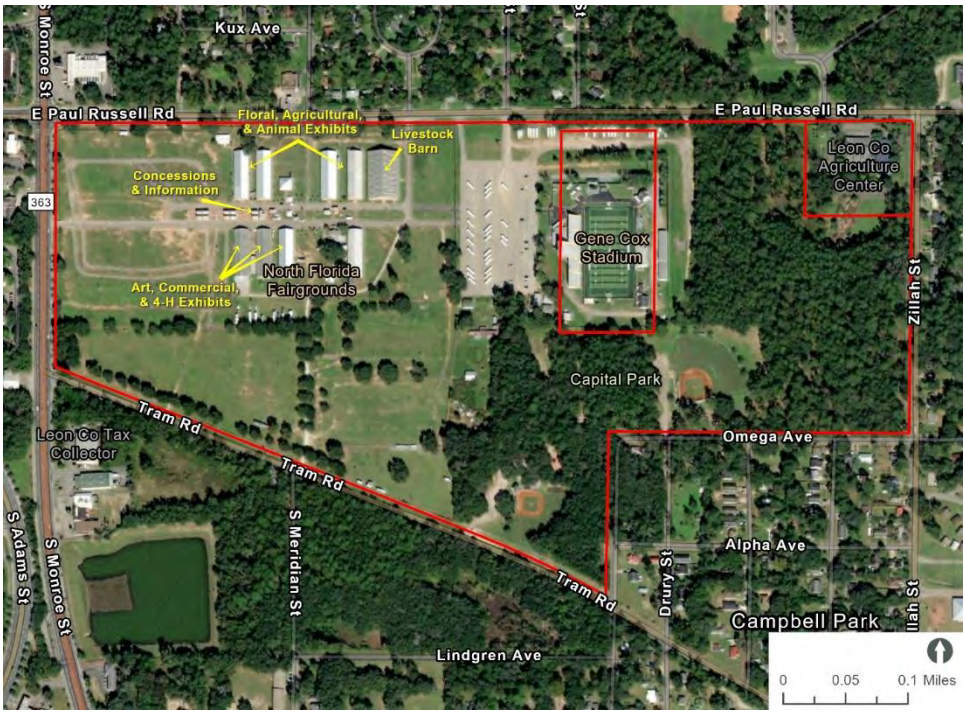
leased premises, pursuant to the Recreational Trail Easement conveyed by the County in June 2008 pursuant to Board Resolution 08-19.

The Fair Association Board leases its facilities from Leon County at an annual rate of $1.

BUILDINGS AND STRUCTURES

The area outlined in red on Figure 2 reflects the leased portion of the property. It does not include the Gene Cox Stadium or Leon County Extension Office (Agricultural Center). This aerial view shows the location of building facilities and open spaces used for parking and events, as well as their purpose. The Fairgrounds shares a 300-space parking lot with the Gene Cox Stadium but is in competition for these spaces when both venues are holding events.

Figure 2: Fairgrounds Buildings and Other Facilities



Source: ESRI, Florida Department of Revenue

Fairground Facilities

Figure 3 presents an overview of principal spaces, buildings and structures shown. The large open grass area to the west is used for midway events and visitor parking. However, during the 11-day run for the Fair this area is unavailable for parking due to the event being located on the site. There are nine buildings on the site, comprising approximately 126,000 square feet, along with several restrooms, a small office, and a kiosk.

Figure 3: Fairgrounds Buildings



Source: Fairground's website.

Buildings on the north side of the central mall, which is the cluster of buildings to the west of Gene Cox Stadium (buildings 1, 3, 7, and cattle barn), are metal structures used for floral exhibits, agricultural displays, housing cattle during the annual fair, poultry and petting zoos and other animal exhibits during the Fair.

Buildings 2 and 4 are located to the south of the central mall and are the only climate-controlled buildings with finished interiors. Each building is about 12,000 square feet and is used for home and fine arts exhibits and commercial exhibitors during the Fair. Next to these buildings is one that is used for 4-H exhibits and other activities during the Fair.

The grass area between the structures and the stadium parking lot is used for a "kiddie midway," which is dedicated to children's mechanical rides. Free entertainment is placed to the north of that lot. Other forms of free entertainment are interspersed where space is available.

The figure also shows the areas and facilities used for storage, information and concessions, restrooms and a camping area that includes electric and water "hook-ups" for 400 identified campsites.

- Buildings 1, 3 and 7 are metal-skin steel structures that are used for floral exhibits, agricultural displays, poultry and petting zoos and house other small animals during the Fair. These buildings are not climate controlled. These buildings can be rented during the rest of the year when the Fair is not being held.

Figure 4: Interior of Fairgrounds Building



Source: HDR

- The Cattle Barn is a large metal building used for housing cattle during the annual Fair and available for rent during the rest of the year. This building is not climate controlled.
- Buildings 2 and 4 are large metal buildings with finished interiors. Each building is approximately 12,000 square feet and used for home and fine arts exhibits and commercial exhibitors during the Fair. Building 2 has a serving kitchen. These buildings are the only climate-controlled facilities on the Fairgrounds. These buildings are available for rent when the Fair is not being held.
- Building 6 is a metal-skinned building like buildings 1 and 3. This building is used for 4-H exhibits and activities during the Fair. This building is not climate controlled. This building is available for rent during the rest of the year when the Fair is not being held.
- The information and concessions structures are made from concrete and located centrally between the buildings listed above. These spaces are available to vendors who sell food from them during the Fair and other events. During the Fair, these facilities are used for disseminating information to patrons and available to non-profit organizations to sell food concessions.

Figure 5: Concessions Area of Fairgrounds



Source: HDR

Figure 6: Fairgrounds Concessions Area



Source: HDR

- The North Front Lot and South Front Lot are used to hold the Fair and are closed to parking while it is being held. These areas are used for parking for other events outside of when the Fair takes place.

Figure 7: Grassy Area near Fairgrounds Buildings



Source: HDR

RECENT USAGE TRENDS OF FAIRGROUND FACILITIES

The facilities described above provide venues for a variety of uses. To assess the recent historical use of the Fairgrounds, we referenced calendars of events provided by the Fair Association Board for December 2019 through May 2021. During this period, the COVID-19 pandemic impacted many planned public events, so this assessment considers events that were planned but ultimately cancelled or postponed. Those events that were put on hold are also included in the table below. This assessment relates to non-Fair activities only.

According to Fair Association Board records for December 2019 through May 2021, 91 non-Fair events were planned at the Fairgrounds over 201 event days in the 18-month period. On some days, the Fairgrounds was home to multiple events, allowing for multiple event-days to be tallied for the same calendar day. Table 1 presents the number and percentage of events and event-days by event type.

Table 1: Number and Percent of Events and Days by Type of Event

Category of Event	Events		Event-Days	
	Count	%	Count	%
Animal	3	3%	3	1%
Antique	3	3%	5	2%
Arts / Crafts	2	2%	3	1%
Boat	1	1%	3	1%
Civic	1	1%	1	0%
Concert / Performance	11	12%	18	9%
Dog / Pet	13	14%	24	12%
Fireworks	3	3%	19	9%
Food	5	5%	7	3%
Gala / Banquet	5	5%	5	2%
Gun / Knife	9	10%	19	9%
Hot Air Balloon	3	3%	6	3%
Private Event	16	18%	42	21%
Religious	1	1%	1	0%
Rodeo	3	3%	6	3%

Category of Event	Events		Event-Days	
	Count	%	Count	%
RV	6	7%	26	13%
Social Support	3	3%	4	2%
Trade Show	3	3%	9	4%
TOTAL	**91**	**100%**	**201**	**100%**

Source: Fair Association Board Records

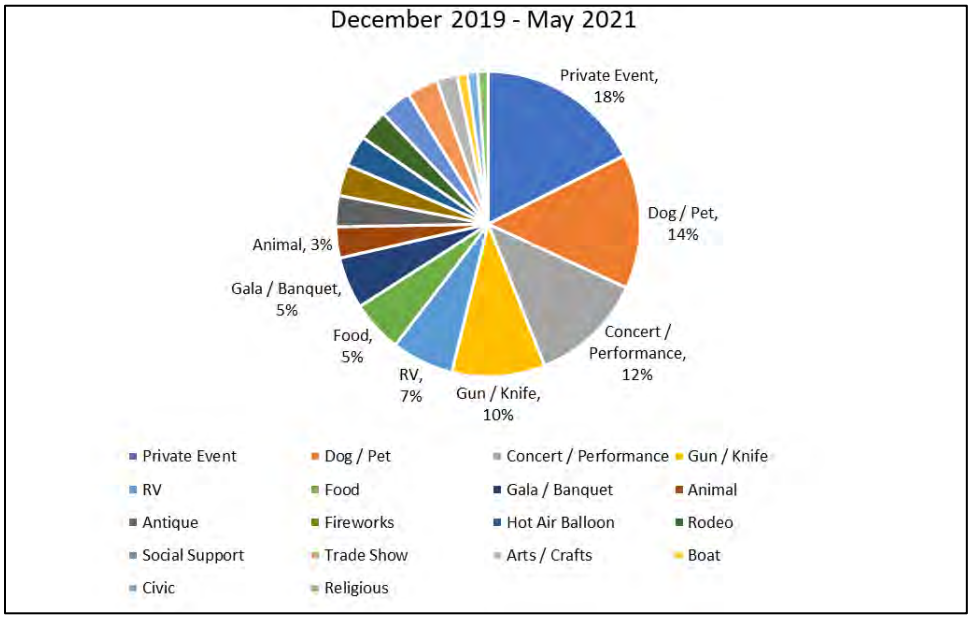
Pre-pandemic and according to the Market and Financial Feasibility Study Report of the North Florida Fairgrounds completed in 2015 (based on Fair Association Board records), 55 non-Fair events were staged at the Fairgrounds in 2012. This accounts for 92 event days and 179 use days. For 2013, 58 non-Fair events were held at the Fairgrounds; accounting for 100 event days and 209 use days. For 2014, 56 non-Fair events accounted for 91 event days and 178 use days. Data for 2015 through 2018 were not available.

Private events are held at the Fairgrounds, and they include weddings, receptions, birthday celebrations, banquets, reunions, quinceanera activities, dances, school testings, to name a few. RV events, fireworks, and trade shows accounted for a higher share of event-day usage than implied by event count. Though dog training / pet activities, concerts / performances, and gun / knife shows represented 14 percent, 12 percent, and 10 percent of the total number of planned events over the December 2019 to May 2021 period, respectively, those activities represented only 12 percent, 9 percent, and 9 percent of total event days.

PLANNED EVENT DISTRIBUTION

The distribution of events by type is presented in Figure 8 below.

Figure 8: North Florida Fairgrounds – Planned Event Distribution by Type



Source: Fair Association Board Records

Examples of non-Fair events planned at the North Florida Fairgrounds during the December 2019 – May 2021 period include:

- The North Florida Gun & Knife Show
- Phantom Fireworks
- Tallahassee Dog Obedience Club events
- Pet Adoption events
- A *Night to Shine* sponsored by the Tim Tebow Foundation
- Tallahassee Regional Boat Show
- Micro Wrestling
- Great American Caravan
- Cabin Fever Drive-In Laser Show
- Tallahassee Balloon Festival
- National Hot Tub Expo
- Pull Up Comedy Show
- Souls to the Polls
- Carnival Food Fair
- The *Less Fortunate Still Matters* Foundation Community Event
- Government events for Leon County, Leon County Schools, and the City of Tallahassee.

While events listed above are not the only non-Fair events hosted at the Fairgrounds, they are representative of the types of events this venue supports.

Site Location Assessment

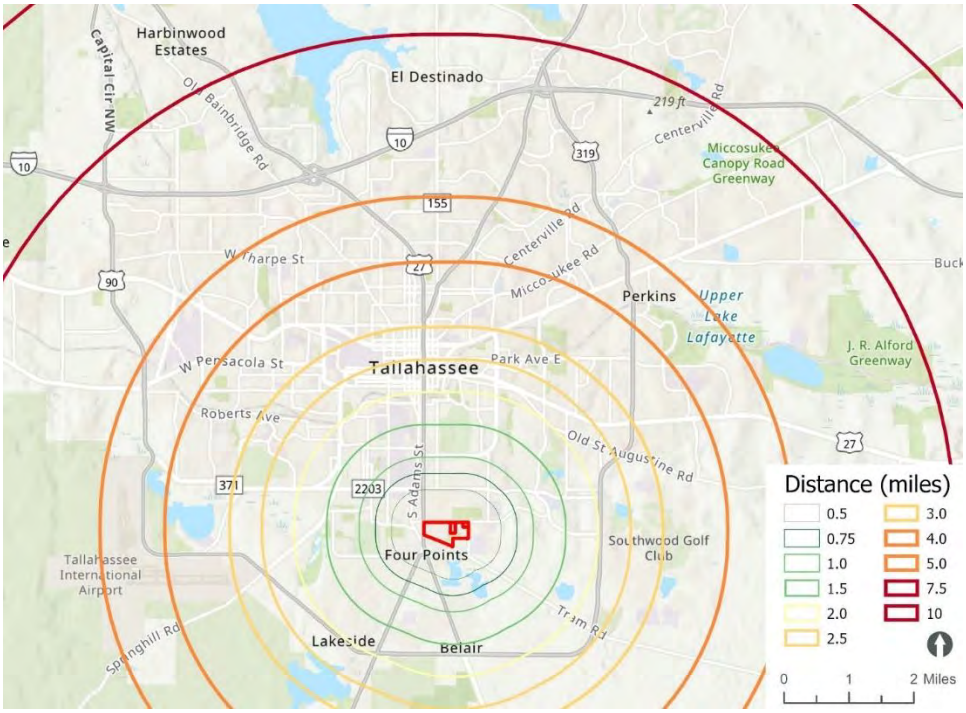
This section evaluates the current site's proximity to likely Fairground's visitors. The following discusses the location of the existing Fairgrounds and describes the population that can access the site within 10, 20, and 30 minutes of drive time. It is worth noting that other local fairs, including those held at Deep South Fairgrounds, the Decatur County Chamber of Commerce, and the Decatur County Agricultural Center are more than 40 miles and more than one hour drive time away. Our focus is therefore within 30 minutes of drive time, or halfway between those fairs and Tallahassee.

REGIONAL LOCATION

The Fairgrounds has regional and multi-area access via Interstate 10 from the east and west, US Highway 27 from the northwest and US Highway 319 from the north and south. The Fair in particular draws people from across the region, so access is critical. Nearby fairgrounds include Suwannee County Fairgrounds, which is in Live Oak, Florida, but it is 85.1 miles from Tallahassee. The Central Panhandle Fairgrounds is in Panama City, Florida, which is 97 miles away.

Figure 9 shows the distance in miles from the Fairground via concentric circles, as well as the communities that fall within the various buffers.

Figure 9: Fairgrounds Outlying Areas



Source: ESRI, Florida Department of Revenue

Table 2 shows mileage and drive times to and from Tallahassee from other communities in the region. Larger metropolitan areas such as Jacksonville and Pensacola are still within a 3-hour drive time from the Fairgrounds area.

Table 2: Distance and Drive Time for Regional Cities and Towns

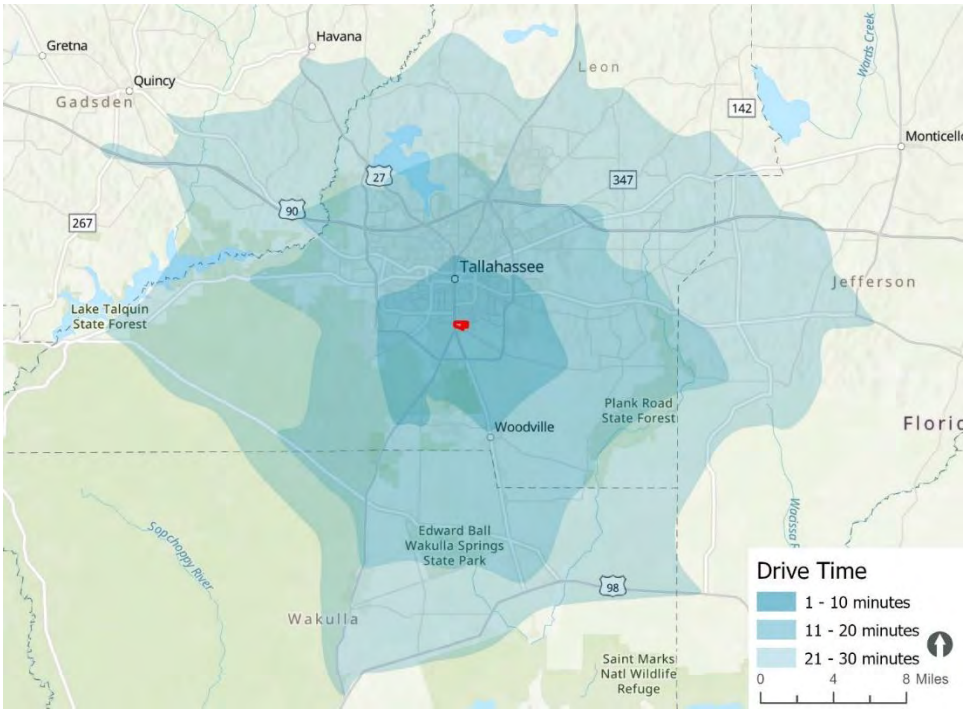
Location	Distance	Drive Time
Monticello, FL	27 miles	37 minutes
Thomasville, GA	34 miles	46 minutes
Bainbridge, GA	40 miles	53 minutes
Tifton, GA	92 miles	115 minutes
Dothan, AL	104 miles	106 minutes
Panama City, FL	104 miles	119 minutes
Gainesville, FL	152 miles	142 minutes
Fort Walton Beach, FL	164 miles	156 minutes
Jacksonville, FL	166 miles	157 minutes
Pensacola, FL	197 miles	170 minutes

Source: Google Maps

DRIVE TIMES IN AND AROUND THE FAIRGROUNDS

The primary market area for non-Fair events and activities at the Fairgrounds is expected to be within a 20-minute drive time, based on the location of the Fairgrounds site, access to the site, and estimated drive times and other transportation access for local residents. Figure 10 shows the areas that fall within various drive time catchment areas.

Figure 10: Drive Times around the Fairgrounds

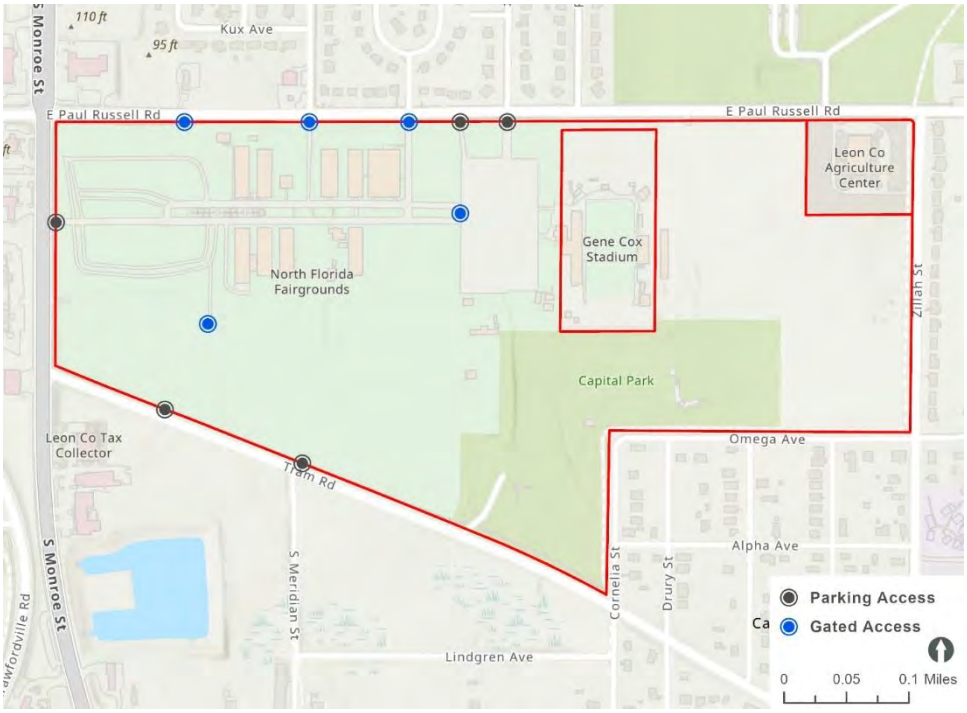


Source: ESRI, Florida Department of Revenue

FAIRGROUNDS ACCESS AND TRAFFIC

The Fairgrounds site is located in the southern area of Tallahassee and south-central Leon County. Local access to the Fairgrounds site is via South Monroe Street from the north, Paul Russell Road from the east and west, and Crawfordville Road and Woodville Highway from the south. The Fairgrounds boundaries relative to South Monroe Street, Paul Russell Road, and Tram Road are presented in Figure 11, which also shows parking and gated access to the Fairgrounds.

Figure 11: Fairgrounds Access



Source: ESRI, Florida Department of Revenue

Table 3 shows daily traffic counts provided by the Florida Department of Transportation for the streets that provide Fairgrounds' access. South Monroe Street is the most heavily traveled, followed by Paul Russell Road. South Monroe Street access is closed and there are parking and access restrictions along Paul Russell Road during the annual November Fair. The south parking lots along Tram Road are considered underutilized during this time as well.

Table 3: Average Daily Traffic Counts, 2020

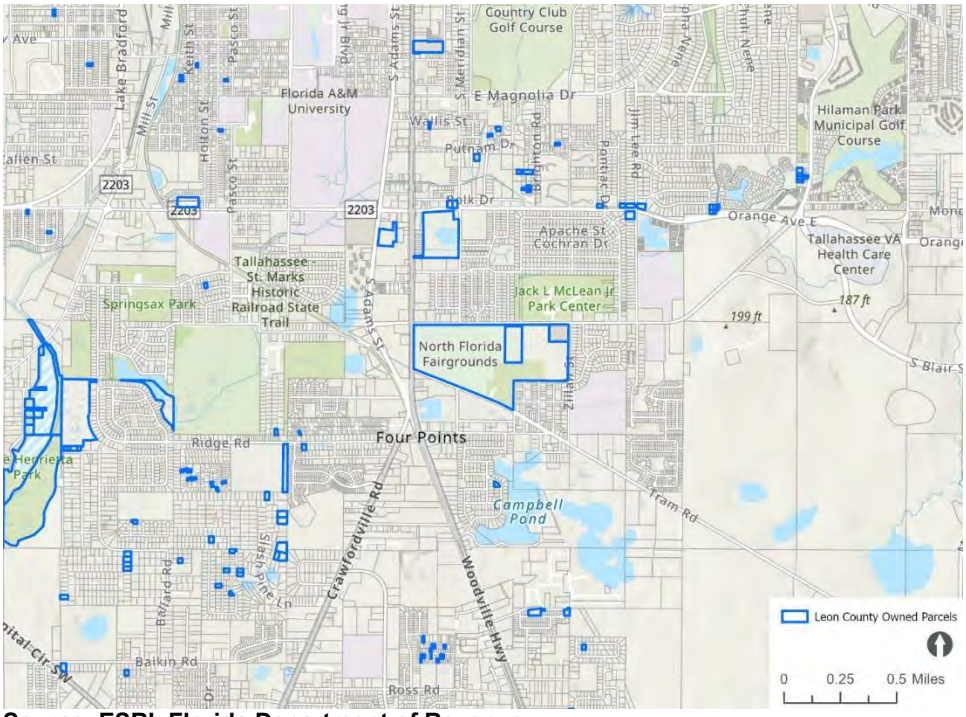
Street Location	Average Daily Traffic Count
Tram Road	3,000
South Monroe Street	15,600
Paul Russell Road	6,900

Source: Florida Department of Transportation

COUNTY OWNED PARCELS AND LAND USE

As shown in Figure 12, Leon County owns a number of parcels in proximity to the Fairgrounds that are primarily home to recreation spaces and administrative buildings. They are relatively smaller, however, which may make their use not feasible for potential Fairgrounds' relocation.

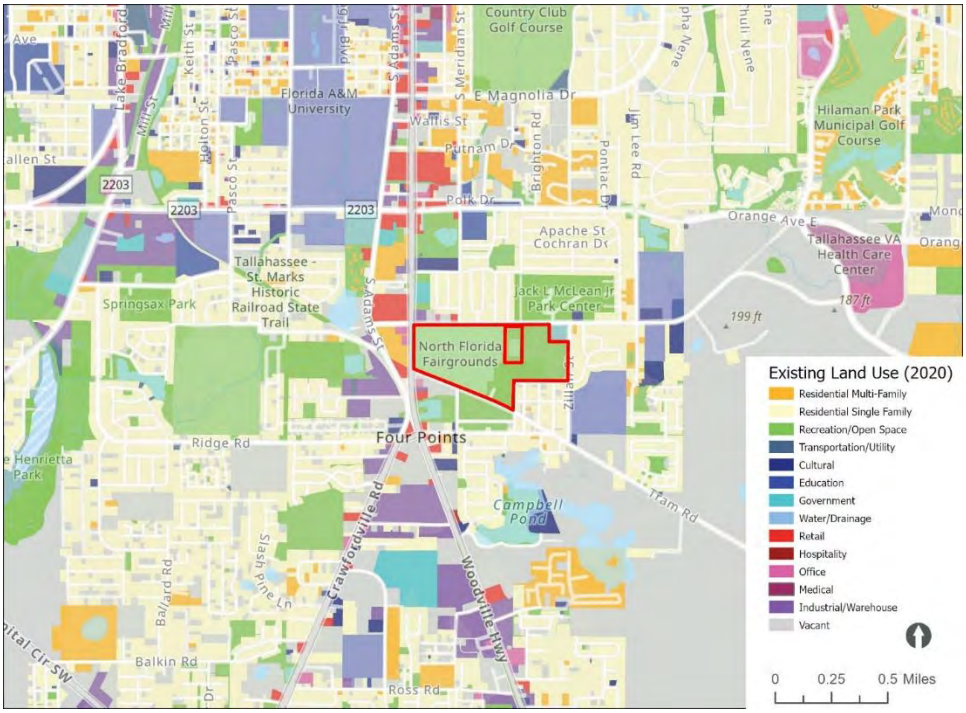
Figure 12: Land Use around the Fairgrounds with Leon County Owned Parcels



Source: ESRI, Florida Department of Revenue

The map view in Figure 13 shows the variety of land uses with areas in closest proximity to the Fairgrounds. In general, the Fairgrounds is a recreational area with a large proportion of open space. It lies within a surrounding neighborhood that is primarily residential. A small amount of retail abuts the Fairgrounds, but there is a higher concentration to the north that offers restaurants and hotels to Fairgrounds' visitors. In addition to providing information about the community in general, some of these identified uses support Fairgrounds activities.

Figure 13: Land Use around the Fairgrounds



Source: ESRI, Florida Department of Revenue, Tallahassee-Leon County GIS

Chapter 2: Market Analysis Study

Approach to Market Analysis Study

There are several elements to this Market Analysis Study. Working with Blueprint, the consultant team:

- Toured the Fairgrounds site, facilities, and surrounding areas to assess location factors and their impacts on potential events, activities and facility needs;
- Analyzed the current Fairground facility offerings;
- Evaluated current conditions pertaining to the property, including buildings, and existing and future land use;
- Reviewed and analyzed the Fairgrounds facility offerings and the current consumer profile;
- Conducted an economic impact analysis of the Fairground activities on surrounding businesses and neighborhoods and inventoried existing businesses' other neighboring amenities;
- Evaluated alternative sites;
- Researched the current Fairgrounds economic position and analyzed possible future economic benefits of either relocating or modifying the Fairgrounds through redevelopment and/or rezoning; and
- Summarized study methodology, information gathered, findings.

Community and Economic Profile

Tallahassee is the state's capital and home of two major state universities and a community college. It also has an international airport available for business and recreational travel. The County is home to a diversified and growing economy, helping to make Tallahassee an attractive tourist destination that drives Fairgrounds events' attendance and tourist spending in the surrounding area. This activity benefits the diverse population of the city by employing residents to support the events held at the Fairgrounds. The local population also benefits from the visitor spending catalyzed by the various Fairgrounds events.

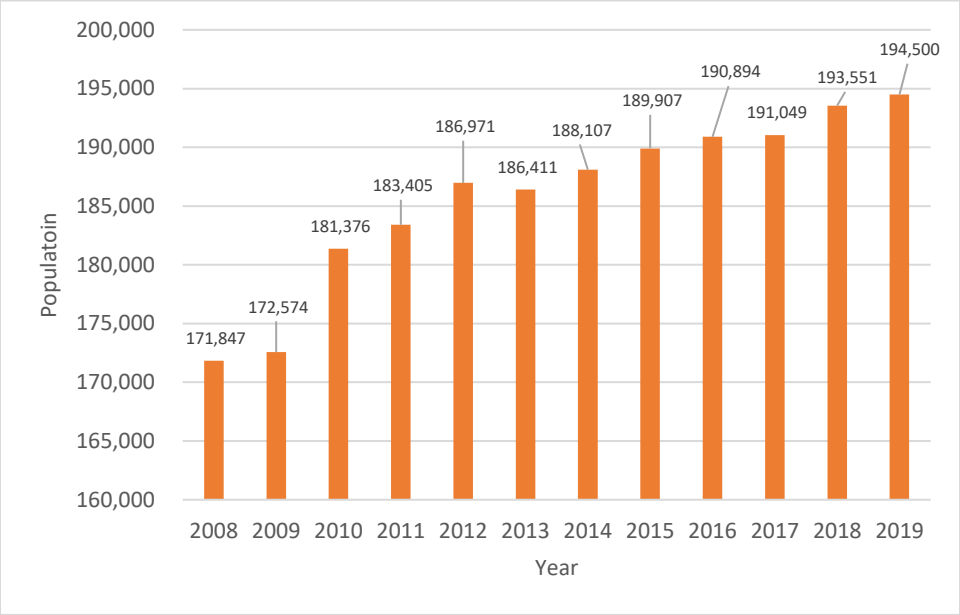
POPULATION TRENDS

Figures 14, 15, and 16 show population growth, total population and the population density in the area surrounding the Fairgrounds. Based on available data, population in Tallahassee grew steadily from 2008 to 2019 and added 22,653 residents during that period of time. The compounded annual growth rate over this time period was 1.13 percent, which equates to a 13.2 percent increase overall. Leon County also grew, but at a slightly slower pace. Since 2019, population growth has been approximately 0.6 percent per year.[2] There are developments planned in the near future around the Fairgrounds that are expected to increase the overall density of the neighborhood. Approximately 10,000 housing units are expected to be developed directly to the east of the Fairgrounds. While the Fairgrounds is currently located in a low-

[2] https://worldpopulationreview.com/us-counties/fl/leon-county-population

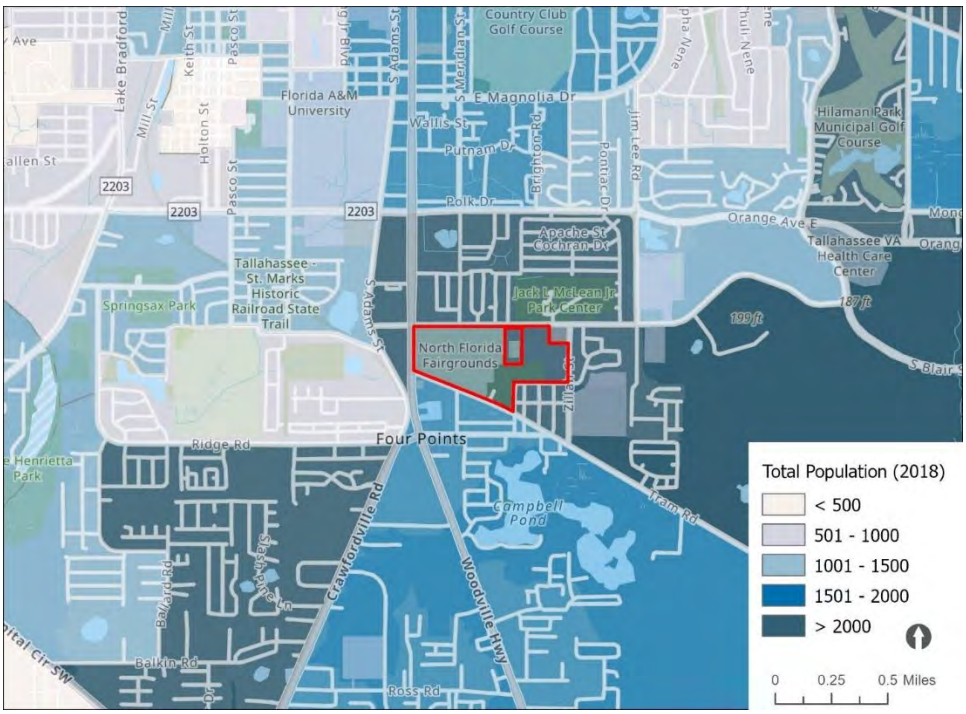
density population area, associated foot and vehicle traffic are expected to grow in the coming years.

Figure 14: Total Tallahassee Population



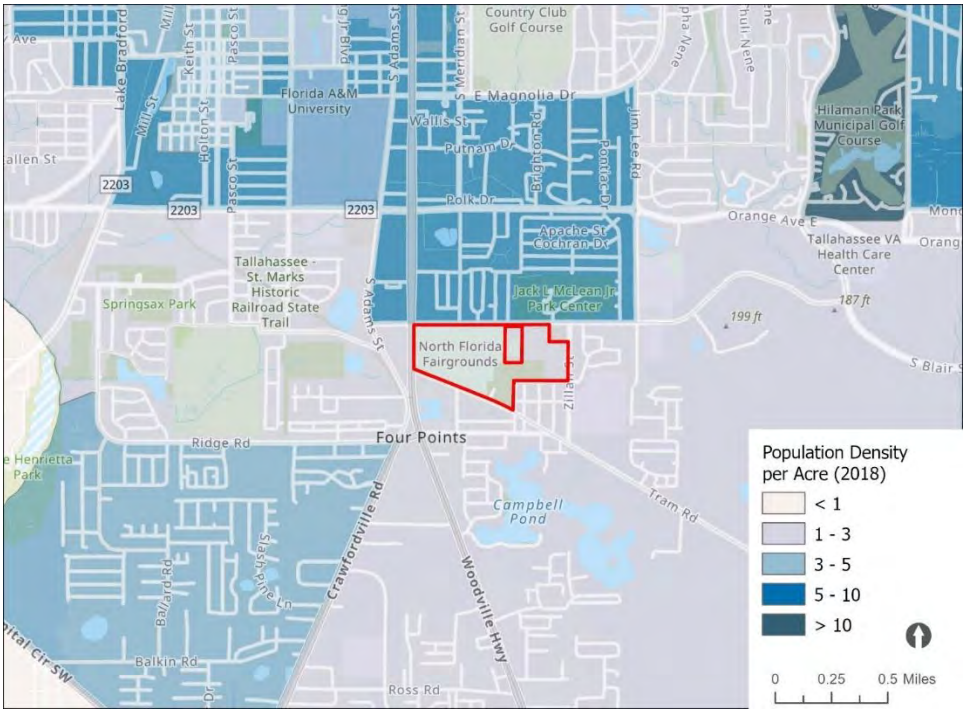
Source: US Census

Figure 15: Tallahassee Population Mapped



Source: ESRI, Florida Department of Revenue, US Census

Figure 16: Population Density per Acre



Source: ESRI, Florida Department of Revenue, US Census

POPULATION AGE

The median age of the population within 20 minutes of the Fairgrounds is estimated to be approximately 32 years, as shown in Table 4. The student populations of Florida State University (FSU) and Florida A&M University (FAMU) impact these statistics, and student residents are assumed to attend selected Fairgrounds' events. Observational information related to Fairgrounds' attendees suggests that families represent a significant share of attendees, along with youth who enjoy the carnival rides. Additionally, the primary market area for non-Fair events and activities at the Fairgrounds is expected to be within a 20-minute drive time, based on the location of the Fairgrounds site, access to the site, and estimated drive times and other transportation access for local residents.

Table 4: Population Median Age by Drive Time

Median Age 2020	Median Age
Within 10-minute drive	25.8
Within 20-minute drive	32.1
Within 30-minute drive	34.2

Source: ESRI, US Census

Table 5 presents the age segments for the population within 10 minutes, 20 minutes, and 30 minutes of the Fairgrounds for the year 2020. As shown, the student population of FSU and FAMU significantly affects the distribution of the population's ages, with over 29 percent of the population in the 18 to 29 age range within 30 minutes of the Fairgrounds.

Table 5: Population Age Range by Drive Time

Population Distribution Percentages - 2020						
	0-17	**18-29**	**30-39**	**40-49**	**50-64**	**65+**
Within 10-minute drive	17.4%	40.5%	13.1%	7.8%	12.4%	8.8%
Within 20-minute drive	17.2%	35.1%	12.1%	9.4%	14.9%	11.4%
Within 30-minute drive	18.8%	29.4%	12.1%	10.5%	16.8%	12.5%

Source: ESRI, US Census

POPULATION RACE/ETHNICITY

Table 6 shows the 2020 estimated percentage breakdown of the population by race/ethnicity, within 10 minutes, 20 minutes, and 30 minutes of the Fairgrounds. More than 35,000 Black residents live within a 10-minute drive of the Fairgrounds, representing nearly half of the total population within that buffer. More White residents live within a 20- and 30-minute drive of the Fairgrounds.

Table 6: Share of Population by Race/Ethnicity by Drive Time

Race/Ethnicity by Drive Time – 2020								
Market Area	**White**	**Black**	**American Indian**	**Asian**	**Pacific Islander**	**Other Race**	**Two or More Races**	**Hispanic**
Within 10-minute drive	39%	48%	0%	3%	0%	1%	3%	7%
Within 20-minute drive	51%	36%	0%	3%	0%	1%	3%	6%
Within 30-minute drive	56%	31%	0%	3%	0%	1%	2%	6%

Source: ESRI, US Census

HOUSEHOLDS AND FAMILIES

Table 7 presents the number of households by drive time to the Fairgrounds.

Table 7: Households by Drive Time

	Households	**Average Household Size**
Within 10-minute drive	28,186	2.63
Within 20-minute drive	91,724	2.52
Within 30-minute drive	120,382	2.56

Source: ESRI, US Census

Table 8 presents the number of families by drive time to the Fairgrounds.

Although the composition of the family is not clear, it does infer the likelihood that these family units include children and that family-focused events at the Fairgrounds would serve residents near the Fairgrounds, as well as residents who live outside of Tallahassee. These family-focused events may be another opportunity for Fairgrounds' event expansion beyond what is currently offered.

Table 8: Family Households by Drive Time

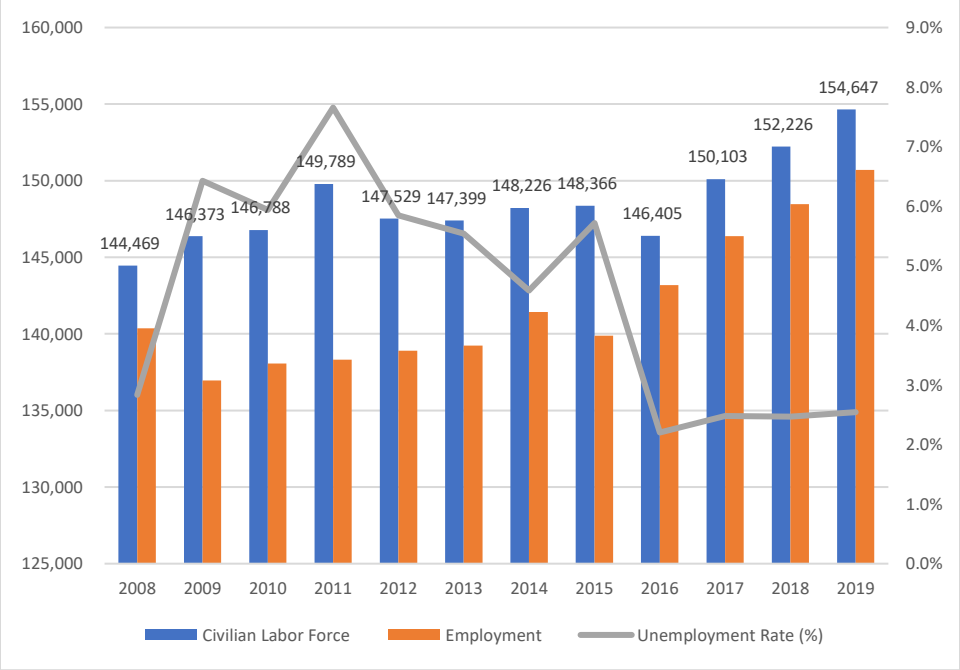
	Families	Average Family Size
Within 10-minute drive	13,035	2.07
Within 20-minute drive	45,074	2.65
Within 30-minute drive	66,333	2.77

Source: ESRI, US Census

LABOR FORCE TRENDS

Labor force is a broad term describing an entire collection of people who are either employed[3] or seeking employment. Information related to the Leon County labor force is presented in Figure 17. The unemployment rate held steady at 2.5 percent between 2017-2019. Employment and the labor force have been steadily increasing since 2016 as well. This growth, combined with the population growth the area has been experiencing, presents an opportunity for the Fairgrounds to increase attendance at their events as well as consider an expansion of the events they make available.

Figure 17: Civilian Labor Force, Employment and Unemployment Rate, 2008-2019, Leon County



Source: Federal Reserve Economic Research Division

EMPLOYMENT TRENDS

In 2013, businesses in Leon County employed 139,614 people across a variety of industries and occupations. The county added 9,044 employees over five years and in 2018 there were 148,658 people employed in Leon County, based on Current Employment Statistics collected by

[3] According to the Federal Reserve's definition, "employed persons consist of persons who did any work for pay or profit during the survey reference week; persons who did at least 15 hours of unpaid work in a family-operated enterprise; and persons who were temporarily absent from their regular jobs because of illness, vacation, bad weather, industrial dispute, or various personal reasons. Each employed person is counted only once, even if he or she holds more than one job." https://fred.stlouisfed.org/categories/32444

the Bureau of Labor Statistics. Some of these employees may be residents, while others may commute to the county for work. This amounted to a 6.5 percent growth over five years or 1.3 percent annually. The largest increases in the number of employees were in office & administrative support (+3,235), education (+2,122), material moving (+1,873) and transportation (+1,741) industries over that time period. In terms of percent increases, the largest industries of growth were material moving (+156.0%), transportation (+54.7%) and community & social services (+51.0%). Tables provided in the Appendix provide detail related to employment.

Not all industries in Leon County grew from 2013 to 2018. Employment in food preparation and service decreased (-1,673), as well as management (-923), architecture & engineering (-645) and personal care (-560). The largest percent decreases were in architecture & engineering (-35.2%), farming, fishing, and forestry (-47.4%), law enforcement (-22.0%), installation, maintenance & repairs (-16.2%), and food preparation and service (-15.5%).

LOCATION QUOTIENTS AND INDUSTRY DIVERSITY.

Employment data for Leon County shows an economy with a diverse industry mix and several areas where the county may have a competitive advantage as indicated by location quotients. A location quotient captures the relative intensity of an industry within an area, compared to the surrounding region, state or national intensity. To calculate a location quotient, compare the percent share of employment within an industry to the total number of jobs in the study area and divide that by the percent share of jobs in the surrounding region, state or nationally.

A location quotient greater than one indicates that the area in question has a relatively higher concentration of an industry when compared to the base region. This indicates that the good is an export good and a source of the area's competitive advantage in this industry. This means that the employment productivity in this industry exceeds local demand and that there is an external market to which the excess goods or services are exported. Industries within an area that have a location quotient greater than one are typically good choices for policy makers to promote investment, because their return is typically greater and more sustainable than industries that have location quotients less than one.

An industry with a location quotient less than one is reliant on imports from other regions to support local demand and may be viewed as leakages from the local economy. Investments in these industries typically do not have as great a return and are often not as sustainable, because there is an already established competitive advantage in another external market. One way to think about this is that it is easier and cheaper to grow an industry that is already strong than an industry that is a laggard relative to peer regions.

Table 9 shows the County's employment mix compared to both the national and Florida statewide industry mixes. These location quotients show that there are several strong industry concentrations in Tallahassee, which give the city a competitive advantage in these areas. Local productivity is exceeding local demand in these industries, and products and services are being exported to meet the demand of external markets.

Notably, with respect to spending related to Fairground's tourism, entertainment (1.20) and food preparations and serving (1.06) have location quotients greater than one, which indicate that investment and promotion of businesses in these industries and their workforce could have an outsized effect. This further indicates that investment and promotion of the Fairgrounds could support and further the competitive advantage that already exists in the city.

Services present relatively higher location quotients than some other occupations. For example, the Sciences, Legal, Business, and Financial Operations all have location quotients of 1.7 or higher. This may offer an opportunity for the Fairgrounds to target events and activities geared toward these segments of the economy.

Table 9: Location Quotients

Industry	United States	Florida	Leon County	Leon County to National Location Quotient	Leon County to Florida Location Quotient
Life, physical, and social science	0.9	0.6	1.1	1.22	1.94
Legal	0.8	1.1	1.9	2.38	1.74
Business and financial operations	5.6	6.2	10.6	1.89	1.71
Educational instruction and library	6.1	5.0	7.8	1.28	1.55
Community and social service	1.5	1.3	2	1.33	1.54
Computer and mathematical	3.1	2.6	3.7	1.19	1.41
Arts, design, entertainment, sports, and media	1.4	1.2	1.4	1.00	1.20
Management	5.5	5.4	6.3	1.15	1.16
Food preparation and serving related	9.2	9.7	10.3	1.12	1.06
Protective service	2.4	2.8	2.9	1.21	1.04
Farming, fishing, and forestry	0.3	0.2	0.2	0.67	1.03
Personal care and service	2.2	2.1	2	0.91	0.93
Healthcare support	4.4	3.4	3.1	0.70	0.93
Building and grounds cleaning and maintenance	3	3.5	3.2	1.07	0.90
Healthcare practitioners and technical	5.9	6.6	5.9	1.00	0.90
Office and administrative support	13.3	14.7	13.2	0.99	0.90
Architecture and engineering	1.8	1.4	1.2	0.67	0.89
Installation, maintenance, and repair	3.9	4.3	3.7	0.95	0.86
Sales and related	9.8	11.2	9	0.92	0.80
Construction and extraction	4.2	4.9	3.6	0.86	0.73
Transportation and material moving	8.5	8.3	5.1	0.60	0.62
Production	6.2	3.5	1.8	0.29	0.51

Source: BLS CES, HDR Analysis

INCOME TRENDS

Along with employment and population, income can be a useful data point to evaluate when thinking about the market for particular goods and services, such as Fairgrounds events. Table 10 presents the estimated 2020 median household incomes by drive times for the Fairgrounds. As shown, household income is significantly less for those residents who live closest to the Fairgrounds. As drive time increases, so do income levels. This suggests that efforts to market the Fairgrounds should be relatively wide, encompassing more than just the downtown Tallahassee area.

Table 10: Median Household Income by Drive Time

Median Household Income	Estimated Median Household Income	Households
Within 10-minute drive	$35,029	28,186
Within 20-minute drive	$48,781	91,724
Within 30-minute drive	$55,879	120,382

Source: ESRI, US Census

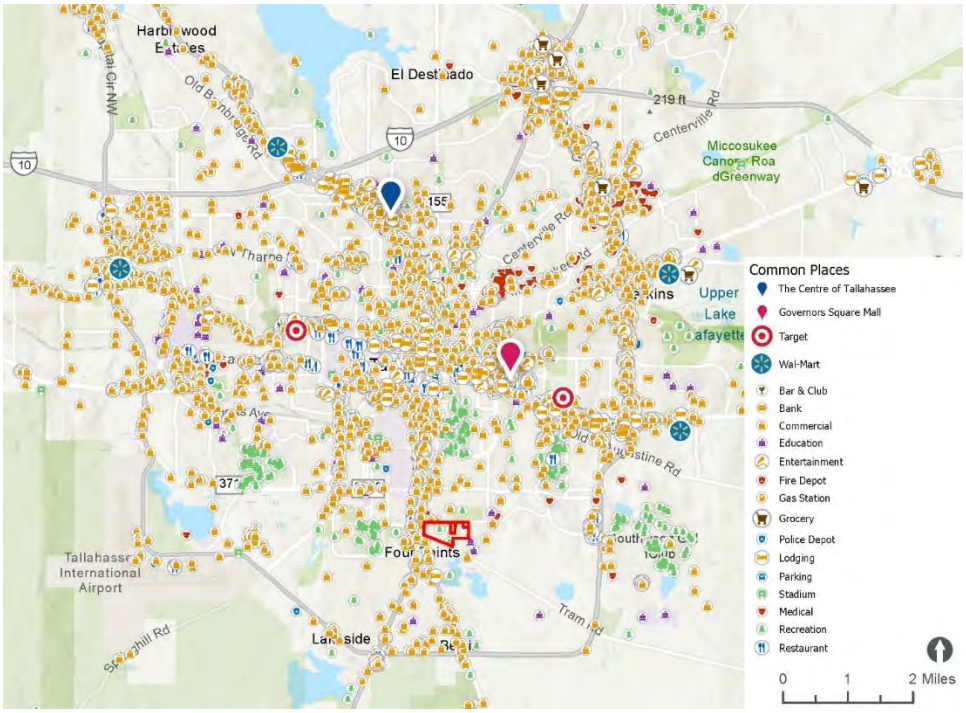
The median income of households within 20 minutes of the Fairgrounds, $48,781, is lower than that same measure for both the United States and State of Florida. The 2020 US median household income was $68,400 and the 2020 average household income in Florida was $55,660, according to the U.S. Census Bureau. Part of the discrepancy likely reflects the presence of the large student population of both FSU and FAMU and a relatively more economically disadvantaged population closer to the Fairgrounds. If the Fairgrounds chooses to expand its event offerings, this data should help identify the types of events that would be affordable to likely visitors.

RETAIL

In addition to the commercial and retail areas near the Fairgrounds, Tallahassee has several other retail centers including Governors Square Mall, The Centre of Tallahassee, Walmart, Target, and grocery chains, as shown in Figure 18. The Gaines Street area has also expanded its retail offerings to include local and national businesses.

The retail market is strong in the city and has continued to attract investment over the past decade. Retailers likely benefit from tourists attracted to Tallahassee by the Fairgrounds. Retail real estate vacancy is a bit higher than in cities in the surrounding panhandle region, but net absorption is also higher which indicates that demand for retail space in the city is strong and healthy. The existing supply largely meets demand although the market continues to grow, and it is expected that investment in this area will continue.

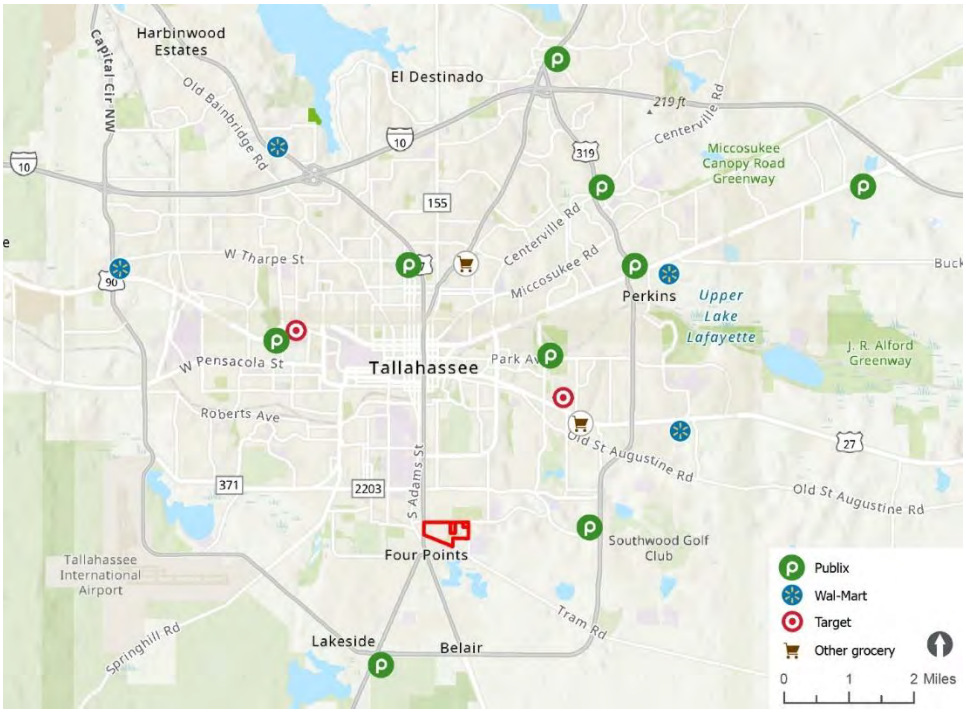
Figure 18: Retail



Source: ESRI, Florida Department of Revenue, Tallahassee-Leon County GIS

There are several grocery stores located near the Fairgrounds that serve the local population and Fairgrounds users, such as those who stay onsite in recreational vehicles. Outlets located close by include Target, Publix, Walmart, Piggly Wiggly, and Save a Lot, as shown in Figure 19.

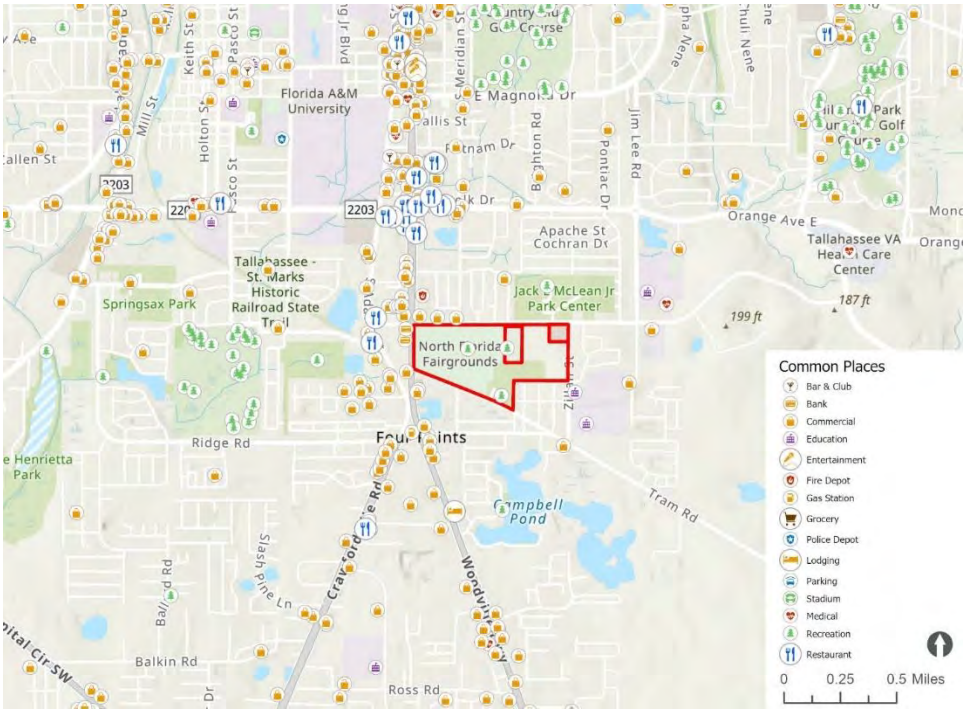
Figure 19: Grocery Stores



Source: ESRI, Florida Department of Revenue, Tallahassee-Leon County GIS

The Fairgrounds is closely surrounded by many retail outlets and some dining establishments, all of which provide additional activities for Fairgrounds' visitors. The greatest concentration of restaurants lies to the north, as presented in Figure 20.

Figure 20: Common Places



Source: ESRI, Florida Department of Revenue, Tallahassee-Leon County GIS

Retail Leakage and Surplus

A retail leakage and surplus analysis was conducted by Buxton in 2020 for Blueprint Intergovernmental Agency that utilized U.S. Census Bureau data to calculate retail leakage and surplus in the North Florida Fairgrounds community. Retail leakage refers to when residents spend more for products than local businesses capture. Retail leakage indicates that the local demand for those goods is not being met by local supply, and residents must spend elsewhere for the product. Conversely, retail surplus indicates that local businesses are selling more of their wares than local residents are purchasing. This indicates that local supply for the goods exceeds local demand and sales are being made to people coming in from elsewhere. A standard measure for these relationships is called the leakage index. An index of 1.0 indicates that local supply perfectly equals local demand, and the market is in equilibrium. An index below 1 indicates a leakage; for example, a leakage index of 0.80 indicates that local demand exceeds local supply by 20 percent, which indicates a leakage. An index above 1.0 suggests that local supply exceeds local demand and indicates that there is a surplus.

In general, the North Florida Fairgrounds community experiences leakages in almost all retail types. The only retail market that experiences a surplus is the Foodservice & Drinking Places industry which has a hefty 1.8, as shown in Table 11. Generally, residents must travel outside of the community more often than not for most types of retail shopping. The complete list of measured industries and their leakage indexes can be found below:

Table 11: Retail Leakage Study Findings

Leakage		Surplus	
Motor Vehicle Parts & Dealers	0.3	Foodservice & Drinking Places	1.8
Furniture & Home Furnishing Stores	0.1		
Electronics & Appliance Stores	0.0		
Building Material, Garden Equip. & Supplies	0.1		
Food & Beverage Stores	0.8		
Health & Personal Care Stores	0.7		
Clothing & Clothing Accessories Stores	0.2		
Sporting Goods, Hobby, Book & Music Stores	0.0		
General Merchandise Stores	0.0		
Miscellaneous Store Retailers	0.1		

Source: Buxton Retail Leakage and Surplus Analysis

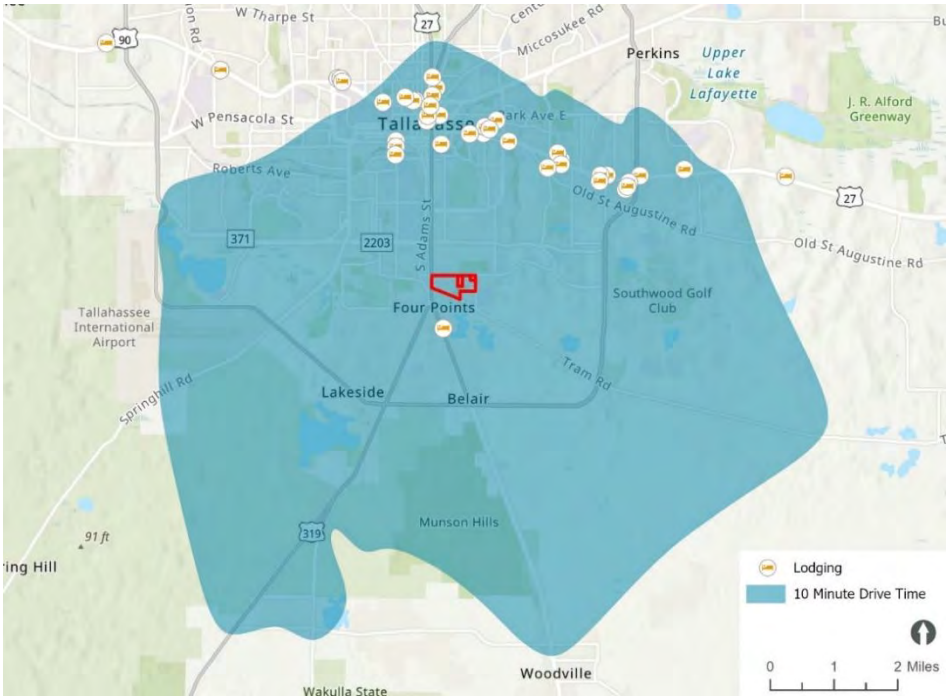
Available Community Resources

Tallahassee offers a significant number of local resources that support the tourism industry logistically and make the city an attractive place to visit in conjunction with the Fairgrounds. As mentioned above, the city offers visitors lodging, shopping, and restaurants, but it also provides other recreational options and entertainment facilities that support, or in some cases compete with Fairgrounds' activities.

HOTELS/MOTELS

According to the Leon County Division of Tourism Development, the local Convention and Visitors Bureau, there are 6,219 hotel rooms in the Tallahassee metropolitan area. Figure 21 shows the Fairgrounds relative to area's lodging facilities — both national chain and locally-owned properties within a 10-minute drive from the Fairgrounds. Most are located north of the Fairgrounds area where higher concentrations of other retail are also located.

Figure 21: Hotels and Motels



Source: ESRI, Florida Department of Revenue

Table 12 below presents the preferred lodging facilities for meetings and conventions in the metropolitan area per the Leon County Division of Tourism Development. They include national chains as well as local facilities.

Table 12: Preferred Meeting and Convention Lodging

Hotel	Rooms	Hotel	Rooms
Aloft Hotel Tallahassee Downtown	162	Motel 6 Tallahassee West	101
Autograph Collection Hotel Duval	117	Quality Inn Tallahassee Near University	73
Baymont Inn & Suites Tallahassee Central	134	Red Roof Inn Tallahassee	108
Best Western Tallahassee Downtown Inn & Suites	74	Seven Hills Suites	160
Comfort Suites Tallahassee Downtown	64	Sleep Inn University Tallahassee	78
Courtyard Tallahassee Downtown Capitol	154	Suburban Extended Stay Hotel Tallahassee Near University	120
Double Tree by Hilton Hotel Tallahassee	242	Tallahassee North Inn & Suites	108
Econo Lodge Tallahassee	40	Budget Inn	32
Fairfield Inn & Suites Tallahassee Central	97	Cactus Motel	15
Four Points by Sheraton	164	Days Inn Tallahassee University Center	47
Governors Inn	41	Holiday Inn Express Tallahassee Capitol Univ Area	65
Hampton by Hilton Inn Tallahassee-Central	78	Hotel Indigo Tallahassee College Town	143

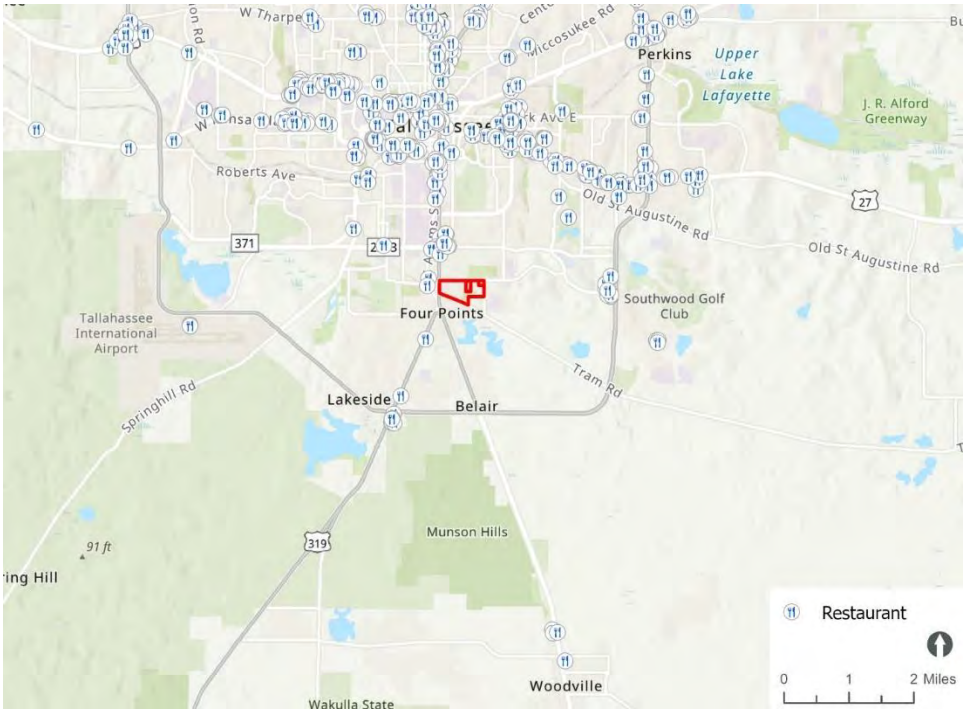
Hotel	Rooms	Hotel	Rooms
Hilton Garden Inn Tallahassee Central	85	Residence Inn Tallahassee Universities @ The Capitol	135
Holiday Inn Tallahassee E Capitol - Univ	103	University Motel	56
Home2 Suites by Hilton Tallahassee State Capitol	132	WoodSpring Suites Tallahassee Northwest	121
Homewood Suites by Hilton Tallahassee	94	El Camino Motel	27
Motel 6 Tallahassee Downtown	100	Courtyard Tallahassee North I 10 Capital Circle	93
Quality Inn & Suites Capital District Tallahassee	90	Extended Stay America Tallahassee - Killearn	59
SpringHill Suites Tallahassee Central	88	Hampton by Hilton Inn & Suites Tallahassee I 10 Thomasville	122
Tru by Hilton Tallahassee Central	90	Hilton Garden Inn Tallahassee	99
Wyndham Garden Hotel Tallahassee Capitol	147	Holiday Inn Express Tallahassee East	134
Baymont Inn & Suites Tallahassee	93	Killearn Country Club & Inn	37
Best Western Plus Tallahassee Capitol	96	Quality Inn & Suites Tallahassee East I 10	59
Budgetel	28	Residence Inn Tallahassee North I 10 Capital Circle	78
Country Inn & Suites Tallahassee Northwest I 10	65	Tallahassee Inn	100
Days Inn & Suites Tallahassee Conference Center North	120	TownePlace Suites Tallahassee North/Capital Circle	93
Econo Lodge North Tallahassee	82	Hampton Inn & Suites Tallahassee Capitol University	124
Fairfield Inn Tallahassee North I 10	79	Days Inn Tallahassee Government Center	80
Holiday Inn & Suites Tallahassee Conference Center North	132	WoodSpring Suites Tallahassee East	121
Howard Johnson Express Inn Tallahassee	51	Candlewood Suites Tallahassee	114
La Quinta Inns & Suites Tallahassee North	154	Spring Hill Suites Tallahassee North	128
Microtel Inn & Suites by Wyndham Tallahassee	89	Staybridge Suites Tallahassee I 10 East	104

Source: Leon County Division of Tourism

RESTAURANTS

The Fairgrounds is near a variety of eating establishments located along South Monroe Street, as well as along Apalachee Parkway and Tennessee Street, as illustrated in Figure 22. The Gaines Street area, which is also nearby, has recently been renovated. These areas include fast food restaurants, national chain restaurants, locally owned diners, hotel restaurants, coffee shops and similar eating establishments. While many of the restaurants are located to the north of the Fairgrounds along Apalachee Parkway, a significant number are also available on Monroe Street.

Figure 22: Restaurants



Source: ESRI, Florida Department of Revenue, Tallahassee-Leon County GIS

Area Attractions and Events

In addition to the Fairgrounds activities, there are other attractions in the Tallahassee area that bring visitors to the city. These attractions work in tandem with the Fairgrounds to help make Tallahassee an attractive destination with plenty to do. Table 13 presents some of these other attractions.

Table 13: Other Tallahassee Attractions and Distance from Fairgrounds

Attraction	Distance from Fairgrounds (miles)
Tallahassee Museum	4.8
LeMoyne's Chain of Parks Art Festival	2.9
Cascade Park	2.2
Florida State University	3.7
Florida A&M University	1.9
Challenger Learning Center	2.8
Florida Historical Capitol Museum	2.4
Tallahassee Automobile Museum	11.3
Wakulla Springs State Park	11.4

Source: Google Maps

In addition, Tallahassee/Leon County residents and visitors have a variety of annual events and activities to choose from, including:

- FSU and FAMU Events
- Jazz and Blues Festival

- Outdoor Activities
- Southern Shakespeare Fest
- Summer Concert Series
- Tallahassee Film Festival
- Winter Festival
- Springtime Tallahassee

Some of these events are held at the Fairgrounds, but others are not. Based on our listening sessions and the venue descriptions that are publicly available, some of these events could be held at the Fairgrounds but may not be due to several factors. For example, a state-of-the-art amphitheater is not available at the Fairgrounds site. This may limit use of the Fairgrounds for concerts, music festivals, and plays. Some other venues offer child-focused features that may provide a competitive advantage to those venues for some events. For example, Cascades provides an interactive water fountain, children's play area, and miles of multi-use trails. City parks are open sun-up to sun-down, and while activity may occur after hours, it is not designed nor encouraged that way.

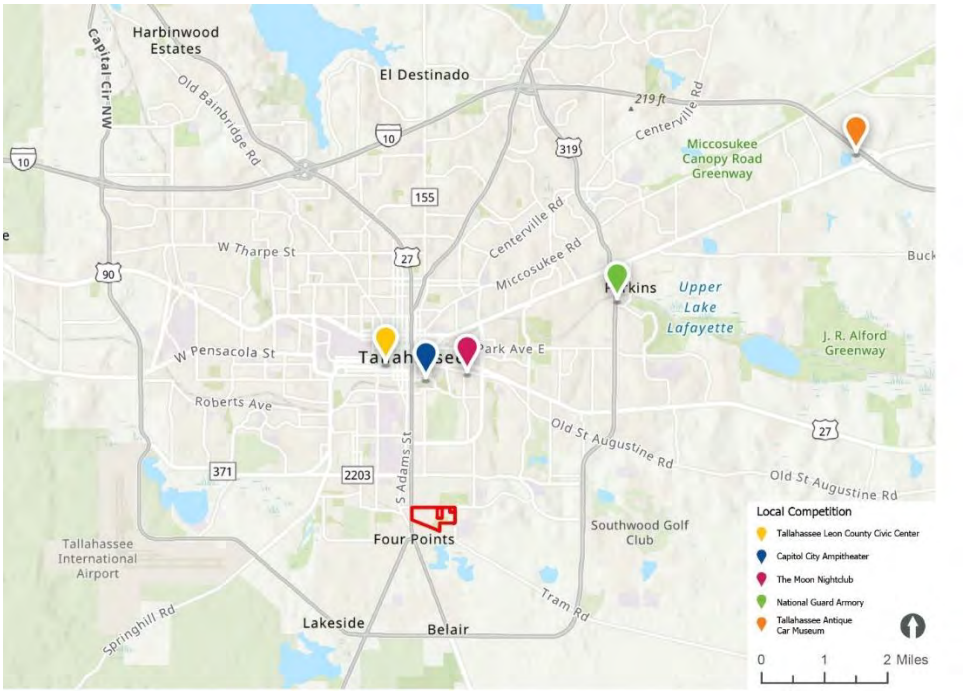
Based on conversations with the Fair Association Board, there are some limitations to their facilities that could be mitigated and potentially offer the opportunity for additional uses beyond what has traditionally been held at the Fairgrounds. For example, two of the nine buildings are climate-controlled, and it is difficult to hold multiple events as the Fairgrounds and its facilities are presently configured. Building flexibility is also limited; some events may be either too large or too small to use the existing facilities, and there are limited kitchen facilities and restrooms. Ceiling limitations were also mentioned by facility users and the Fair Board, as were limited kitchen facilities and restrooms.

Competitive and Comparable Facilities

While many of the attractions, events and amenities described above complement the Fairgrounds activities, there are others that could compete because they also offer event space. The following are some facilities that are viewed as local competition, based on previous studies and research.

In previous studies, management of the Fair Association Board identified four local event venues as being competition for non-Fair events and activities: Donald L. Tucker Civic Center, Tallahassee Automobile Museum, The Moon nightclub, and the National Guard Armory. Based on additional research, Cascades Amphitheatre may fall into this category. The location of these event facilities, in relation to the Fairgrounds, is shown in Figure 23.

Figure 23: Local Competition



Source: ESRI, Florida Department of Revenue, Tallahassee-Leon County GIS

DONALD L. TUCKER CIVIC CENTER[4]

Formerly the Tallahassee-Leon County Civic Center, the Donald L. Tucker Civic Center (the Civic Center) is owned by Florida State University and operated by Global Spectrum. The Civic Center is a multi-purpose complex comprised of a 12,500-seat arena (home to the FSU Seminoles) and 54,000 square feet of meeting and exhibition space. There are six meeting rooms that can accommodate banquets, receptions, weddings, galas, and trade shows. The Civic Center also has an arena-view restaurant called the Spotlight Grille.

A review of the 2021 events calendar for the Civic Center shows that the Civic Center Exhibit Hall is principally used for FSU-related events, including basketball games. Non-FSU uses of the Exhibit Hall in 2021 included Infinity con Tallahassee!, Tallahassee Beer Fest, and the Alabama 50th Anniversary Tour. The schedule for 2021 is not as fully booked as previous years due to COVID-19 concerns. Layouts of this space are provided in the Appendix to this study.

TALLAHASSEE AUTOMOBILE MUSEUM[5]

Located near the intersection of Interstate 10 and U.S. Highway 90 (Mahan Drive), the Tallahassee Automobile Museum is a privately-owned car museum featuring more than 140 rare vehicles, as well as boat motors, and other items. There are three banquet halls available for events. The Duesenberg Banquet Hall is a 15,000 square foot semi-formal banquet hall that can accommodate 900 people at tables or 1,500 people using a theater-setting layout. Events such as proms, fundraisers, retirement parties, weddings, receptions, and graduations are held

[4] https://www.tuckerciviccenter.com/arena-information/about-us
[5] https://tacm.com/venue/

in this venue. In addition to weddings and private parties, events held at this facility include Bridal Shows, Brewfest, regional trade association banquets and similar activities.

The Tucker and Auburn banquet rooms are smaller. Each is 2,500 square feet and glass-enclosed on three sides from floor to ceiling. Tables and chairs can be arranged to accommodate seating up to 150 people.

THE MOON[6]

The Moon serves as a local nightclub and music venue that produces and rents its facilities for ticketed events. In addition, this venue is available for private rental receptions and banquets. Notably, the site is used to host various farmers who sell goods on the weekends. The Main Room is 26,000 square feet and has capacity for 1,500 people. The new Patio & Silver Moon rooms are each 4,000 square feet and can hold 200 people. Due to the COVID-19 pandemic, The Moon was temporarily closed but has reopened and begun holding events again. During the closure, a new roof, new floors, and a new production booth were installed. Kitchens were also updated, along with the main lobby bathrooms.

CAPITAL CITY AMPHITHEATER[7]

Located in Cascades Park, the Capital City Amphitheater opened in 2014. It is an outdoor venue with 1,500 fixed seats and can accommodate another 1,500 people sitting on grass. The Amphitheater is operated by the City of Tallahassee, and this venue is used by Leon County Division of Tourism Development to stage concerts.

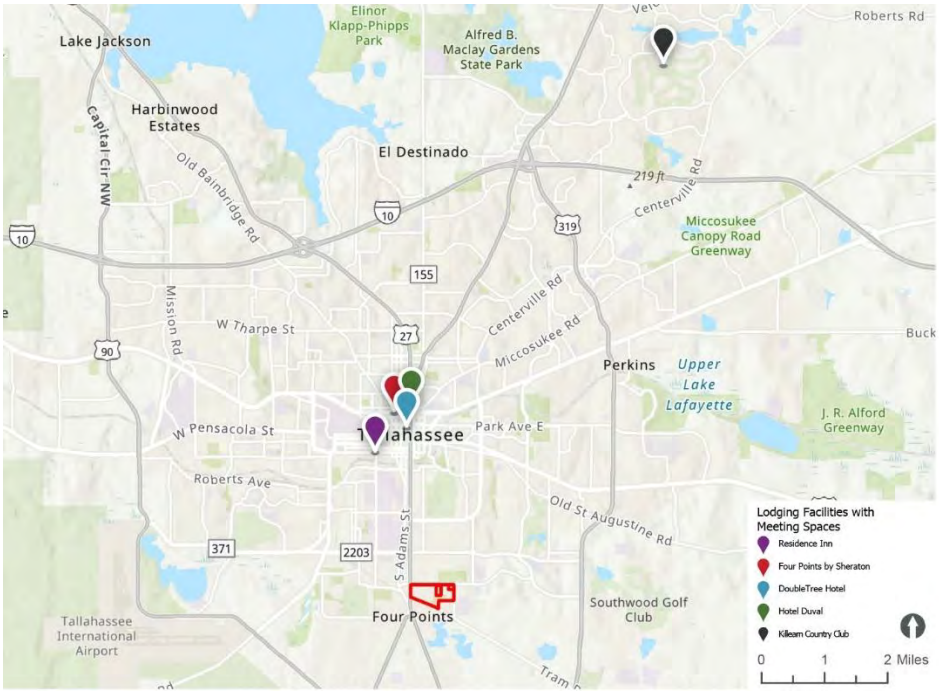
LODGING FACILITIES WITH MEETING SPACES

Five lodging facilities in the Tallahassee area have meeting spaces with more than 2,500 square feet: Residence Inn, Double Tree, Four Points by Sheraton, and Hotel Duval. Proximity to the Fairgrounds is shown in Figure 24.

[6] https://www.moonevents.com/

[7] https://www.capitalcityamphitheater.com/

Figure 24: Lodging Facilities with Meeting Spaces



Source: ESRI, Florida Department of Revenue, Tallahassee-Leon County GIS

STAND-ALONE MEETING SPACES

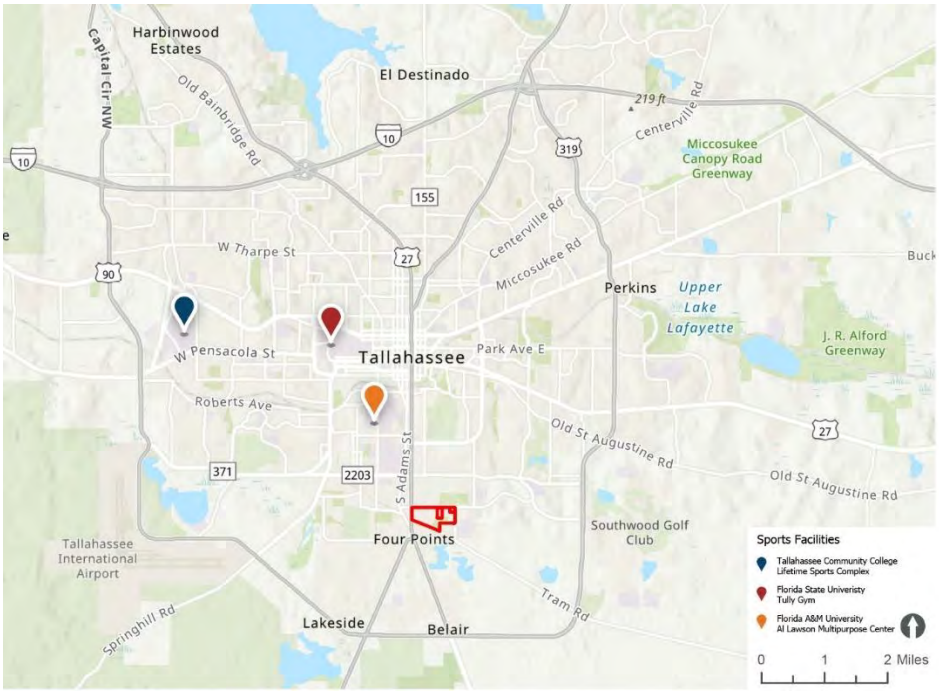
In addition to the facilities identified as direct competition (discussed above), there are other stand-alone facilities in the Tallahassee area that are used for meetings, conferences, and similar events. The largest are Challenger Learning Center, Augustus B. Turnbull III Florida State Conference Center, American Legion Hall, FSU Alumni Center, Tallahassee Community College and Doak Campbell Stadium.

SPORT FACILITIES

Figure 25 shows the location of numerous sports facilities in the Tallahassee area in relation to the Fairgrounds. While some of these may be viewed as competing facilities, many also complement activities at the Fairgrounds.

Discussions with City of Tallahassee Parks and Recreation Athletics Division suggested that there is sufficient outdoor space available to host sporting events, but indoor space is less available.

Figure 25: Sport Facilities



Source: ESRI, Florida Department of Revenue

These venues can accommodate indoor exhibitions and sports activities, including local and regional tournaments:

- Tully Gymnasium at FSU – This facility has four indoor multi-sports courts and one championship volleyball court. The main court has a capacity of about 1,160 people. In addition to FSU sports activities and practices, Tully Gymnasium is rented for basketball and volleyball tournaments.
- Al Lawson Jr. Multipurpose Center at Florida A & M University – this facility, located less than 3 miles from the Fairgrounds, has 4 basketball/volleyball courts that can be rented for sports tournaments, practices, and non-sports activities.
- Tallahassee Community College – The facility has three indoor multi-sport courts that can be used for basketball, volleyball, cheerleading and martial arts.
- Donald L. Tucker Civic Center at Florida State University – The facility features a 12,500-seat arena where basketball games, and other events, are held,

Assessment of Current Real Estate Conditions

The Fairgrounds plays an important role in the Tallahassee environment as a driver of business that supports retail spending and employment both directly and indirectly. Tallahassee is home to a diversified and growing economy that supports the Fairgrounds in making the city an attractive tourist destination in its own right and also benefits from tourists who are drawn to the city for events put on by the Fairgrounds. This attraction has contributed to a robust demand for both retail and residential real estate development in the area, and the continued success of the Fairgrounds depends in part on the city's ability to meet this demand, which could include new construction outside of the Central Business District.

Based on real estate reports available for the area, as of 2020, the vacancy rate in the office building market was 6.3 percent in the Tallahassee Central Business District (CBD), which includes the area around the State Capital Complex. This is relatively higher than its nearby panhandle neighbors of Panama City (2.4 percent) and Pensacola (2.8 percent). The vacancy rate for office real estate in the Tallahassee suburbs is similarly high at 9.4 percent. Net absorption in the CBD was negative 49,674 SF over the trailing 12 months in the CBD but when combined with the suburb market was positive at 88,675 SF.

Market analyses reviewed for this study suggest that the industrial market is stable. Vacancy is low at 2.2 percent, and there is limited construction in Tallahassee. The average asking lease rate in Tallahassee is middle of the road when compared to the panhandle region.[8] Some real estate professionals in Tallahassee indicate that there is an insufficient amount of land available for industrial uses. Because the Fairgrounds property does not access I-10 or a major arterial corridor, this property is not likely to be suitable for the types of industrial uses even if those uses are in demand.

Retail investment was strong from 2014 to 2019, although prices per SF decreased slightly. Overall that market has been strong with high demand. Retail vacancy in Tallahassee is higher than in surrounding panhandle markets, at 6.1 percent, although net absorption was the highest in the region with 126,483 square feet. That capital investment may have expanded the supply quicker than it was met by demand, but that gap appears to be closing. There was still more than 30,000 square feet of new retail development under construction as of 2019.[9]

The residential picture is mixed. One source noted that housing supply is expected to grow about 1.75x the national growth rate,[10] but another source[11] indicates that supply is very low and outstripped by demand. During 2021, and based on analyses conducted by area real estate development professionals, the median home value has appreciated 16 percent[12] and the new construction share of the market increased to nearly 14 percent in the first quarter.[13] About 60-70 percent of houses that are on the market are already under contract, based on these same sources.[14] Housing supply growth does not appear to be meeting increasing demand in this area, suggesting an opportunity for even more residential development.

Private Development Opportunities

In addition to analyzing the economic and demographic characteristics of residents and potential consumers of Fairgrounds events, HDR was tasked with assessing opportunities for

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[9] CBRE. *Post-Covid Rebound: Industrial and Retail Demand Accelerate*. Marketview Florida Panhandle, H2 2020. March 2021.
[9] CBRE. *Shopping Center Investment Sales and Retail/Commercial NNN Investment Sales*. Marketview CBRE Capital Markets. 2020.
[9] Tallahassee Real Estate Market 2021 Forecast | Tallahassee.com Community Blogs
[10] CBRE. *Shopping Center Investment Sales and Retail/Commercial NNN Investment Sales*. Marketview CBRE Capital Markets. 2020.

[12] https://www.fortunebuilders.com/tallahassee-real-estate-and-market-trends/
[13] https://www.manausa.com/blog/new-construction-report-may-2021/
[14] https://www.manausa.com/blog/new-construction-report-may-2021/

private development of the Fairgrounds property. While there has been some limited interest in the Fairgrounds site, meetings with Office of Economic Vitality (OEV) suggest that there is no private development interest currently.

Summary of Factors Affecting Demand for Fairground Facilities

Based on the review of the various factors that affect demand for facilities at the Fairgrounds (site location, market area characteristics, support services and competitive factors), we noted the following:

- The Fairgrounds is located in a highly visible and easily accessible location within the Tallahassee/Leon County area.
- There are a variety of facilities available at the Fairgrounds, though there are limitations related to ceiling height and building flexibility.
- The Socio-Economic makeup of the local market, with low median household incomes (reflecting both university student population and an economically disadvantaged resident population in close proximity to the Fairgrounds), may preclude many more locally focused consumer shows or other high-admission cost events.
- The Donald L. Tucker Civic Center offers superior size and quality of exhibition and meeting spaces, making it the most competitive event facility for the Fairgrounds.
- The Tallahassee/Leon County market area has sufficient entertainment facilities and events to complement Fairground's activities.
- There are a number of events and activities that complement activities at the Fairgrounds.
- Planned new facilities in the Tallahassee area will not impact current or future Fairground events/uses.
- The Fairground's climate-controlled indoor space totals 24,000 square feet, with nearly 90,000 square feet of other covered space available, along with a 24,000 square foot cattle barn.
- Parking availability exceeds other venues in the market area, estimated to accommodate 300 cars based on the shared parking lot capacity for Gene Cox Stadium.

Market Opportunities and Operating Focus

The North Florida Fairgrounds plays an important role in the Tallahassee community by providing important recreational facilities and entertainment options to both locals and visitors. It supports the local economy, which has been strong and growing in recent years prior to the recent COVID-19 pandemic. Post-pandemic, we anticipate its role will continue to grow, as both population and employment growth is expected for the County.

EXISTING FAIRGROUNDS FACILITIES ADVANTAGES

The Fairgrounds is located proximate to restaurants, retail, and accommodations, which offer tourists some of the amenities they need when visiting for an event in the City or at the Fairgrounds itself. These same businesses help make Tallahassee an attractive place to live. While the Fairgrounds is an important piece of the local community, some targeted

improvements to the site would expand the types of events the facilities can accommodate and potentially enhance its contribution to the community.

In addition to proximity to supporting amenities and businesses, the existing Fairgrounds site offers multiple street frontages, compatible land uses, and parking spillover that can be handled on adjacent commercial sites. It is also used as a community assistance center for the local community (Food Bank Events) and as a training facility and staging area for federal and local emergency responders as well as for local law enforcement. Its location in the City of Tallahassee makes this site a good location for these types of public services.

POTENTIAL IMPROVEMENTS TO EXISTING FAIRGROUNDS

The Fairgrounds facilities have limited use due to current condition, age, and size. There are also larger, more flexible event facilities available in the Tallahassee area. Based on conversations with the Fair Association Board, area residents and businesses, several potential improvements were identified. Some were relatively small, while others are relatively significant, but it is unclear when they will be completed. For example, Fair Association Board members indicate that the asphalt on the facility needs resurfacing. Leon County is responsible for this maintenance item per the lease, but there is no provision in the lease regarding timing. In addition, the walkways could use improvement. This would improve flow on the Fairgrounds site, as well as potentially improve access and support beautification, though it may not increase attendance or associated event revenues.

Other projects identified include water and electric line improvements. The Fair Association Board also mentioned that additional fencing would increase the attractiveness of the property, and this improvement was identified during the 2014 study as well. The Fair Association Board has paid approximately $250,000 on decorative aluminum fence to-date, but it is only partially completed. During our listening sessions, landscaping improvements also were highlighted as potentially improving the existing facility, as were building façade investments.

The Fair Association also suggested that a more versatile building could offer the opportunity to increase rental income. A lack of flexible space was also mentioned during listening sessions held with businesses. Both indicated that sometimes the space is too large or too small to accommodate certain types of events. It is also difficult to hold multiple events at the same time. The Fair Association suggested that a larger, but more flexible, space could be more beneficial than the existing facilities.

With improved, expanded and/or more flexible space, it is likely that Fairgrounds' offerings could be enhanced to include new consumer and public shows, as well as trade and industry shows. While the site already hosts regional RV rallies, information obtained through listening sessions indicates there is an opportunity to expand these events. Vendors who already use the space suggested that additional rest room facilities located in other areas of the Fairgrounds and improved showers would be useful, particularly for large RV and other events. The need for additional kitchen facilities was also mentioned by residents and users of the existing facilities, as well as improved lighting. A fenced dog park, and a business incubator for area residents were also suggestions. Other improvements included pest control, notably fire ants and flies.

Residents offered suggestions on improving the way the site looks, but they also suggested that they might consider the space more often if they knew more about availability and rates. While this information is posted on the Fairgrounds website,[15] some residents may have limited access to a computer and more visible signage at the Fairgrounds might support additional use.

The existing Fairgrounds is financially viable and has grown over time in terms of events offered and revenues collected. In the absence of a new, more flexible facility, expansion of event offerings may be somewhat limited, based on the Fair Association Board's experience. Nonetheless, the existing facility is well-located, particularly for the North Florida Fair. There is parking available on the site, as well as along the adjacent streets. Revenues collected from the Fair have increased over time, primarily from admission fees and exhibition space.

MARKET OPPORTUNITIES

Based on the factors that affect demand for the Fairgrounds (i.e., location, area economics and demographics, competitive factors, usage trends), as well as listening sessions with residents, businesses and Fairgrounds tenants, there are several expanded and new market opportunities that may exist for facilities at the North Florida Fairgrounds:

- More of what is already offered: There may be opportunities to hold additional dog shows and RV jamborees at the Fairgrounds.
- Less of what is already offered: Residents expressed concern about the number of gun shows being held at the Fairgrounds.
- Sport facilities: While sport fields and other facilities have been mentioned as potential market niches for the Fairgrounds, there is concern about their financial viability. While it is possible and likely that new sport facilities would be used, as there is a demand for indoor spaces, their maintenance and operation will require additional funds that may require a public subsidy to support.
- Resident-supportive uses: Residents indicated that a business incubator or other activity at the Fairgrounds would be useful to the community in general. There was some concern about new facilities and uses, primarily because there is significant vacant property available in the surrounding area.

FINANCIAL CONDITION OF THE FAIRGROUNDS

As shown in Table 14, total operating revenue for the North Florida Fair Association was $1.5 million in 2019, an increase of approximately $47,000 from 2018. $606,798 of this revenue was generated by Midway fair rides. Another $495,258 was collected through admission fees. Combined, this accounts for approximately 73 percent of total revenues.

When compared to the past five years, several sources of revenue experienced their highest values in 2019 – fair admission ($495,258), fair exhibit rental ($123,668), and "other income" ($39,577) all exceed previous years.

Revenues in 2019 covered all operating expenses, which totaled $1.3 million. As compared to 2018, repairs and maintenance expenses decreased by nearly $20,000. The primary driver of the reduction was related to electrical expenses, which totaled $15,096 in 2018 and only $4,642

[15] https://northfloridafair.com/facility-calendar-rental-info/

in 2019. This decrease was nearly offset by an increase in grounds repairs and maintenance totaling $16,653 in 2019, up from $4,587 in 2018.

Merchant fees and e-tickets expenses nearly doubled, and depreciation and amortization also increased, but generally most expense categories were similar across years. Overall, the excess of revenue over expenses increased since 2018, from $171,017 to $194,520.

While the financial condition of the Fairgrounds has been historically stable, COVID did impact revenues. With the loss in rentals and decision to cancel the annual fair, cash reserves are down about $600,000, according to Mark Harvey, Manager of the North Florida Fair. Indications are that things are returning to normal, however, and the Fair Association Board is optimistic.

Table 14: Fairgrounds' Operating Revenues & Expenses

	2019	2018
Operating Revenue		
Fair Rides/Midway	$606,798	$620,667
Fair Admission	$495,258	$425,950
Facilities Rental	$242,975	$275,095
Fair Exhibit Rental	$123,668	$111,556
Other Income	$39,577	$28,004
Total Operating Revenue	***$1,508,276***	***$1,461,272***
Operating Expenses		
General & Administrative	$650,749	$657,003
Fair Entertainment	$84,400	$77,700
Fair Premiums – Schedule I	$59,014	$58,096
Repairs & Maintenance – Schedule I	$79,580	$91,949
Utilities & Telephone	$154,745	$155,017
Depreciation & Amortization	$148,563	$129,093
Advertising	$59,389	$59,339
Midway Cost	$16,239	$16,216
Merchant Fees & Etix	$41,757	$21,322
Equipment Rental	$15,320	$18,520
Scholarships	$4,000	$6,000
Total Operating Expenses	***$1,313,756***	***$1,290,255***
Excess of Revenue over Expenses	**$194,520**	**$171,017**

Source: North Florida Fair Association Financial Statements, December 31, 2019.

Chapter 3: Economic Impact Analysis

Purpose of Economic Impact Analysis

This economic impact analysis was conducted to help relay the importance of the existing Fairgrounds and its events on the economy. It provides estimates of the spending associated with Fairgrounds' events and operations, as well as the multiplier impacts of additional rounds of spending. This section provides an overview of key concepts in economic impact analysis, outlines the methodology of estimation of these impacts, and discusses input assumptions.

Key Concepts in Economic Impact Analysis

Economic impact analysis (or assessment) is a type of conceptual analysis that identifies and quantifies the economic activity that is generated or can be attributed and linked to the investment project, government policies, events, etc. being evaluated. These projects, policies, or events have some underlying change in the stream of expenditures in an economy and lead to a change in the demand for goods and services. This has implications on the number of jobs and other measures of economic activity in the local, regional, and national economy.

Traditionally, economic impact analysis involves the estimation of three distinct types of economic activity, commonly referred to as "direct effects," "indirect effects," and "induced effects" that are attributable to a stream of incremental capital or operating expenditures. These are defined as follows:

- Direct effects refer to the initial economic effects occurring as the result of capital or operating expenditures directly related to the project, policy, or event being evaluated. Direct spending results in the employment of workers, business output, and sales of locally produced goods or services.

- Indirect effects refer to the "spin-off" economic activities that result from purchases of production inputs, goods, and services, by businesses that are impacted by the initial expenditures. The spending by the supplier firms on their labor, production inputs, goods, and services that they require creates output of other firms further down the production chain, bringing about additional business output, employment, and earnings. The sum of these effects across the supply chain is the indirect impact.

- Induced effects represent the increase in business output, employment, and earnings over and above the direct and indirect impacts, generated by re-spending of employment income derived from direct and indirect employment. Induced impacts are thus changes in economic activity that are the result of personal (household) spending for goods and services by employees comprising the direct and indirect impacts.

- Total economic impact is the sum of the direct, indirect, and induced effects for the project being evaluated.

Each of the direct, indirect, and induced effects defined is estimated in terms of various measures of economic activity that include the following:

- Output, the total gross value of all business revenue. Output represents the total sum of all economic activity that has taken place in connection with the project. This is the broadest measure of economic activity.

Indirect and induced impacts are often referred to as “multiplier effects,” since they increase the overall economic impacts of the original expenditure that initiated the rounds of spending and effects described above.

In addition, an investment project, event, or government policies may result in various other impacts and broader socio-economic benefits affecting broader local and regional economies. These may include additional enabled economic activity, or improvements in productivity and competitiveness, improved quality of life in the affected region, or improved socio-economic profile of the affected region. Benefits like these are not fully captured in an economic impact analysis, though they contribute to the broader economy. In this Report, we provide a range of economic impact estimates that reflect how the North Florida Fairgrounds stimulates economic activity in the region. Specifically, we examine the economic impact of Fairgrounds’ visitors’ spending, as well as operations and maintenance activities at the Fairgrounds. It should be noted that the study’s estimates rely on a variety of assumptions; the goal of the analysis is to provide a general understanding of the role that the Fairgrounds’ events and operations play in the overall economy.

Economic Activity Related to Visitor Spending and Maintenance & Operations of Fairgrounds

The direct, indirect, and induced impacts discussed above are typically estimated based on project or program financial and engineering information using input-output modeling approaches. An input-output model captures and quantifies the flows of goods and services between various industries in an economy. The indirect multipliers from such models provide an aggregate measure of the effect that each $1 of revenue of an industry has on all other industries in the economy, which arise through supply-purchase relationships. Induced multipliers account for the spending of employees. The economic impacts of visitors who come to the Fairgrounds, as well as the expenditures associated with operation and maintenance of the facility, are estimated using multipliers extracted from IMPLAN (IMpact analysis for PLANning).

IMPLAN is an economic impact modeling tool used for forecasting the effect of a given economic change in the economy's activity on the local, regional, and national economy. The change is specified in terms of incremental expenditures. The model is based on classic input-output modeling approaches combined with social accounting matrices and multipliers. It consists of a software package with data sets at various levels of geography (all of US/ national average, state, county, zip code), which are loaded into the software depending on the specific project and desired geographic area of impact assessment. [16]

[16] IMPLAN was originally developed in the 1970s for the US National Forest Services for economic impact projections of alternative uses of US public forest resources. In later years, IMPLAN was improved and updated to make it more functional and relevant for a wider range of projects and users. IMPLAN is now widely used and recognized by government organizations, academia, advisory services, and business organizations. Currently, IMPLAN is operated by the Minnesota IMPLAN Group (MIG). In addition to

The methodology of the estimation of economic impacts with IMPLAN involves the following key steps:

- Step (1): Identify the streams of expenditures directly resulting from the proposed project-related activity (or the number of jobs that would be involved in various activities) and classify them into industrial sectors.
- Step (2): Identify IMPLAN industries that most closely correspond to the industrial sectors of expenditures listed in Step (1) (based on North American Industrial Classification System [NAICS] codes concordance).
- Step (3): Extract multipliers from the IMPLAN software data for the respective geographies for which the analysis is conducted.
- Step (4): Construct an Excel-based input-output model that combines multipliers with expenditure and employment data to simulate direct, indirect, and induced impacts of construction and operations of the finished facility.

The streams of expenditures identified as directly resulting from the proposed project and taken into account in this assessment include the following two categories:

1. Fairgrounds' visitor spending; and,
2. Incremental costs related to the operations and maintenance of the Fairgrounds' facility.

Visitor spending is calculated using Leon County Division of Tourism estimates for visitor spending in Tallahassee for fiscal years 2019 and 2020. These estimates were used to calculate per-visitor-spending and then applied to the average annual expected attendance of the annual Fair.

The per-visitor-spending estimates reflect a sample of Tallahassee tourists and are not specific to Fairgrounds' activities, which include: dog, boat and gun shows; church and public events; the annual fair; craft shows; RV jamborees; and a variety of other activities. While visitor spending at each event would be expected to vary – spending associated with a boat show is likely to be higher than spending at a church-sponsored event – conducting surveys at each different event was not included in this Phase 1 study's scope. In addition, this level of detail is not collected by the Fair Association Board. As a result, the average Tallahassee tourist spending number was utilized in the economic impact analysis, adjusted to reflect the type of visitor (e.g., day-tripper or one who requires accommodations) and other factors unique to the Fairgrounds (e.g., RV site rental costs of $30/night may be less than a hotel room).

The incremental operations and maintenance costs included in the analysis represent an assessment of costs or labor requirements to operate the Fairgrounds, based on information presented in the annual fiscal report for the Fair Association Board.

updating and improving the databases and software, MIG holds regular training sessions, biannual user conferences, and maintains a collection of papers that have used IMPLAN. More information about the company, software, help, and support can be found at https://implan.com/.

Input Assumptions

FAIRGROUND VISITOR SPENDING

It is estimated that the average spending per visitor is $279.18, based on the findings of the Leon County Division of Tourism's Economic Impact of Tourism Report. This estimate includes spending at restaurants, on accommodations, retail, transportation, entertainment, groceries, and other expenses. Table 15 presents the per-visitor spending by type of expenditure for FY2019, FY2020, and the average, based on the Visit Tallahassee report. While an out-of-town visitor would likely spend across all these categories, a day-tripper or visitor with friends or family in the area would not. Someone visiting the area but staying with a friend might not require accommodations, for example. In this case, that individual would likely spend less than this average.

Table 15: Estimated Per-Visitor Spending by Expenditure Category

	Total		
	FY2019	FY2020	Average
Per Visitor Restaurant Spending	$64.13	$68.38	$66.26
Per Visitor Accommodations Spending	$54.28	$57.87	$56.08
Per Visitor Shopping Spending	$50.32	$53.65	$51.98
Per Visitor Transportation Spending	$32.69	$34.85	$33.77
Per Visitor Entertainment Spending	$28.78	$30.68	$29.73
Per Visitor Groceries Spending	$22.50	$23.99	$23.25
Per Visitor Other Spending	$17.54	$18.70	$18.12
Per Visitor Spending	$270.24	$288.13	$279.18

Source: Leon County Division of Tourism – Visit Tallahassee, Economic Impact of Tourism Report, Fiscal Year 2020 (October 2019 –September 2020)

In addition to these differences in tourists (i.e., those requiring accommodations, those visiting friends and family, day-trippers), we also recognize that the average Leon County tourist may spend differently than a person attending an event at the Fairgrounds. The existence of RV hook-up facilities, for example, may make it more likely for a Fairgrounds' event visitor to stay on-site, rather than in a hotel. We also recognize that a person who stays at the RV facilities on the Fairgrounds' property may be inclined to cook some meals in their RV, which means that those visitors would potentially spend less per visit on restaurants. As a result, we adjusted our per-visitor spending assumptions as shown in Table 16. We assume that all Fairgrounds' event attendees who require accommodations will spend no more than the standard RV rental rate of $30 per night – a relatively conservative assumption since some attendees of some events (e.g., dog shows, antique shows) may in fact stay in a hotel that is likely to be more than $30 per night.[17] Further, we assume that all Fairgrounds' event visitors will spend half as much on restaurant meals as the average Leon County tourist – another very conservative assumption. This reflects our assumption that visitors staying in RVs may cook more of their own food in their RV than the typical Leon County tourist. It also reflects our assumption that food prices at Fairgrounds' events may be less than the typical restaurant. These revisions result in an

[17] https://northfloridafair.com/r-v-camping-sites/

average Fairgrounds' event visitor spend of $219.98, though not every Fairgrounds' visitor will spend across all these different categories. Those requiring accommodations will, but day-trippers and those attendees visiting family and friends will not.

Table 16: Adjusted Per-Visitor Spending by Expenditure Category for Fairgrounds' Event Attendees

	Adjusted
Per Visitor Restaurant Spending	$33.13
Per Visitor Accommodations Spending	$30.00
Per Visitor Shopping Spending	$51.98
Per Visitor Transportation Spending	$33.77
Per Visitor Entertainment Spending	$29.73
Per Visitor Groceries Spending	$23.25
Per Visitor Other Spending	$18.12
Per Visitor Spending	$219.98

For the economic impact analysis, average annual Fair attendance is assumed to be 115,000 visitors based on a range of 110,000-120,000 attendees over the past five years. It should be noted that the 2021 Fair had closer to 130,000 visitors, which suggests that this assumption is likely conservative.[18] Regarding non-Fair events, the Fair Association Board does not generally attend nor request reports from the renters as to their attendees. As a result, data related to visitors at non-Fair events is not available.

The study team estimated non-Fair visitors based on listening sessions with event holders, the number and duration of events, and RV hookups. We assume 90 percent capacity on the RV hookups onsite with an average of two people per RV. Overall, we estimate that visitors to all events at the Fairgrounds is approximately 202,600 annually when combined with the average annual Fair attendance. This estimate was shared with the Fair Association Board; our non-Fair visitor estimate of 80,000-90,000 may be conservative based on feedback from the Board, which suggested that non-Fair attendance could approach 100,000 annually.[19]

As explained above, not all visitors are from out of town and require accommodations. As a result, the total attendance estimate was allocated across different types of visitors, consistent with data available from the Leon County Division of Tourism – Visit Tallahassee. Based on this information, we assume that 60 percent of Fairgrounds' visitors stay in paid accommodations, 24 percent stay with friends or relatives and 16 percent are day trippers. Total visitors by type assumed for the analysis are presented in Table 17 below.

[18] The official fair attendance in 2019 was 111,000 and 2021 attendance was 130,000. According to the Fair Association Board, it usually ranges over the last 5 years between 110,000 and 120,000.
[19] Fair Association Board Director, Mark Harvey, indicates that non-fair visitors may be closer to 100,000 annually.

Table 17: Fairgrounds' Event Visitors by Type

Type of Visitor	Average	Total Estimated Visitors by Type
Total Visitors	100%	202,600
Visitors in Paid Accommodations	60%	121,030
Visiting Friends and Relatives	24%	48,718
Day Trippers	16%	32,852

Visitors in paid accommodations were allocated spending in all categories, visitors staying with friends or family were allocated spending in shopping, transportation, entertainment, and other, while day trippers were allocated spending in those same categories plus restaurants. Table 18 summarizes the spending by expenditure category, based on Fairgrounds' event attendance, assumptions related to type of visitor (i.e., day tripper, visitors staying with friends or family, out-of-town visitors requiring accommodations), and the adjusted per-visitor spending by spending category presented in Table 16. As shown below, Fairgrounds' event visitors are estimated to spend $38.6 million annually in restaurants, hotels, and other services in the area.

Table 18: Estimated Total of Visitor Expenditures

Expenditure Category	Amount, $M 2020 Dollars	IMPLAN Industry Classification
Restaurants	$5.1	509 – Full-service restaurants
Accommodations	$3.6	507 – Hotels and motels, including casino hotels
Shopping	$10.5	411 – General merchandise stores
Transportation	$6.8	418 – Transit and ground passenger transportation
Entertainment	$6.0	504 – Other amusement and recreation industries
Groceries	$2.8	406 – Food and beverage stores
Other	$3.7	412 – Miscellaneous store retailers
Total	$38.6	

FACILITY OPERATIONS AND MAINTENANCE

Facility operations and maintenance spending at the Fairgrounds was provided by the North Florida Fairgrounds and accounts for direct spending by the Fairgrounds. This information is included under expenses in the annual financial report. Reported expenses fall in the following categories:

- Wages & salaries
- Insurance
- Fair Entertainment
- Premiums
- Repairs & Maintenance
- Depreciation & amortization
- Advertising
- Utilities & telephone
- Equipment rental
- Retirement

- Office supplies & printing
- Other

The annual fiscal report provided by the Fairgrounds includes information on spending in the categories listed above for the years 2014 to 2019. Table 19 links expenditures to IMPLAN Industry Classifications.

Table 19: Summary Visitor Spending and Industry Classification

Expenditure Category	Amount, $M 2020 Dollars	IMPLAN Industry Classification
Salaries and Wages	$0.41	525 – Private households
Insurance	$0.08	445 – Insurance agencies, brokerages, and related activities
Fair Entertainment	$0.07	504 – Other amusement and recreation industries
Premiums	$0.06	445 – Insurance agencies, brokerages, and related activities
Repairs and Maintenance	$0.10	60 – Maintenance and repair construction of nonresidential structures
Depreciation and Amortization	$0.11	456 – Accounting, tax preparation, bookkeeping, and payroll services
Advertising	$0.06	465 – Advertising, public relations, and related services
Utilities and Telephone	$0.14	433 – Wired telecommunications carriers
Equipment Rental	$0.02	453 – Commercial and industrial machinery and equipment rental and leasing
Retirement	$0.0	439 – Nondepository credit intermediation and related activities
Office Supplies/Printing	$0.01	470 – Office administrative services
Other	$0.13	478 – Other support services
Total	**$1.20**	

Results of Economic Impacts Simulations

This section presents the results of the analysis of economic activity generation due to Fairgrounds' visitor spending. The results are presented separately for each spending category.

ECONOMIC IMPACT OF VISITOR SPENDING

Tables 20, 21, and 22 show the economic impact of average annual Fairgrounds' visitor spending. Table 23 presents the average annual economic impact of Fairgrounds operations and maintenance. For the first three tables, these impacts have been broken out to show the specific impacts for visitors in paid accommodations, those staying with friends or relatives, and day trippers. Overall visitor and O&M spending of $39.8 million is estimated to generate approximately $79.2 million in economic impact.

The total average annual spending from visitors staying in paid accommodation is $26.6 million and is estimated to generate a total of $52.9 million of output annually.

Table 20: Economic Impact of Tallahassee Visitors in Paid Accommodations

Impact Type	Direct Effect $M	Indirect Effect $M	Induced Effect $M	Total Effect $M
Restaurant Spending	$4,009,556	$1,576,769	$3,088,310	$8,674,636
Accommodations Spending	$3,630,910	$748,197	$1,819,448	$6,198,555
Shopping Spending	$6,291,298	$3,624,660	$3,072,083	$12,988,041
Transportation Spending	$4,086,996	$2,405,047	$1,689,556	$8,181,599
Entertainment Spending	$3,598,397	$822,749	$1,977,045	$6,398,192
Groceries Spending	$2,813,748	$1,254,372	$1,971,009	$6,039,129
Other Spending	$2,193,307	$1,081,888	$1,109,449	$4,384,644
Total Effects – Avg. Annual	$26,624,213	$11,513,683	$14,726,900	$52,864,796

The total average annual spending from visitors staying with friends or relatives is $6.5 million and is estimated to generate a total of $12.9 million of output annually.

Table 21: Economic Impact of Tallahassee Visitors Staying with Friends or Relatives

Impact Type	Direct Effect $M	Indirect Effect $M	Induced Effect $M	Total Effect $M
Restaurant Spending	$0	$0	$0	$0
Accommodations Spending	$0	$0	$0	$0
Shopping Spending	$2,532,413	$1,459,021	$1,236,594	$5,228,029
Transportation Spending	$1,645,124	$968,095	$680,091	$3,293,309
Entertainment Spending	$1,448,450	$331,178	$795,813	$2,575,441
Groceries Spending	$0	$0	$0	$0
Other Spending	$882,864	$435,488	$446,583	$1,764,935
Total Effects – Avg. Annual	$6,508,851	$3,193,783	$3,159,080	$12,861,714

The total average annual spending from day trippers is $5.5 million and is estimated to generate a total of $11.0 million of output annually.

Table 22: Economic Impact of Tallahassee Day Trippers

Impact Type	Direct Effect $M	Indirect Effect $M	Induced Effect $M	Total Effect $M
Restaurant Spending	$1,088,331	$427,989	$838,273	$2,354,593
Accommodations Spending	$0	$0	$0	$0
Shopping Spending	$1,707,674	$983,857	$833,868	$3,525,399
Transportation Spending	$1,109,351	$652,812	$458,603	$2,220,766
Entertainment Spending	$976,728	$223,322	$536,638	$1,736,688
Groceries Spending	$0	$0	$0	$0
Other Spending	$595,339	$293,661	$301,142	$1,190,143
Total Effects - Average Annual	$5,477,422	$2,581,642	$2,968,525	$11,027,590

Table 23 shows the economic impact of average annual operations and maintenance spending associated with the Fairgrounds. The Fairgrounds has annual expenses of approximately $1.2 million which generates a total of $2.4 million in output annually.

Table 23: Economic Impact of Fairgrounds Operations and Maintenance

Impact Type	Direct Effect	Indirect Effect	Induced Effect	Total Effect
Salaries and Wages	$406,091	$295,383	$99,725	**$801,199**
Insurance	$81,715	$26,408	$37,255	**$145,378**
Fair Entertainment	$67,970	$15,541	$37,344	**$120,855**
Premiums	$57,941	$18,725	$26,416	**$103,082**
Repairs and Depreciation	$103,727	$70,051	$45,784	**$219,562**
Depreciation and Amortization	$113,464	$79,865	$65,670	**$258,999**
Advertising	$63,862	$27,457	$49,399	**$140,718**
Utilities and Telephone	$141,271	$71,434	$79,032	**$291,737**
Equipment Rental	$20,856	$9,106	$13,819	**$43,782**
Retirement	$4,674	$5,114	$2,132	**$11,920**
Office Supplies/Printing	$12,251	$7,233	$8,482	**$27,965**
Other	$129,544	$64,567	$61,718	**$255,829**
Total Effects - Average Annual	**$1,203,365**	**$690,884**	**$526,776**	**$2,421,025**

SENSITIVITY ANALYSES

Economic analyses generally rely on a number of key assumptions. For example, this economic impact analysis is based on the tourist spending amounts and patterns of a sample of Tallahassee visitors, rather than the spending patterns of all visitors to all events held at the Fairgrounds. The economic impact estimates also rely on non-Fair visitor estimates. As a result, it is often helpful to provide sensitivity analyses that reflect how a change in a key assumption

impacts the final results, and to then provide a range of estimates that reflect the uncertainty associated with inputs.

Based on only North Florida Fair attendance (115,000 annually), the economic impact of this event is estimated to be $43.6 million. Visitors requiring accommodations account for $30 million of this impact. Visitors visiting family and friends and day-trippers account for $7.3 million and $6.3 million, respectively.

If we assume 202,600 annual visitors to Fairgrounds' events, and if we assume that Fairgrounds' event visitors spend half as much as the typical Leon County tourist (approximately $110/visitor), our total economic impact is $38.4 million. Nearly $26 million of this would be associated with visitors who require accommodations. Visitors staying with family account for $6.4 million and day-trippers $5.5 million.

As a result of these sensitivity analyses, it is reasonable to assume that Fairgrounds' events, operations and maintenance spending generate approximately **$40 million to $79 million** in annual economic impact, with the $40 million estimate being very conservative.

Economic Impacts of other Fairs

In addition to conducting an economic impact analysis for the existing Fairgrounds' operations and events, the study team did a high-level review of similar studies conducted for other fairs across the country.

NORTH TEXAS STATE FAIR & RODEO

The North Texas State Fair & Rodeo in Denton, TX, has an annual attendance of 150,000. This report relies on IMPLAN multipliers to describe how significant the impact of visitor spending in Denton County is. The estimated impact of about $4.1 million in visitor and operations spending is about $7.6 million in economic activity, labor income, property income and local taxes.

The study also estimates what impact the construction of a new exposition center would have. They optimistically estimate that there would be 150,000 new annual visitors and that total visitor spending would increase to almost $10 million annually and generate about $16.5 million in economic activity, labor income property income and local taxes. The report also includes the expected impact of construction spending on the exposition center using IMPLAN multipliers.[20]

IOWA STATE FAIR

The Iowa State Fair was cancelled in 2020 due to the COVID-19 pandemic, which caused a significant loss of consumer spending and had a significant effect on the state's economy. Industries such as retail, accommodation and food services and entertainment were severely affected by the cancellation. The fair draws more than one million visitors annually, and generates $110 million in spending in the Des Moines economy. The fair also usually sees

[20] Seman, Michael. *North Texas State Fair & Rodeo: The Economic Impacts of Existing Activities and Preliminary Feasibility Assessment for New Fairgrounds and Expo Center.* Center for Economic Development and Research. University of North Texas. July 2009.

hotels running at 80-100% capacity for the duration of the fair. The cancellation of the fair highlighted the significance it has on the local economy.[21]

OREGON COUNTY FAIRS

Oregon has a network of county fairs throughout the state that occur every year and draw locals and tourists who spend at the fairs and in the local communities. County fairs are important contributors to local economies, many of which are in small rural towns. In Oregon, their aggregate economic footprint was $52 million spurred by $34 million in spending by fair goers. County fairs generated 5 to 10 times greater impacts than the cost to operate them. A report from Oregon State University suggests a conservative estimate of $15 in spending per attendee. The study suggests that additional data could determine that this impact is actually more significant than the study estimated.[22]

WALWORTH COUNTY FAIR

The Walworth County Fair has been held annually for 160 years. A study from the University of Wisconsin-Whitewater relies on IMPLAN multipliers to calculate the economic impact of county-fair related spending. The study calculates direct, indirect and induced effects related to spending at the fair. All multipliers are over 1. The direct impact of the fair is estimated to be $6.3 million, generating 77.3 jobs with $1.3 million in annual income. The study determined that the indirect effect was not as high as expected but suggests this was due to leakage out of the county.[23]

ECONOMIC IMPACT OF SPECIFIC FAIR IMPROVEMENTS

While it is useful to understand the relative magnitude of fair activities for comparison purposes, it is also important to understand the economic activity generated by fairs that made discrete investments to improve their events and facilities.

In Minnesota, for example, the 2018 Minnesota State Fair and its operations generated $268 million in economic impact for the Twin Cities.[24] Other analyses related to this fair estimate that over a three-year period, more than $40 million in economic impact was attributable to several key capital improvements:

- Construction of a $4.5 million International Bazaar and restroom complex;
- A new $1.3 million Moo Booth and Milking Parlor educational cattle exhibit;
- New roofs for the historic Livestock Pavilion and Swine Barn;
- Ongoing renovation of the Warner Coliseum;
- Improved amenities for guests; and
- Significant improvements to the State Fair's utilities and technology infrastructure.[25]

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[21] Akin, Katie & Porter, Sierra. *Beyond the fairgrounds: Economic impact of canceled Iowa State Fair over $100 million.* Des Moines Register. June 2020.
[22] Sorte, Bruce. *Oregon County Fairs: An Economic Impact Analysis.* Oregon State University. May 2007.
[23] Kashian, Russ. *Walworth County Fair: An Economic Impact Analysis*. University of Wisconsin-Whitewater. 2009.
[24] https://assets.mnstatefair.org/pdf/19-msf-economic-impact-one-sheet.pdf
[25] http://readme.readmedia.com/Improvements-to-State-Fairgrounds-Result-in-40-Million-in-Economic-Impact/1057918

In Iowa, 105 County & Regional Fairs generated $167 million in economic activity in 2020.[26] A $5 million investment in various capital improvements on the Iowa fairgrounds generated an additional $35 million in statewide economic impact resulting from the improvements, above the $167 million[27] generated by the fair itself in 2020.

Should the Fairgrounds study evolve into subsequent phases, additional information related to the investments made to other fairs, as well as their economic impact, may be useful in identifying specific investments in the existing site that are most likely to be most impactful economically.

Key Findings of Economic Impact Analysis

As compared to other fairs, the Fairgrounds' visitor, operating, and maintenance spending generates proportionally similar economic impacts as other fairs around the country. Targeted investments to improve fair facilities around the country appear to have had a significant additional economic impact, suggesting that similar, focused investments at the existing North Florida Fairgrounds could generate additional economic impacts by supporting new or expanded fair uses.

Overall, $39.8 million in direct spending by visitors and operations and maintenance activities at the Fairgrounds is estimated to generate $79.2 million in economic impact. The largest share of these impacts is associated with visitors staying in paid accommodations, $52.9 million. It is worth noting that day trippers account for roughly $11 million of the overall economic impact. Some of these day trippers are likely to live in Tallahassee and, in the absence of the Fairgrounds events, might spend their incomes on other events and businesses in the city. Assuming that all day trippers live in Tallahassee, $68 million in economic impact would still be generated by Fairgrounds' activities, based on the estimates developed for this study. This analysis, combined with the sensitivity tests described previously, suggests that Fairgrounds' events, operations and maintenance support $40 million to $79 million in economic impact each year.

[26] https://www.iowafairs.com/pdf/EconomicImpact.pdf
[27] https://www.iowafairs.com/pdf/EconomicImpact.pdf

Chapter 4: Site Evaluation Analysis

Purpose of Site Evaluation

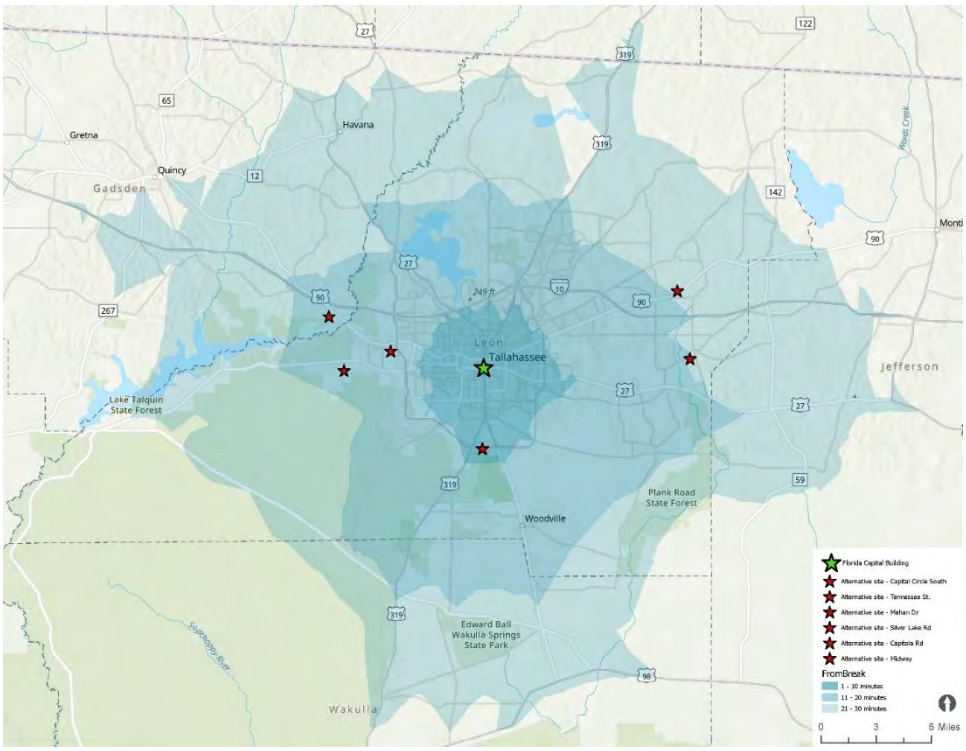
A desk-top site evaluation was performed to explore the potential of sites for the relocation and/or development of the North Florida Fairground operations. There were six (6) candidate alternative sites assessed as part of this effort:

- Capitola Site
- Mahan Site
- Midway Site
- Silver Lake Site
- Tennessee Site
- Capital Circle South Site

Five (Capitola, Mahan, Silver Lake, Tennessee, Capital Circle South) of the six (6) alternative sites are located in Leon County, while one (Midway) alternative site is located in Gadsden County, just west of Leon County. The figure below shows the locations of all six (6) sites and their drive time from the Florida State Capitol Building in Tallahassee.

The sites were selected for evaluation in consultation with the Office of Economic Vitality. At the time of the evaluation, all sites except the Capital Circle South site were on the market and identified as appropriately large enough to accommodate existing Fairgrounds' activities. Figure 26 presents the location of these sites.

Figure 26: Sites' Locations and their Drive Time from the Florida State Capitol



Approach to Site Evaluation

Based on information regarding the current Fairgrounds' operations and potential need for parking to support larger-scale events and activities in the future, the following criteria was developed to evaluate the suitability of alternative sites.

- Upland Acreage – Acreage unconstrained by wetlands and floodplain with potential to support existing operations and future expansion.
- Proximity & Visibility – Limited distance to I-10 and central Tallahassee (State Capitol).
- Site Access – Potential for multiple points of access along higher capacity roadways.
- Adjacent Land Uses – Limited potential for conflicts with residential land uses on surrounding properties.

Table 24: Minimum Acreage to Support Operations

Area Use	Acreage
Exhibition Area	11.0
Midway Area	8.5
Paved Parking (shared with Gene Cox Stadium)	4.5
Grass Parking	23.0
Overflow Parking	5.0
Maintenance Facilities	3.0
Overall	**55.0**

The existing condition of each site was assessed, with a focus on location, distance from central Tallahassee and I-10 interchanges, physical and environmental constraints, topography, site access, and compatibility with surrounding land uses and development.

Capitola Site Evaluation

SITE ADDRESS AND LOCATION

The Capitola site is located on the east side of Leon County, with a street address of 10701 Capitola Rd, Tallahassee, FL 32317. An overview of the Capitola Site is presented below.

Figure 27: Capitola Site Overview



GENERAL CONDITIONS

The site is mostly vacant land with a 6,000 square foot warehouse on two fenced acres. Adjacent land uses include recreation/open space and vacant property. Dirt roads run adjacent to the site's west border from north to south, and east to west at the warehouse. Florida Gas Transmission Company gas pipeline runs in the south-west/north-east direction south of the alternative site.

REGIONAL DRIVING TIME/DISTANCE

The site is 13.9 miles away from current North Florida Fair via US-27/Apalachee Parkway, and 13.1 miles away from the State Capitol via US-27 S/Apalachee Parkway. The site is also 6.4 miles away from the I-10/Gamble Road interchange and 8 miles away from the to I-10/Mahan Drive interchange.

SITE ACCESS

The site is directly accessible from Capitola Road, a rural local roadway, with an approximate annual average daily traffic (AADT) of 6,400, and which has approximately 1,358 feet of frontage to the site. The site is also indirectly accessible through the dirt roads that run through the site to/from adjacent properties. The length of frontage along Capitola Road may permit 2-3

points of access. Capitola Road is a is a two-lane roadway with no existing potential to accommodate queuing.

DEVELOPABLE AREA

The site is mostly flat with few changes in elevation. Table 25 below shows the site's acreage and developable area characteristics, while Figure 28 presents the physical constraints for the site.

Table 25: Developable Area Characteristics – Capitola Site

Developable Area Characteristics	Area in Acres	Percentage of Total Acreage
Total Acreage	81.42	-
Upland Acreage (Total less Wetlands)	72.81	89%
Upland Acreage (Total less Wetlands + Floodplain)	28.56	35%
Wetlands	8.61	11%
Floodplain	44.25	54%

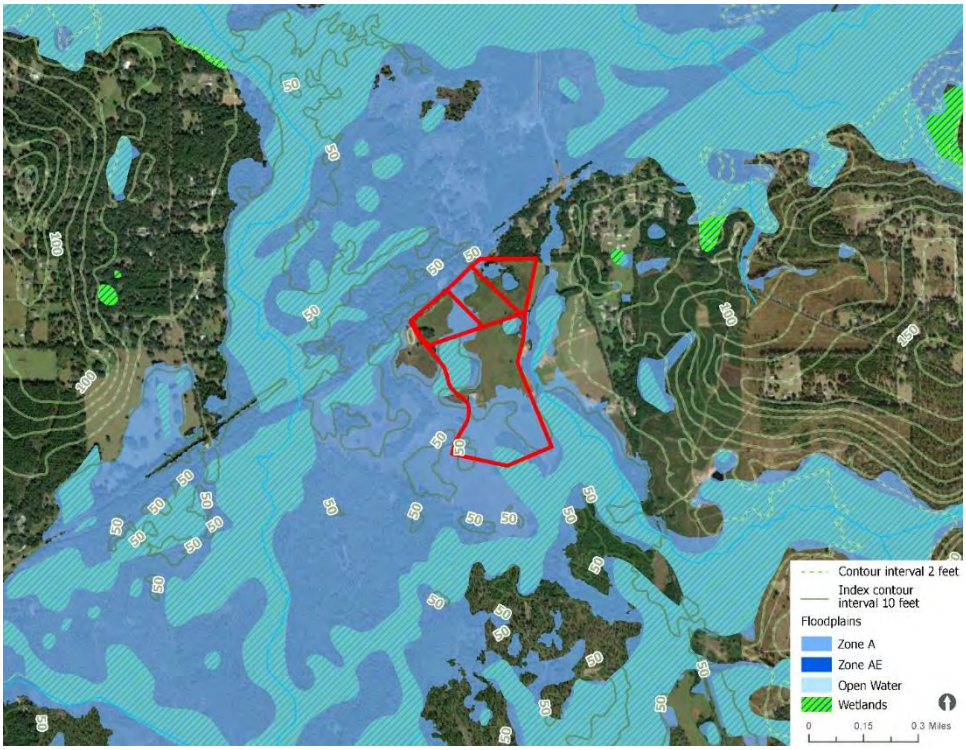
EXISTING AND FUTURE LAND USE

The site's existing land use is vacant, while the adjacent sites' land uses include recreation/open space and vacant land uses. The site's future land use is rural, while adjacent sites' future land uses include recreation/open space, rural, and rural community.

Adjacent to the site on the west and south sides is the L. Kirk Edwards Wildlife and Environmental Area, which is managed by the Florida Fish and Wildlife Conservation Commission and is owned by the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida (TIITF) – the entity that holds title to state-owned lands in Florida. North of the site is the St. Marks Headwaters Greenway county park managed by Leon County Parks & Recreation. Conservation land may present a conflict for the Fairgrounds' operations.

Maps showing the Capitola site's topography, access, drive time, slope, existing land use, future land use, total population, and population density can be found in the Appendix.

Figure 28: Capitola Site Constraints



SUITABILITY SUMMARY

The Capitola site is located 13 miles from central Tallahassee and 6.4 miles from the I-10/Gamble Road interchange. The site is in a rural area with access from Capitola Road, a two-lane rural local roadway. The site is 81.4 acres but only 28.56 acres is located outside designated wetlands and floodplain.

The site has been identified as a poor candidate for relocation of the Fairgrounds due to the modest amount of upland area, distance from central Tallahassee and I-10, and frontage along a two-lane rural roadway.

Mahan Site Evaluation

SITE ADDRESS AND LOCATION

The Mahan site is located in the northeast quadrant of Leon County, with a street address of 10050 Mahan Drive, Tallahassee, FL 32309. Figure 29 shows an overview of the Mahan Site.

Figure 29: Mahan Site Overview



GENERAL CONDITIONS

The site is covered with woodlands and approximately 7.9 acres of the site is vacant land. A dirt road runs through the middle of the site in the north-south direction. Adjacent land uses include residential and vacant land uses.

REGIONAL DRIVING TIME/DISTANCE

The site is 14.5 miles away from the current North Florida Fairgrounds via US-90/Mahan Drive, and 12.6 miles away from the State Capitol via US-90/Mahan Dr. The site is also 3.3 miles away from the I-10/Mahan Drive interchange and 8 miles away from the I-10/Gamble Road interchange.

SITE ACCESS

The site is directly accessible from Mahan Drive, a rural minor arterial roadway, with an AADT of 5,400, and which has approximately 3,518 feet of frontage to the site. The length of frontage along Mahan Drive may permit 5-7 points of access. Mahan Drive in this area is a two-lane roadway with no existing potential to accommodate queuing.

DEVELOPABLE AREA

Elevation varies throughout the site by about 50 feet from lowest to highest point, and the lowest areas are wetlands. This site may require clearing, as the majority is covered by woodlands. Table 26 shows the site's acreage and developable area characteristics, while Figure 30 shows the physical constraints for the site.

Table 26: Developable Area Characteristics – Mahan Site

Developable Area Characteristics	Area in Acres	Percentage of Total Acreage
Total Acreage	52.1	-
Upland Acreage (Total less Wetlands)	41.37	79%
Upland Acreage (Total less Wetlands + Floodplain)	19.85	38%
Wetlands	10.73	21%
Floodplain	21.52	41%

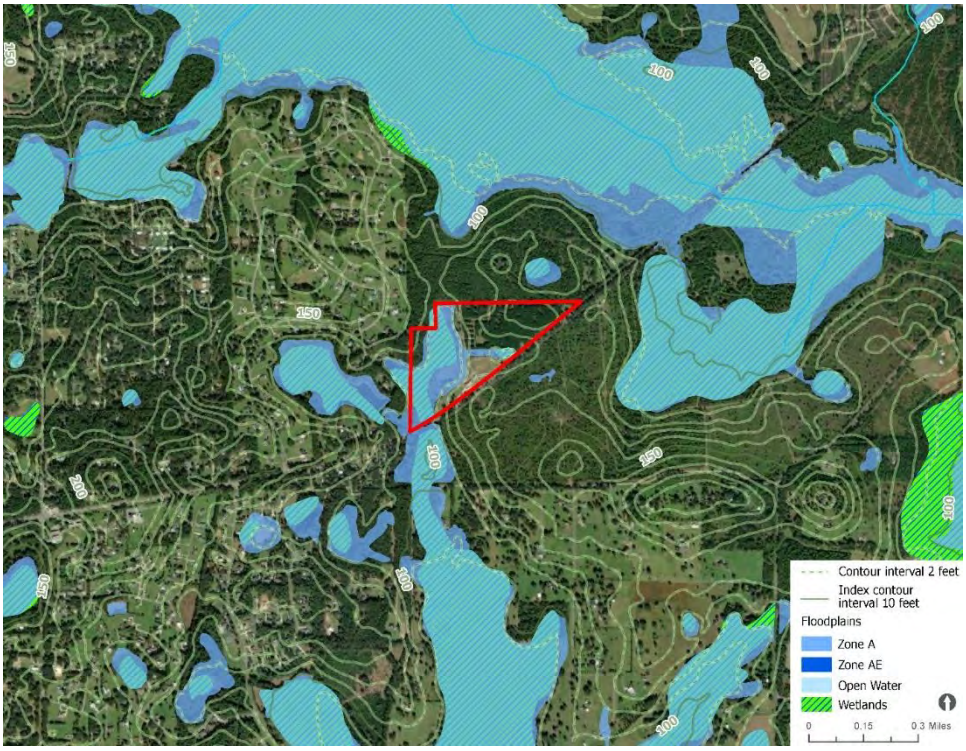
EXISTING AND FUTURE LAND USE

The site's existing land use is vacant, while the adjacent sites' land uses include residential and vacant land uses. The site's future land use is rural, while adjacent sites' future land uses include rural and urban fringe.

The site is surrounded by undeveloped land to the north, south and east, and residential properties to the west. Surrounding land ownership belongs to the Rockaway LLP to the South, and Evans Richard H and Victoria M to the North.

Maps showing the Mahan Site's topography, access, drive time, slope, existing land use, future land use, total population, and population density can be found in this Report's Appendix.

Figure 30: Mahan Site Constraints



SUITABILITY SUMMARY

The Mahan site is located 12.6 miles from central Tallahassee via US 90/Mahan Drive and 3.3 miles from the I-10/Mahan Drive interchange. The site is 52.1 acres but less than half (19.85 acres) is unconstrained by the presence of designated wetlands or floodplain. The site is in a largely rural area with access from Mahan Drive, a two-lane, rural minor collector.

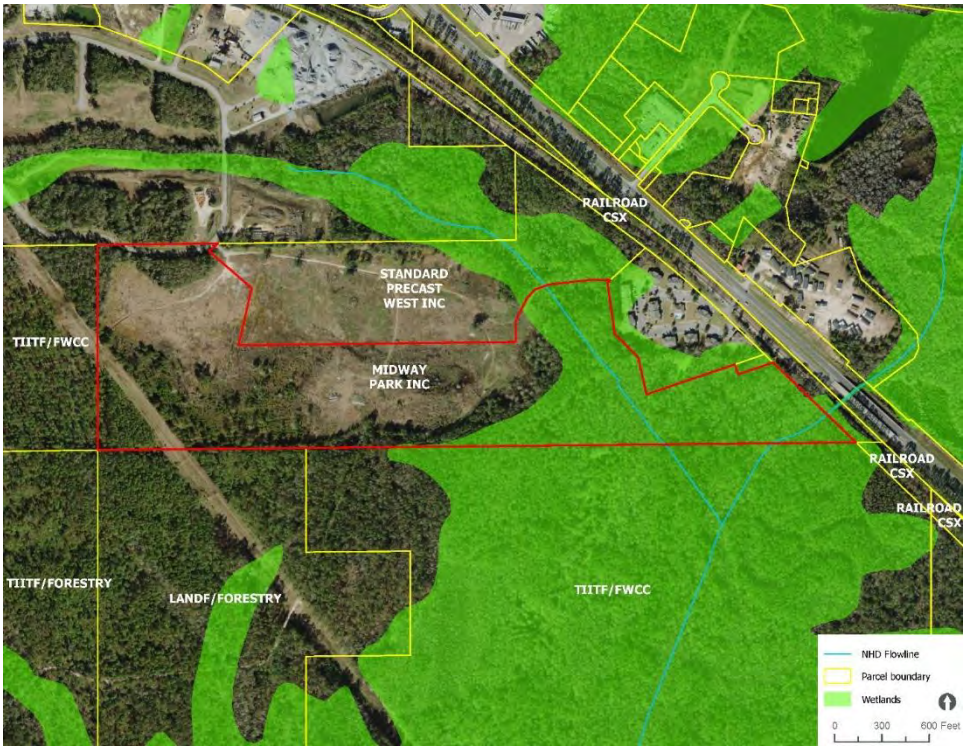
The site has been identified as a poor candidate for relocation of the Fairgrounds primarily due to the limited amount of site area available for fairgrounds operations and parking. Other factors limiting the site's appropriateness include distance from central Tallahassee and frontage along a rural roadway.

Midway Site Evaluation

SITE ADDRESS AND LOCATION

The Midway site is located west of Leon County, with a street address of Business Park Road, Midway, FL 32343. The figure below shows an overview of the Midway Site.

Figure 31: Midway Site Overview



GENERAL CONDITIONS

The site is mostly undeveloped. The site is also constrained by the Midway Branch stream which runs through the west quadrants of the site.

REGIONAL DRIVING TIME/DISTANCE

The site is 12.1 miles away from the current North Florida Fairgrounds via US-90/Mahan Drive, and 11.1 miles away from the State Capitol via US-90 W. The site is also one mile away from the I-10/Memorial Blue Star Highway interchange, 5.3 miles away from the I-10/Capital Circle NW interchange and 9 miles away from the I-10/US 27 interchange.

SITE ACCESS

The site has frontage along Memorial Blue Star Highway, an Urban Minor Arterial roadway with an average annual daily traffic (AADT) of 18,100. The site is also indirectly accessible through the dirt roads that run through the site to/from adjacent properties. There is no current vehicular access to Memorial Blue Star Highway. Future access may be limited due to rail tracks running along Blue Star Highway and bridge over Midway Branch. Business Park Road appears to act as the main access to the site. Points of access to the site are very limited, with only 730 feet of frontage that may be obstructed by the bridge over Midway Branch. The property is potentially

accessible through Business Park Road, while access from Memorial Blue Star Highway is limited.

DEVELOPABLE AREA

The site is mostly flat with very little variation in elevation. Limited access to the site limits the site's visibility from major roadways. Table 27 shows the site's acreage and developable area characteristics, while Figure 32 shows the physical constraints for the site.

Table 27: Developable Area Characteristics – Midway Site

Developable Area Characteristics	Area in Acres	Percentage of Total Acreage
Total Acreage	81.34	-
Upland Acreage (Total less Wetlands)	55	68%
Upland Acreage (Total less Wetlands + Floodplain)	14.02	17%
Wetlands	26.34	32%
Floodplain	40.98	50%

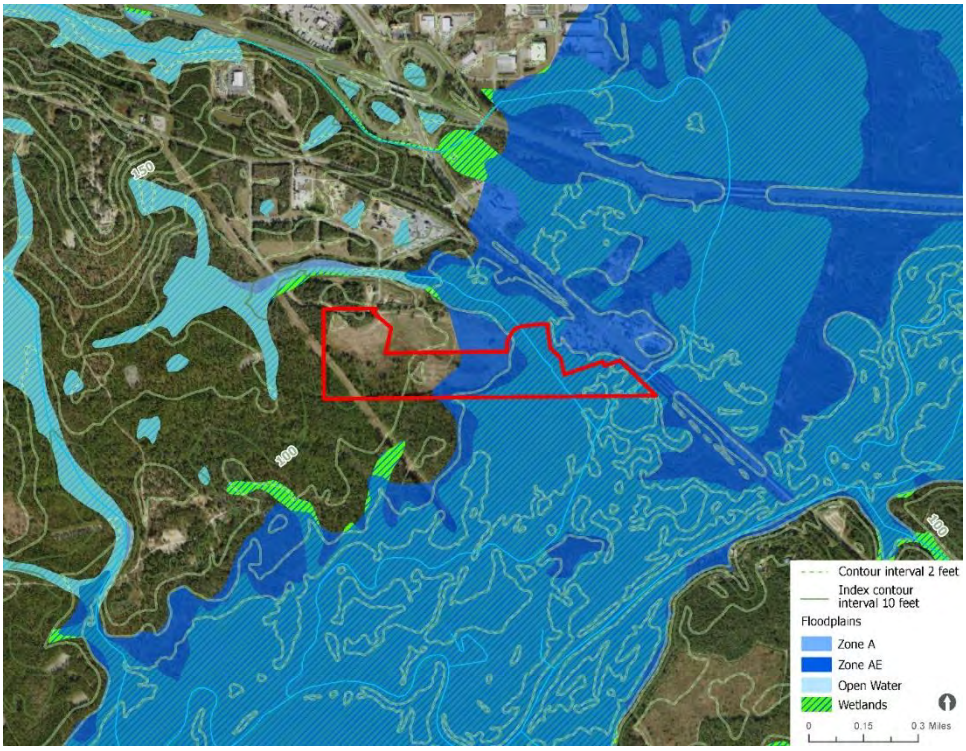
EXISTING AND FUTURE LAND USE

The site's existing land use is agricultural, while the adjacent sites' land uses include residential, industrial, and commercial. Data for future land uses is not available.

The site is surrounded by residential land uses to the east, and there are mining operations to the north. Overall, the area seems to be an industrial area. The site to the north manufactures precast concrete and has mining operations further north. Railroad tracks run along Memorial Blue Star Highway; access would be needed to cross rail tracks. Adjacent sites to the west and south are owned by TIITF, Florida Fish and Wildlife Conservation Commission. The north site is owned by Standard precast West Inc. Conservation land and residential land uses may present a conflict for the Fairgrounds' operations.

Maps showing the Midway Site's topography, access, drive time, slope, existing land use, future land use, total population, and population density can be found in this Report's Appendix.

Figure 32: Midway Site Constraints



SUITABILITY SUMMARY

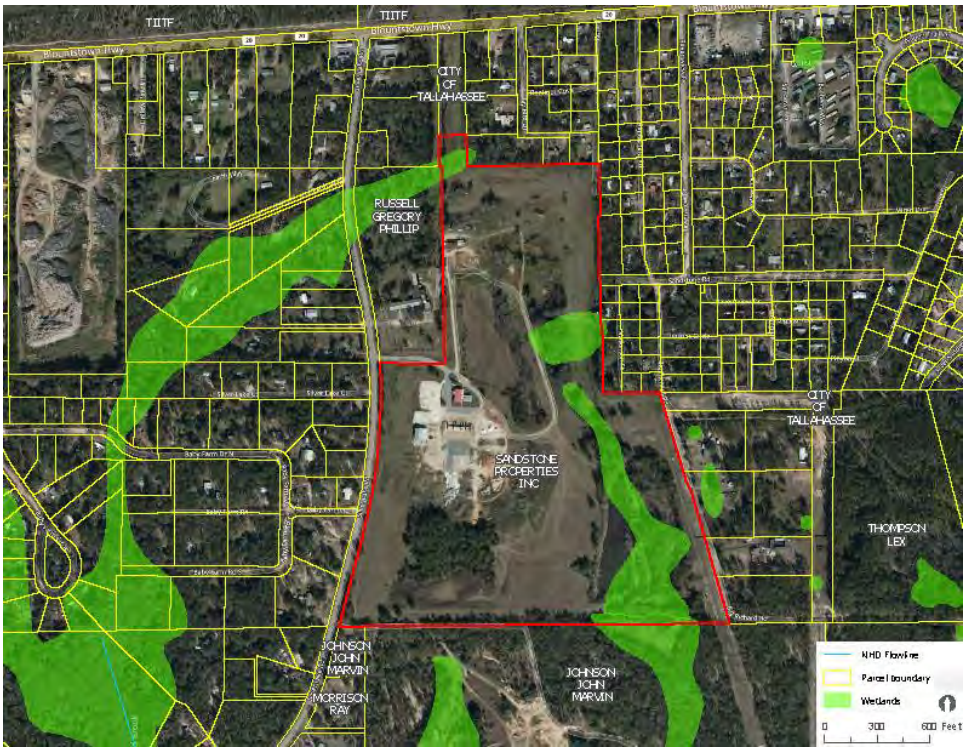
The Midway site is located 11 miles west of central Tallahassee outside of Leon County but relatively close to the I-10/US 90 Interchange. The site is 81.34 acres but only a small portion (14.02 acres) is unconstrained by designated wetlands and floodplain. The site frontage along US 90, an urban minor arterial, is constrained by the presence of two stream crossings and an extensive wetland system. Due to the limited access (only 730’ of frontage exists along US 90), presence of the Midway Branch stream crossing and associated wetlands, and small area available for fairgrounds use, the site has been identified as a poor candidate to support fairground operations and parking.

Silver Lake Site Evaluation

SITE ADDRESS AND LOCATION

The Silver Lake site is located in the southwest quadrant of Leon County, with a street address of 1711 Silver Lake Road, Tallahassee, FL 32310. The figure below shows an overview of the Silver Lake Site.

Figure 33: Silver Lake Site Overview



GENERAL CONDITIONS

The site was previously used for a sand company operation and is mostly vacant land with a 6,000 square foot building and a 4,800 square foot warehouse.

REGIONAL DRIVING TIME/DISTANCE

The site is 10.4 miles away from the current North Florida Fairgrounds via W Orange Ave and FL-20, and 8.8 miles away from the State Capitol via Pensacola Street and FL-20 W. The site is also 5.4 miles to the I-10/Memorial Blue Star Highway interchange.

SITE ACCESS

The site is directly accessible from Silver Lake Road, which is a rural local roadway, with approximately 5,800 AADT. There is approximately 1,536 feet of frontage to the site. The length of frontage along Silver Lake Road may permit 2-3 points of access. Silver Lake Road is a two-lane roadway with no existing potential to accommodate queuing.

DEVELOPABLE AREA

The site's elevation varies due to sand and gravel operations. Significant grading is required to prepare the site for Fairgrounds' use. Table 28 shows the site's acreage and developable area characteristics, while Figure 34 shows the physical constraints for the site.

Table 28: Developable Area Characteristics – Silver Lake Site

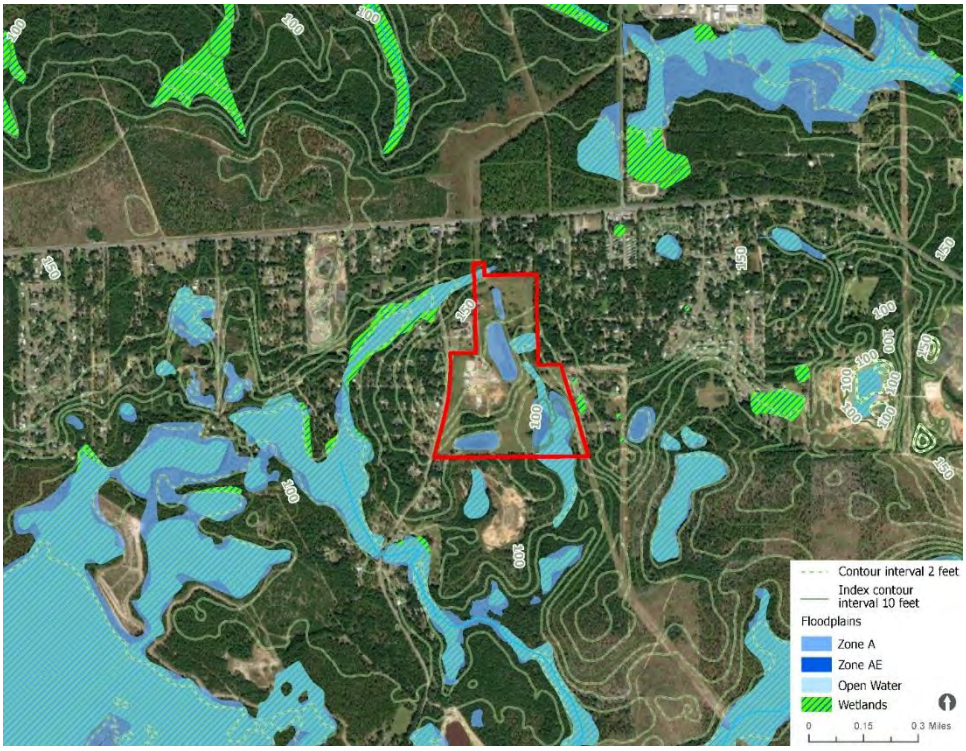
Developable Area Characteristics	Area in Acres	Percentage of Total Acreage
Total Acreage	88.67	-
Upland Acreage (Total less Wetlands)	79.06	89%
Upland Acreage (Total less Wetlands + Floodplain)	55.01	62%
Wetlands	9.61	11%
Floodplain	24.05	27%

EXISTING AND FUTURE LAND USE

The site's existing land use is vacant, while the adjacent sites' land uses include residential single-family and vacant land uses. The site's future land use is urban fringe, while adjacent sites' future land uses include urban fringe and urban fringe with residential preservation overlay. The site is surrounded by residential land uses, which may present a conflict for the Fairgrounds' operations.

Maps showing the Silver Lake site's topography, access, drive time, slope, existing land use, future land use, total population, and population density can be found in the Report's Appendix.

Figure 34: Silver Lake Site Constraints



SUITABILITY SUMMARY

The Silver Lake site is located 9 miles west of central Tallahassee and 5.4 miles from the closest interchange with I-10 at I-10/US 90. The site is 88.67 acres with 55 acres identified as unconstrained by the presence of designated wetlands and floodplain. The site is located in a largely rural area, with large-lot single family neighborhoods to the west and east. Access to the site is along Silver Lake Road, a two-lane rural local roadway.

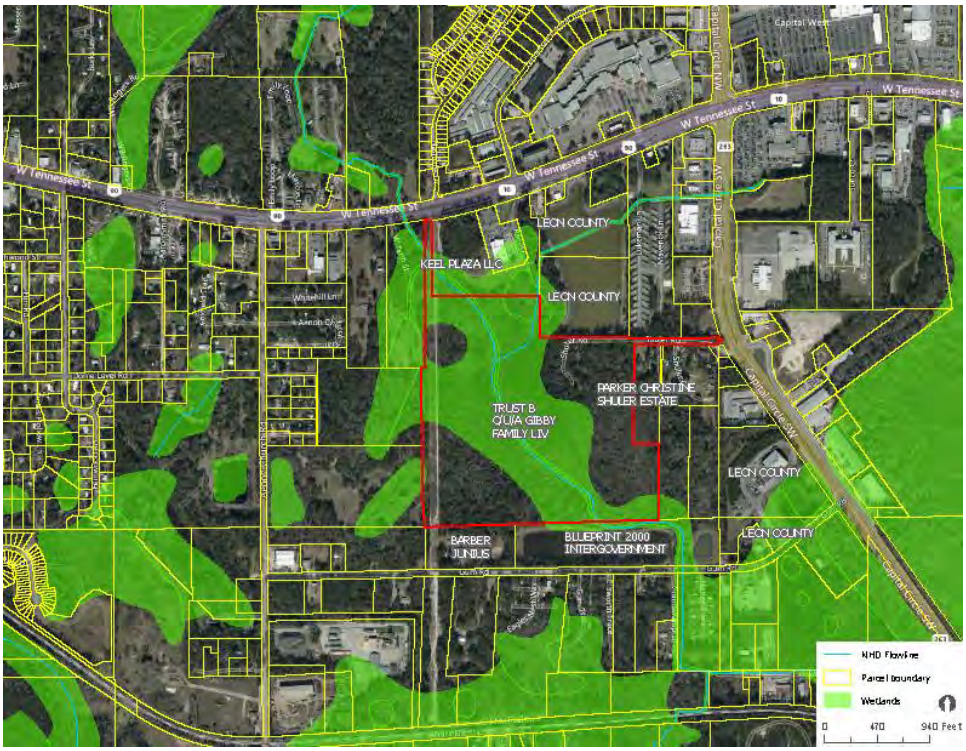
The site has been identified as a poor candidate to support relocation of the Fairgrounds due to location of wetlands and floodplain, distance from central Tallahassee and I-10, and frontage along a two-lane rural roadway,

Tennessee Site Evaluation

SITE ADDRESS AND LOCATION

The Tennessee site is located center west of Leon County, with a street address of 0 W Tennessee Street, Tallahassee FL 32304 (based on Leon County Property Appraiser website). The figure below shows an overview of the Tennessee Site.

Figure 35: Tennessee Site Overview



GENERAL CONDITIONS

Wetlands cover the diagonal of the site with the Munson Slough passing through the site from the northwest corner to the southeast corner.

REGIONAL DRIVING TIME/DISTANCE

The site is 8.6 miles away from the current North Florida Fairgrounds via W Orange Ave and FL-20, and 6.3 miles away from the State Capitol via W Pensacola Street. The site is also 5.9 miles away from the I-10/Memorial Blue Star Highway interchange and 1.9 miles away from the I-10/Capital Circle NW interchange.

SITE ACCESS

The site is directly accessible from Shuler Road, an unpaved driveway off Capital Circle SW. Capital Circle SW is an urban principal arterial with an AADT of 25,000. The site has 60 feet of frontage to the north on Tennessee Street, which is an urban minor collector with an AADT of 19,800. There is 60 feet of frontage on the east on Capital Circle SW, which is an urban principal arterial with an AADT of 25,000. Limited frontage may permit only two points of access. Tennessee Street has potential for queuing along roadway.

DEVELOPABLE AREA

The site is mostly flat with few changes in elevation. The Munson Slough cuts through the site from the northwest corner to the southeast corner. Table 29 shows the site's acreage and developable area characteristics, while Figure 36 shows the physical constraints for the site.

Table 29: Developable Area Characteristics – Tennessee Site

Developable Area Characteristics	Area in Acres	Percentage of Total Acreage
Total Acreage	86.5	-
Upland Acreage (Total less Wetlands)	40.6	47%
Upland Acreage (Total less Wetlands + Floodplain)	27.25	32%
Wetlands	45.9	53%
Floodplain	13.35	15%

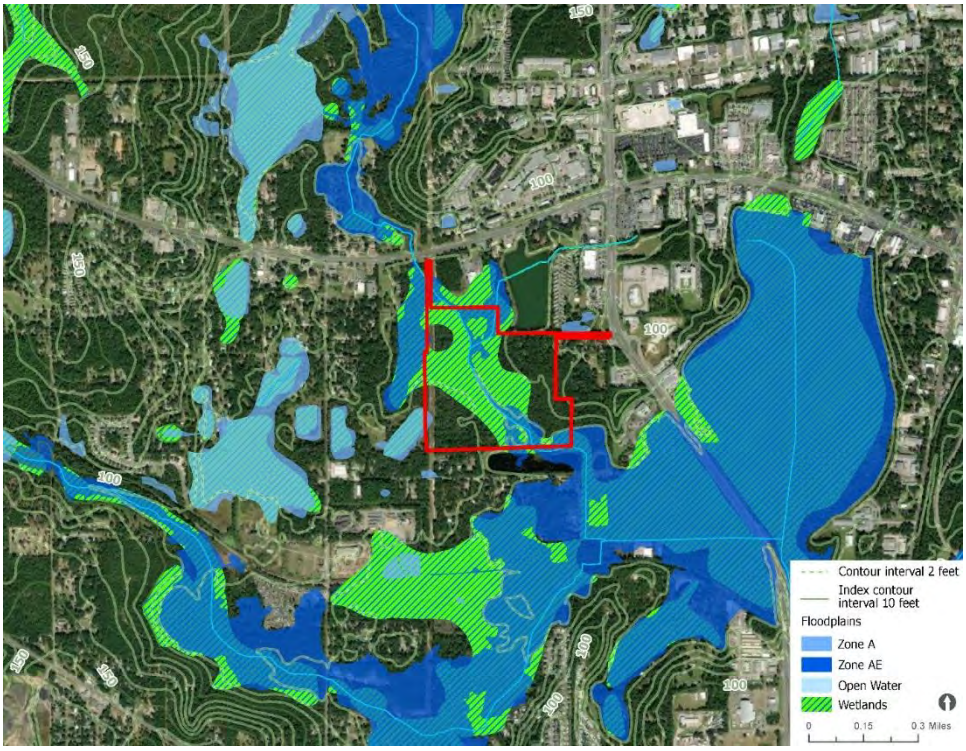
EXISTING AND FUTURE LAND USE

The site's existing land use is vacant, while the adjacent sites' land uses include residential, recreation/open space and vacant land uses. The site's future land use is suburban and urban residential, while adjacent sites' future land uses include suburban and urban residential.

Adjacent sites are primarily commercial sites, and future land use includes suburban and urban residential. The site might be constrained by the Munson Slough. There is limited access to the southwest corner of the site due to the residential properties along Gum Road. Multiple adjacent sites are owned by Leon County.

Maps showing the Tennessee site's topography, access, drive time, slope, existing land use, future land use, total population, and population density can be found in the Report's Appendix.

Figure 36: Tennessee Site Constraints



SUITABILITY SUMMARY

The Tennessee site is located 6.3 miles west of central Tallahassee and 2 miles from the I-10/Capital Circle interchange. The site is approximately 86.5 acres with 27.25 identified as unconstrainted by the presence of designated wetlands or floodplain. Upland portions of the site are bisected by wetlands and floodplain along Munson Slough. The site is in a suburban area and surrounded by commercial land uses, residential land uses, vacant land, and park land. Access to the site is limited to two relatively narrow points of entry (approximately 60’ width), one on West Tennessee Street/US 90 and the other on Capital Circle SW.

The site has been identified as a poor candidate to support relocation of the Fairgrounds due to access constraints and the presence of wetland and floodplains bisecting the property.

Capital Circle Site Evaluation

SITE ADDRESS AND LOCATION

The Capital Circle Site is located center south of Leon County. Figure 27 shows an overview of the Capital Circle Site.

Figure 37: Capital Circle Site Overview



GENERAL CONDITIONS

The site is covered with woodlands, approximately 8.3 acres of the site is vacant land, and 4.3 acres has small trees. The Capital Circle SE Trail runs along the frontage of the site. The site has no wetlands and no Flood zones**.**

REGIONAL DRIVING TIME/DISTANCE

The Site is 2.8 miles away from the current North Florida Fairgrounds via FL-61 S/Crawfordville Road, and 5.4 away from the State Capitol via S Adams Street and FL-61S/Crawfordville Road. The site is also along US 319 (Capital Circle SE) and 8.9 miles away from the I-10/US 27 interchange.

SITE ACCESS

The site is directly accessible from the Capital Circle SE (US 319) through two unpaved driveways along the east and west ends of the site. Capital Circle SE is an urban principal arterial, with AADT of 19,100 and approximately 4,013 feet of frontage to the site. The length of frontage along Capital Circle SE may permit 2-3 points of access, however they may be constrained by the Capital Circle SE Trail**.** Capital Circle SE has potential for queuing along roadway.

DEVELOPABLE AREA

The site is mostly flat with few changes in elevation. The site may require clearing as the majority is covered by woodlands. Table 30 shows the site's acreage and developable area characteristics, while Figure 38 shows the physical constraints for the site.

Table 30: Developable Area Characteristics – Capital Circle Site

Developable Area Characteristics	Area in Acres	Percentage of Total Acreage
Total Acreage	87.66	-
Upland Acreage (Total less Wetlands)	87.66	100%
Upland Acreage (Total less Wetlands + Floodplain)	87.66	100%
Wetlands	0	0%
Floodplain	0	0%

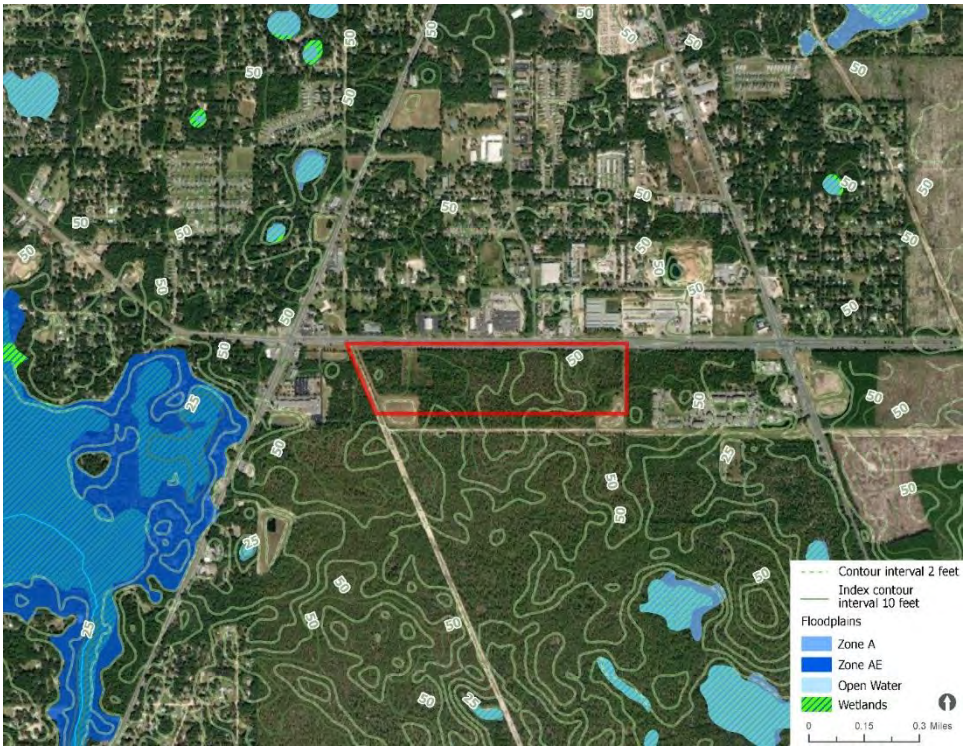
EXISTING AND FUTURE LAND USE

The site's existing land use is recreation/open space, while the adjacent sites' land uses include vacant, recreation/open space, industrial/warehouse, residential and retail land uses. The site's future land use is recreation/open space, while adjacent sites' future land uses include recreation/open space.

Adjacent sites are primarily recreation/open space land uses; the site and the adjacent site to the south are part of the Apalachicola National Forest conservation land, owned and managed by the US Department of Agriculture's Forest Service. Conservation land may present a conflict for the Fairgrounds' operations.

Maps showing the Capital Circle site's topography, access, drive time, slope, existing land use, future land use, total population, and population density can be found in the Report's Appendix.

Figure 38: Capital Circle Site Constraints



SUITABILITY SUMMARY

The Capital Circle site, part of the Apalachicola National Forest, is located 5.4 miles from central Tallahassee and 8.9 miles from the I-10/US 27 interchange. The site is 87.66 acres with no wetland or floodplain constraints. The site has approximately 4,000 feet of frontage along Capital Circle SE, a 6-lane major arterial with two existing left turn lanes permitting future access to the property. North and west of the site are a mix of commercial and light industrial uses, to the east is a multifamily development, and to the south is federally owned forest land.

Generally unconstrained site conditions and significant frontage along Capital Circle SE make this a potential candidate to support relocation of the Fairgrounds, but unique challenges are associated with federal ownership and potential high acquisition costs due to the site's attractiveness for other commercial uses.

Key Findings of Site Evaluation

As to potential relocation of the Fairgrounds, limited alternative site options are available to support a facility of similar size. Potential alternative sites that were evaluated feature access limitations, environmental constraints, and other shortcomings, while the existing Fairgrounds site offers multiple street frontages, compatible land uses, and parking spillover that can be handled on adjacent commercial sites. The Fairgrounds' current site also serves as a good location for its role as a community assistance center and as a training facility and staging area for federal and local emergency responders. An appraisal completed by Cureton Johnson & Associates, LLC, in October 2021 estimates the market value of the existing site to be $3.7 million.

If the Fairgrounds were to move to a new site, replacing the existing facilities is estimated to cost $22.8 million. This estimate is based on a cost-per-square-foot value based on the building type but does not include site acquisition costs, costs for site preparation, or costs for off-site improvements such as roadway widening, construction of turn lanes, or extension of utilities.

Table 31 shows estimated square footage, cost per square-foot, and replacement cost.

Table 31: Building Square Feet and Replacement Cost per Square Foot

Building	SF	Cost /SF	Replacement Cost
Cattle Barn	24,000	$125	$3,000,000
Building 1	12,000	$150	$1,800,000
Building 2 (climate controlled)	12,000	$175	$2,100,000
Building 3	12,000	$150	$1,800,000
Building 4 (climate controlled)	12,000	$175	$2,100,000
Building 6	12,000	$150	$1,800,000
Building 7	13,925	$150	$2,088,750
Building 8	12,120	$150	$1,818,000
Building 9	15,953	$150	$2,392,950
Bathroom (North)	2,400	$300	$720,000
Bathroom (East)	3,100	$300	$930,000
Bathroom (South)	2,000	$300	$600,000
Office	2,209	n/a	$0
Kiosk	500	$300	$1,650,000
Total	**136,207**		**$22,799,700**

Source: HDR, GoogleMaps, and Leon County Property Assessor website.

Figure 39: Fairgrounds Buildings



Source: Fairground's website

Chapter 5: Site Stakeholder Engagement

Purpose of Stakeholder Engagement

The stakeholder engagement element of this study involved listening sessions with residents and businesses, as well as virtual meetings with the Fairgrounds' Association Board of Directors, Leon County and City of Tallahassee officials, Blueprint and Office of Economic Vitality staff. The purpose was to gain a general understanding of Fairgrounds' strengths and weaknesses, as well as its role in the community.

Approach to Stakeholder Engagement

HDR successfully developed, implemented and facilitated stakeholder outreach during the market study. Listening sessions were completed virtually, using the ZOOM platform, and included four meetings with:

1. Leon County Government officials – 3 participants
2. Fairgrounds Board of Directors – 10 participants
3. Residents located near the Fairgrounds - 4 participants
4. Businesses located near the Fairgrounds/venue event producers - 4 participants

A total of 21 individuals participated in the outreach meetings and listening sessions.

Key Findings of Stakeholder Engagement

Themes gathered from the listening sessions included:

- Improvements to the buildings and grounds are needed.
- Current staff do a good job with operations and provide excellent customer service.
- There is capacity and a desire to host additional events.
- An opportunity to increase benefits to the surrounding neighborhoods.
- A continued focus on safety is needed.
- Traffic impacts, including pedestrian access, parking and connectivity needs to be addressed.
- Programming should continue to focus on youth and families and honor the fairgrounds history.
- Opportunity to introduce recreational activities including passive green space, dog park and sport leagues.
- Maintain a charitable presence in the community. A place for the community to gather. There is no other place like this in the region.
- Program/partnership opportunities: Find a way to partner with schools, neighborhoods within the area, job incubators, Visit Tallahassee.

All listening sessions attendees appreciated the opportunity to participate in the conversation and welcome the opportunity to stay engaged. Notes associated with the listening sessions are provided in the Appendix of this Report.

Summary of Key Findings

The following presents the key findings of the market analysis study and existing site analysis.

- It is estimated that approximately 202,600 people attend events at the Fairgrounds, with 115,000 people attending the North Florida Fair annually.
- Results of the Economic Impact Analysis conducted for this Study show that visitors to the Fairgrounds contribute a total economic impact of approximately $40-$79 million to the local economy annually, including direct, indirect, and induced effects. The role of the Fairgrounds and its economic impact is anticipated to continue to grow as Tallahassee's population and employment base expands in coming years, based on historic trends.
- Surrounding the Fairgrounds are several residential neighborhoods, and a variety of amenities are in proximity. The Fair itself draws many families from the area, and other events also encourage Tallahassee visitors from out of town.
- While the Fairgrounds is already an important piece of the local community, it is reasonable to expect that targeted improvements to the existing Leon County Fairgrounds (e.g., landscaping, sidewalk and building façade improvements, new restrooms, and kitchen, etc.) would yield additional positive economic impacts.
- In terms of potential relocation of the Fairgrounds, limited alternative site options are available to support a facility of similar size. Developable areas were limited and potential alternative sites that were evaluated feature access limitations and other shortcomings.
- An updated appraisal of the 107-acre Fairground parcel was conducted by Cureton Johnson & Associates, LLC., which determined that the current market value is $3.7 million. Even without purchasing a new site or making access and other improvements to support existing Fairground activities at a new location, the replacement cost for buildings is estimated to be $22.8 million. This expense alone suggests that relocating the existing Fairgrounds' operations is cost-prohibitive at this time.
- The existing Fairgrounds site offers multiple street frontages, compatible land uses, and parking spillover that can be handled on adjacent commercial sites. The Fairgrounds current site also serves as a good location for its role as a community assistance center and as a training facility and staging area for federal and local emergency responders.
- Review of the real estate market in Tallahassee reveals that there has been limited interest on the part of private developers to repurpose the existing Fairgrounds site and no consensus among stakeholders about a move or reuse strategy. Analysis of the local office, industrial, and retail commercial real estate market conditions also does not reveal immediate redevelopment opportunities. The area does exhibit a need for increased housing production, which is being met at alternative housing sites and private developments.
- The existing Fairgrounds site may be large enough to accommodate tournament space and athletic fields but, based on meetings with City Parks Recreation and Neighborhood Affairs, there is sufficient outdoor play space in the area. While indoor/court space is needed in Tallahassee, these facilities are usually sited near hotels, the interstate, restaurants, etc. They are likely to be used in a cyclical fashion but require maintenance

throughout the year, which could not be managed by current Fairgrounds staff. Expansion of staff and equipment would be costly, and while some event spaces are heavily subsidized because of these additional costs, it is unclear whether a facility at this location would result in increased local economic activity.

It is recommended that the Blueprint Intergovernmental develop a Master Plan detailing future improvement and enhancement scenarios for the Fairgrounds site. The Fairgrounds Association Board indicates that 55 acres are used for Fairgrounds operations, including exhibit buildings, midway area, and on-site parking for major events. Additional offsite locations are used to support parking during peak events. Efficiencies identified through a Master Plan process could identify areas that could be “opened up” for redevelopment.

Appendices

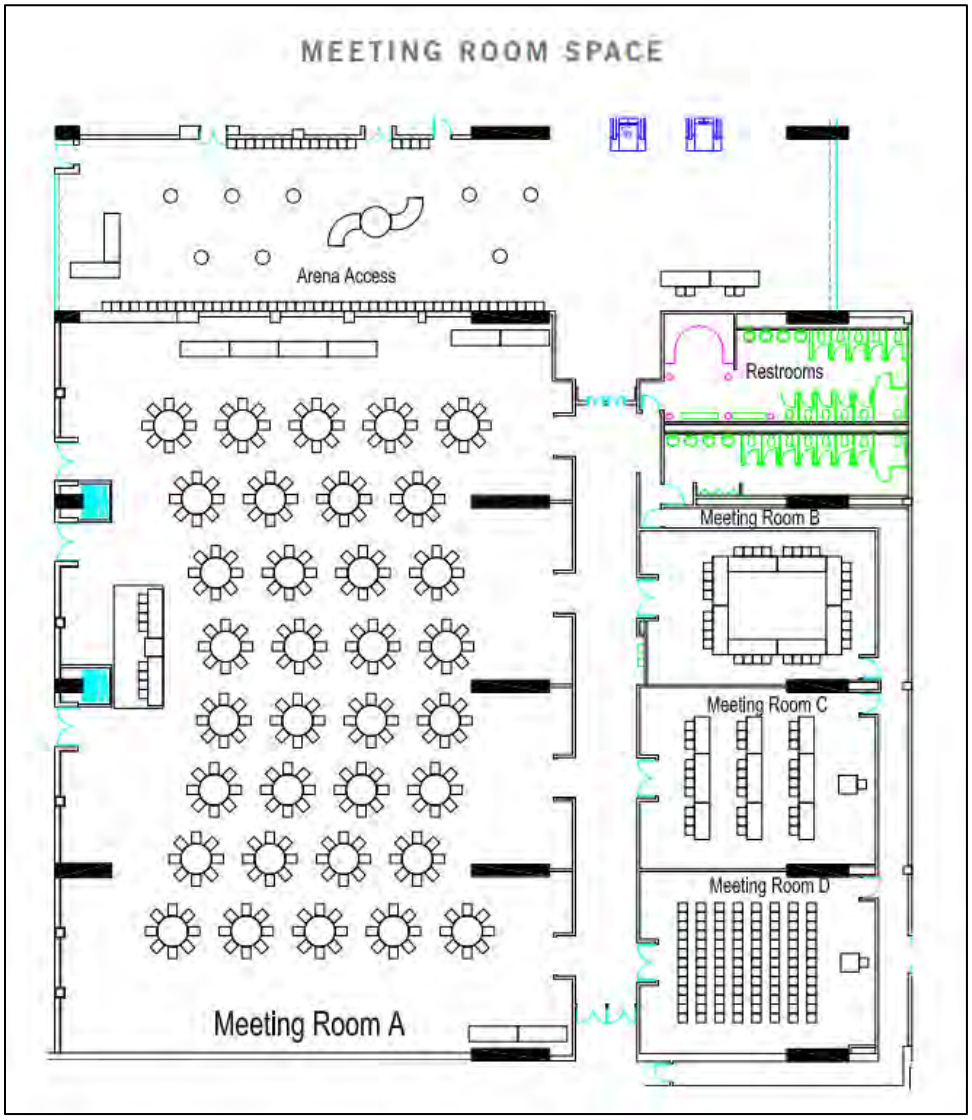
Appendix A-1: Market Analysis Study

Table A1.1: Employment Growth by Industry

	2013	2014	2015	2016	2017	2018	5 Year Growth	Average Annual Growth	5 Year Total Difference
Material Moving Occupations	1,201	2,074	1,613	2,534	2,132	3,074	156.0%	20.7%	1,873
Transportation Occupations	3,180	3,326	2,739	2,481	3,104	4,921	54.7%	9.1%	1,741
Community & Social Service Occupations	2,398	2,696	1,944	4,144	3,809	3,622	51.0%	8.6%	1,224
Building & Grounds Cleaning & Maintenance Occupations	3,290	5,025	4,624	4,000	3,660	4,383	33.2%	5.9%	1,093
Fire Fighting & Prevention, & Other Protective Service Workers Including Supervisors	1,889	2,049	1,746	2,377	1,898	2,421	28.2%	5.1%	532
Computer & Mathematical Occupations	5,672	5,383	6,712	4,669	6,174	6,757	19.1%	3.6%	1,085
Education Instruction, & Library Occupations	11,524	13,732	12,190	13,455	13,668	13,646	18.4%	3.4%	2,122
Arts, Design, Entertainment, Sports, & Media Occupations	3,034	3,515	2,959	4,152	2,785	3,565	17.5%	3.3%	531
Office & Administrative Support Occupations	20,855	22,238	21,246	22,407	20,361	24,090	15.5%	2.9%	3,235
Health Diagnosing & Treating Practitioners & Other Technical Occupations	5,126	5,366	4,865	5,616	5,553	5,682	10.8%	2.1%	556
Sales & Related Occupations	15,802	15,909	18,878	13,941	15,623	16,936	7.2%	1.4%	1,134
Health Technologists & Technicians	2,429	1,317	3,412	2,481	2,986	2,583	6.3%	1.2%	154
Life, Physical, & Social Science Occupations	2,264	2,735	1,624	2,967	1,583	2,310	2.0%	0.4%	46
Production Occupations	2,799	2,845	1,924	2,365	2,208	2,810	0.4%	0.1%	11
Healthcare Support Occupations	3,218	2,238	1,918	2,726	2,965	3,158	-1.9%	-0.4%	(60)
Business & Financial Operations Occupations	9,886	8,895	9,109	9,629	9,952	9,681	-2.1%	-0.4%	(205)
Management Occupations	13,098	12,665	14,163	17,238	15,499	12,175	-7.0%	-1.5%	(923)
Construction & Extraction Occupations	4,140	4,191	3,840	4,587	4,651	3,723	-10.1%	-2.1%	(417)
Legal Occupations	4,245	3,132	2,661	4,191	4,915	3,686	-13.2%	-2.8%	(559)
Personal Care & Service Occupations	5,475	4,192	3,857	2,547	4,956	4,723	-13.7%	-2.9%	(752)
Food Preparation & Serving Related Occupations	10,819	10,656	13,868	8,767	11,193	9,146	-15.5%	-3.3%	(1,673)
Installation, Maintenance, & Repair Occupations	3,462	2,470	2,495	2,739	3,017	2,902	-16.2%	-3.5%	(560)
Law Enforcement Workers Including Supervisors	1,723	2,116	1,541	2,194	2,602	1,344	-22.0%	-4.8%	(379)
Architecture & Engineering Occupations	1,832	1,357	1,844	1,183	1,531	1,187	-35.2%	-8.3%	(645)
Farming, Fishing, & Forestry Occupations	253	228	290	154	678	133	-47.4%	-12.1%	(120)

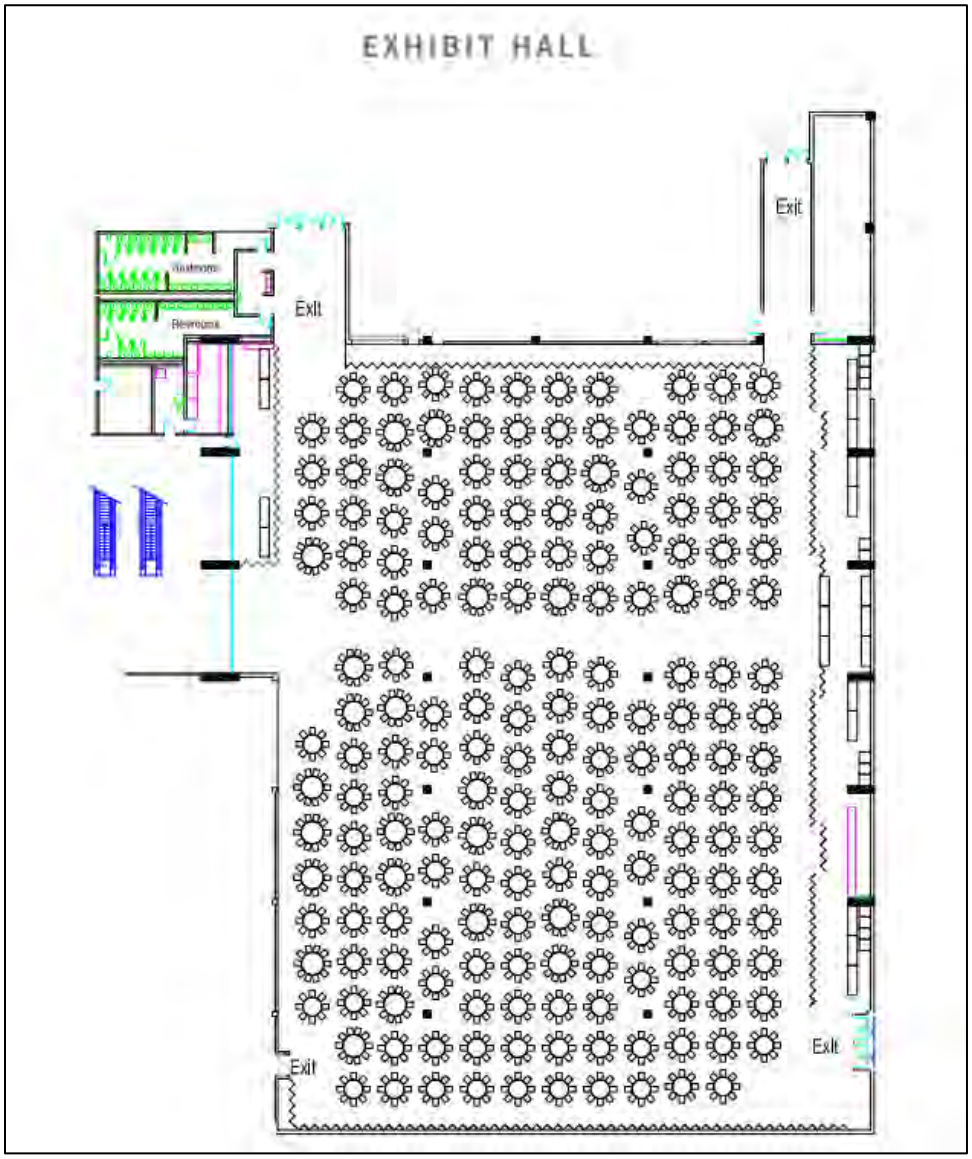
Source: BLS CES, HDR analysis

Figure A1.2: Donald L. Tucker Civic Center Meeting Room Space Lay-out



Source: Donald L. Tucker Civic Center

Figure A1.3: Donald L. Tucker Civic Center Exhibit Hall Lay-out



Source: Donald L. Tucker Civic Center

Appendix B-1: Site Evaluation

Appendix B1.1: Capitola Site Analysis

Figure B1.1.1: Site Map



Figure B1.1.2: Roadway Access



Figure B1.1.3: Drive Time to Site

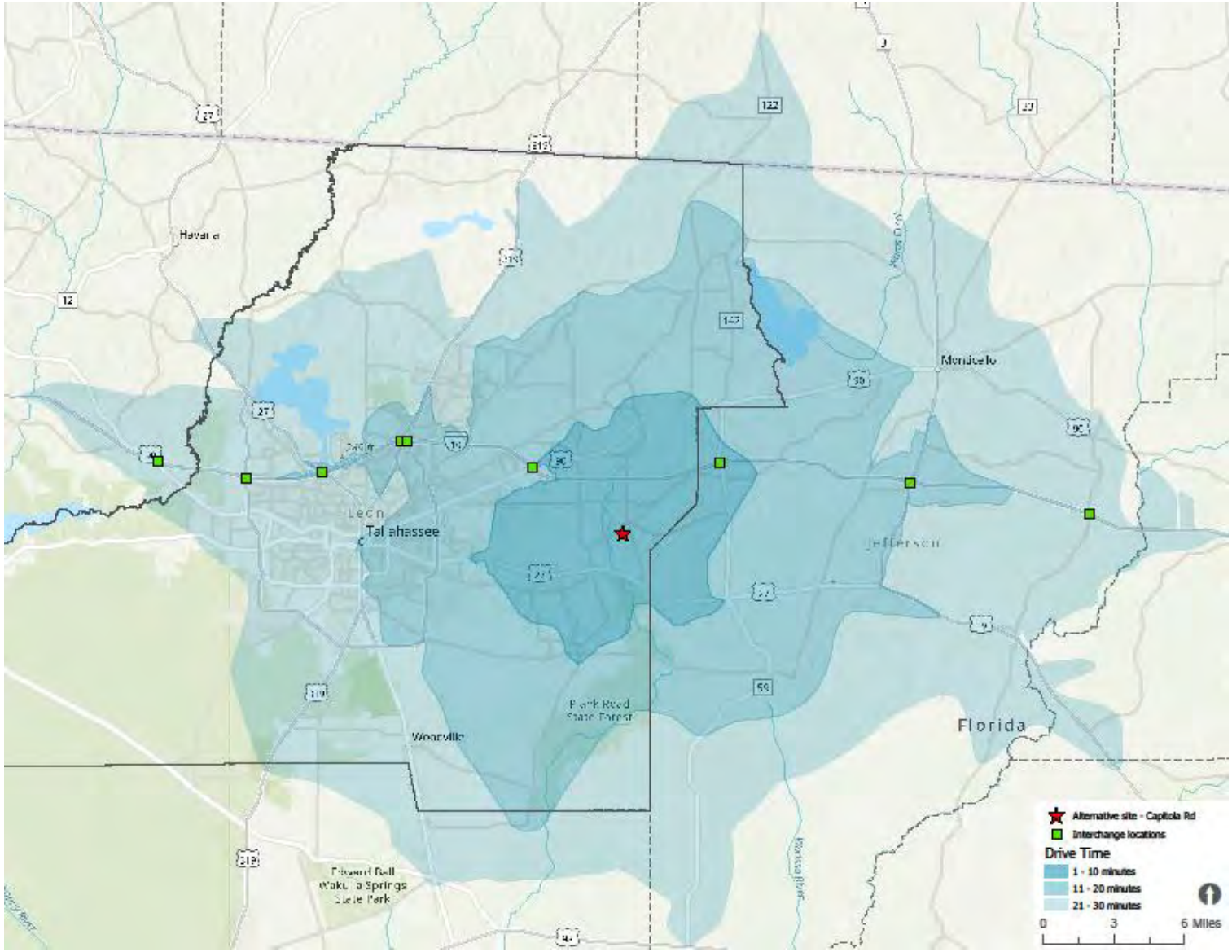


Figure B1.1.4: Site Slope

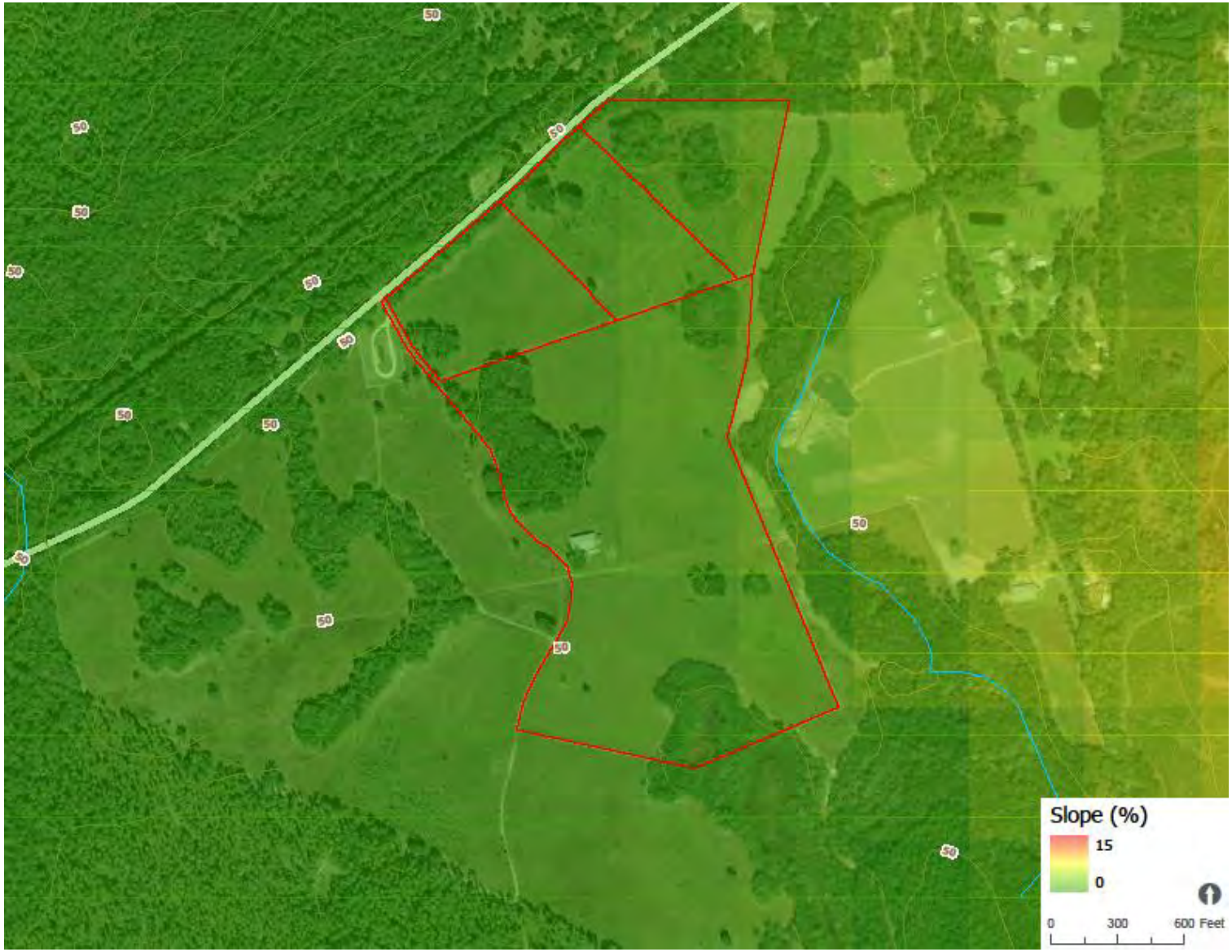


Figure B1.1.5: Site's Existing Land Use



Figure B1.1.6: Site's Future Land Use

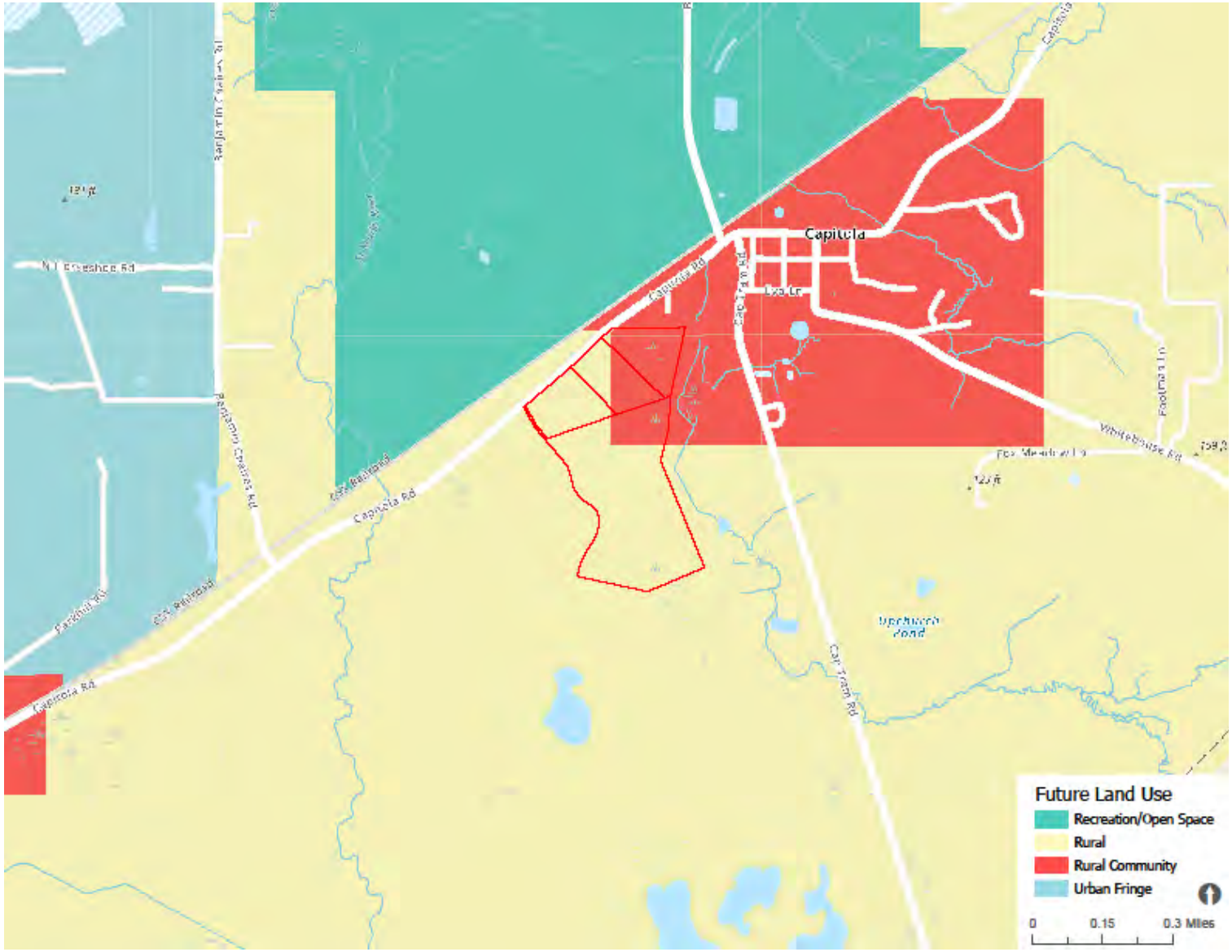


Figure B1.1.7: Site Area's Population

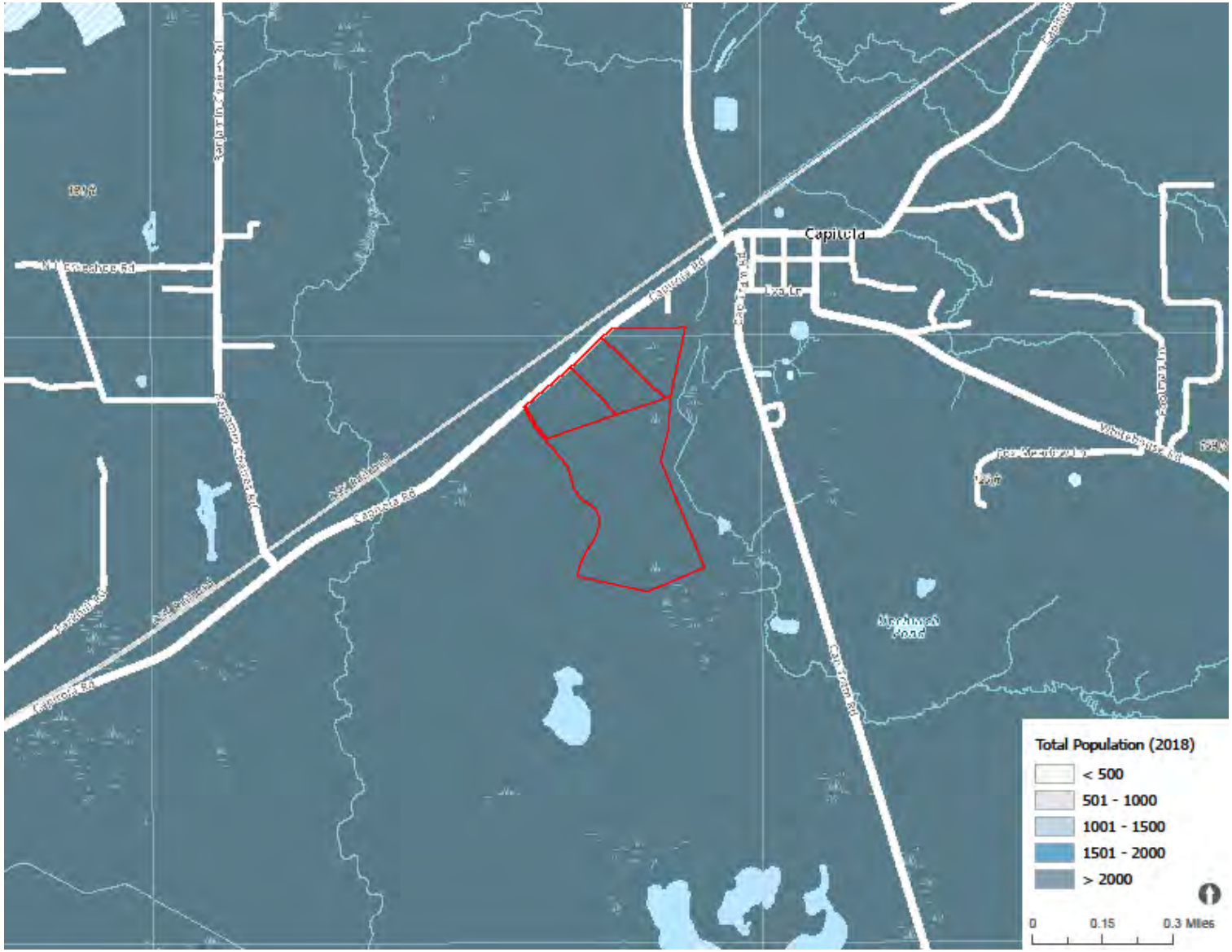
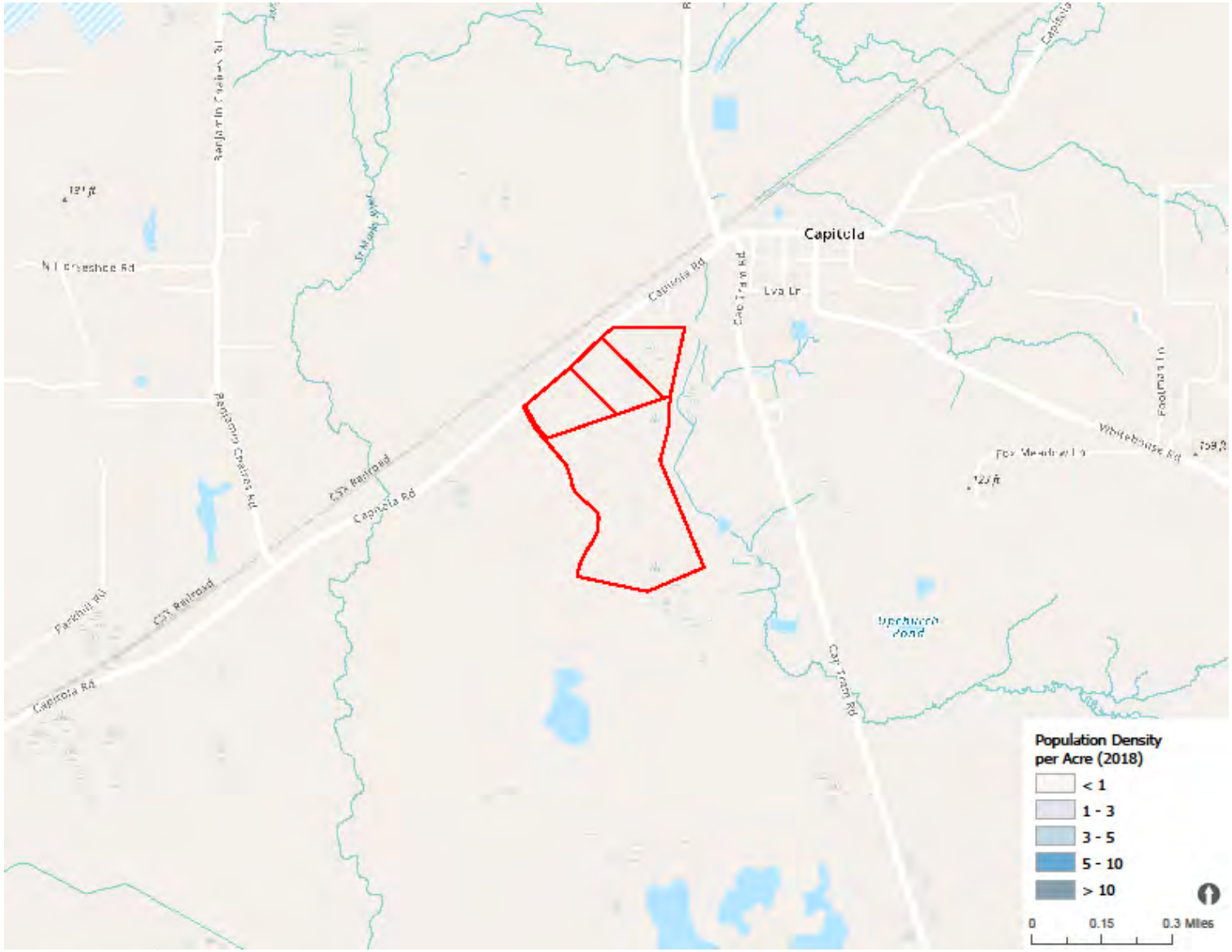


Figure B1.1.8: Site Area's Population Density per Acre



Appendix B1.2: Mahan Site Analysis

Figure B1.2.1: Site Map

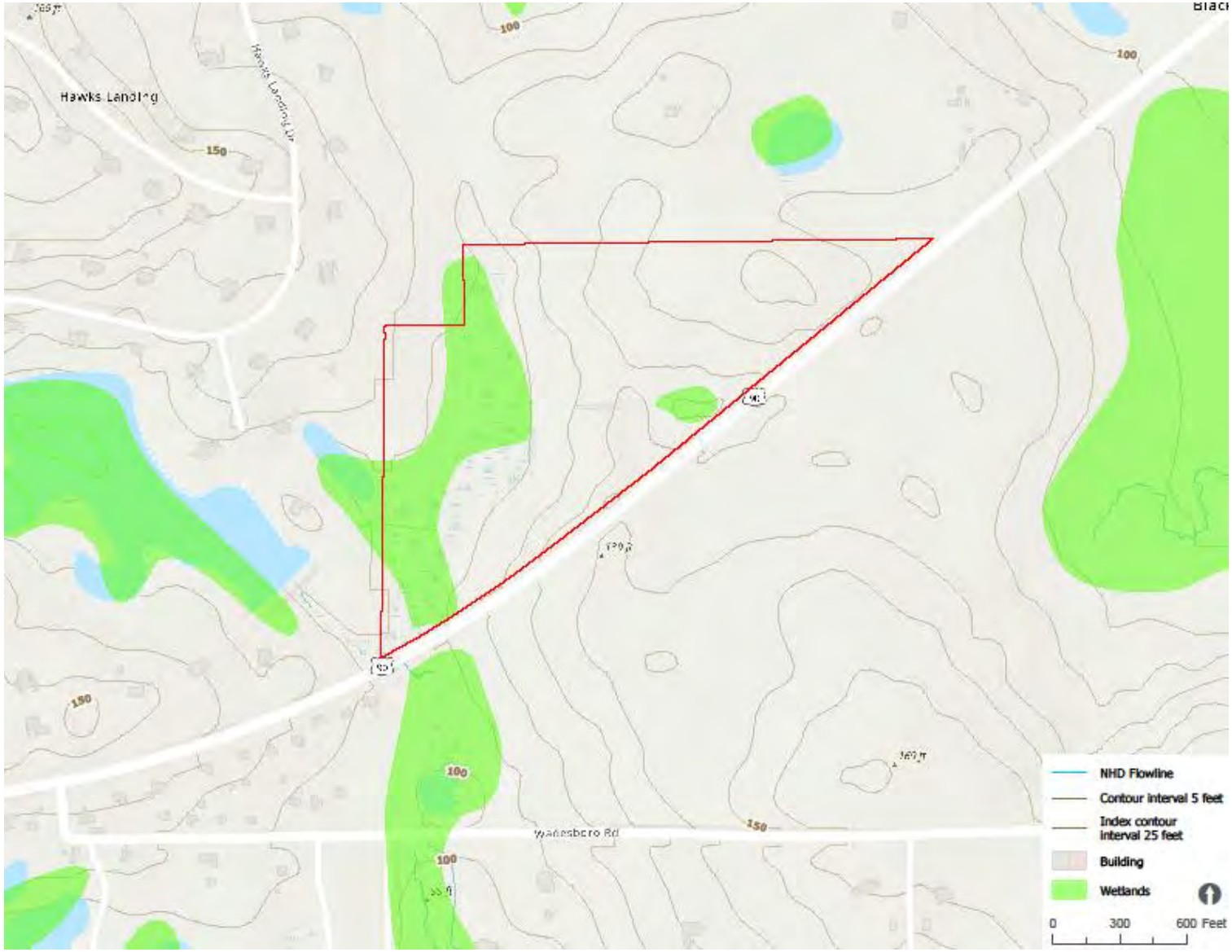


Figure B1.2.2: Roadway Access

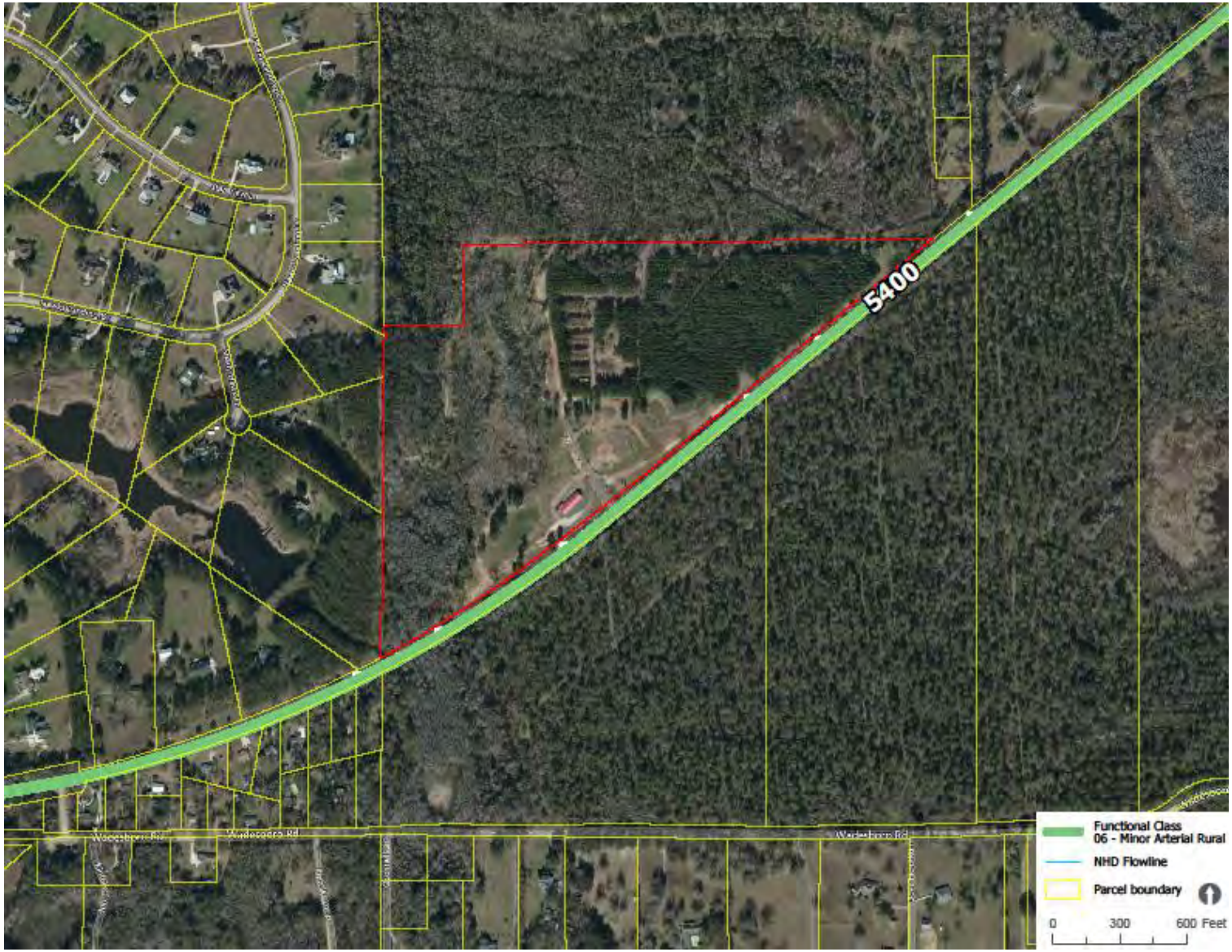


Figure B1.2.3: Drive Time to Site

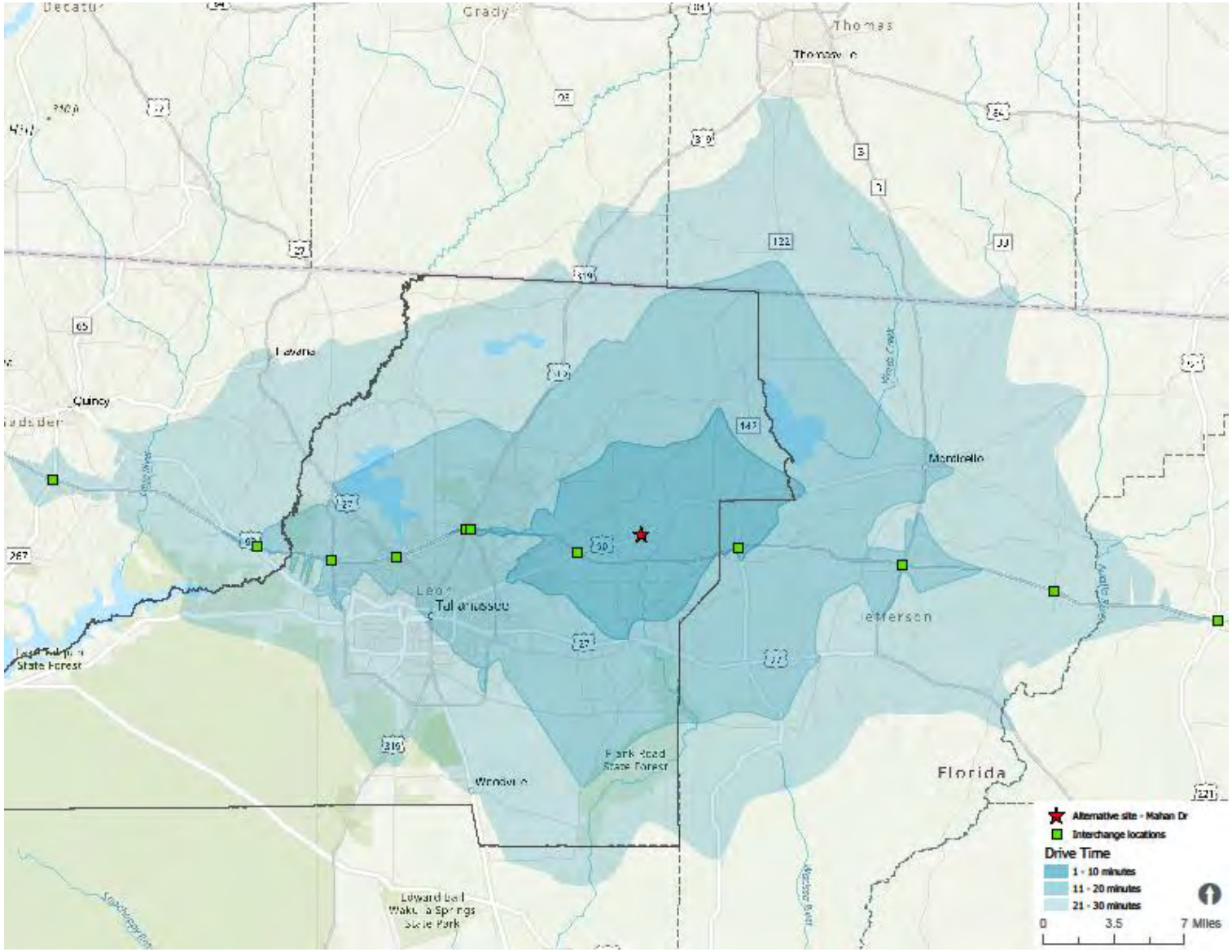


Figure B1.2.4: Site Slope

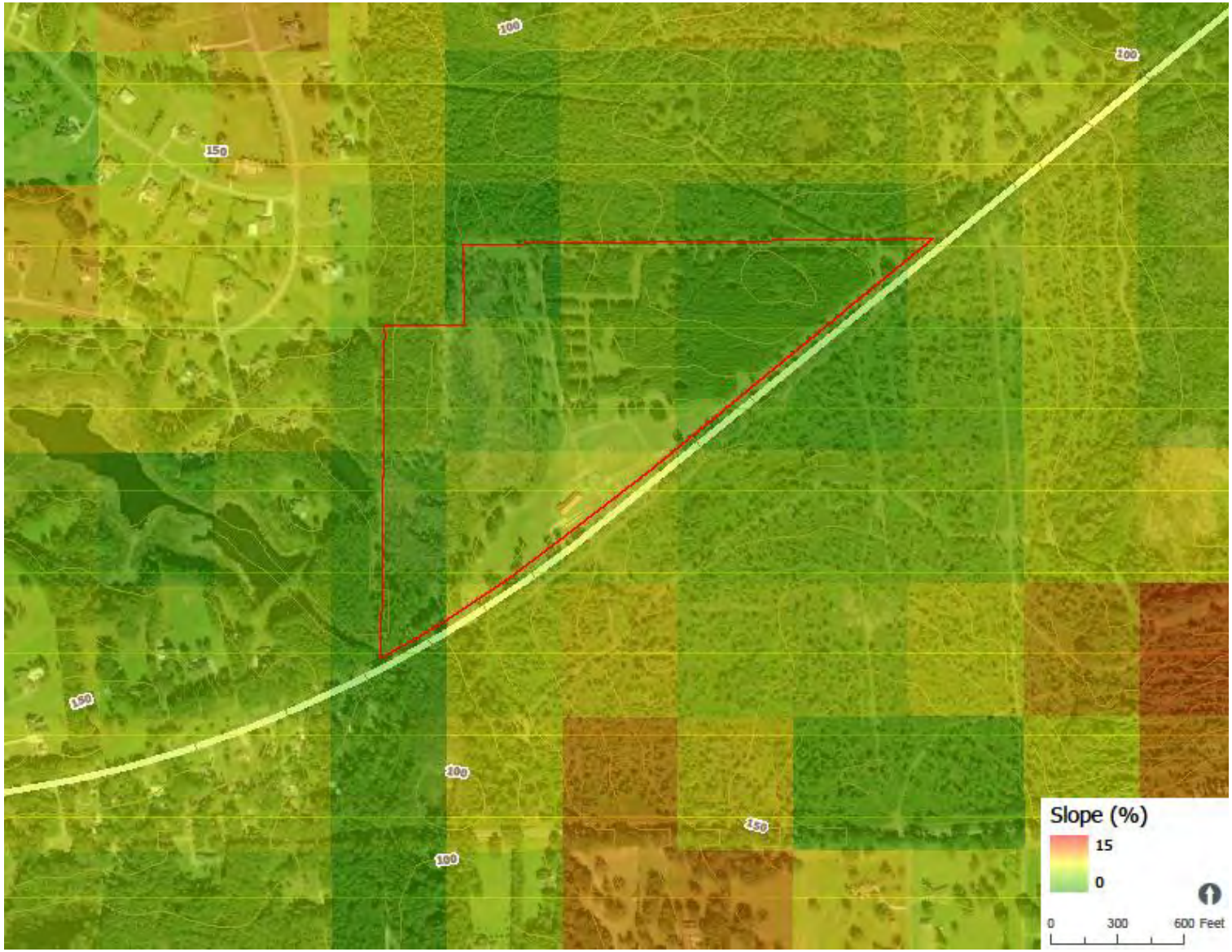


Figure B1.2.5: Site's Existing Land Use



Figure B1.2.6: Site's Future Land Use

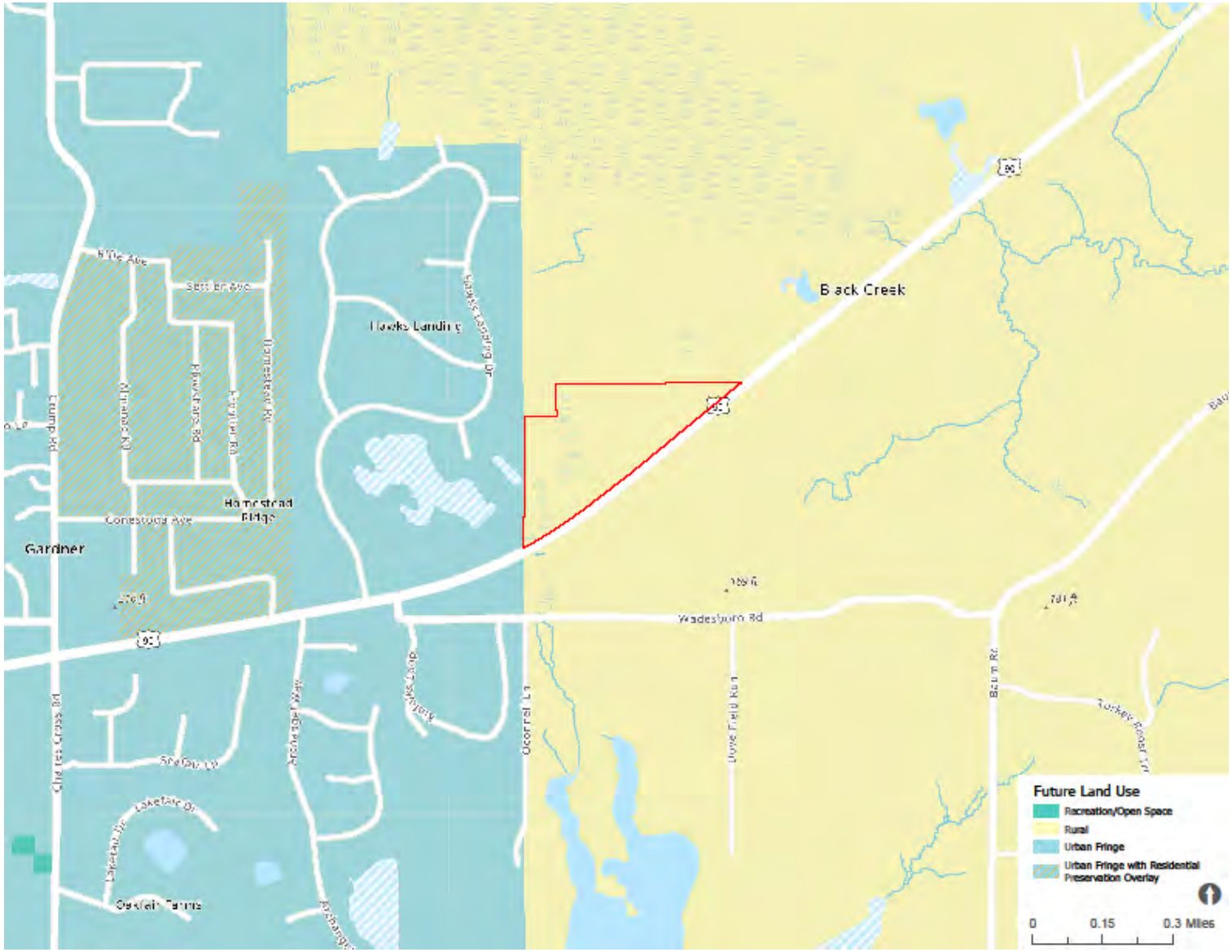
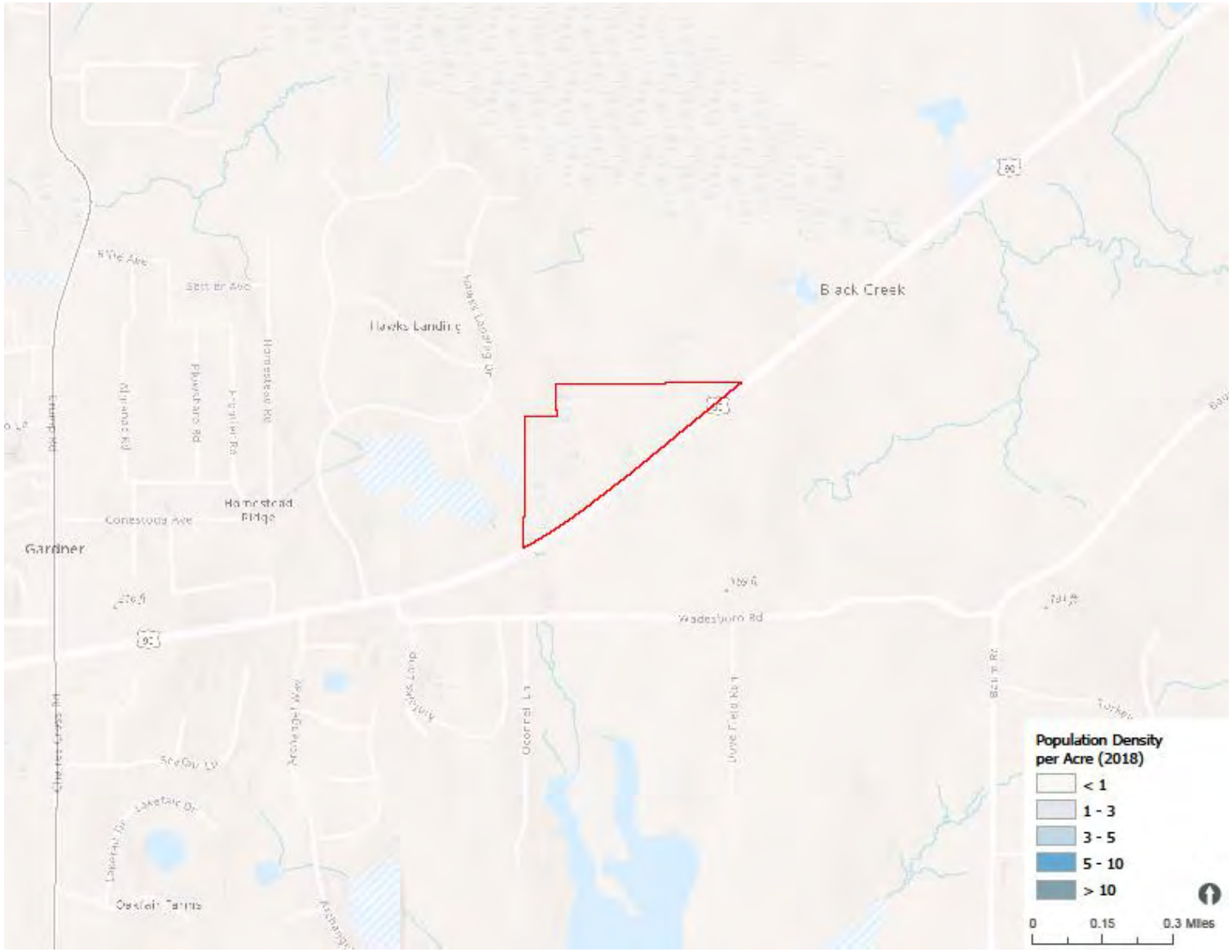


Figure B1.2.7: Site Area's Population



Figure B1.2.8: Site Area's Population Density per Acre



Appendix B1.3: Midway Site Analysis

Figure B1.3.1: Site Map

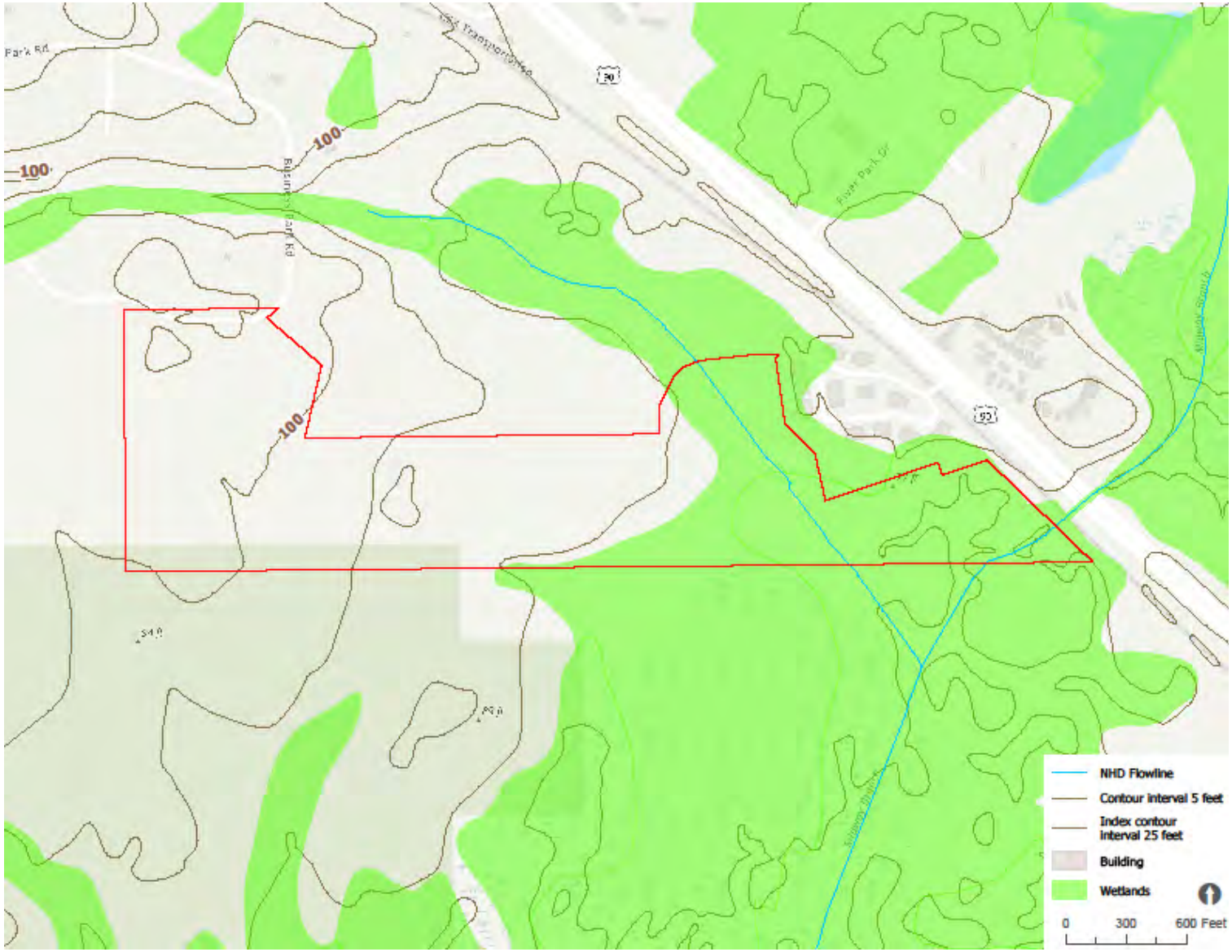


Figure B1.3.2: Roadway Access



Figure B1.3.3: Drive Time to Site

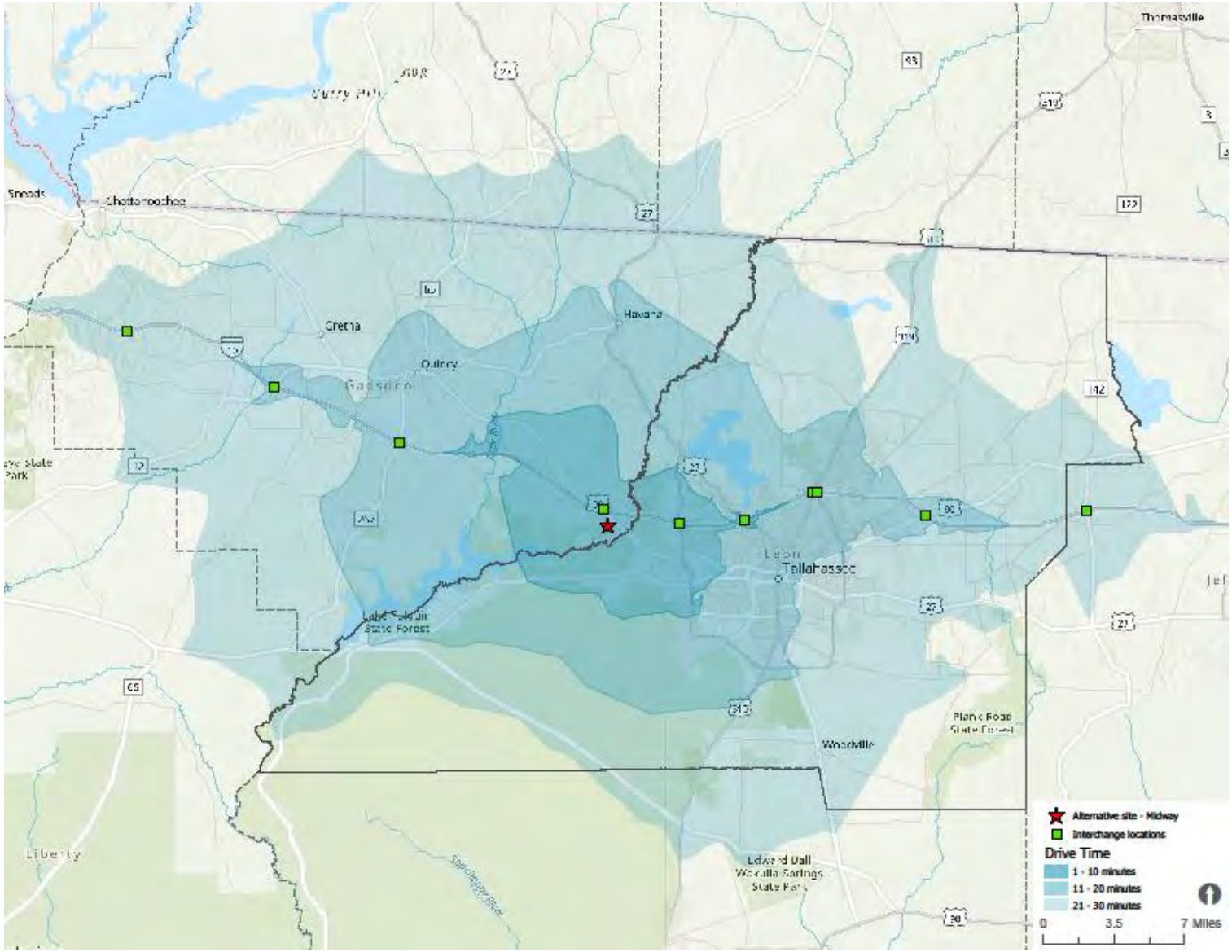


Figure B1.3.4: Site Slope



Figure B1.3.5: Site Area's Population

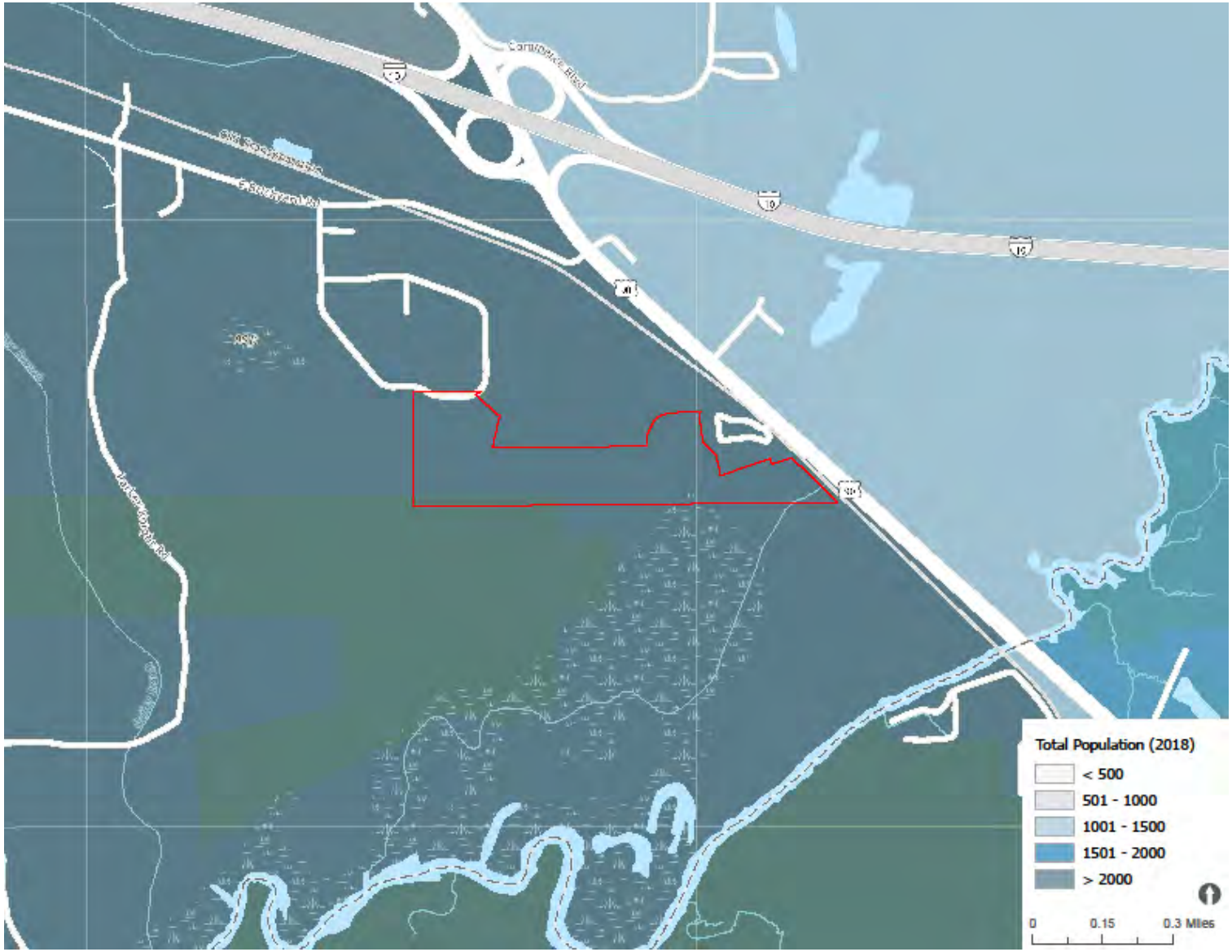
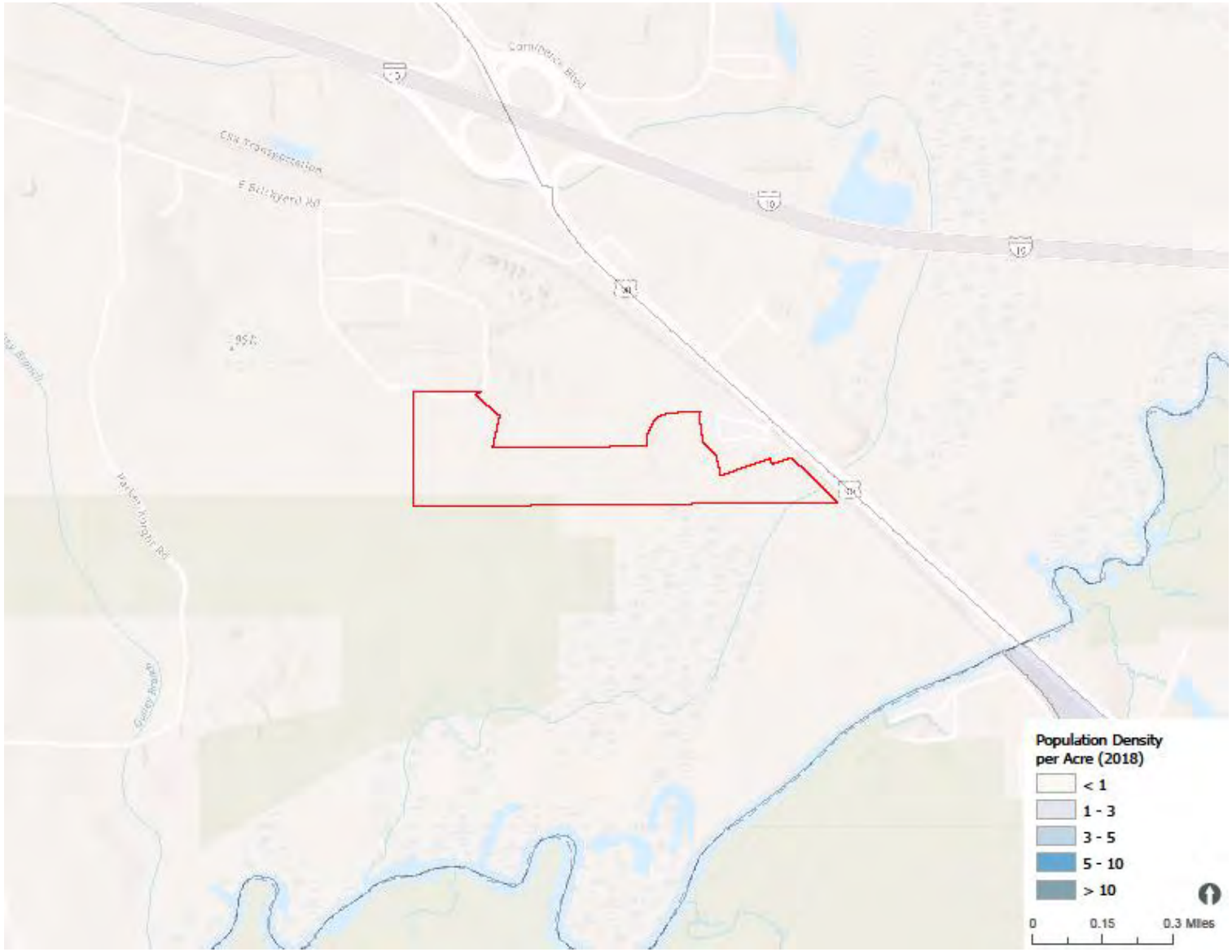


Figure B1.3.6: Site Area's Population Density per Acre



Appendix B1.4: Silver Lake Site Analysis

Figure B1.4.1: Site Map

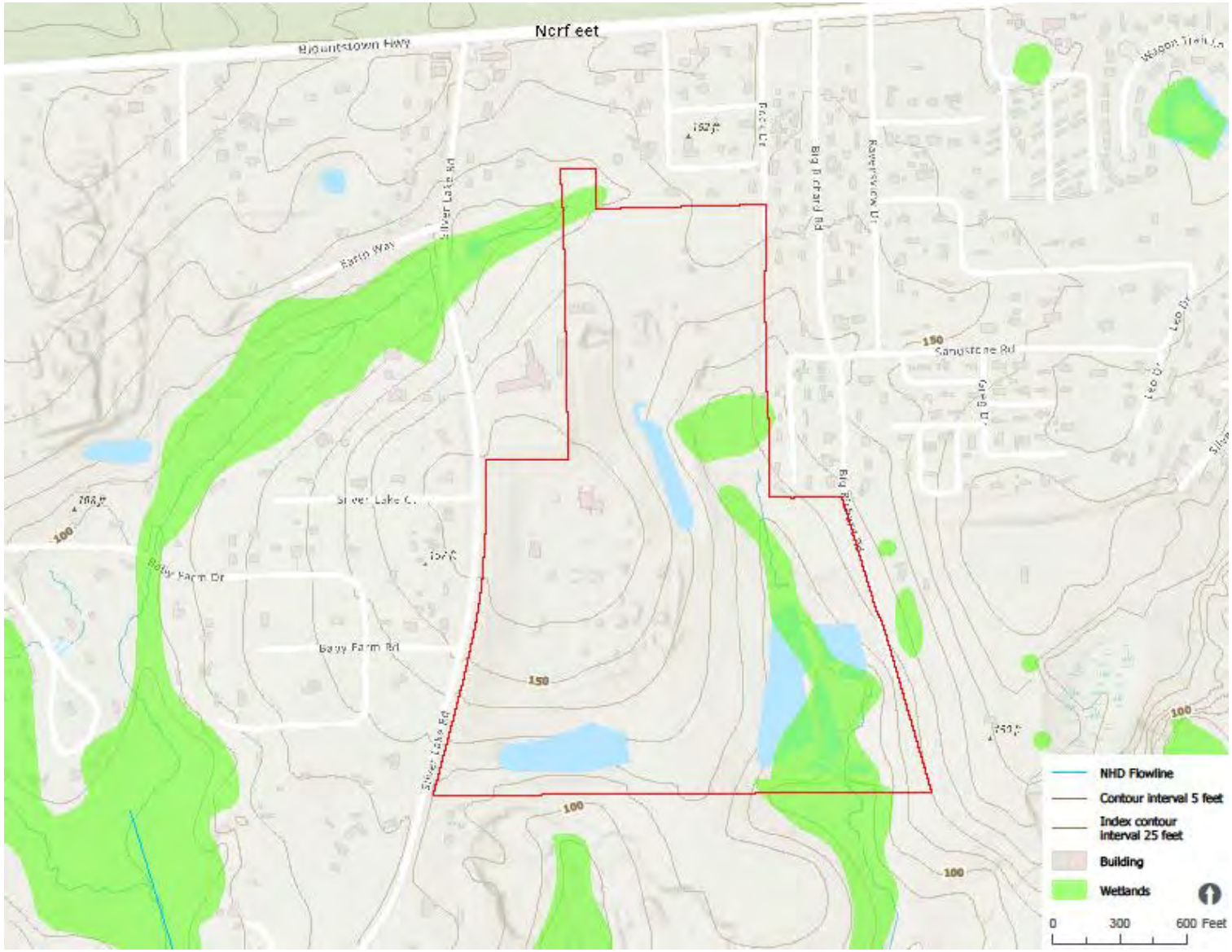


Figure B1.4.2: Roadway Access

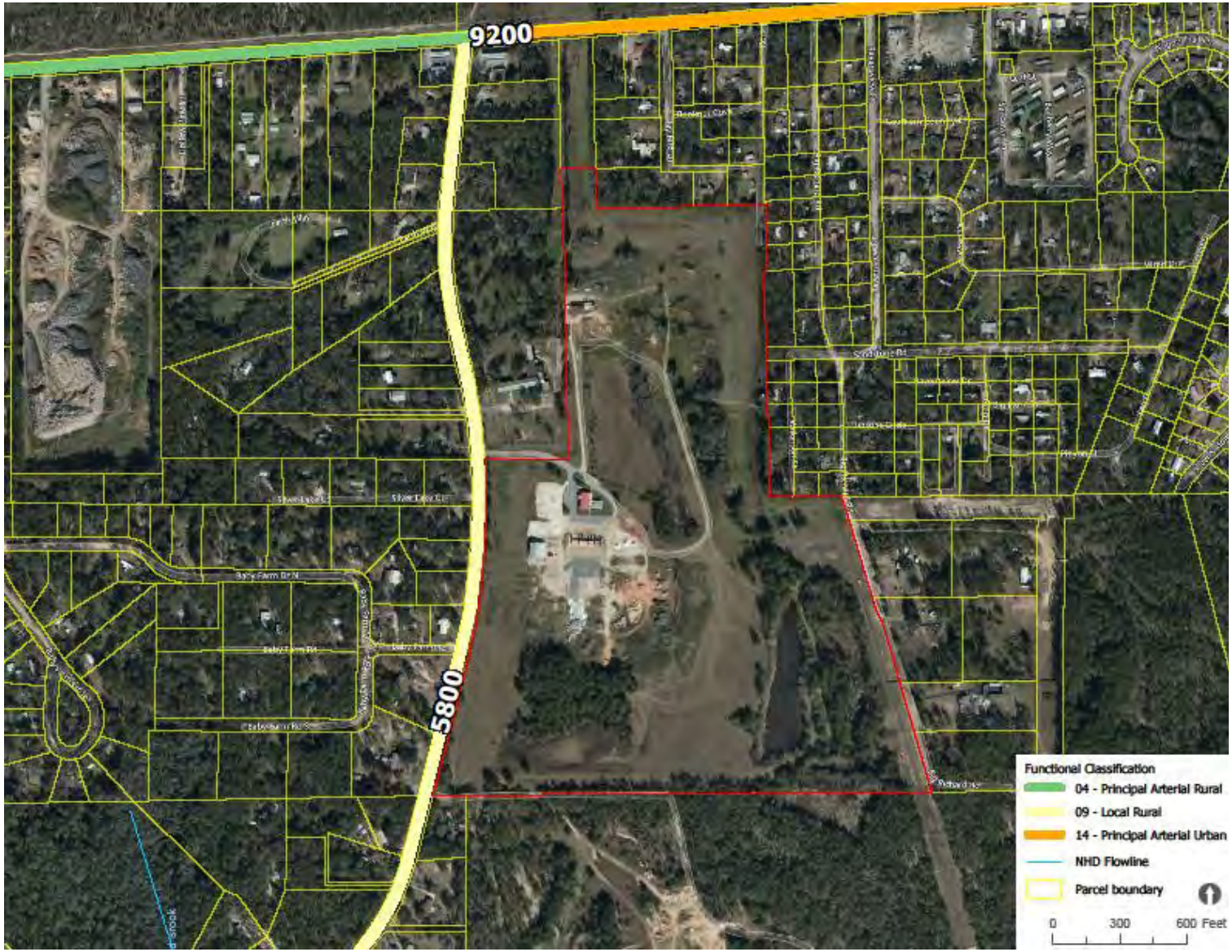


Figure B1.4.3: Drive Time to Site

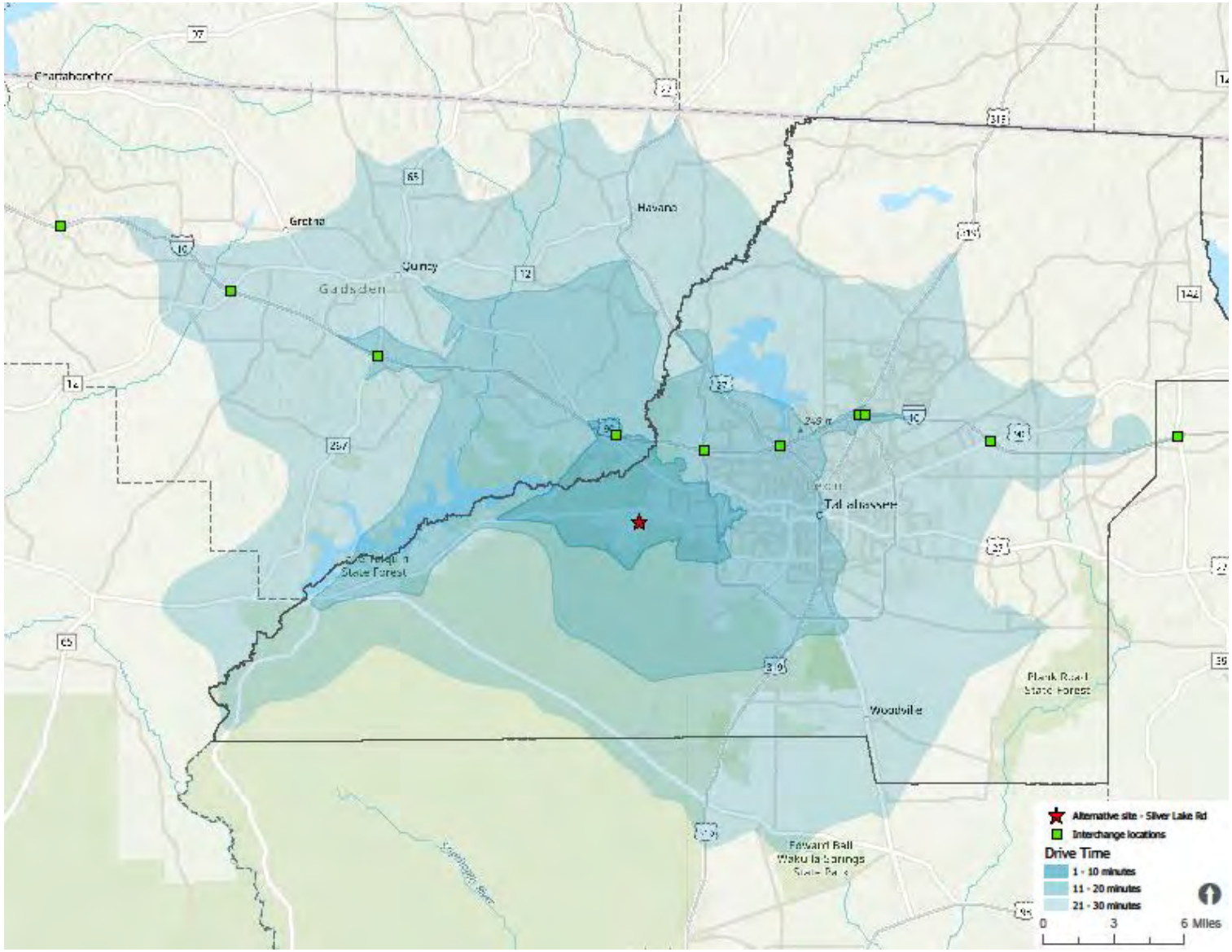


Figure B1.4.4: Site Slope

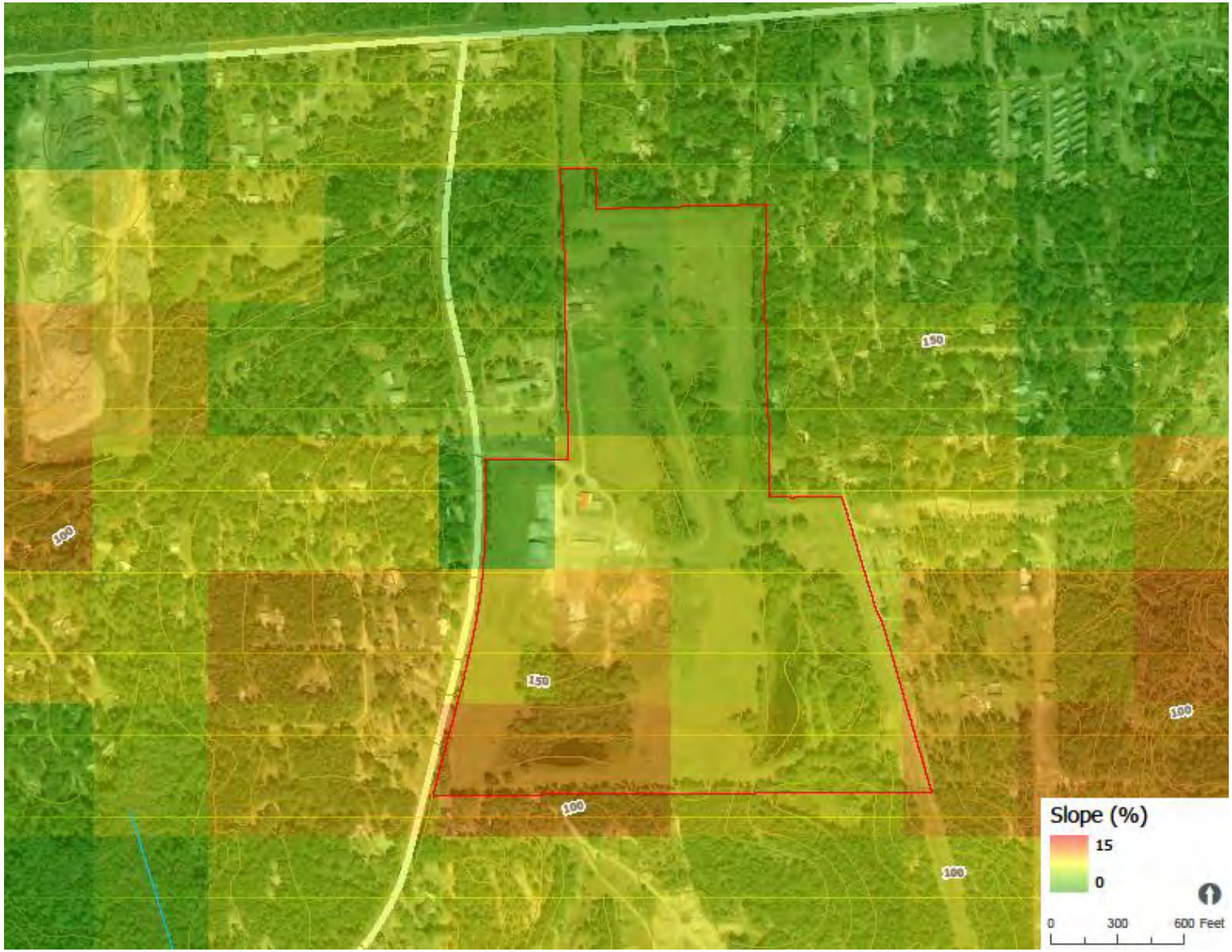


Figure B1.4.5: Site's Existing Land Use

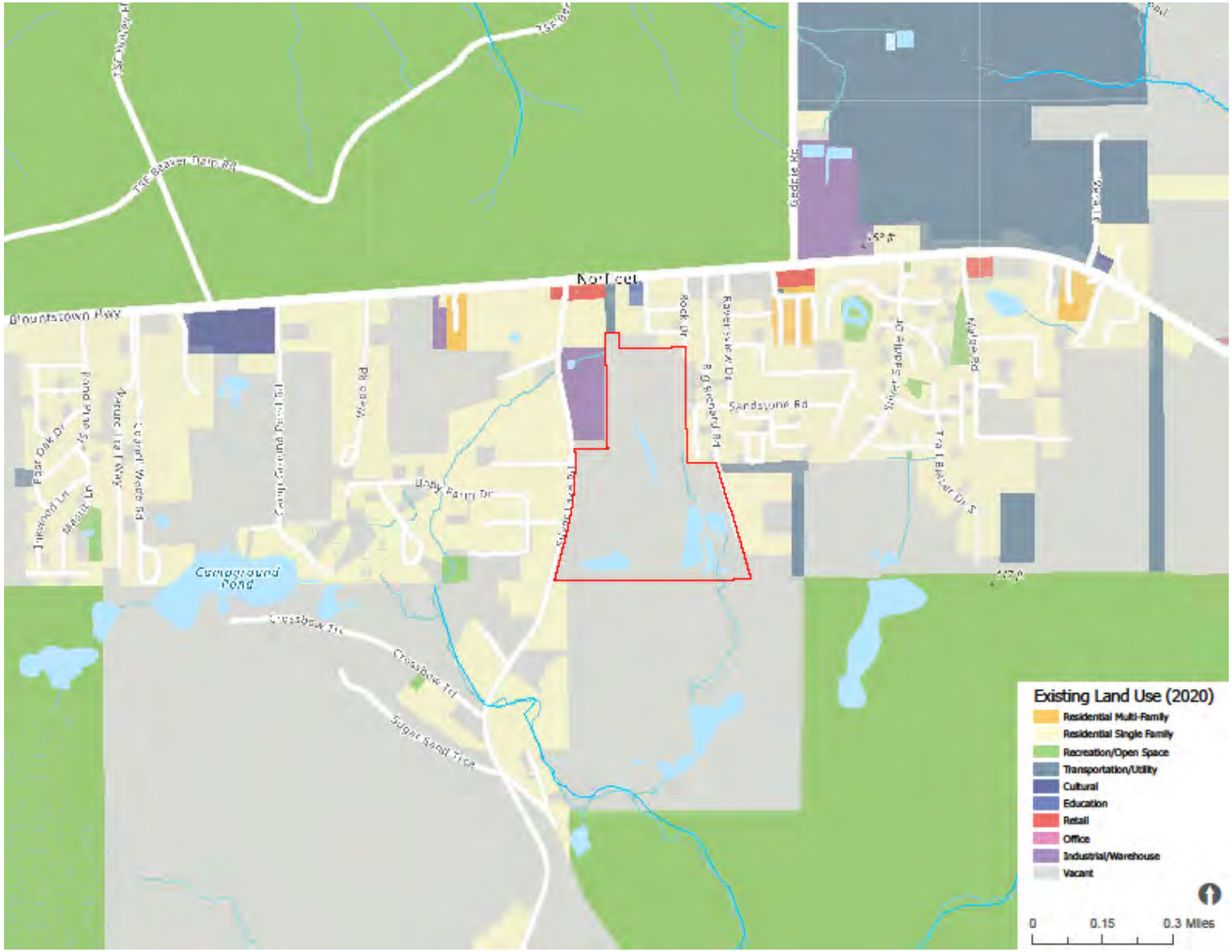


Figure B1.4.6: Site's Future Land Use

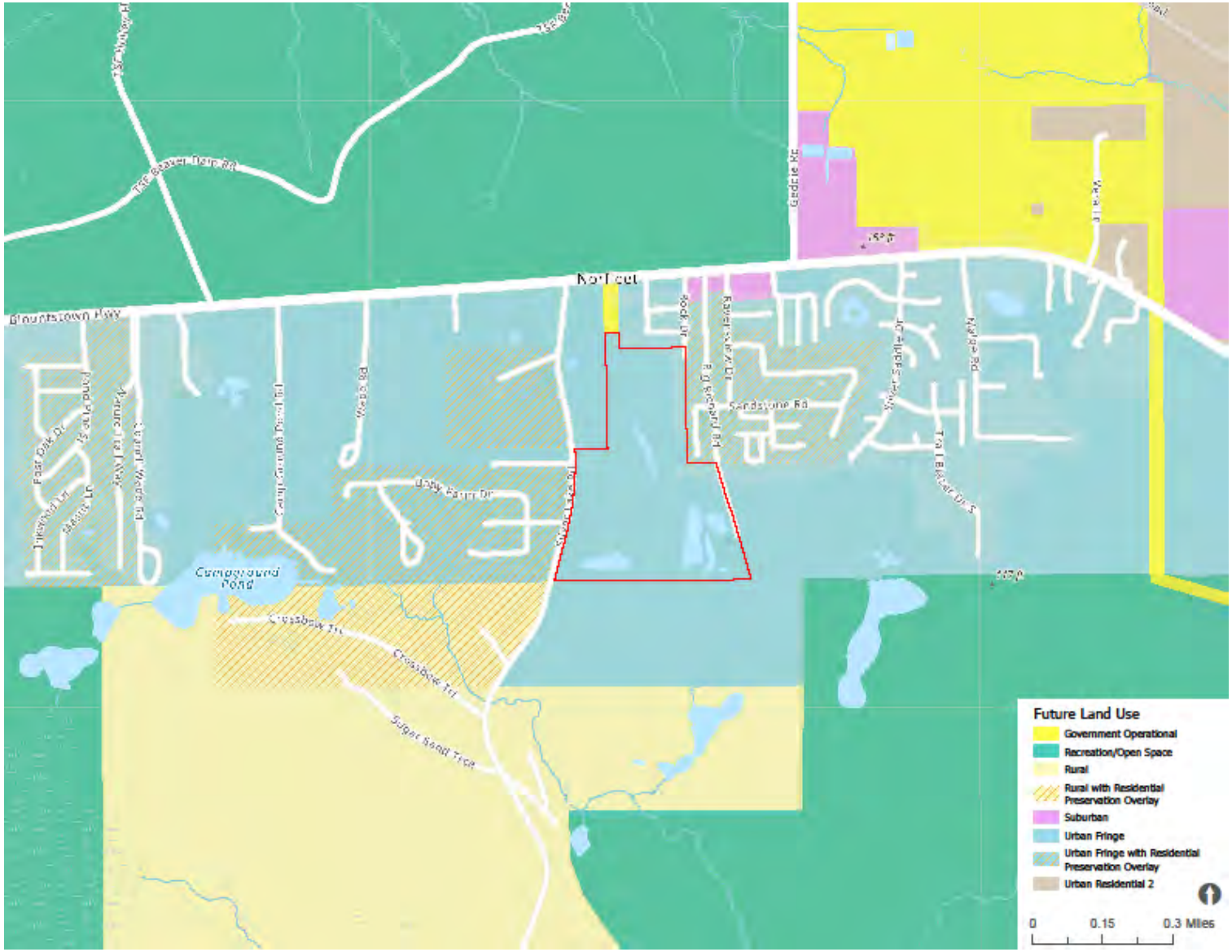


Figure B1.4.7: Site Area's Population

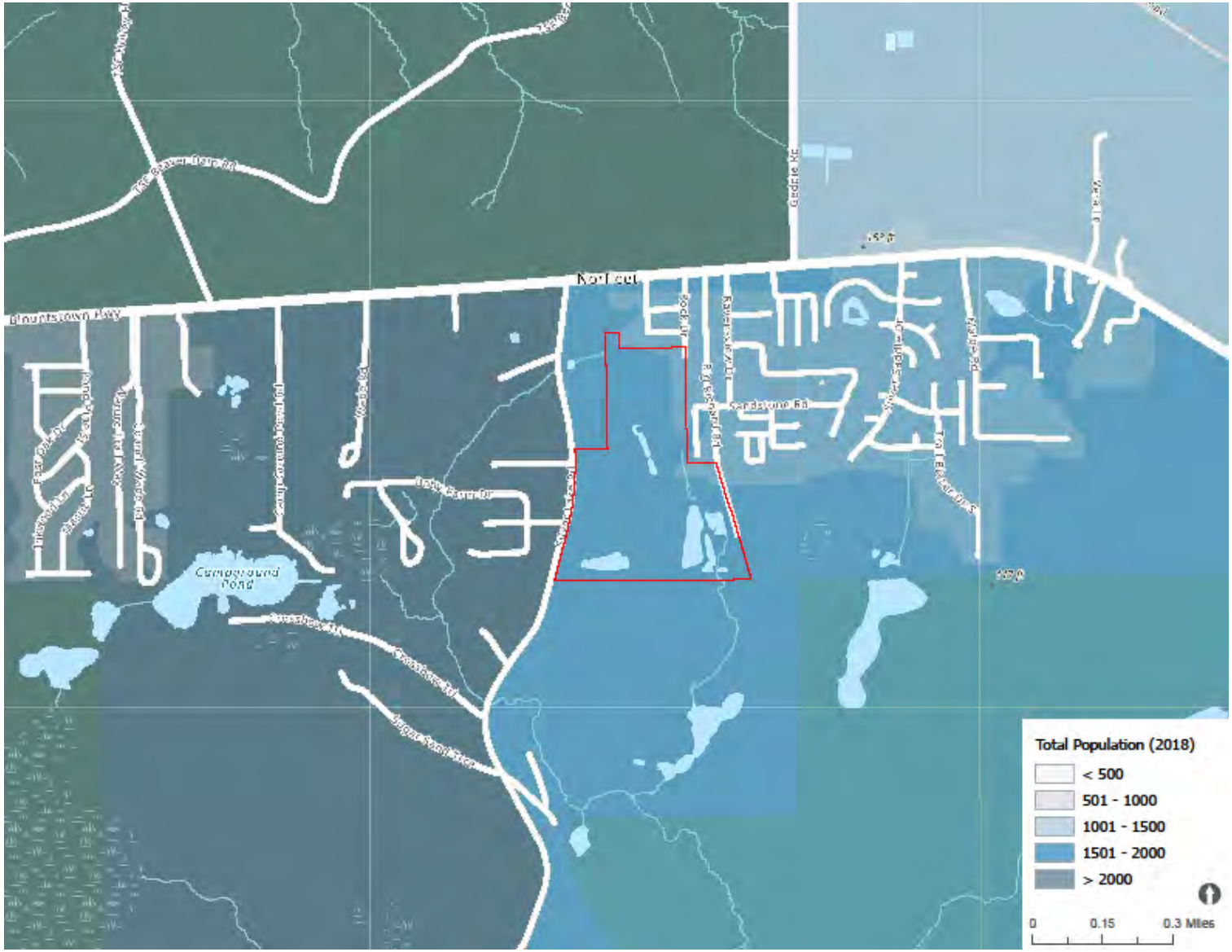
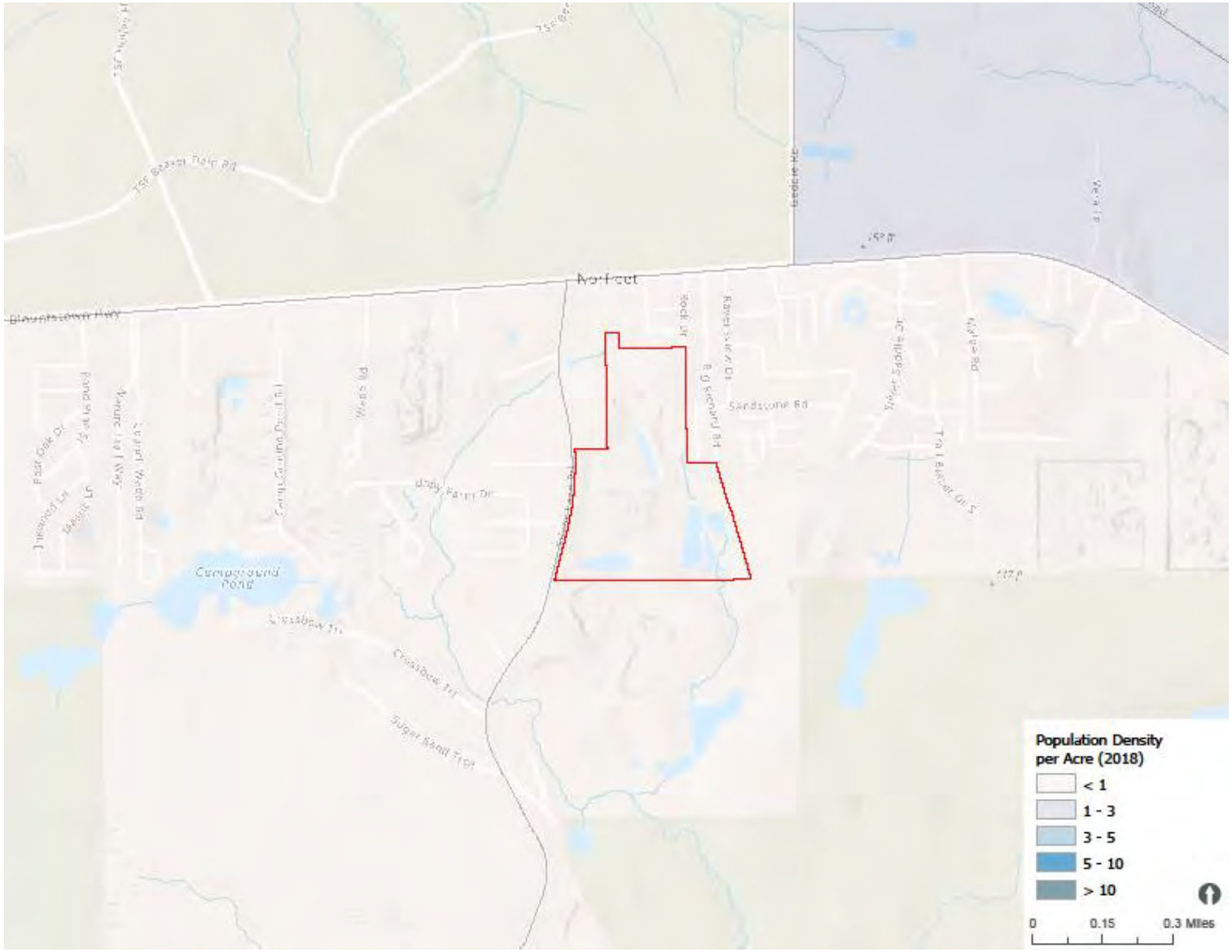


Figure B1.4.8: Site Area's Population Density per Acre



Appendix B1.5: Tennessee Site Analysis

Figure B1.5.1: Site Map

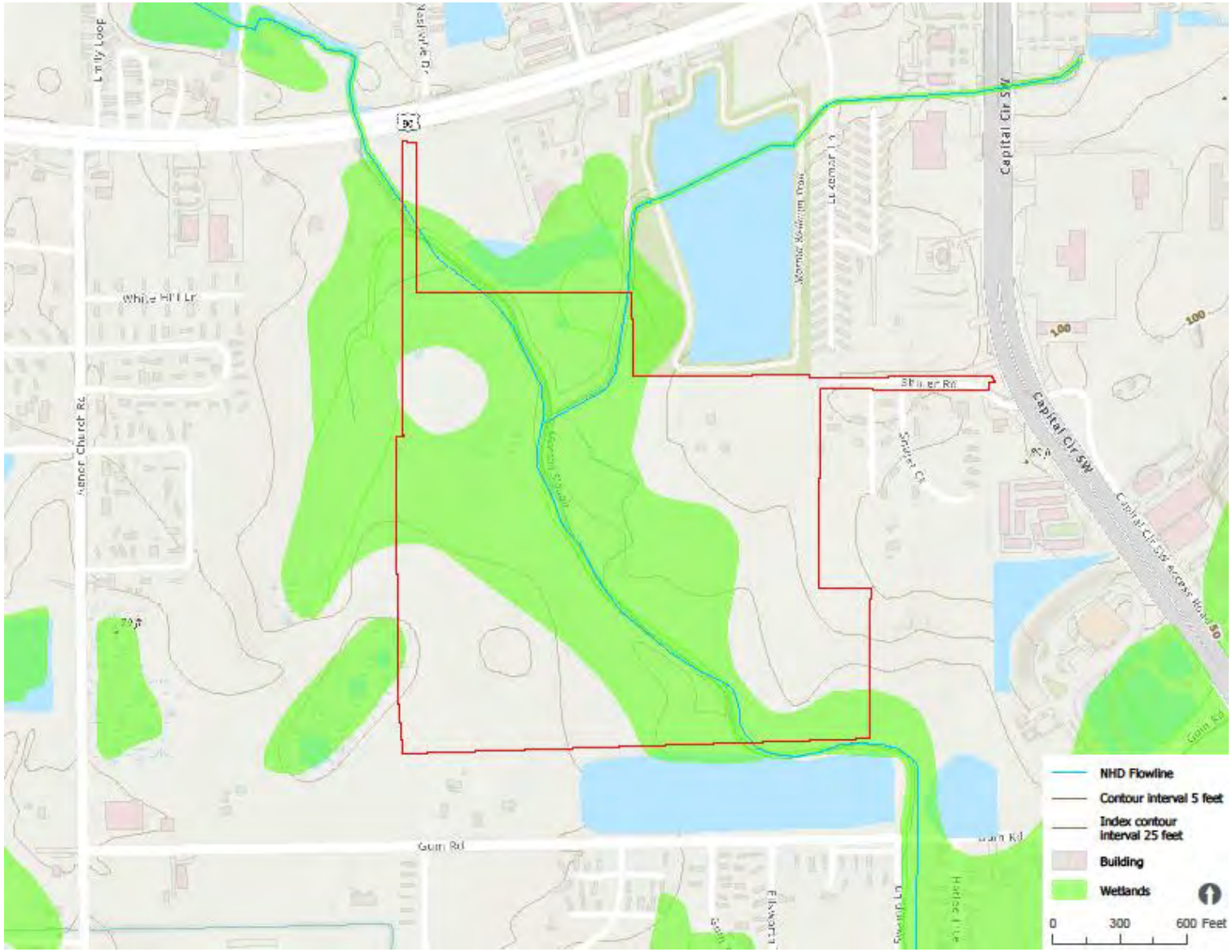


Figure B1.5.2: Roadway Access



Figure B1.5.3: Drive Time to Site

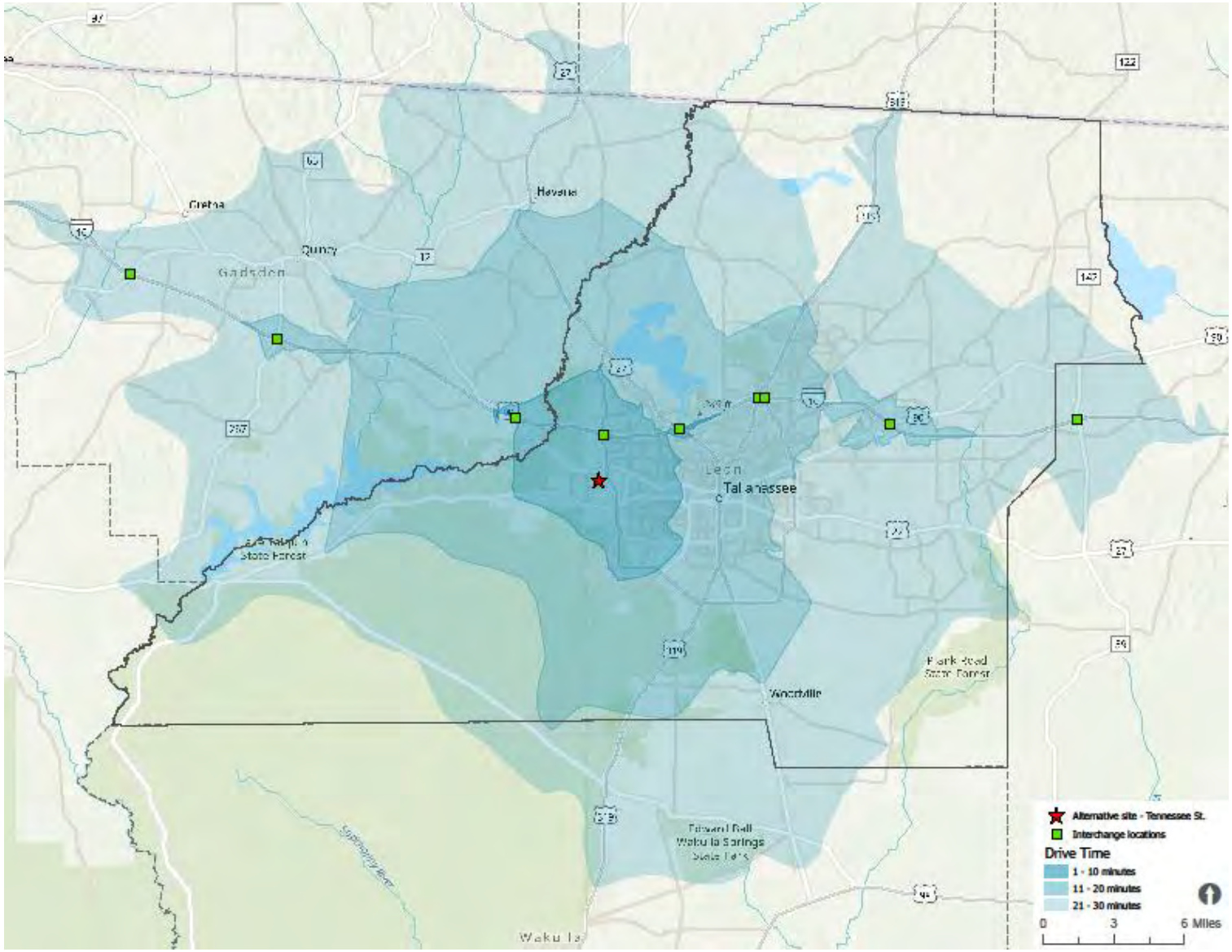


Figure B1.5.4: Site Slope

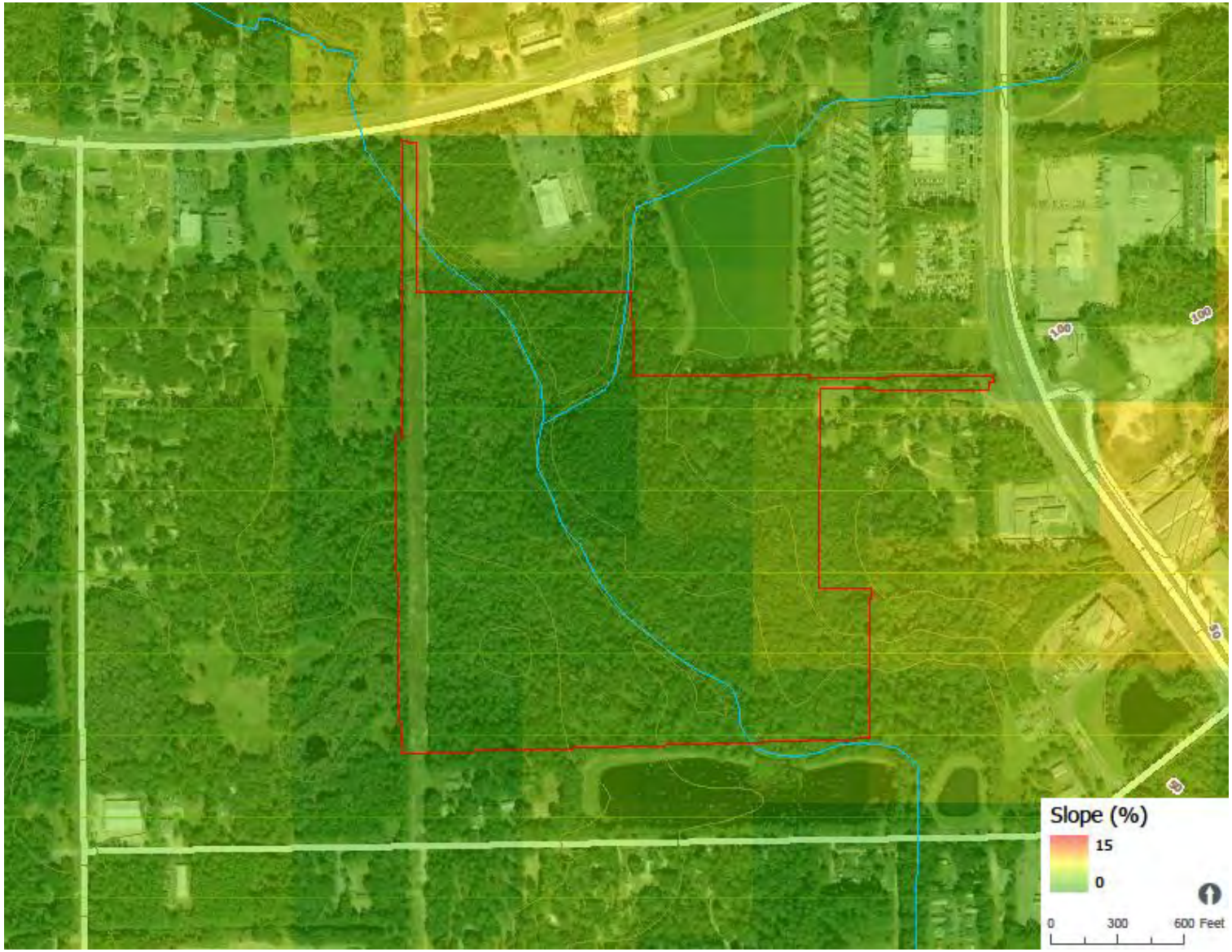


Figure B1.5.5: Site's Existing Land Use

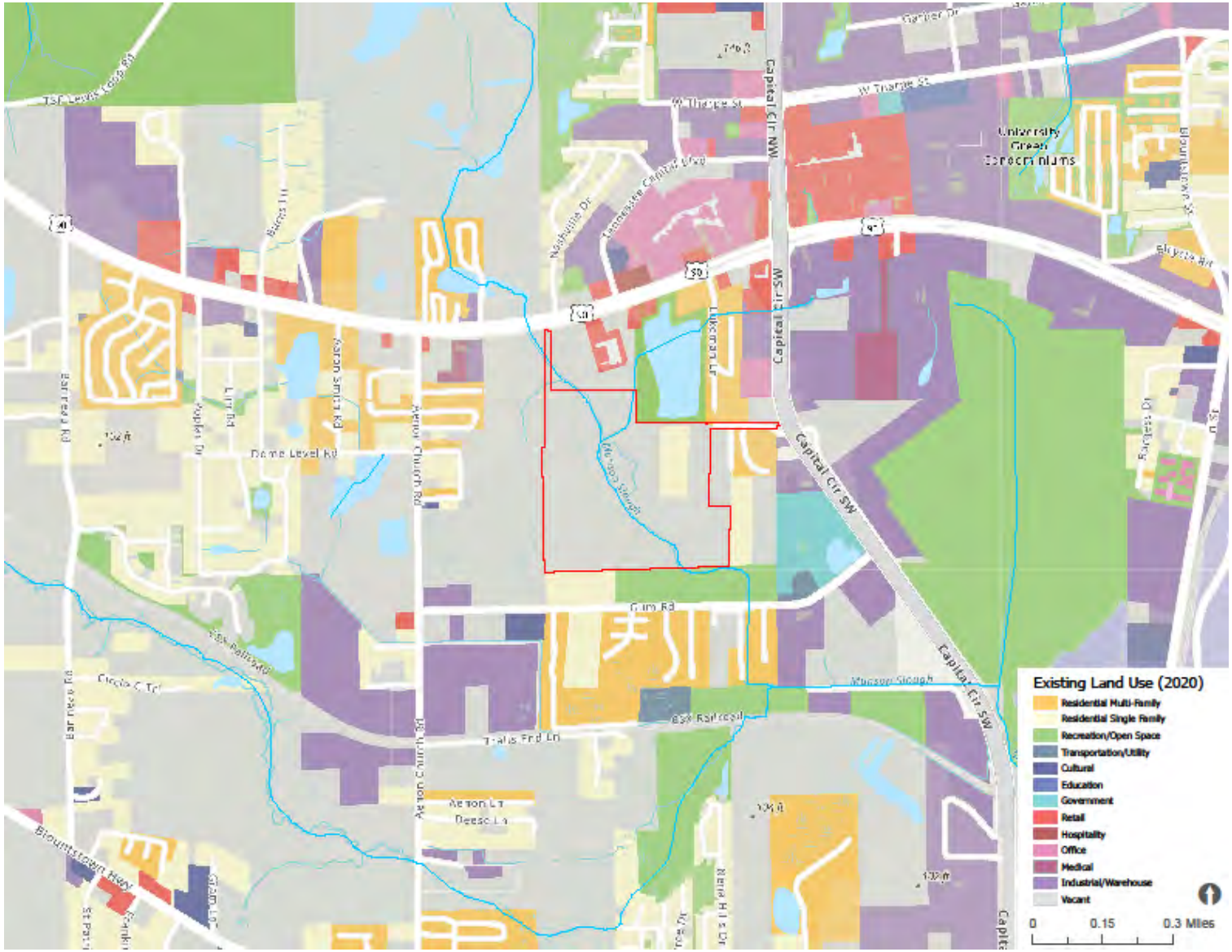


Figure B1.5.6: Site's Future Land Use

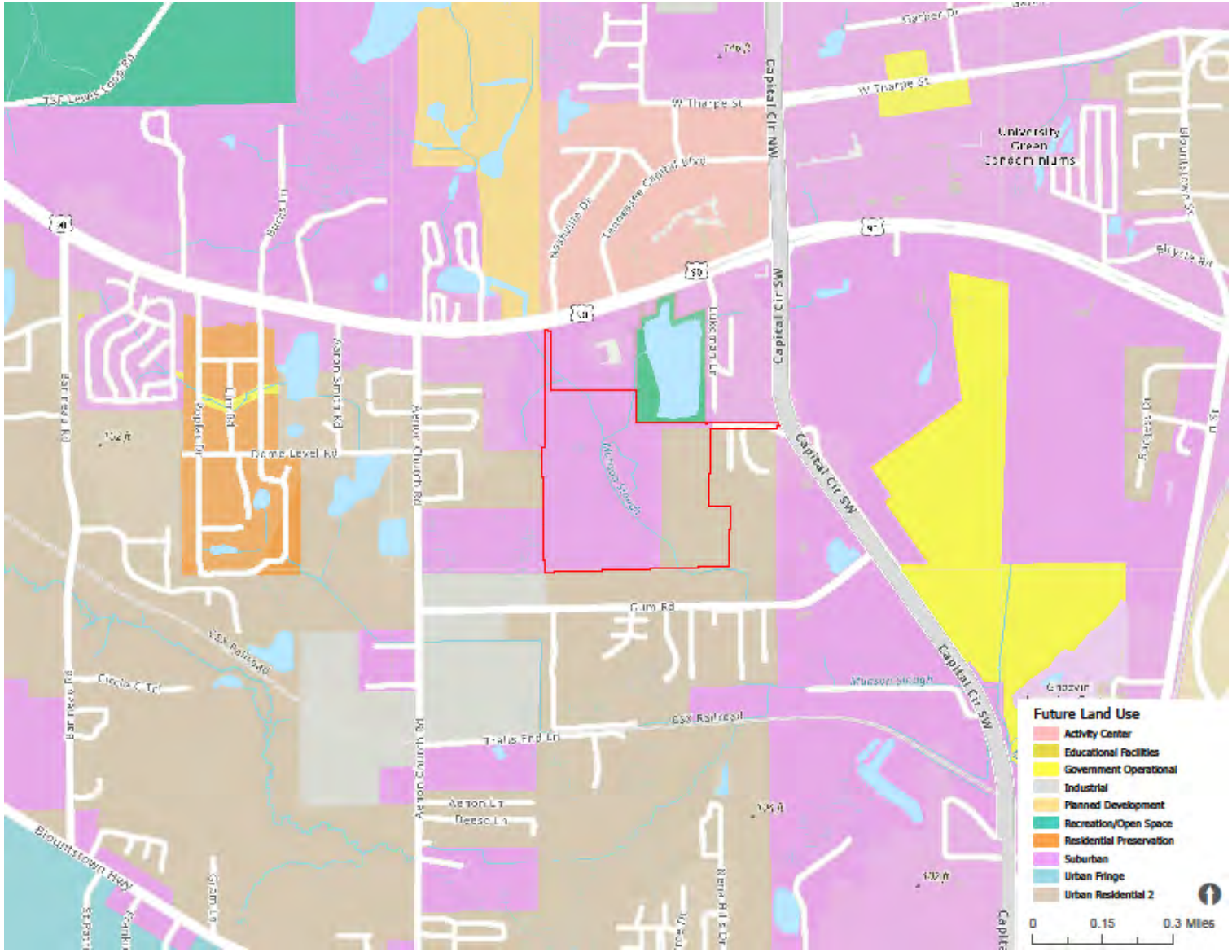


Figure B1.5.7: Site Area's Population

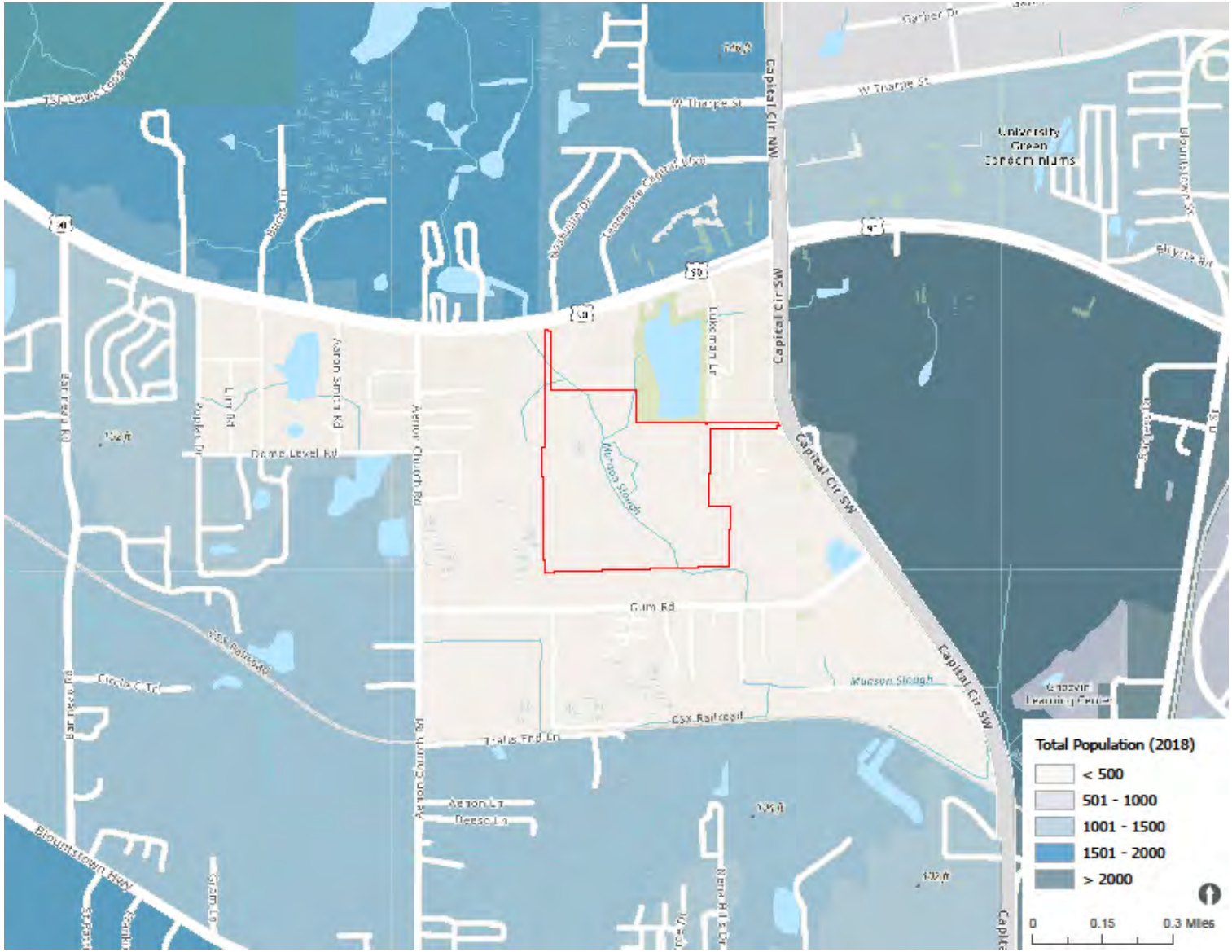
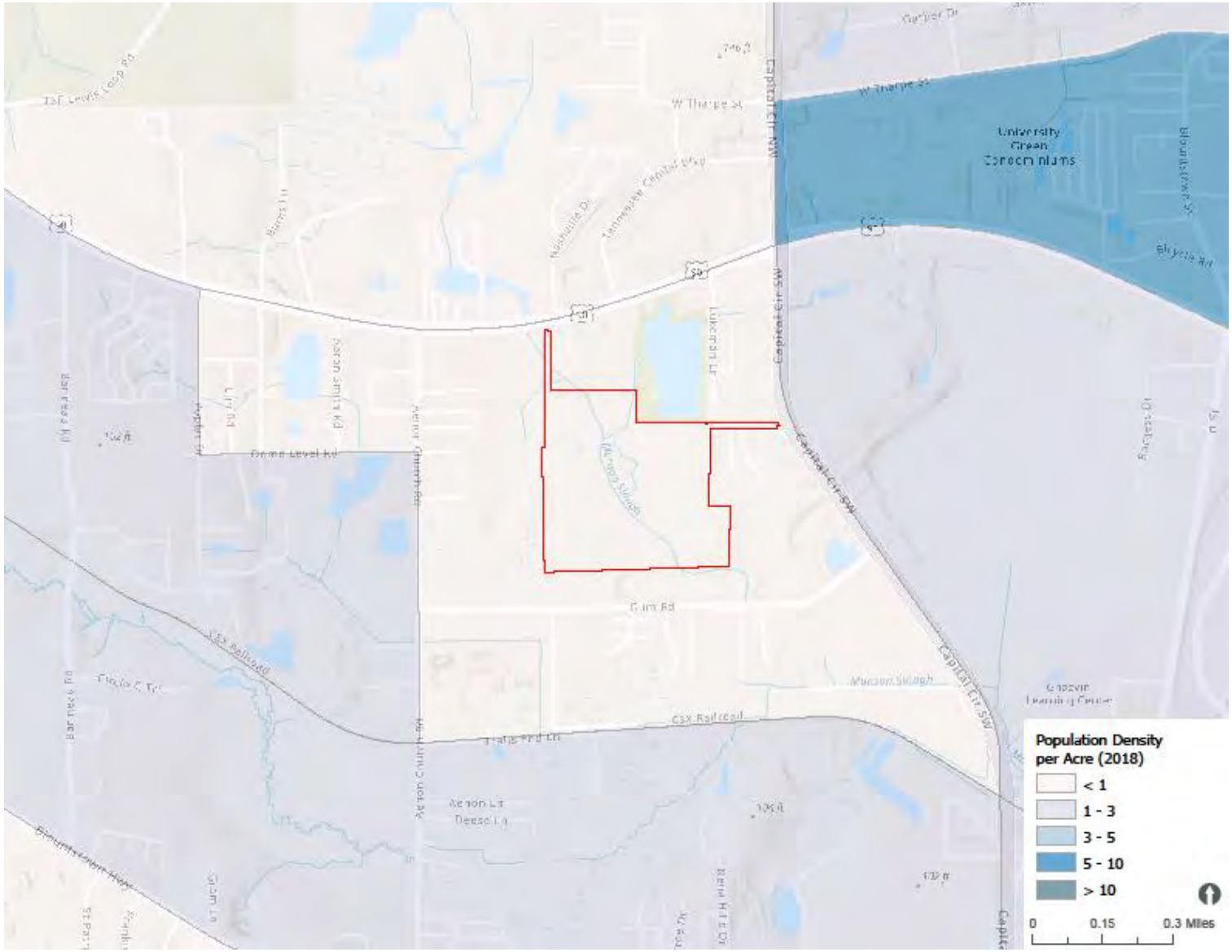


Figure B1.5.8: Site Area's Population Density per Acre



Appendix B1.6: Capital Circle South Site Analysis

Figure B1.6.1: Site Map

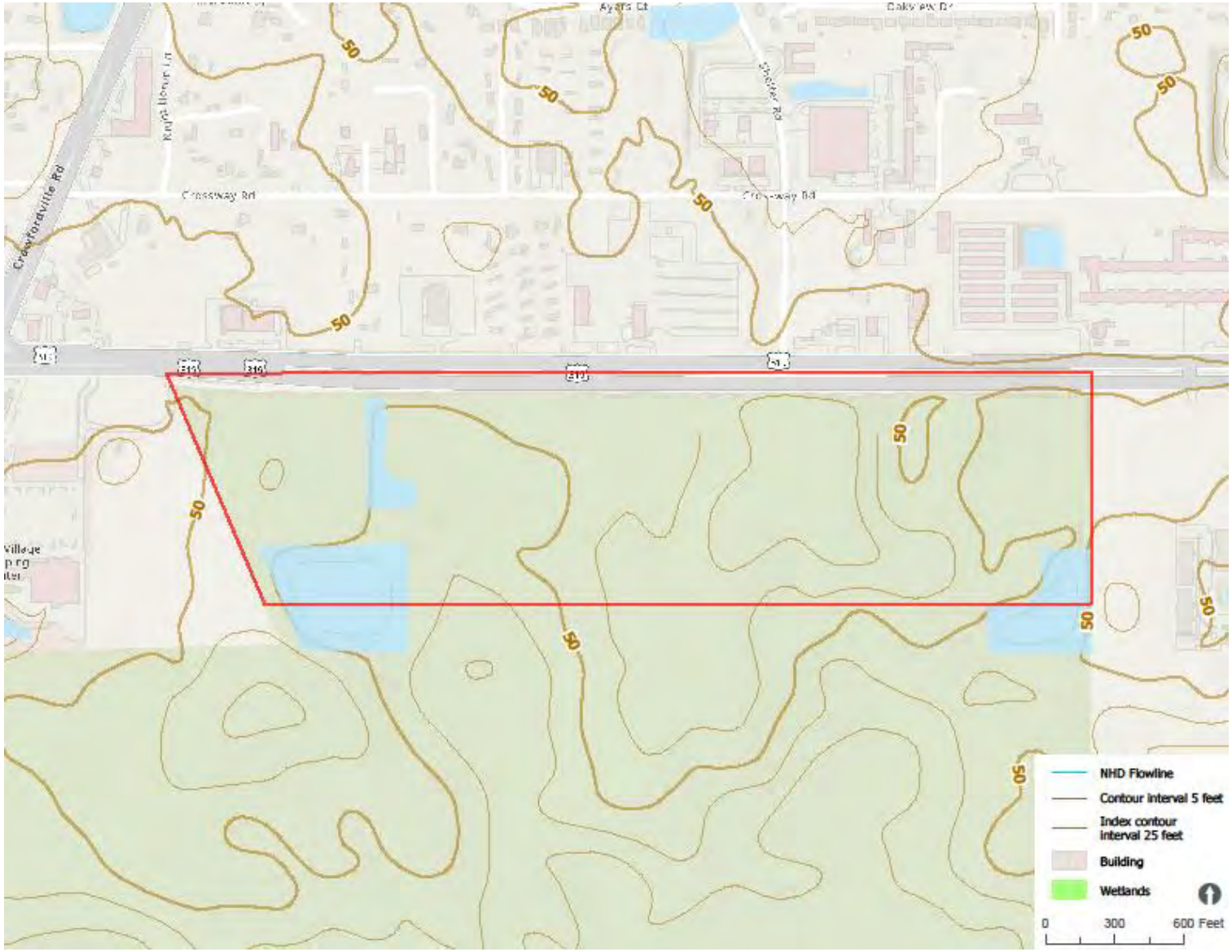


Figure B1.6.2: Roadway Access

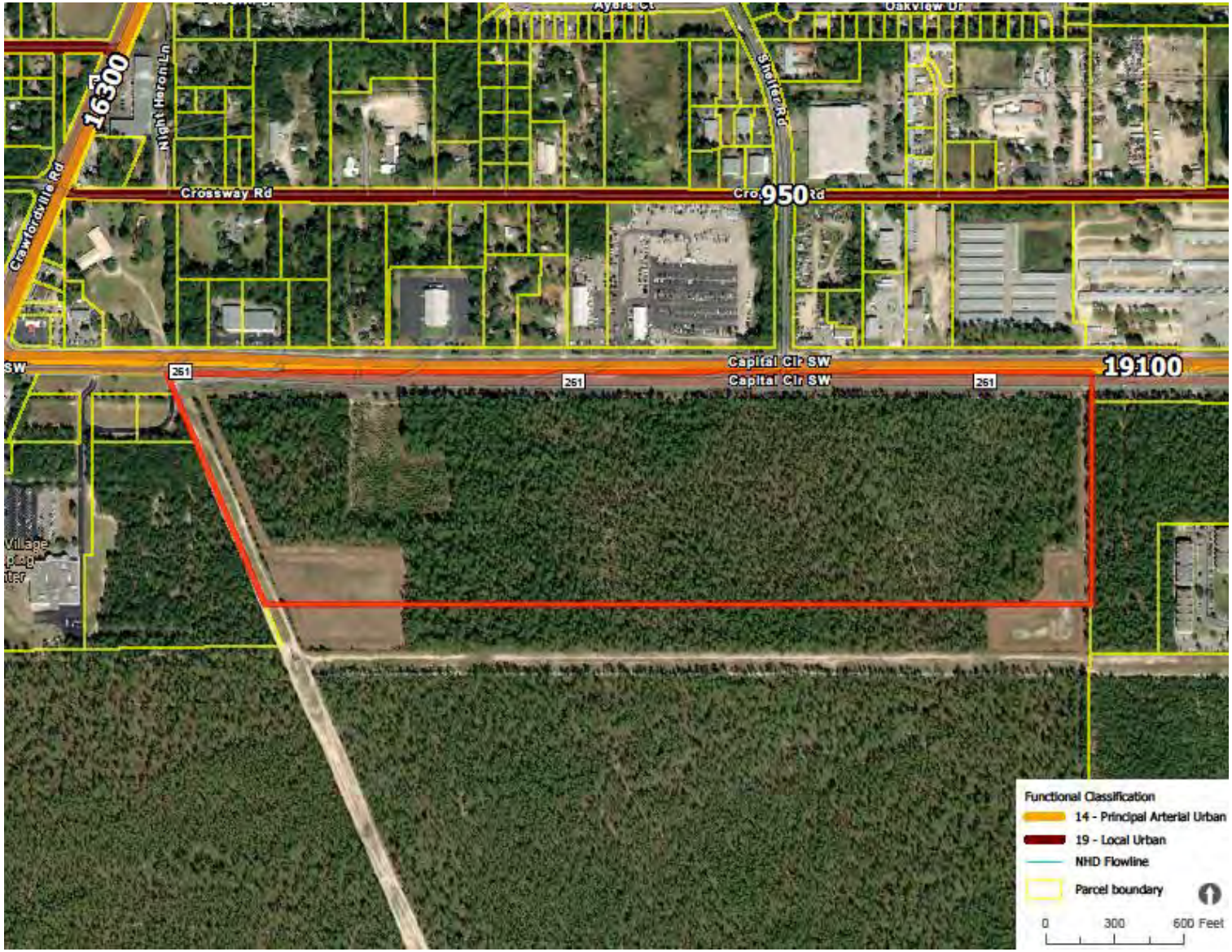


Figure B1.6.3: Drive Time to Site

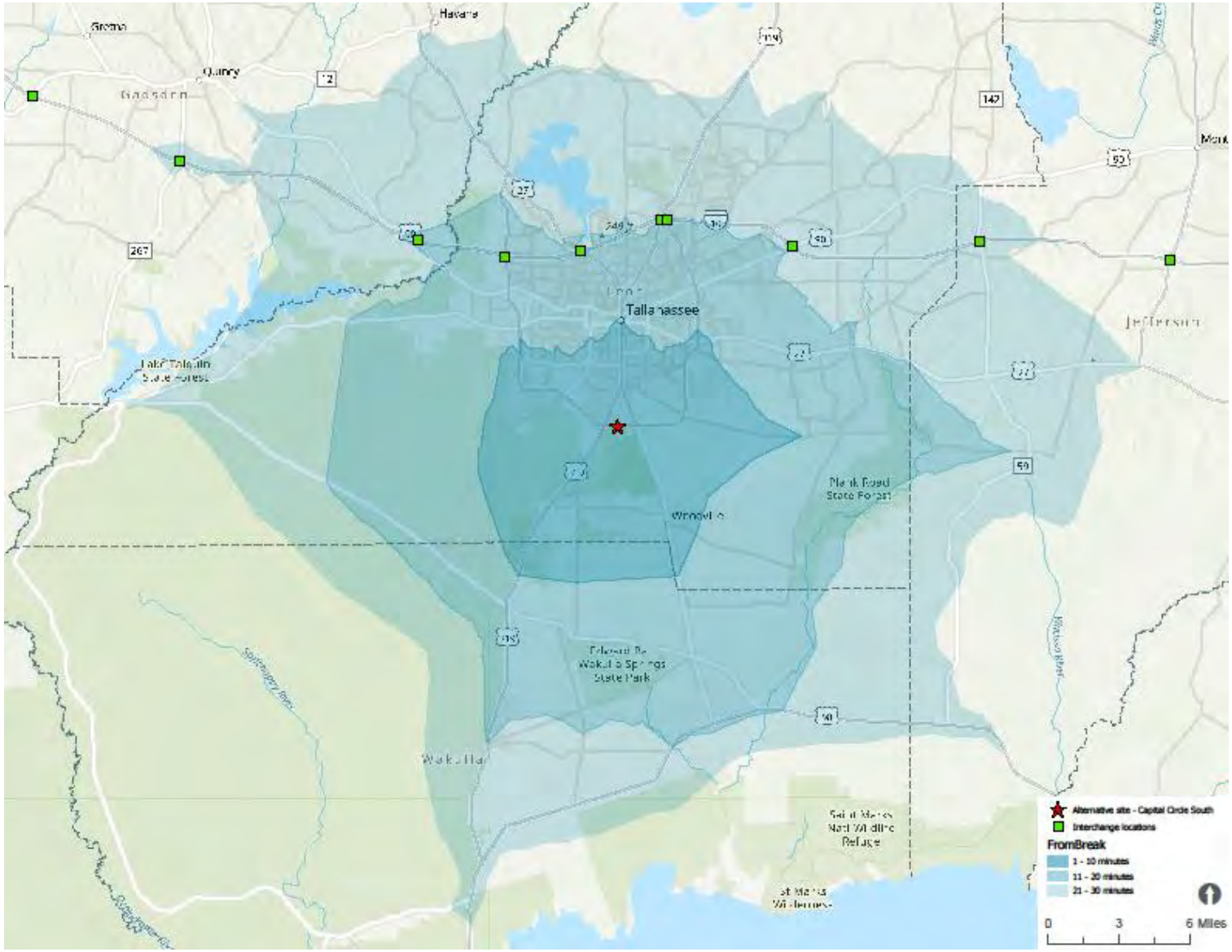


Figure B1.6.4: Site Slope

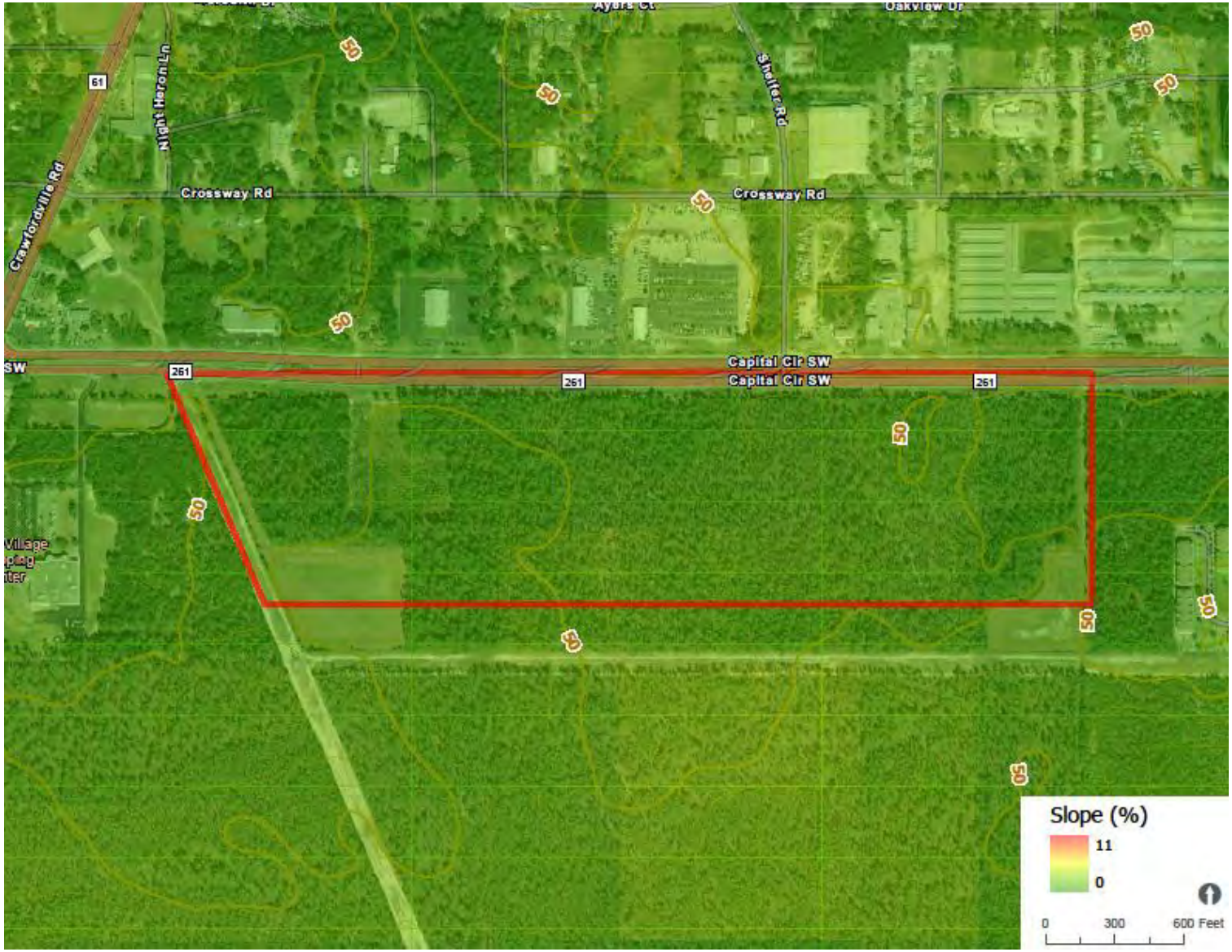


Figure B1.6.5: Site's Existing Land Use

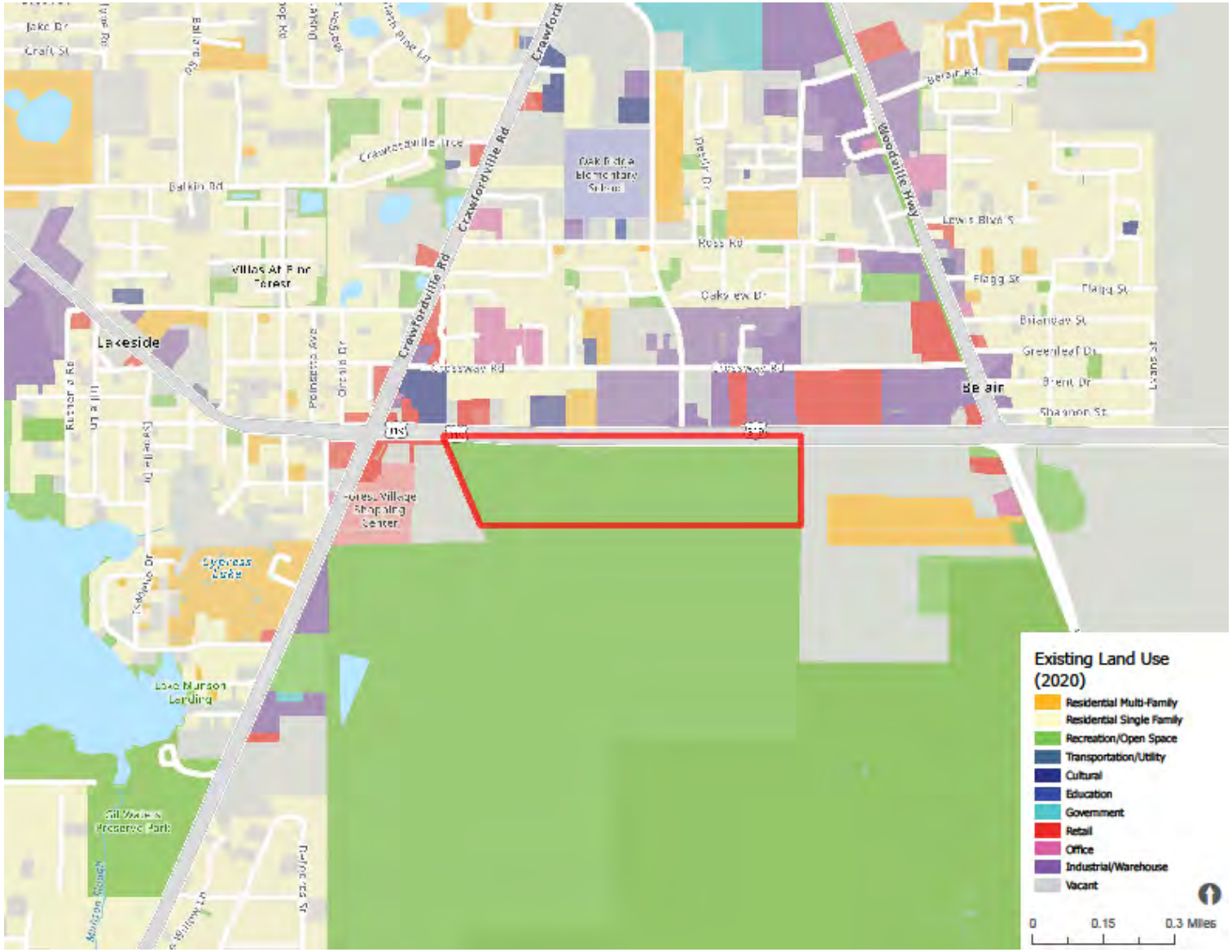


Figure B1.6.6: Site's Future Land Use

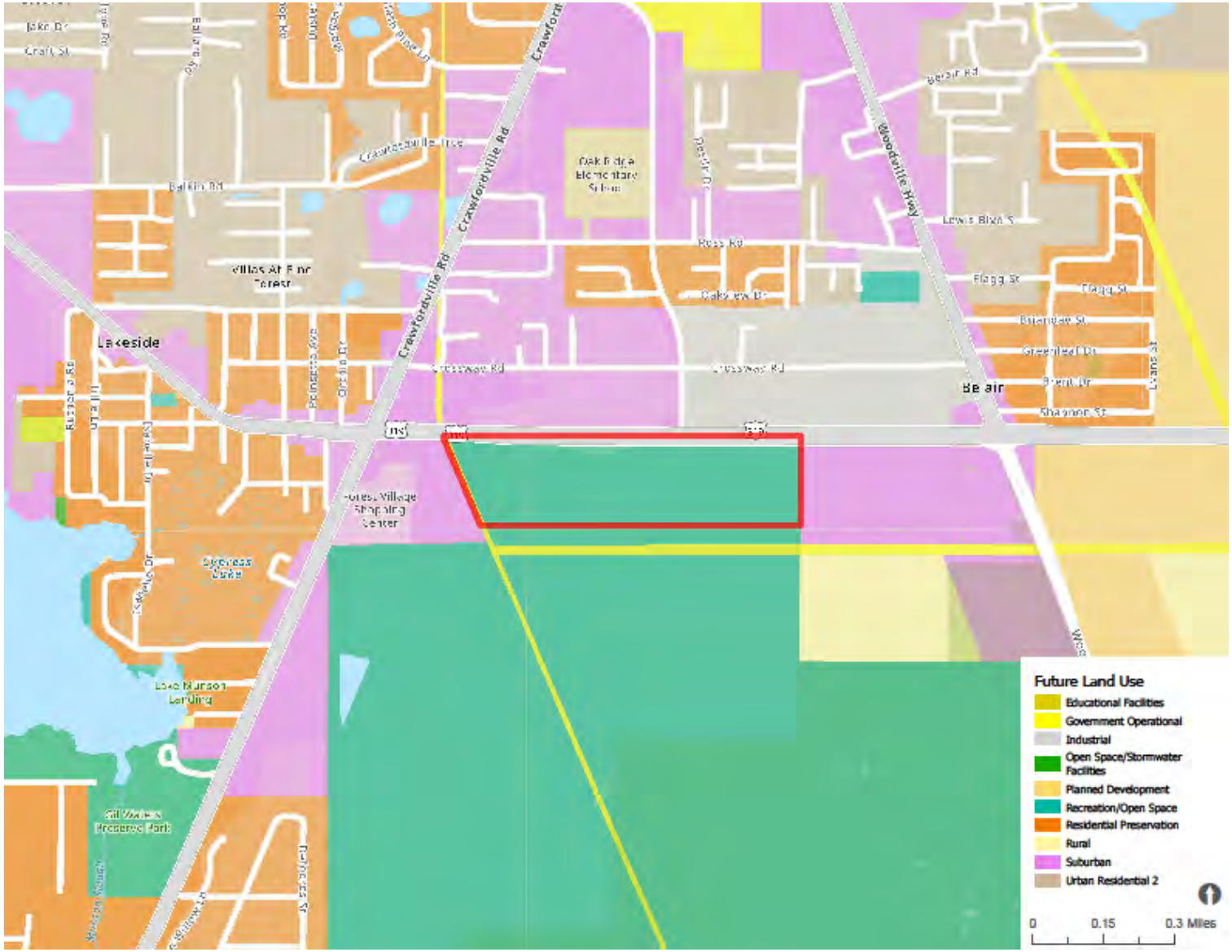


Figure B1.6.7: Site Area's Population

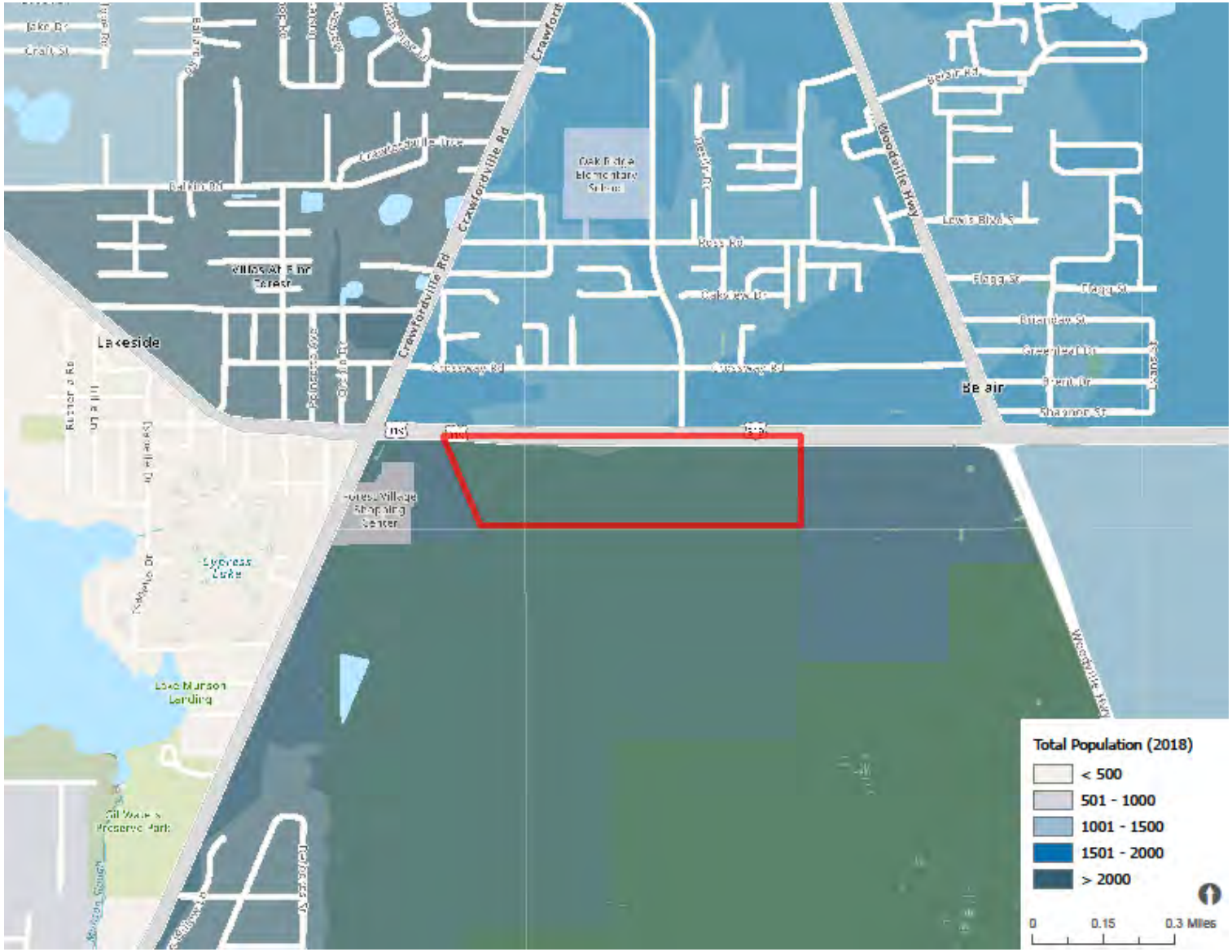
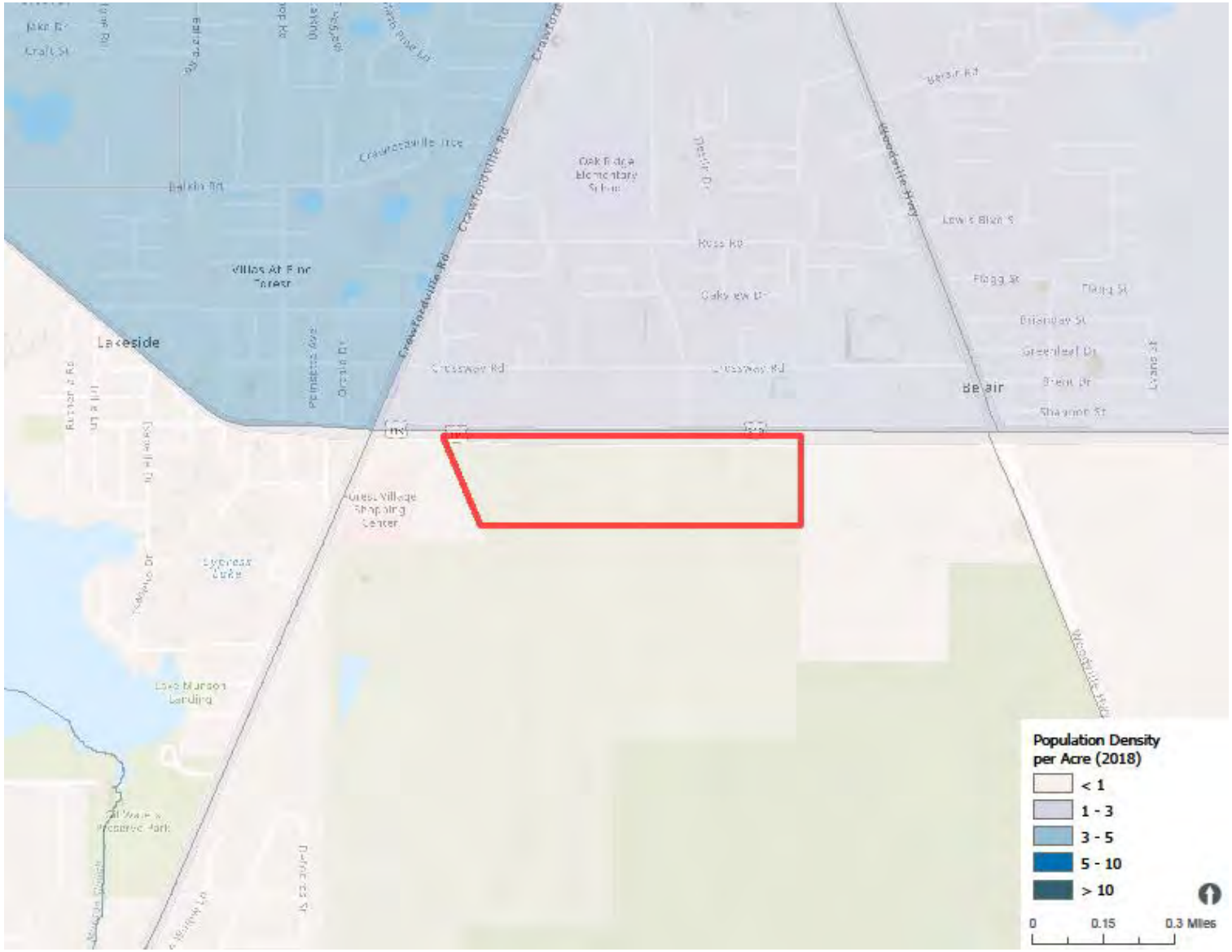


Figure B1.6.8: Site Area's Population Density per Acre



Appendix C-1: Stakeholder Engagement

Fairgrounds Project Listening Session
Business Stakeholders
7.21.2021
Noon- 1 p.m.

Participants

Robbin Davis, Event/Truth Gatherers Dream Center
Russell Davis, Tallahassee Museum
Leah James, North Florida Classic Cluster- AKC Dog Show/Ochlocknee River Kennel Club
Sharon Mirzai, Skinnie Winnies RV Rally
Tatiana Daguillard, Blueprint Intergovernmental Agency
Susan Emmanuel, Blueprint Intergovernmental Agency
Pam Yonkin, HDR
Michele Brennan, HDR
Vincetta Dunnell, HDR
Kent McWaters, HDR

Notes

Sharon Mirzai

- RV group from around the country who have been using the fairgrounds for 5-6 years.
- Usually in March for a week, 55-60 RVs.
- Events in buildings and vendors
- They do not generate any revenue from this event/rally
- She lives in St. Augustine
- Upgrade Wish List: electrical, add a shower on the other end of the fairground, current one needs upgrading, WIFI, Corner of North Monroe – some noise cancelation/mitigation- with landscaping, fenced dog park area, another kitchen area, signage
- Echoed the positive impact to surrounding small businesses
- Pest control – fire ants

Leah James

- 5-day dog show the last week in February hosted by Kennel Club
- 2/3 of their annual revenue comes from this event
- Based in greater Leon County area and serve the six counties that are along the Ochlocknee River- they are one of the largest clubs in the nation
- 370 RVS every day for 5 days
- Largest dog show in Tallahassee history, in the panhandle
- People coming from all over the US, professional dog handlers
- This event puts heads in beds and has an economic impact to the area
- Next year's event will be 7-days

- Upgrade Wish List: echoes the upgrades mentioned by Russell with the inclusion of RV electrical hookups, grounds important to them – do not add more buildings, just make them better/more efficient, keep buildings simple/open spaces, add another dump station, more parking
- Event has a huge impact on the economy of Tallahassee, hotels, restaurants, etc.
- Show is about 2/3 of the revenue for the entire year
- No other facility could host this specific event but the fairgrounds
- The only facility of this kind in 400 miles, make the best of that
- Would like the openness of the buildings to be kept
- Mentioned staff at the fairgrounds are phenomenal
- This group receives funding from Visit Tallahassee to help advertise/promote their events

Russell Davis

- Hosts annual craft/arts show
- 300 plus vendors
- 15-20,000 people in attendance
- Uses all buildings except barns
- Uses all parking plus capitol Stadium
- $4-5-million-dollar economic impact
- 10% of total annual operating budget is associated with Fair
- December 3rd and 4th or 4th and 5th
- Receives support from Visit Tallahassee and Tourist Development Tax
- Upgrade Wish List: crafts rooms, roofs, a/c, bathrooms, table/chairs, electrical, more parking, lighting, food booths, cracked sidewalks
- They use other venues for specific events (e.g., Governor's Club, University Club, hotel ball rooms) but no other facility could host this specific event but the fairgrounds
- This event puts heads in beds - economic generator for region
- Echoed Leah in the facility's potential and possibility – more of a contemporary look
- Pest control – flies
- Land use evaluation – number of buildings, layout, etc.

Robbin Davis

- Organizes Easter Sunday service
- Used the outside parking lots - approx. 200 cars
- No revenue, just tithes
- Wants to continue to use fairgrounds and expand the event to include food trucks and vendors

Closing Remarks

All attendees are happy hosting their events at the fairgrounds and agree that the staff have done a great job with the limited resources available to them. If improvements happen, additional events will come to the fairgrounds. There is no other place like this in the region.

Fairgrounds Project Listening Session
Resident Stakeholders
7.22.2021
6- 7 p.m.

Participants

Perry West, Apalachee Ridge Estates Neighborhood Association
Angela Hutchinson, Meridian Place
Marie Bryant, South City Neighborhood Community Association
Leann Watts-Williams, City of Tallahassee Parks and Recreation Department, Neighborhood Affairs Division
Tatiana Daguillard, Blueprint Intergovernmental Agency
Susan Emmanuel, Blueprint Intergovernmental Agency
Pam Yonkin, HDR
Michele Brennan, HDR
Vincetta Dunnell, HDR
Steve Schukraft, HDR
Patrick Titterton, HDR

Notes:

Leann Watts-Williams

- City of Tallahassee employee, Supervisor in Neighborhoods team, they work with close to 200 neighborhoods. Specifically, the Southside liaison to approximately 35 neighborhoods and about 10 surround the Fairgrounds.
- Can share pricing and criteria of Fairgrounds with her networks
- Traffic leads to more litter in the neighborhoods.

Angela Hutchinson

- Resident of the Southside by the Fairgrounds for 25 years and has tried to establish an association.
- Wants the streets and sidewalks cleaned more in the neighborhood
- Attends fair, Breast Cancer Awareness, back to school drives, Sorority events
- Echoed Perry's concerns about traffic especially around November's arts and crafts event and fair
- Walks over for during the day events and drives over for night events
- Mentioned traffic control is needed during busy events
- Enhancement opportunities: appearance - focusing on what we have and upgrading, add more color to buildings, healthy food options at events, more landscaping, walking track

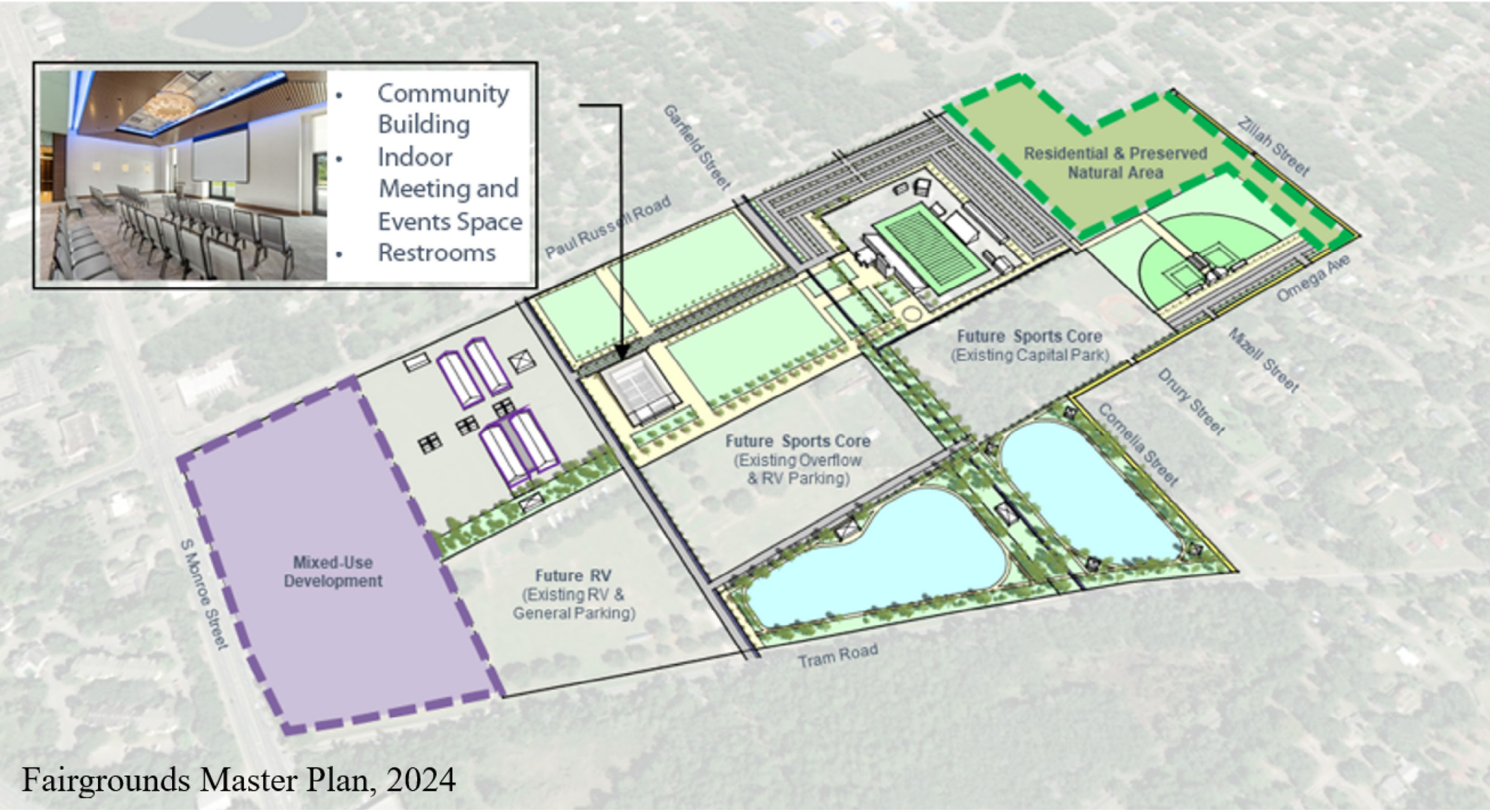
Perry West

- President of Apalachee Ridge Estates Neighborhood Association
- Longtime resident of Southside and lives in neighborhood adjacent to the Fairgrounds
- Wants to make a positive change in neighborhood
- Attends fair, back to school drives, and food giveaways
- Traffic is a concern when there are events, traffic becomes congested
- Walks and drives to events
- Concerned about safety, this keeps him from going to certain nighttime events. More authority presence and lighting could help.
- Given the right events he believes it can be an asset to the community, could make people want to buy homes in the area rather than only rent.
- Cars parked along the road (along Paul Russell)
- Enhancement opportunities: More health-oriented food amenities, more restrooms in strategic locations, keep the space walkable/open, additional sidewalks
- Program/partnership opportunities: Find a way to partner with schools and neighborhoods within the area

Marie Bryant

- South City Neighborhood Community Association President
- Resident of Southside from age 6. She is now 60.
- Attends fair, car shows, gospel events, What Women Want, and back to school drives
- Has volunteered at some of the events that the fairgrounds have hosted, most recently an event with the Leon County Police Department
- Drives to events
- Has children and grandchildren, so attends events that match interest of herself and family that are outside of work time
- Fairgrounds looks like a plantation; a graveyard needs more upgrading. Clean up what we have.
- Need more security. Mentioned a shooting in front of the Fairground.
- Clearer understanding of pricing and criteria needed to rent space, both online and flyers
- Likes the open space of the interiors, make sure they have continuous central A/C
- Reduce the number of gun shows
- Brings revenue to the Southside – currently revenue is spread across Tallahassee for events that occur at the Fairgrounds in the Southside
- Enhancement opportunities: better signage needed, bathrooms updated, dog park would be good but maintenance of it could be difficult, accessible WiFi, more color on buildings (red brick), AC
- Program/partnership opportunities: affordable meeting/event space (weddings, neighborhood meetings), job incubators (for felons), drive in movies, would like to see more activity and events.

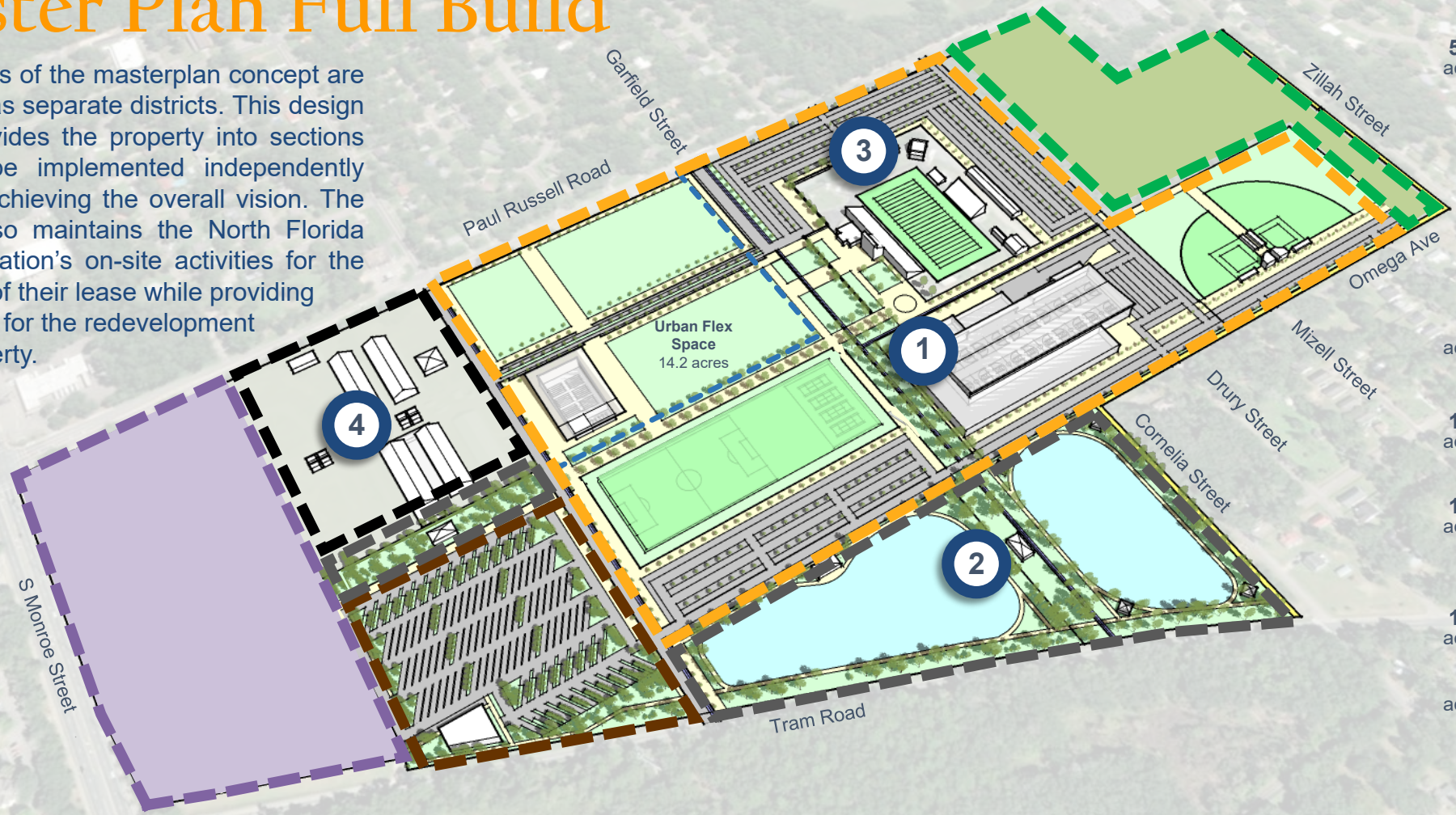
Closing Remarks: See fairgrounds as a neighborhood amenity, would like to see some of the money generated at the fairgrounds support the neighborhood and stay on the south side, excited about future enhancements and programming.



Fairgrounds Master Plan, 2024

Master Plan Full Build

Components of the masterplan concept are presented as separate districts. This design strategy divides the property into sections that can be implemented independently while still achieving the overall vision. The concept also maintains the North Florida Fair Association's on-site activities for the remainder of their lease while providing a road map for the redevelopment of the property.



55.7 acres — Sports Core
Capital Park upgrades, stadium façade improvements, regional sports and events center, outdoor pavilion, indoor events space and new restrooms, central lawn, sports courts, and multipurpose playing fields

Urban Flex Space
Flexible open space included in the Sports Core area (e.g., fairgrounds, sports, etc.) and potential long-term redevelopment opportunity

7.4 acres — RV Amenities Area
Full-service RV parking with amenity facility and additional vehicle parking

13.4 acres — Mixed-Use Urban Edge
Retail, multifamily residential, and additional lodging

13.5 acres — Residential Transition
Housing, pocket park, and required 10.6-acre tree canopy natural preserve area

13.6 acres — Community Walk
Stormwater ponds and walking trails

8.6 acres — Existing Midway Exhibition Area

FITZGERALD COLLABORATIVE









Posted on February 2, 2023

THE SPORTS FACILITIES ADVISORY

EXECUTIVE SUMMARY

PREPARED FOR: BLUEPRINT INTERGOVERNMENTAL AGENCY

PREPARED BY: KIMLEY-HORN AND SPORTS FACILITIES ADVISORY

REPORT DELIVERY DATE: FEBRUARY 2024









Sports Facilities Advisory (SFA) was engaged by the Blueprint Intergovernmental Agency (Client) to produce a five-year financial forecast (financial feasibility study) for the development of an indoor regional sports and events complex in Tallahassee, Florida at the Leon County Fairgrounds as part of the Fairgrounds Master Plan project. This executive summary provides an overview of SFA's detailed financial forecasts (pro forma), which have been delivered as associated documents. SFA has provided the asset and space breakdowns of each model (**the Sports and Events Model** and **the Sports-Focused Model**), followed by the financial performance summary of the corresponding model.

DEFINITIONS OF SUCCESS

- Develop a premier sports tourism complex that attracts, hosts, and retains sports tournaments and non-sporting events
- Create a significant driver of economic impact that functions as a catalyst for economic development and community redevelopment growth of the Southside
- Establish a business model that results in a self-sustainable operation
- Develop a facility that increase local access to sport and recreation spaces

Summary of Tasks Performed to Complete the Feasibility Study

To assess the feasibility of the complex, SFA completed the following steps:

1. Facilitated an in-depth business development planning session with the Project Team to understand the vision, goals, business plan, and parameters of the complex and operations.
2. Performed research to determine current fees at indoor sports and events complexes in the local market and in the region and utilized this research to develop the initial market opportunity presentation.
3. Established fair market value pricing for fees at the new complex.
4. Created an in-depth facility program to match the planned sports and events complex.
5. Created an opinion of cost for facility construction and operational start-up based on real-world, indoor sports and events complexes that are currently in construction as well as regional cost data from the construction industry.

6. Developed a financial forecast to project the market-based demand, financial forecast expectations, and economic impact analysis for the two proposed models: the **Sports and Events Model (Recommended)** and the **Sports-Focused Model**.
7. Integrated insights from SFA's database of more than 700 sports and recreation facilities across the United States, trends in sports participation, and real-world, real-time operational strategies and best practices from SFA's management company.
8. Reviewed and finalized the financial forecasts with the Project Team.

Assessment of Feasibility

Based on the findings of the study and as detailed in the projections of the financial feasibility assessment, SFA recommends the development of the **Sports and Events Model** as a feasible project that can cover its financial obligations and generate sufficient income to fund capital improvements as the facility ages and capital repairs/replacements are required. SFA recommends reviewing this information in concert with financial performance data and guarantees from the Client's core operation partners and its managers in the determination of funding. SFA is available to review and discuss the findings and results of this study.

Indoor Facility Program – Sports and Events Model (Recommended)

Indoor Athletic/Event Center

Space	Indoor Programming Product/Service	Count	Dimensions L (')	Dimensions W (')	Approx. SF each	Total SF	% of Footprint
Courts	Basketball Courts (actual courts 84' x 50')	6	104	80	8,320	49,920	29.6%
	Basketball Courts (w/Seated Event Capability)	4	104	95	9,880	39,520	23.4%
	Volleyball Courts	20	60	30	Over Basketball Courts		0.0%
	Telescopic Bleacher System: 4000 Seats	1	-	-	Championship Court		0.0%
	Total Courts Sq. Ft.					89,440	53.0%
Meeting Space	Convention/Banquet Event Space	1	-	-	15,000	15,000	8.9%
	Meeting Area Restrooms	2	20	20	400	800	0.5%
	Total Meeting Space Sq. Ft					15,800	9.4%
Flex Space	Lobby/Welcome Area	1	-	-	1,500	1,500	0.9%
	Control Room	1	15	10	150	150	0.1%
	Ticket Office	1	10	10	100	100	0.1%
	Manager's Offices	3	10	10	100	300	0.2%
	Office Area	1	-	-	900	900	0.5%
	Kitchen/Prep Area	1	60	60	3,600	3,600	2.1%
	Food Court/Seating Area	1	50	50	2,500	2,500	1.5%
	Secondary Concessions	1	30	20	600	600	0.4%
	Flex/Team Rooms	2	60	25	1,500	3,000	1.8%
	Ref Rooms	2	15	10	150	300	0.2%
	Training Room	1	20	15	300	300	0.2%
	Locker Rooms	2	40	30	1,200	2,400	1.4%
	Restrooms	2	35	25	875	1,750	1.0%
	Leased Space - Medical	1	-	-	5,000	5,000	3.0%
	Mezzanine	1	520	16	8,320	8,320	4.9%
	Total Flex Space Sq. Ft.					30,720	18.2%
	Required SF for Products and Services					135,960	80.6%
	Mechanical, Electrical, Storage, etc.	10% of P&S SF (Excl. Leased Space)				13,096	7.8%
	Common Area, Stairs, Circulation, etc.	15% of P&S SF (Excl. Leased Space)				19,644	11.6%
	Total Estimated Indoor Athletic Facility SF					**168,700**	100%
	Estimated Building Footprint					**144,342**	
	Total Building Acreage					**3.31**	

Outdoor Amenities

Space	Programming Product/Service	Count	Dimensions L (')	Dimensions W (')	Approx. SF each	Total SF	% of Footprint
Outdoor Amenities	RV Spots	100	50	20	1,000	100,000	91.7%
	Restroom/Shower/Laundry Facility Structures	12	-	-	350	4,200	3.8%
	Pavilions	4	35	35	1,225	4,900	4.5%
	Total Outdoor Amenities Sq. Ft.					109,100	100.0%
	Total Estimated Outdoor SF					**109,100**	100.0%
	Total Outdoor Acreage					**2.50**	

(Continued) Indoor Facility Program – Sports and Events Model (Recommended)

Based on SFA's understanding of the Client's definitions of success, SFA's industry experience, and market research conducted during the market opportunity and pro forma development process, SFA developed the previous indoor facility program. The indoor building for the Sports and Events Model will require approximately 3.31 acres of land and occupy a footprint of approximately 144,342 square feet. Including an outdoor RV Park with 100 spots and accompanying amenities, setbacks, trails, green space, and miscellaneous site development requirements, the entire complex will require approximately 675 parking spaces and 15.65 total acres of developable land.

Site Development

		Quantity	Dimensions L (')	Dimensions W (')	Approx. SF each	Total SF	% of Total
Parking Spaces Total	Parking Spaces Total (10'x18') (20' x 20' Inc. aisles)	675	20	20	400	270,000	63.1%
	Setbacks, Green Space, Trails, etc.		25% Indoor SF, 50% Outdoor			158,136	36.9%
Total Estimated Site Development SF						**428,136**	100%
Total Site Development Acreage						**9.83**	

Total Complex Acreage	**15.65**

Summary of SFA's Opinion of Cost – Sports and Events Model (Recommended)

Based on the facility program, data from comparable complexes that are currently in construction, and regional cost data from the construction industry, the table below summarizes SFA's opinion of cost for the complex, including a range of low and high-end development costs according to the current construction and development climate. A detailed opinion of cost for construction and operational start-up has been included in the detailed financial forecast, which has been delivered as an associated document. As demonstrated below, the Sports and Events Model is projected to cost between $58 million and $70.5 million

USES OF FUNDS	LOW	MID	HIGH
LAND COST	TBD	TBD	TBD
HARD COST	$38,892,685	$43,214,095	$47,535,504
COURT AND SPORTS EQUIPMENT COST	$2,642,105	$2,935,673	$3,229,240
FURNITURE, FIXTURES, AND EQUIPMENT	$5,679,220	$6,310,244	$6,941,269
SOFT COSTS CONSTRUCTION	$4,954,463	$5,504,959	$6,055,455
SOFT COSTS OPERATIONS	$1,727,319	$1,727,319	$1,727,319
ESCALATION	$4,123,187	$4,581,319	$5,039,451
WORKING CAPITAL RESERVE	TBD	TBD	TBD
TOTAL USES OF FUNDS	$58,018,980	$64,273,609	$70,528,238

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THE SPORTS FACILITIES ADVISORY

Indoor Facility Program – Sports-Focused Model

Based on SFA's understanding of the Client's definitions of success, SFA's industry experience, and market research conducted during the market opportunity and pro forma development process, SFA developed the following indoor facility program. The indoor building for the Sports-Focused Model will require approximately 2.73 acres of land and occupy a footprint of approximately 119,000 square feet. Including an outdoor RV Park with 100 spots and accompanying amenities, setbacks, trails, green space, and miscellaneous site development requirements, the entire complex will require approximately 562 parking spaces and 13.62 total acres of developable land.

Indoor Athletic Facility

Space	Indoor Programming Product/Service	Count	Dimensions L (')	Dimensions W (')	Approx. SF each	Total SF	% of Footprint
Courts	Basketball Courts (actual courts 84' x 50')	10	104	80	8,320	83,200	59.3%
	Volleyball Courts	20	60	30	Over Basketball Courts		0.0%
	Total Courts Sq. Ft.					83,200	59.3%
Flex Space	Lobby/Welcome Area	1	-	-	1,500	1,500	1.1%
	Control Room	1	15	10	150	150	0.1%
	Ticket Office	1	10	10	100	100	0.1%
	Manager's Offices	3	10	10	100	300	0.2%
	Office Area	1	-	-	900	900	0.6%
	Kitchen/Prep Area	1	60	60	3,600	3,600	2.6%
	Food Court/Seating Area	1	50	50	2,500	2,500	1.8%
	Flex/Team Rooms	2	60	25	1,500	3,000	2.1%
	Ref Rooms	2	15	10	150	300	0.2%
	Training Room	1	20	15	300	300	0.2%
	Locker Rooms	2	40	30	1,200	2,400	1.7%
	Restrooms	2	35	25	875	1,750	1.2%
	Leased Space - Medical	1	-	-	5,000	5,000	3.6%
	Mezzanine	1	520	16	8,320	8,320	5.9%
	Total Flex Space Sq. Ft.					30,120	21.5%
	Required SF for Products and Services					113,320	80.7%
	Mechanical, Electrical, Storage, etc.	10% of P&S SF (Excl. Leased Space)				10,832	7.7%
	Common Area, Stairs, Circulation, etc.	15% of P&S SF (Excl. Leased Space)				16,248	11.6%
	Total Estimated Indoor Athletic Facility SF					**140,400**	100%
	Estimated Building Footprint					**118,872**	
	Total Building Acreage					**2.73**	

Outdoor Amenities

Space	Programming Product/Service	Count	Dimensions L (')	Dimensions W (')	Approx. SF each	Total SF	% of Footprint
Outdoor Amenities	RV Spots	100	50	20	1,000	100,000	91.7%
	Restroom/Shower/Laundry Facility Structures	12	-	-	350	4,200	3.8%
	Pavilions	4	35	35	1,225	4,900	4.5%
	Total Outdoor Amenities Sq. Ft.					109,100	100.0%
	Total Estimated Outdoor Adventure SF					**109,100**	100.0%
	Total Outdoor Adventure Acreage					**2.50**	

Site Development

		Quantity	Dimensions L (')	Dimensions W (')	Approx. SF each	Total SF	% of Total
Parking Spaces Total	Parking Spaces Total (10'x18') (20' x 20' Inc. aisles)	562	20	20	400	224,800	61.5%
	Setbacks, Green Space, Trails, etc.		25% Indoor SF, 50% Outdoor			140,468	38.5%
	Total Estimated Site Development SF					**365,268**	100%
	Total Site Development Acreage					**8.39**	

Total Complex Acreage	**13.62**

Summary of SFA's Opinion of Cost – Sports-Focused Model

Based on the facility program, data from comparable complexes that are currently in construction, and regional cost data from the construction industry, the table below summarizes SFA's opinion of cost for the complex, including a range of low and high-end development development costs according to the current construction and development climate. A detailed opinion of cost for construction and operational start-up has been included in the detailed financial forecast, which has been delivered as an associated document.

USES OF FUNDS	LOW	MID	HIGH
LAND COST	TBD	TBD	TBD
HARD COST	$31,169,230	$34,632,477	$38,095,725
COURT AND SPORTS EQUIPMENT COST	$2,540,268	$2,822,520	$3,104,772
FURNITURE, FIXTURES, AND EQUIPMENT	$1,571,246	$1,745,829	$1,920,412
SOFT COSTS CONSTRUCTION	$4,279,266	$4,754,740	$5,230,214
SOFT COSTS OPERATIONS	$1,507,446	$1,507,446	$1,507,446
ESCALATION	$3,074,602	$3,416,225	$3,757,847
WORKING CAPITAL RESERVE	TBD	TBD	TBD
TOTAL USES OF FUNDS	$44,142,057	$48,879,236	$53,616,415

As demonstrated above, the Sports-Focused Model is projected to cost between $44.1 million and $53.6 million.

Summary of Financial Performance

As detailed in the full financial forecast for each proposed model, the complexes are projected to generate revenue from over 13 primary business units. The full financial forecast includes a revenue and expense projection for each individual business unit for the first five years of operations. The following tables provide a summary of the revenue categories, expense categories, and the resulting overall financial performance for years one through five of facility operations for each proposed model.

The table below summarizes the total revenue and direct expenses (cost of goods sold) for the **Sports and Events Model** operations during the first five years and concludes with the gross margin and gross margin as a percent of revenue.

Revenue	Year 1	Year 2	Year 3	Year 4	Year 5
Rental Basketball Tournaments	$83,000	$93,000	$113,300	$140,800	$147,840
Rental Volleyball Tournaments	$60,000	$90,000	$112,200	$132,000	$138,600
Seated Court Events	$10,000	$15,000	$22,000	$22,000	$23,100
Court Rental Events	$60,000	$75,000	$99,000	$110,000	$115,500
Meetings and Non-Sport Events	$346,500	$356,895	$404,362	$416,493	$450,437
Court Rentals	$71,940	$74,098	$80,137	$82,541	$89,268
RV Park	$255,500	$319,375	$386,425	$421,575	$479,521
Facility Fees	$150,240	$202,640	$235,840	$277,440	$277,440
Food & Beverage	$1,014,381	$1,160,541	$1,264,056	$1,394,093	$1,414,319
Hotel Rebates	$75,192	$103,571	$118,486	$145,645	$145,806
Retail	$21,064	$26,014	$29,367	$34,092	$34,180
Tenant Revenue	$130,000	$130,000	$130,000	$130,000	$130,000
Sponsorship/Advertisement Revenue	$153,750	$153,750	$184,500	$184,500	$205,000
Total Revenue	**$2,431,566**	**$2,799,884**	**$3,179,673**	**$3,491,180**	**$3,651,012**
Cost of Goods Sold	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**
Rental Basketball Tournaments	$8,300	$9,300	$11,330	$14,080	$14,784
Rental Volleyball Tournaments	$6,000	$9,000	$11,220	$13,200	$13,860
Seated Court Events	$1,000	$1,500	$2,200	$2,200	$2,310
Court Rental Events	$6,000	$7,500	$9,900	$11,000	$11,550
Meetings and Non-Sport Events	$138,600	$142,758	$161,745	$166,597	$180,175
Court Rentals	$3,597	$3,705	$4,007	$4,127	$4,463
RV Park	$63,875	$79,844	$96,606	$105,394	$119,880
Facility Fees	$0	$0	$0	$0	$0
Food & Beverage	$557,909	$638,297	$695,231	$766,751	$777,876
Hotel Rebates	$18,798	$25,893	$29,622	$36,411	$36,451
Retail	$14,744	$18,210	$20,557	$23,865	$23,926
Tenant Expense	$0	$0	$0	$0	$0
Sponsorship/Advertisment Expense	$38,438	$38,438	$46,125	$46,125	$51,250
Total Cost of Goods Sold	**$857,261**	**$974,444**	**$1,088,542**	**$1,189,750**	**$1,236,526**
Gross Margin	**$1,574,305**	**$1,825,440**	**$2,091,131**	**$2,301,430**	**$2,414,486**
% of Revenue	*65%*	*65%*	*66%*	*66%*	*66%*

As demonstrated above, the **Sports and Events Model** is projected to generate approximately $2.4 million of revenue in Year 1 of operations, growing to approximately $3.7 million of revenue by Year 5. Revenue growth is based on two factors: year-over-year growth in volume of sales and fee increases in Year 3 and Year 5 of operations. Gross margin (revenue minus cost of goods sold) is projected to equal approximately $1.6 million in Year 1 of operations, growing to $2.4 million of by Year 5; gross margin is the profit remaining to cover operating expenses and debt service.

SFA categorizes operating expenses into four categories, each of which has been detailed in the full financial forecast. Those categories are:

1. Facility Expenses – the costs associated with operating the physical asset
2. Operating Expenses – the costs associated with operating the business
3. Management Payroll – the salaries associated with general and administrative staff members
4. Payroll Taxes/Benefits/Bonus – the fringe costs of employment for both management and part-time staff members

The table below summarizes the operating expenses for each of the first five years of operations, demonstrates earnings before interest, tax, depreciation, and amortization (EBITDA), as well as EBITDA as a percent of revenue.

Operating Expenses	Year 1	Year 2	Year 3	Year 4	Year 5
Facility Expenses	$655,081	$664,267	$675,935	$688,858	$698,879
Operating Expense	$559,039	$549,198	$566,108	$581,561	$590,171
Management Payroll	$670,000	$696,800	$724,672	$753,659	$783,805
Payroll Taxes/Benefits/Bonus	$253,269	$272,565	$293,350	$311,797	$324,138
Total Operating Expenses	**$2,137,389**	**$2,182,830**	**$2,260,065**	**$2,335,874**	**$2,396,993**
EBITDA	**($563,084)**	**($357,390)**	**($168,934)**	**($34,444)**	**$17,493**
% of Revenue	*-23%*	*-13%*	*-5%*	*-1%*	*0%*

As demonstrated previously, the **Sports and Events Model** is projected to require a subsidy of approximately $563,000 of EBITDA (gross margin minus operating expenses) in Year 1 of operations, before generating a positive return due to an EBITDA figure of approximately $17,500 in Year 5.

The table below summarizes the total revenue and direct expenses (cost of goods sold) for the **Sports-Focused Model** operations during the first five years and concludes with the gross margin and gross margin as a percent of revenue.

Revenue	Year 1	Year 2	Year 3	Year 4	Year 5
Rental Basketball Tournaments	$83,000	$93,000	$113,300	$129,800	$136,290
Rental Volleyball Tournaments	$60,000	$90,000	$99,000	$118,800	$124,740
Court Rental Events	$50,000	$65,000	$88,000	$88,000	$92,400
Court Rentals	$71,940	$74,098	$80,137	$82,541	$89,268
RV Park	$255,500	$319,375	$386,425	$421,575	$479,521
Facility Fees	$135,040	$181,440	$195,840	$224,640	$224,640
Food & Beverage	$369,063	$484,448	$527,840	$600,036	$600,239
Hotel Rebates	$69,461	$97,483	$104,495	$124,697	$124,697
Retail	$19,341	$24,123	$26,027	$29,292	$29,360
Tenant Revenue	$130,000	$130,000	$130,000	$130,000	$130,000
Sponsorship/Advertisement Revenue	$127,500	$127,500	$153,000	$153,000	$170,000
Total Revenue	**$1,370,845**	**$1,686,468**	**$1,904,063**	**$2,102,382**	**$2,201,155**
Cost of Goods Sold	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**
Rental Basketball Tournaments	$8,300	$9,300	$11,330	$12,980	$13,629
Rental Volleyball Tournaments	$6,000	$9,000	$9,900	$11,880	$12,474
Court Rental Events	$5,000	$6,500	$8,800	$8,800	$9,240
Court Rentals	$3,597	$3,705	$4,007	$4,127	$4,463
RV Park	$63,875	$79,844	$96,606	$105,394	$119,880
Facility Fees	$0	$0	$0	$0	$0
Food & Beverage	$202,985	$266,447	$290,312	$330,020	$330,131
Hotel Rebates	$17,365	$24,371	$26,124	$31,174	$31,174
Retail	$13,539	$16,886	$18,219	$20,504	$20,552
Tenant Expense	$0	$0	$0	$0	$0
Sponsorship/Advertisment Expense	$31,875	$31,875	$38,250	$38,250	$42,500
Total Cost of Goods Sold	**$352,536**	**$447,927**	**$503,547**	**$563,129**	**$584,044**
Gross Margin	**$1,018,310**	**$1,238,541**	**$1,400,516**	**$1,539,252**	**$1,617,111**
% of Revenue	*74%*	*73%*	*74%*	*73%*	*73%*

As demonstrated above, the **Sports-Focused Model** is projected to generate approximately $1.4 million of revenue in Year 1 of operations, growing to approximately $2.2 million of revenue by Year 5. Revenue growth is based on two factors: year-over-year growth in volume of sales and fee increases in Year 3 and Year 5 of operations. Gross margin (revenue minus cost of goods sold) is projected to equal approximately $1 million in Year 1 of operations, growing to $1.6 million of by Year 5; gross margin is the profit remaining to cover operating expenses and debt service.

The table below summarizes the operating expenses for each of the first five years of operations, demonstrates earnings before interest, tax, depreciation, and amortization (EBITDA), as well as EBITDA as a percent of revenue for the **Sports-Focused Model**.

Operating Expenses	Year 1	Year 2	Year 3	Year 4	Year 5
Facility Expenses	$587,091	$596,174	$605,535	$616,767	$625,731
Operating Expense	$393,985	$391,581	$401,401	$411,502	$416,974
Management Payroll	$540,000	$616,600	$641,264	$666,915	$693,591
Payroll Taxes/Benefits/Bonus	$151,902	$178,530	$189,385	$201,436	$208,462
Total Operating Expenses	**$1,672,977**	**$1,782,885**	**$1,837,585**	**$1,896,619**	**$1,944,758**
EBITDA	**($654,667)**	**($544,344)**	**($437,069)**	**($357,367)**	**($327,647)**
% of Revenue	*-48%*	*-32%*	*-23%*	*-17%*	*-15%*

As demonstrated previously, the **Sports-Focused Model** is projected to require a subsidy of approximately $655,000 of EBITDA (gross margin minus operating expenses) in Year 1 of operations, before further requiring a subsidy of approximately $328,000 in Year 5.

Economic Impact Expectations

As stated previously, SFA developed its forecasts based on the prioritization of events that meet the Client's objectives related to both local and tournament programming and best practices for managing successful sports tourism facilities. As part of that exercise, SFA conducted an in-depth analysis of the two components that determine economic impact:

1. The average daily expenditure for non-local visitors to the market, including but not limited to:
    - Average daily rate for hotels
    - Average daily meal costs
    - Percent of spending in market by category
2. The details for each event, including but not limited to:
    - Number of participants
    - Number spectators
    - Markets from which participants travel
    - Day and overnight travel habits in the region and across the industry
    - Length of event

For the purposes of this study, SFA analyzed overnight visitors to the market. Overnight visitors are defined as those coming to the Tallahassee area from more than 90 minutes away who stay overnight. SFA's economic impact projections do not include any assumptions for visitors extending their stay beyond the event and do not include any indirect or induced spending projections.

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Average Daily Expenditure

SFA projected per-person spending in the categories in which visitors to the Tallahassee market are expected to spend for regional youth and amateur tournaments and events. The chart below shows that overnight visitors are expected to spend an average of $135.60 per person per day, growing to $143.92 in year five. The estimates for per person spending are based on conservative estimates for how non-local visitors will spend while in market. SFA believes that these are reliable estimates, and that it is unlikely that per person spending will fall below the projected amounts

Per Person Spending By Category

	Year 1	Year 2	Year 3	Year 4	Year 5
Lodging/Accommodations	$40.08	$40.68	$41.29	$41.91	$42.54
Dining/Groceries	$48.00	$48.72	$49.45	$50.19	$50.95
Transportation	$8.16	$8.28	$8.41	$8.53	$8.66
Entertainment/Attractions	$3.84	$3.90	$3.96	$4.02	$4.08
Retail	$22.56	$22.90	$23.24	$23.59	$23.94
Miscellaneous	$12.96	$13.15	$13.35	$13.55	$13.76
Total	**$135.60**	**$137.64**	**$139.70**	**$141.80**	**$143.92**

Economic Impact Drivers

Before converting the per-person average daily expenditure into a total direct spending projection, SFA analyzed the two most important drivers of economic impact: non-local days in market and room nights generated for each event projected. Non-local days in market are the number of days that non-local visitors will spend in the Tallahassee market because of the tournament or event they are attending. Hotel room nights are the number of nights that visitors will stay in the local area to take part in tournaments and events.

The table that follows summarizes the projected economic impact drivers and direct spending in years one through five at each model of the indoor complex.

Economic Impact Drivers (Sports and Events Model)

Economic Impact Drivers

	Year 1	Year 2	Year 3	Year 4	Year 5
Non-Local Days in Market - Overnight	77,530	105,240	120,476	146,294	146,461
Room Nights	17,866	24,609	28,152	34,605	34,643

Economic Impact

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Direct Spending - Overnight	$10,513,259	$14,485,017	$16,830,723	$20,744,144	$21,079,357
Total Indirect Spending	$2,573,057	$3,545,121	$4,119,219	$5,077,005	$5,159,046
Total Economic Impact	**$13,086,316**	**$18,030,138**	**$20,949,941**	**$25,821,150**	**$26,238,404**

The table above demonstrates that SFA expects the **Sports and Events Model** to generate approximately 146,000 new non-local days in market, almost 35,000 new room nights, and a total of approximately $26.2 million in economic impact at maturity in year five of operations.

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Job Creation (Sports and Events Model)

In addition to the impacts and benefits the Complex will have within the County and outside of the facility, SFA has also projected the number of full-time and full-time equivalent employees the facility will hire to support operations. Based on this analysis, the Sports and Events Model is projected to require 29.3 full-time and full-time equivalent jobs at maturity. Full-time and full-time equivalent assume an average hourly rate of $15 and 40 hours worked per week for 52 weeks.

Job Creation within the Facility	
	Year 5
Staff Salaries	$632,644
Hours Worked	42,176
Full-Time Equivalence	20.3
Full-Time Employees	9.0
Total Jobs	**29.3**

Total job creation throughout the County, which includes both full-time and part-time workers, is expected to increase by 968 jobs (counted as annual jobs) from years one through five. Additionally, the facility will create jobs for 24 employees in year 1, 25 employees in year 2, 27 employees in year 3, 29 employees in year 4, and 29 employees every year thereafter. As a result, over the first 10 years of operations, the Sports and Events Model will create 268 total jobs. SFA projects the Sports and Events Model will result in the creation of 425 construction jobs (annual jobs).

Economic Impact Drivers (Sports-Focused Model)

Economic Impact Drivers

	Year 1	Year 2	Year 3	Year 4	Year 5
Non-Local Days in Market - Overnight	70,932	98,115	105,426	124,146	124,146
Room Nights	16,504	23,162	24,828	29,628	29,628

Economic Impact

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Direct Spending - Overnight	$9,618,616	$13,504,292	$14,728,217	$17,603,589	$17,867,643
Total Indirect Spending	$2,354,099	$3,305,095	$3,604,643	$4,308,373	$4,372,999
Total Economic Impact	**$11,972,714**	**$16,809,386**	**$18,332,860**	**$21,911,962**	**$22,240,642**

The table above demonstrates that SFA expects the **Sports-Focused Model** to generate approximately 124,000 new non-local days in market, almost 30,000 new room nights, and a total of approximately $22.2 million in economic impact at maturity in year five of operations.

Job Creation (Sports-Focused Model)

In addition to the impacts and benefits the Complex will have within the County and outside of the facility, SFA has also projected the number of full-time and full-time equivalent employees the facility will hire to support operations. Based on this analysis, the Sports-Focused Model is projected to require 15.7 full-time and full-time equivalent jobs at maturity. Full-time and full-time equivalent assume an average hourly rate of $15 and 40 hours worked per week for 52 weeks.

Job Creation within the Facility	
	Year 5
Staff Salaries	$241,064
Hours Worked	16,071
Full-Time Equivalence	7.7
Full Time Employees	8.0
Total Jobs	**15.7**

Total job creation throughout the County, which includes both full-time and part-time workers, is expected to increase by 804 jobs (counted as annual jobs) from years one through five. Additionally, the facility will create jobs for 12 employees in year 1, 14 employees in year 2, 15 employees in year 3, 16 employees in year 4, and 16 employees every year thereafter. As a result, over the first 10 years of operations, the Sports-Focused Model will create 145 annual jobs. SFA projects the Sports-Focused Model will result in the creation of 322 construction jobs (annual jobs).



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Potential Funding Sources

Based on SFA's experience in planning and funding facilities across the country similar to the facilities detailed in the included facility program, communities and private clients have deployed the following funding mechanisms successfully in recent projects. It should be noted that in today's development climate, most projects have a diverse set of funding sources and often rely on public-private partnerships.

Potential Funding Sources – Special Districts

- **Tax Increment Financing (TIF)**
  - A district is developed specifically for the purpose of incentivizing development. Upon establishment, the tax base of the district is frozen and any increase to the tax base as a result of new developments are used to pay the TIF bonds. The State of Florida permits tax revenue from state property taxes to fund eligible projects related to promote sound economic development.
- **Taxes on Business/Business Improvement Districts (BIDs), Community Development Districts (CDDs), and other Special Districts**
  - A district is developed where businesses are required to pay an additional tax to fund projects within the boundaries of the district. The State of Florida permits the formation of Business Districts across the state in order to encourage private investment and attract sound and stable business and commercial growth.
- **Opportunity Zones**
  - An economically distressed community where new investments, under certain conditions, become eligible for preferential tax treatment. Localities qualify as Opportunity Zones if they have been nominated for that designation by the state and that nomination has been certified by the Secretary of the U.S. Treasury via their delegation of authority to the Internal Revenue Service.

Potential Funding Sources - Partnerships

- **Public-Private Partnerships**
  - Development and/or operational commitments are made by both public and private organizations in order to provide capital, credit, or long-term income to secure or back a loan. Private sector partners are most commonly developers, medical sector organizations, for-profit sports or wellness organizations, and non-profit sports or wellness organizations. The Public-Private Partner relationship can encompass a few or all of the following facility development phases: design, build, finance, operate, and/or manage.
- **Public-Public Partnerships**
  - Development and/or operational commitments are made by multiple public sector organizations in order to provide capital, credit, or long-term income to secure or back a loan. Public sector partners are most commonly Cities/Towns/Villages, Counties, Parks & Recreation Departments, Chamber/CVB/Tourism Departments, and School Districts.

In addition to providing an outline of potential funding sources, including the formation of special districts and the development of the partnerships listed above, SFA has also provided case studies of an existing facility developed using a few of the described sources.

FUNDING SOURCES CASE STUDY – CEDAR POINT SPORTS CENTER

Based on SFA's experience in planning and funding facilities similar to the facilities included in the included facility programs, SFA has provided a case study that details a real-world funding scenario. This scenario provides an overview of the funding structure utilized to fund the best-in-class indoor sports tourism venue, the Cedar Point Sports Center in Sandusky, OH.

The Cedar Point Sports Center opened in 2020 with a total development cost of approximately $42 million. The venue offers 185,000 square feet of indoor sports, event, and entertainment space and serves thousands of visitors on a regular tournament weekend. The facility also includes the Lee C. Jewett Sports Medicine Center in a partnership with Firelands Regional Medical Center.

Since sports tourism serves as the primary driver of the facility, various interested public and private parties collaborated in a true Public-Private Partnership to promote and fund the development of the venue, therefore encouraging new visitation to the market. This visitation has proven especially beneficial to the community during non-peak tourism seasons.

The funding structure for Cedar Point Sports Center included the following approximate contributions:

- County Hotel Tax - $23 million
- Firelands Regional Medical Center - $11 million
- City Tax Financing - $2 million
- Private Equity - $6 million
    - Cedar Fair Entertainment
    - Lake Erie Shores & Islands Convention and Visitors Bureau



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FUNDING SOURCES CASE STUDY – ADVENTHEALTH SPORTS PARK



The current development climate for youth and amateur sports facilities generally requires a robust combination of funding sources and mechanisms to turn a concept into reality. AdventHealth Sports Park at Bluhawk is a relevant example of a sports tourism and mixed-use development project that relied on creative funding solutions to become developable.

AdventHealth Sports Park is set to open in 2024 with a total development cost of approximately $125 million for Phase I of the development (sports facility only). The venue offers 250,000 square feet of indoor sports, event, and entertainment space, with adjacent residential, medical, lodging/hospitality, and other traditional mixed-use spaces as a privately owned and operated development. The medical component serves a key function within most public-private partnerships, often occupying a dedicated leased space within the development and/or purchasing naming rights that can account for as much as 26 percent of the total development cost, according to SFA's industry experience.

Sports tourism serves as the primary driver of the facility, although the venue will accommodate regular local programming. Various interested public and private parties collaborated to promote and fund the development of the venue, therefore encouraging new visitation and promoting new spending to occur the market that would not occur but for the development of the complex. The funding structure for Bluhawk Sports Park included the following funding mechanisms:

- Sales Tax and Revenue (STAR) Bonds - $46.5 Million
    - A portion of state sales tax generated within the mixed-use development district returns to the developer over time to pay for the sport facility
- Private Equity
- Traditional Lending

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FUNDING SOURCES CASE STUDY – EMERALD ACRES

Youth and amateur sports facilities generally require creative and multi-lateral funding solutions prior to development. Emerald Acres Sports Connection is a non-profit-operated sports tourism development project that required a unique operating arrangement and funding structure to promote development.

Emerald Acres Sports Connection in Mattoon, IL is set to open in 2024 with a total development cost of approximately $65 million (sports facilities only). The complex offers a combined 150-acre property, with 150,000 square feet of indoor sports, event, and entertainment space and 12 outdoor fields that prioritize sports tourism.

Sports tourism serves as the primary driver of the facility, although the venue will accommodate regular local programming. Various interested public and private parties collaborated to promote and fund the development of the venue, therefore encouraging new visitation and promoting new spending to occur the market that would not occur but for the development of the complex. The funding structure for Emerald Acres Sports Connection included the following funding mechanisms:

- Expansion of Existing Business Improvement District (BID)
  - The district consists of new and existing mixed-use and commercial development
- Future Property Tax Incentive (Incremental)
- Private Equity (Capital and Land Contributions)



About SFA

Since 2003, the Sports Facilities Companies – comprised of Sports Facilities Advisory, Sports Facilities Development, and Sports Facilities Management – has become the United States' most trusted resource for communities seeking to plan, fund, develop, and/or operate sports, recreation, entertainment, and wellness facilities. The SFA team has guided projects in over 2,500 communities nationwide and overseen more than $15 billion in projects, making it the largest single network of sports tourism and local recreation venues in the country. Through our managed venues, SFA hosts more than 25 million visits annually and drives over $200 million of economic impact annually.

For more information about SFA, visit www.sportsfacilities.com.



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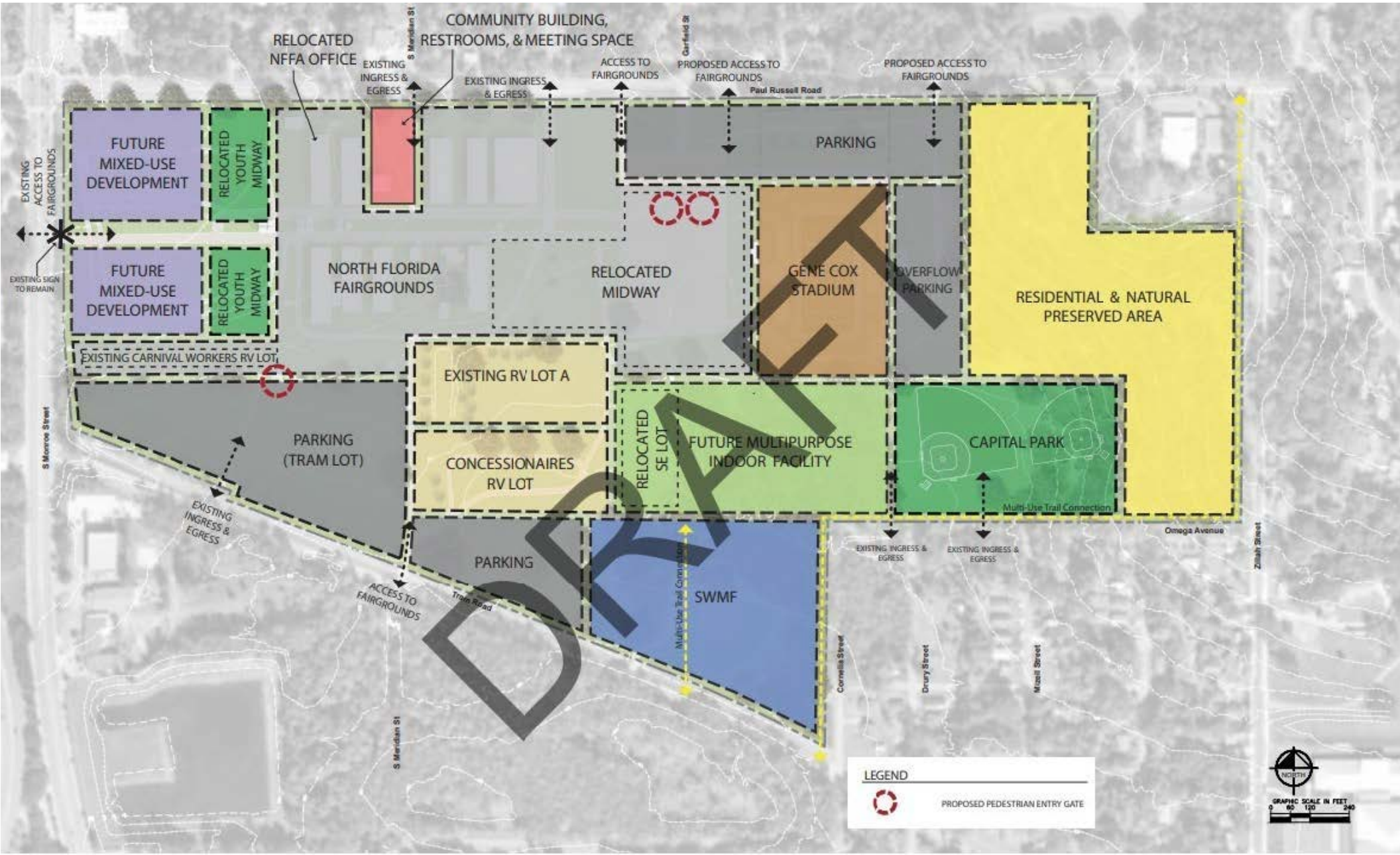
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S Meridian St
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EXISTING ACCESS TO FAIRGROUNDS
EXISTING SIGN TO REMAIN
FUTURE MIXED-USE DEVELOPMENT
RELOCATED YOUTH MIDWAY
FUTURE MIXED-USE DEVELOPMENT
RELOCATED YOUTH MIDWAY
NORTH FLORIDA FAIRGROUNDS
RELOCATED MIDWAY
PARKING
GENE COX STADIUM
OVERFLOW PARKING
RESIDENTIAL & NATURAL PRESERVED AREA
EXISTING CARNIVAL WORKERS RV LOT
EXISTING RV LOT A
PARKING (TRAM LOT)
CONCESSIONAIRES RV LOT
RELOCATED SE LOT
FUTURE MULTIPURPOSE INDOOR FACILITY
CAPITAL PARK
Multi-Use Trail Connection
Omega Avenue
S Monroe Street
EXISTING INGRESS & EGRESS
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EXISTING INGRESS & EGRESS
PARKING
ACCESS TO FAIRGROUNDS
Tram Road
Multi-Use Trail Connection
SWMF
Cornelia Street
Drury Street
Mizell Street
Zillah Street
S Meridian St
DRAFT
LEGEND
PROPOSED PEDESTRIAN ENTRY GATE
NORTH
GRAPHIC SCALE IN FEET
0 60 120 240

Leon County
Board of County Commissioners

Notes for Agenda Item #17

Leon County Board of County Commissioners
Agenda Item #17
February 10, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on the Financial Review of Tallahassee Museum's Use of Public Grant Funds

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Mathieu Cavell, Director, Community Relations & Resilience Roshaunda Bradley, Director, Office of Management and Budget
Lead Staff / Project Team:	Kerri L. Post, Director, Division of Tourism Jon LaBarre, Senior Operations Manager

Statement of Issue:

This item provides a report on staff's financial review of the Tallahassee Museum's use of Tourist Development Tax (TDT)-funded grant awards following concerns that, over the past five years, the Museum paid a board-affiliated vendor (i.e., a vendor owned by, employing, or controlled by a member of the grantee's governing board/board of trustees) without a competitive procurement process. Based on the records reviewed, staff determined that the TDT-funded expenditures examined complied with applicable state law, the Museum's governing policies and procedures, and the County's grant guidelines. While the review did not identify improper expenditures or violations, it underscored a policy gap that can create the appearance of impropriety and self-dealing in County TDT-funded programs; therefore, staff determined that necessary and appropriate revisions to the upcoming County Tourism Grant Guidelines are warranted to prohibit the use of County TDT grant funds to pay board-affiliated vendors.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on the financial review of the Tallahassee Museum's use of public grant funds.

Option #2: Direct staff to draft the proposed revisions to the FY 2026–2027 County Tourism Grant Guidelines and to work with COCA to implement comparable revisions to COCA's Grant Guidelines for Tourism funded programs.

Report and Discussion

Background:

This item provides a report on staff's financial review of the Tallahassee Museum's use of Tourist Development Tax (TDT)-funded grant awards following concerns that the Museum awarded more than $1.2 million over the past five years to a board-affiliated vendor (i.e., a vendor owned by, employing, or controlled by a member of the grantee's governing board/board of trustees) without a competitive procurement process. Based on the records reviewed, staff determined that the TDT-funded expenditures complied with applicable state law, the Museum's governing policies and procedures, and the County's grant guidelines. Staff's review confirmed compliance with current requirements, but it also underscored a policy gap that can create the appearance of impropriety and self-dealing in County TDT-funded programs. To reinforce public trust and safeguard program integrity, staff determined that necessary and appropriate revisions are warranted to prohibit payments to board-affiliated vendors.

Accordingly, staff will draft proposed revisions to the County Tourism grant guidelines for implementation beginning in FY 2026–2027. The proposed revisions would prohibit the use of County Tourism grant funds to pay board-affiliated vendors and would require disclosure of actual expenditures in post-event reports to support compliance and reimbursement review. If directed by the Board, staff will also work with the Council on Culture and Arts (COCA) to implement comparable revisions to COCA's grant guidelines for TDT-funded programs.

At its September 15, 2025 meeting, the Board directed staff to review the Museum's use of public grant funds and report back with findings and any needed process improvements. Following Board direction, staff gathered and analyzed the following documents to assess the Tallahassee Museum's public grant awards over the past five years:

- Division of Tourism Grant Guidelines, Tallahassee Museum Legacy Event Grant applications, Grant application scoring, Grant agreements, and post-event reports;
- Leon County payments made to Tallahassee Museum over the last five years;
- COCA Cultural Facilities Matching Grant Guidelines, Tallahassee Museum COCA Cultural Facilities Matching Grant applications, Cultural Facilities Matching Grant agreements, scoring, and final grant reports;
- COCA Cultural Program Grant Guidelines, Tallahassee Museum COCA Cultural Program Grant applications, Cultural Program Grant agreements, scoring, and final grant reports;
- COCA Financial reporting on payments made to Tallahassee Museum over the last 5 years; and
- Tallahassee Museum Bylaws and Ethics Policy, which includes Conflict-of-Interest Policies.

Originally opened as the Tallahassee Junior Museum in 1957, the Tallahassee Museum (Museum) is a nonprofit organization that operates a museum and visitor attraction in Leon County. The Museum hosts public programming and events and receives visitors throughout the year. Over the past five years, the Museum has received Tourist Development Tax (TDT)-funded grants through programs administered by the Leon County Division of Tourism and by the Council on Culture and Arts (COCA) under its agreement with the County. The following information summarizes those TDT-funded grant awards.

Leon County Grant Funds Awarded to Tallahassee Museum from FY 2021-2025

The Tallahassee Museum has received eight grants from the Leon County Division of Tourism over the past five years totaling $324,016, funded through Legacy Event Grants and Special Event Grants supported by TDT revenue. In addition, the Museum received $57,500 in federal grant funds from the CARES Act Grant Program and the American Rescue Plan Act (ARPA). In total, County-administered grant funding to the Tallahassee Museum over the last five years is $381,516, as outlined in Table #1.

Table #1: Leon County Grant Funds Awarded to Tallahassee Museum from FY 2021 – FY 2025

Grant Type	FY	Award	Grant Use
Cares Act	2021	$37,500	Nonprofit Payroll Assistance
Tourism Legacy Event Grant	2023	$56,000	Market Days 2022
Tourism Legacy Event Grant	2023	$70,000	Market Days 2023
American Rescue Plan Act (ARPA)	2024	$20,000	Payroll, Marketing and Supplies
Tourism Legacy Event Grant	2024	$85,000	Market Days 2024
Tourism Special Event Grant	2024	$7,353.69	Bicentennial Celebration
Tourism Special Event Grant	2025	$2,837.18	Zoobilee Event
Tourism Special Event Grant	2025	$1,304.09	Pioneer Breakfast Event
Tourism Legacy Event Grant	2025	$100,000	Market Days 2025
Tourism Special Event Grant	2025	$1,521.04	Swamp Stomp Event
Total 5-Year Funding		**$381,516**	

Tourism grants are reimbursement-based, and the grant guidelines require post-event reports from each grantee, including actual invoices detailing all expenses related to the awarded funding. Tourism staff review these reports for compliance with the grant guidelines before reimbursements are issued. While the Tourism Grant Guidelines do not prescribe specific purchasing or solicitation procedures for how grantees acquire goods and services, all expenditures must be documented and submitted in accordance with the guidelines and the agreements each grantee signs.

The review of the Tallahassee Museum's County Tourism grant expenditures did not identify any payments to Museum Board members or their companies, and all expenditures reviewed were approved as eligible within the Tourism Grant Guidelines (Attachment #1). County Tourism grants are reimbursement-based, and reimbursements are issued only for documented, eligible post-event expenses (receipts/invoices and proof of payment) that comply with applicable state law governing Tourist Development Tax uses; the current guidelines do not specifically address payments to a grantee's board-affiliated vendors, and staff therefore proposes to revise the upcoming guidelines to prohibit those payments.

COCA Grant Funding Awarded to Tallahassee Museum from FY 2021 – FY 2025

COCA currently administers two grant programs funded with TDT revenue: the COCA Cultural Grant Program and the Cultural Tourism Marketing Grant Program. In 2014, the Board also

dedicated an additional ¼ cent of TDT to support the capital improvement needs of local cultural organizations through the Cultural Facilities Matching Grant (CFMG) Program. Through a series of Board-approved extensions, the CFMG Program continued until it was sunset in 2022, with a final two-year agreement between COCA and the Tallahassee Museum to use the remaining CFMG funds to design, construct, and install the Museum's new Alligator Exhibit.

Over the past five years, the Tallahassee Museum has applied for and received 10 COCA grants funded with TDT, totaling $1,057,514, as outlined in Table #2.

Table #2: COCA Grant Funding Awarded to Tallahassee Museum from FY 2021 – FY 2025

Grant Type	FY	Award	Grant Use
COCA Cultural Grant	2021	$81,250	Annual Programming
COCA Cultural Facilities Matching Grant	2022	$223,500	Alligator Exhibit Installation
COCA Cultural Grant	2022	$86,000	Annual Programming
COCA Tourism Marketing Grant	2022	$2,000	Marketing
COCA Cultural Grant	2023	$160,000	Annual Programming
COCA Tourism Marketing Grant	2023	$3,000	Marketing
COCA Cultural Grant	2024	$200,000	Annual Programming
COCA Tourism Marketing Grant	2024	$3,000	Marketing
COCA Cultural Grant	2025	$295,264	Annual Programming
COCA Tourism Marketing Grant	2025	$3,500	Marketing
Total 5-Year Funding		**$1,057,514**	

COCA Grant Guidelines and standard grant agreements set the requirements for eligible expenses and reporting. Grantees receiving more than $10,000 in COCA funding are required to submit semi-annual expense reports as part of their mid-year and year-end reporting. COCA staff review these reports and supporting documentation for compliance with the grant guidelines and the executed grant agreements. For grants over $10,000, payments are made in two installments: the first upon execution of the agreement and the second upon receipt and approval of the mid-year report. COCA Grant Guidelines do not prescribe specific purchasing procedures or require a formal solicitation process for how grantees acquire goods and services; however, all expenditures must be documented and submitted in accordance with the guidelines and grant agreements.

The review of the Tallahassee Museum's final grant reports for COCA-funded projects identified two instances in which COCA grant funds were used to pay companies owned by Museum trustees for goods or services provided to the Museum:

- In 2022, $223,500 in COCA Cultural Facilities Matching Grant funding was paid to Silvestri Construction Inc. to serve as the general contractor for the design and construction of the Alligator Exhibit.
- In 2023, $194.68 in COCA Cultural Grant funding was used to pay RAGZ, a local T-shirt and custom apparel company, for educational program supplies and materials.

In total, these payments represent approximately $223,694 in COCA grant funding paid to companies owned by Tallahassee Museum trustees over the past five years. With no other instances identified in the review of COCA-funded projects involving trustee-affiliated vendors, and due to the funding amount involved, a more detailed assessment of the 2022 COCA Cultural Facilities Matching Grant for the Alligator Exhibit follows.

Analysis:

In 2022, the Museum received a $223,500 COCA Cultural Facilities Matching Grant for the Alligator Exhibit and engaged Silvestri Construction Inc. as the general contractor; Silvestri Construction Inc. is owned by a Museum trustee. The total project cost was $807,520, including $223,500 in COCA grant funds and $584,020 from private donations and other Museum funds. The Museum paid Silvestri Construction Inc. $515,447 for general contracting and related project costs, including subcontracted services and materials. Museum records indicate that Silvestri's profit and overhead totaled 13% of the total project cost. The exhibit opened on March 23, 2024.

Staff reviewed the Tallahassee Museum's Bylaws, Trustee Agreement, and Ethics Policy in connection with the 2022 COCA Cultural Facilities Matching Grant for the Alligator Exhibit. In summary, the Museum's governing documents:

- Establish ethical/recusal expectations for trustees when a matter before the Board involves a trustee's personal or business interest;
- Rely on disclosure/recusal as the primary control when a potential conflict arises; and
- Do not prohibit the Museum from contracting with vendors affiliated with trustees (including trustee-owned businesses), provided the organization follows its internal governance requirements.

Staff also reviewed the applicable County Tourism and COCA grant guidelines alongside the documentation listed above, as well as the executed grant agreements for the awards reviewed. Those documents establish eligible uses of funds, reimbursement and payment structure, and documentation and reporting requirements (e.g., required invoices/receipts, proof of payment, and post-event or periodic reporting) that staff use to review submissions for compliance. The guidelines do not prescribe a competitive procurement process for grantee vendor selection and do not specifically restrict payments to board-affiliated vendors.

While staff did not identify improper expenditures or violations of law or applicable grant guidelines, the review underscored a policy gap that can create the appearance of impropriety and self-dealing in County TDT-funded programs. It is not uncommon for public funding frameworks to include conflict-of-interest safeguards—including restrictions on payments to board-affiliated vendors—to protect program integrity and public trust. Accordingly, staff determined that necessary and appropriate revisions to the County Tourism Grant Guidelines are warranted for FY 2026–2027 to prohibit the use of County TDT-funded Tourism grant dollars to pay board-affiliated vendors (i.e., vendors owned by, employing, or controlled by a member of the grantee's governing board/board of trustees) and will also work with COCA to implement comparable revisions for COCA-administered TDT-funded programs.

Options:

1. Accept the status report on the financial review of the Tallahassee Museum's use of public grant funds.
2. Direct staff to draft the proposed revisions to the FY 2026–2027 County Tourism Grant Guidelines and to work with COCA to implement comparable revisions to COCA's Grant Guidelines for Tourism funded programs.
3. Do not accept the status report on the financial review of the Tallahassee Museum's use of public grant funds.
4. Do not direct staff to draft the proposed revisions to the FY 2026–2027 County Tourism Grant Guidelines and to work with COCA to implement comparable revisions to COCA's Grant Guidelines for Tourism funded programs.
5. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. FY2019 COCA Cultural Facilities Matching Grant Program - Grant Guidelines
2. FY2025 COCA Cultural Grant Program – Grant Guidelines
3. FY2024-2025 County Tourism Grant Guidelines

COUNCIL ON CULTURE & ARTS | TALLAHASSEE/LEON COUNTY

FY25 Grant Guidelines

Cultural Grant

Cultural Tourism Marketing Grant

Local Community Grant

Visit Tallahassee
Pretty. Unexpected.

CITY OF TALLAHASSEE

Administered by the Council on Culture & Arts (COCA), on behalf of Leon County & the City of Tallahassee

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Grant Programs Calendar

Date	Cultural Grant & Cultural Tourism Marketing Grant	Local Community Grant *(Formerly Cultural Grant (Community), City Grant)*
April 24, 2024	Grant Application & Guidelines available, Application Portal Opens	
May 9, 2024	Grant Application Webinar	
June 7, 2024	Last day for grantee consultations	
June 18, 2024 (11:59 PM)	FY25 Application Deadline	
June 19 – 25, 2024	COCA Staff Eligibility Review	
June 26 – July 12, 2024	County TDT Eligibility Verification	The TDT review process is not applicable to Local Community Grants.
July 19, 2024	Applicant Revisions Deadline (If Necessary)	
July 24, 2024	Secondary County TDT Eligibility Verification Results	
July 29, 2024	Panelist training for TDT-funded grant panelists	
August 28, 2024	Panel Review Meeting for TDT-funded grants	
September 5, 2024	COCA Board Reviews & Approves FY25 TDT-Funded Grant Recommendations	
September 12, 2024	TDC Reviews & Approves FY25 TDT Funding Recommendations	
September 30, 2024	City & County Budgets Finalized	
October 1, 2024	Grant Period Begins	
October 31, 2024	FY24 Final Reports due; applicants who were funded in FY24 must have their final report submitted and approved before their FY25 contract can be executed	
November 2024	First Payment disbursed upon execution of contract; grant awards $10,000 and below will be distributed in one payment; grant awards above $10,000 will be split into two payments	
January 3, 2025	The Local Community Grant panel is not applicable to the Cultural Grant and Cultural Tourism Marketing Grant.	Panelist training for Local Community Grant
February 5, 2025		Panel Review Meeting for Local Community Grant panelists

Date	Cultural Grant & Cultural Tourism Marketing Grant	Local Community Grant *(Formerly Cultural Grant (Community), City Grant)*
March 20, 2025* *Date subject to change; check Public Notices for up-to-date information*	The Local Community Grant panel is not applicable to the Cultural Grant and Cultural Tourism Marketing Grant.	COCA Executive Committee Reviews & Approves FY25 Local Community Grant Recommendations
May 1, 2025	Mid-year reports due; second payment of awards greater than $10,000 will be distributed upon approval of Mid-year Report	
September 30, 2025	Grant Period Ends	
October 31, 2025	FY25 Final Reports Due	

About COCA

COCA, the Council on Culture & Arts, is a non-profit organization that serves as the facilitator and voice for the arts and cultural industry in Florida's capital area. Designated to serve as the local arts agency for Tallahassee and Leon County, COCA is the capital area's only umbrella agency for arts and culture, and works with and for those who produce, invest in, and enjoy the arts and culture in the area.

COCA's mission is to serve and support the community by promoting and advocating for arts and culture in Florida's capital region. We play a dual role: providing resources and promoting the arts and culture to citizens and visitors. COCA is not a government entity but works together with City, County, state, and local school districts as their cultural industry partner. COCA designs and administers grant programs under contract with the City and County and in annual collaboration with a community task force and citizen review panel.

Visit COCA online at www.TallahasseeArts.org. Make sure you sign up for the COCA Classifieds email, which goes out on Thursdays to over 9,000 subscribers. Learn about funding sources, professional development, calls to artists of all disciplines, job opportunities, and more.

Grantees will also want to check out COCA's Marketing Resources and Media Guide at https://www.tallahasseearts.org/services/marketing-assistance/.

Do not forget to post your events on www.TallahasseeArts.org for inclusion in our Tallahassee Arts Guide "This Week" email of arts, culture, and heritage events that is sent to over 14,000 weekly recipients. We also produce a monthly art education e-newsletter. Sign up for all of COCA's e-newsletters at https://www.tallahasseearts.org/services/newsletters/.

COCA Grant Programs

COCA currently offers three grant programs (outside of arts education grants): the Cultural Grant, the Cultural Tourism Marketing Grant and the Local Community Grant. In a given fiscal year, an eligible organization may apply for:

- One Cultural Grant,
- One Cultural Tourism Marketing Grant, and
- One Local Community Grant.

These three grant programs share one application and one due date. However, two panels will be held. See page 19 for more information.

Cultural Grant

The Cultural Grant funds programming expenses for programs bringing out-of-county visitors to Tallahassee/Leon County. Applicant programming must have as one of its main purposes the attraction of tourists and must meet at least one of the following goals:

1. **Offer arts, history, or cultural programs with exemplary standards and objectives.**
   The grant program seeks to fund programming that enriches the community with attention to the highest standards and objectives within a cultural discipline.

2. **Provide educational opportunities in arts, culture, and/or history for young people or adults.**
   The grant program seeks to fund programming that features learning opportunities for young and/or life-long learners.

3. **Serves a special or diverse population or need, fills a unique niche, or engages the community in the creative or artistic process.**
   The grant program seeks to fund programming that offers a unique service in arts, culture, and history not otherwise provided in the community; programs that provide distinctive arts, history, and cultural offerings; programs that highlight cultural diversity and/or access for persons with disabilities; programs that bring arts, cultural and historic exhibits, or events to underserved areas; programs that engage members of the community in the creative and/or artistic process.

Where do the Funds Come from?

The Cultural Grant is funded by Leon County's Tourist Development Tax (TDT) revenue. Grants funded using TDT funds are subject to compliance with Florida Statute 125.0104, pursuant to which, TDT revenue may be used to "promote and advertise tourism in [Florida] and nationally and internationally" on the condition that:

> *"…if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event shall 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****."*

Certain definitions set out in § 125.0104, Fla. Stat., are included below to assist in ensuring eligibility:

- "Promotion" means marketing or advertising designed to increase tourist-related business activities.

- "Tourist" means a person who participates in trade or recreational activities outside the county of his/her permanent residence or who rents or leases transient accommodations.

Other authorized uses of Tourist Development Tax (TDT) Revenue include:

- Publicly owned and operated convention centers, sports arenas, auditoriums
- Auditoriums publicly owned and operated by a nonprofit.
- Aquariums or museums or zoological parks publicly owned/operated or owned/operated by a nonprofit.

Therefore, all applicants must have demonstrated efforts to enhance Leon County's tourism impact. All applicants must show evidence of out-of-county marketing and promotion and track out-of-county visitors.

In addition to COCA's review process, COCA and Leon County will review all Cultural Tourism Marketing Grant applications to verify eligibility and compliance with § 125.0104 of the Florida Statutes prior to scoring. See page 17 for more information.

Cultural Tourism Marketing Grant

The Cultural Tourism Marketing Grant (CTMG) funds expenses related to marketing to out-of-county visitors. Examples of eligible opportunities may include, but are not limited to:

- Media placement and production (print, online, broadcast & radio)
- Printed materials
- Tradeshow registration fees and booth rentals
- Video/CD-ROM/DVD production
- Public relations/media communications
- Promotional items
- Website development
- Graphic design
- Marketing personnel (for marketing to tourists)

Where do the Funds Come From?

The Cultural Tourism Marketing Grant is funded by Leon County's Tourist Development Tax (TDT) revenue. Grants funded using TDT funds are subject to compliance with Florida Statute 125.0104, pursuant to which, TDT revenue may be used to "promote and advertise tourism in [Florida] and nationally and internationally" on the condition that:

> *"…if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event shall 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****."*

Certain definitions set out in § 125.0104, Fla. Stat., are included below to assist in ensuring eligibility:

- "Promotion" means marketing or advertising designed to increase tourist-related business activities.
- "Tourist" means a person who participates in trade or recreational activities outside the county of his/her permanent residence or who rents or leases transient accommodations.

Other authorized uses of Tourist Development Tax (TDT) Revenue include:

- Publicly owned and operated convention centers, sports arenas, auditoriums
- Auditoriums publicly owned and operated by a nonprofit.
- Aquariums or museums or zoological parks publicly owned/operated or owned/operated by a nonprofit.

Therefore, all applicants must have demonstrated efforts to enhance Leon County's tourism impact. All applicants must show evidence of out-of-county marketing and promotion and track out-of-county visitors.

In addition to COCA's review process, COCA and Leon County will review all Cultural Tourism Marketing Grant applications to verify eligibility and compliance with § 125.0104 of the Florida Statutes prior to scoring. See page 17 for more information.

Local Community Grant (Formerly known as Cultural Grant (Community), City Grant)

The Local Community Grant funds programming expenses for programs that serve residents of Tallahassee/Leon County. Applicant programming must meet at least one of the following goals:

1. **Offer arts, history, or cultural programs with exemplary standards and objectives.**
   The grant program seeks to fund programming that enriches the community with attention to the highest standards and objectives within a cultural discipline.

2. **Provide educational opportunities in arts, culture, and/or history for young people or adults.**
   The grant program seeks to fund programming that features learning opportunities for young and/or life-long learners.

3. **Serve a special or diverse population or need, fills a unique niche, or engages the community in the creative or artistic process.**
   The grant program seeks to fund programming that offers a unique service in arts, culture, and history not otherwise provided in the community; programs that provide distinctive arts, history, and cultural offerings; programs that highlight cultural diversity and/or access for persons with disabilities; programs that bring arts, cultural and historic exhibits, or events to underserved areas; programs that engage members of the community in the creative and/or artistic process.

Where do the Funds Come From?

COCA is contracted by the City and County for the management of its grant programs. Currently COCA works with the City and County to use its General Revenue funds to support community art programs. COCA has also received support from the National Endowment for the Arts (NEA) for this program. All Local Community grants are contingent on funding and cannot be considered final until the County's and City's budgets have been approved and revenues received. Additional support from the NEA is contingent on annual approval, award amount and availability of funds.

Because the Local Community Grant is **not** funded by the Tourist Development Tax, applicants to this program are not required to market or appeal to out-of-county visitors.

Eligibility

All applicants to COCA grant programs must meet the following basic eligibility. Individual grant programs have additional eligibility requirements.

1. **Applicants must be one of the following:**
    a. **A not-for-profit Florida corporation with at least 60% of your operating cash budget originating from earned income and classified by the IRS (Internal Revenue Service) as a 501I3, sub-class "public charity".**

    COCA staff will confirm your not-for-profit status with the IRS and/or the Florida Division of Corporations. If we cannot confirm your status, you will be asked to provide proof of current not-for-profit status.

    "Operating cash" refers to expenses related to day-to-day operations. It includes programs, overhead and administrative costs. It does not include capital campaigns, endowment funds, cash reserves or contingency funds.

    "Earned income" includes admissions, contract services, corporate contributions, foundation grants, competitive government grants from federal, state, city, or county operations, including Leon County Tourist Development Council and Community Human Services Partnership grants. It does not include operating cash from government sources, such as government-paid staff, expenses and contracts.

    The application will help you determine what percentage of your operating cash originates from earned income.

    b. **A state partner (i.e., a department, museum, or other organization working under the FEID number of a part of the State of Florida, Florida State University, Florida A&M University, or Tallahassee State College).**

    State partner organizations are required to provide a letter of support from the Agency Head, Division Director, Dean, Department Chair or University Supervising Official.

State partners fall into two categories: “General/Educational” and “Destination.” The category will determine how much funding you can request (see page 14).

i. **General/Educational State Partners** can apply for programs that demonstrate efforts to enhance Leon County tourism and that create broader public access, benefit, and participation in arts and cultural events in our community. Public education programs must be presented to the public and may not be primarily for university-enrolled students.

ii. **Destination State Partners** have permanent facilities and/or sites that are open to the public at least 180 days per year, with regular programming directed to the public and tourists and a documented impact on tourist visitation.

Please note: an organization whose primary purpose is to channel resources (financial, human, or other) to an affiliated organization is not eligible to apply if the affiliated organization submits its own application. This prohibition applies even if each organization has its own 501-(C)(3) status. For example, the “Angels for The Theatre” may not apply if the “The Theatre” applies.

Fundraising organizations affiliated with state supported cultural organizations, such as Friends of, Foundations, Citizens Support Organizations, and K-12 schools themselves are not eligible to apply for this grant. Instead, the state-supported cultural organization itself, including college or university schools, departments, or other officially recognized entities, may be eligible to apply for a grant under the special designation of State Partner (see above).

2. **Applicant’s mission must be to produce or promote arts and/or history programming.**
The broad range of activities funded by this grant includes visual, performing, and literary arts, arts education, historic destinations, media arts, and museums.

(State of Florida, Division of Arts and Culture Eligibility statement re: Museums To be an eligible museum, the organization must be open to the public for at least 180 days each year, own or utilize works of art, historical artifacts, or other tangible objects, whether animate or inanimate; care for these works of art, historical artifacts, or other tangible objects; exhibit these works of art, historical artifacts, or other tangible objects to the public on a regular schedule.)

Even if an organization presents occasional arts or history programming, if its mission is not primarily arts and/or history, then funding should be sought elsewhere. This includes organizations with civic, educational, social service, environmental, health-related, religious, political, journalistic, athletic, or multifaceted missions.

3. **Applicant must have completed at least one fiscal year of programming in your discipline.**
“Programming” refers to public events and activities, not simply fundraising activities.

4. **Applicant must present or produce programs/activities/events in Tallahassee/Leon County.** This includes being formally registered in the City of Tallahassee and Leon County.

5. **Applicant must have a professional staff.**
   May be paid or volunteer, if staff members are qualified, competent, and regularly available during normal business hours to administer a grant.

6. **Applicant must have a governing Board of Directors that meets regularly and operates under a set of by-laws.**

7. **Applicant must be able to demonstrate the receipt of community support through subscriptions, memberships, earned income, foundation grants, and/or other private fundraising (including in- kind support).**

8. **Applicant must produce arts or cultural programs that are regularly available to the public throughout the year.**
   An organization whose mission is to produce seasonal events or festivals does not qualify for COCA funding.

9. **Applicant must have documented statistics on attendance and participation for your programs and/or facility (paid or free) that represent a broad community impact.**

10. **Applicant must be committed to and have a plan in place to provide for accessibility for people with disabilities, including compliance with the Americans with Disabilities Act (ADA).**

Cultural Grant & Cultural Tourism Marketing Grant Eligibility

1. **In addition to arts and culture, applicant 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.**

2. **Applicant must clearly identify public relations/promotional/marketing tactics used to reach visitors outside Leon County.**

3. **Applicant must have a marketing plan that clearly indicates out-of-market advertising or promotion.**

4. **Applicant must track and report the number of Out-of-County visitors served by programs.**

NOTE: No program may receive grant funding from both the County Tourism Event Grant Program and the Council on Culture & Arts (COCA).

Local Community Grant Eligibility

1. **Applicant must track and report the number of residents served by programs.**

NOTE: No program may receive grant funding from both the Community Human Services Partnership (CHSP) or the Community Redevelopment Agency (CRA) and the Council on Culture & Arts (COCA).

Local Community Grants will be scored based on how well the application aligns with one or more of the following City priorities:

- **Economic Development** – According to the Arts & Economic Prosperity 6 study conducted by COCA with Americans for the Arts in 2022 & 2023, the nonprofit arts and culture sector is a significant industry in Leon County—one that generates $203.9 million in total economic activity. This spending—$118 million by nonprofit arts and cultural organizations and an additional $85.8 million in event-related spending by their audiences—supports 2,930 full-time equivalent jobs, generates $94.4 million in household income to residents, and delivers $33.2 million in government revenue.
- **Impact on Poverty** – The Florida Chamber's Florida Prosperity Project has defined the Root Causes of Poverty. Several of them are impacted directly by arts and culture:
    - **Lack of employment opportunities** – According to a report from the National Governors Association, at-risk youth most likely to suffer from limited lifetime productivity, the arts contribute to lower recidivism rates; increased self-esteem; the acquisition of job skills; and the development of much needed creative thinking, problem solving and communications skills. Involvement in the arts is one avenue by which at-risk youth can acquire the various competencies necessary to become economically self-sufficient over the long term, rather than becoming a financial strain on their states and communities.
    - **Inequities in education & workforce development–** According to Americans for the Arts' Arts + Social Impact Explorer, employers rank study in the arts as second (following self-employment experience) as an indicator of the kind of creativity they are looking for in employees.
    - **Unsafe environments** – According to the University of Pennsylvania's Social Impact of the Arts Project, lower- income neighborhoods with higher cultural assets show less child abuse and neglect investigations (14 percent), obesity (5 percent), and serious crime (18 percent). Kids from those communities also scored 18 percent higher in English Language Arts and Math exams than their peers.
    - **Lack of recognition and access within a community** - According to Americans for the Arts' Arts & Social Impact Explorer, a variety of research shows that common cultural history, whether hip hop, community murals, or immigrant heritage and craft, can provide unity in community dialogues about housing preservation that celebrates an area's unique culture and reflects the needs and values of all who live there.
- **Public Safety** – According to Americans for the Arts' Arts & Social Impact Explore, arts participation correlates with lower rates of juvenile delinquency and truancy, and cultural resources are linked to better health, schooling, and security. The arts also help maintain racial and economic diversity and lower rates of racial harassment.

- **Quality of Life** - According to the Creating Healthy Communities: Arts + Public Health in America initiative, the arts can be especially beneficial for public health in five key areas: collective trauma, racism, mental health, social exclusion and isolation, and chronic disease.

Calculating Your Request

All three grant programs have different maximum requests. Organizations are encouraged to request an award amount appropriate for the scope of your proposal. In some cases, this may be less than your maximum allowable request. Use your best judgment to ensure that your request is competitive.

Cultural Grant

There is a maximum allowable request for every applicant based on the allowable operating income in your last completed fiscal year. How much an organization can request depends on two things: the type of organization and the size of the organization.

Nonprofits

Your funding request is based on "allowable operating income" in your most recently completed fiscal year for which you submitted a 990/990-N. Your "allowable operating income" includes:

- Programming expenses
- Overhead expenses
- Administrative expenses
- In-kind income; if your in-kind income is greater than 15% of your cash expenses, you are capped at 15% in-kind.

"Allowable operating income" does not include capital campaigns, endowment funds, cash reserves or contingency funds.

The application will assist you in calculating your allowable operating income.

Allowable Operating Income	Group #	Max % of Operating Income	Maximum Request
$0 - $74,999	4	50%	$30,000
$75,000 - $499,999	3	20%	$85,000
$500,000 - $1,499,999	2	10%	$150,000
$1,500,000 +	1	10%	$325,000

State Partners

If your organization is a department, museum, or other organization working under the FEID number of a part of the State of Florida, Florida State University, Florida A&M University, or Tallahassee State College; you may be eligible to apply as a State Partner.

NOTE: No more than 15% of the total funds for COCA's Cultural Grant Program each year will be awarded to State Partner applicants.

There are two categories of State Partners: "General/Educational" and "Destination."

General/Educational

General or Educational Partners can apply for programs that demonstrate efforts to enhance Leon County tourism and that create broader public access, benefit, and participation in arts and cultural events in our community. Public education programs must be presented to the public and may not be primarily for university-enrolled students. Applicants will apply to Group 4 and may request up to a maximum of $30,000 in grant funding.

Destination

A Destination is a permanent facility and/or site that is open to the public at least 180 days per year that has regular programming directed to the public and tourists and has a documented impact on tourist visitation.

If the applicant is eligible to apply as a State Partner Destination as defined above and has less than 60% of its annual operating cash budget originating from earned income, applicants may request up to $30,000.

An eligible State Partner Destination that has **more than 60%** of its operating cash budget originating from earned income, use the chart below to find your appropriate request. **The application will assist you in calculating your allowable operating income.**

Earned Income of the specific department, division or program applying for the grant	**Group #**	**Max % of Operating Income**	**Maximum Request**
$0 - $74,999	4	50%	$30,000
$75,000 - $499,999	3	20%	$85,000
$500,000 - $1,499,999	2	10%	$150,000
$1,500,000 +	1	10%	$325,000

Cultural Tourism Marketing Grant

Eligible applicants may request up to $3,500 to support out-of-county marketing and promotion of programs to ensure compliance with Florida Statute 125.0104.

Local Community Grant

Eligible applicants may request up to $10,000 to support local arts programs.

How Can Grant Funds Be Spent?

All funds must be spent within the grant activity period of October 1 through September 30. Funds that are not spent within this period (or for the specific programs and expenses described in your application) are subject to repayment.

Applicants will detail how grant funds, if awarded, will be used to support and/or promote one of the organization's programs, publications, events, or other public activities.

All events and activities funded by this grant must be for the public and not be intended for an exclusive target group only. Any fees charged to participate should be reasonable and not so high as to effectively exclude a large group of people.

Allowable Expenses

All grant fund expenses must be directly related to programs. Tourism funding must include the promotion of activities, services, venues, or events with the attraction of tourists as one of the main purposes of such programming and/or promotion.

Examples of expenses that may be allowable so long as they specifically fulfill that statutory purpose include, but are not limited to:

Personnel: Administrative, **Artistic/Programmatic**, and **Technical/Production** – May be used to fund a portion of staff salaries as directly related to programming and/or promotion of tourist related activities/events/programs. May include artistic director, curator, marketing staff, etc.

Outside Fees & Services: Artistic – Payments to firms or persons for the services of individuals who are not normally considered employees of applicant but consultants or employees of other organizations whose services are specifically identified with the project. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Outside Fees & Services: Other – Payments to firms or persons for services of individuals who are not normally considered employees of "applicant," but consultants or the employees of other organizations, whose services are specifically identified with the project.

Exhibit/Production/Event Expenses – Costs directly related to the production of the event. Includes exhibit rentals; royalties; printing and graphic design; exhibit costs; sets and costumes; lumber, supplies and equipment; postage and freight.

Educational Programs & Materials – Costs directly related to educational programs, including materials.

Project Space Rental – Payment specifically identified with the project for rental of rehearsal, theatre, hall, gallery, and other such spaces. If the applicant owns the building, space rental expenses are not allowed.

Travel – Limited to travel costs to individuals providing outside contractual service. This may include contracted artists or technicians. Include housing costs for these individuals in this category. Travel expenses for ongoing personnel is not allowed.

Marketing/Promotion – Costs for marketing/publicity/promotion specifically identified with the project. Do not include payments to individuals or firms defined as "personnel" or "outside professional services." Include costs for newspaper, radio, and television advertising; printing, and mailing of brochures, flyers, and posters; space rental when directly connected to promotion, publicity, or advertising. Items purchased for merchandising or resale are not allowable.

Project Materials and Supplies – All eligible expenses not entered in other categories and specifically identified with the project. Include consumable office supplies, postage, equipment rentals/purchase, supplies/materials, and insurance.

Non-Allowable Expenses

Grant funds may not be used for general overhead that is unrelated to programming and/or promotion (i.e., financial audit, board retreats, decorating the facility, etc.)

Grant funds may not be used for capital expenses. For the purposes of this grant, capital expenses include building projects, acquisitions, renovations, land acquisition, and other permanent improvements to physical plants (i.e., new roof, air conditioning systems, security fence, lighting grids). Capital expenses also include the purchase of equipment that is not related to the production of events or exhibits.

For example, a projector for closed captioning, stage lights, film projector, artwork for a permanent collection, or interpretive items for an exhibit are allowable. A copy machine or a delivery van is not.

Other non-allowable expenses include:

- Expenses incurred or obligated outside of the grant period
- Any costs not directly related to programming and promotion
- Bad debts, contingencies, fines and penalties, interest, and other financial costs
- Mortgage payments
- Operation of privately-owned facilities (i.e., studios, homes)
- Private or exclusive entertainment (i.e., parties, receptions or benefits that are not open and accessible to the public)
- Food and beverages (including alcohol)
- Cash reserves
- Contributions and donations
- Endowment
- Fellowships/scholarships
- Fundraising
- Re-granting
- Third-party grant administration (indirect costs)
- Attendance at conferences and seminars

- Staff Travel
- Plaques and awards
- Religious programs
- Lobbying or attempting to influence federal, state, or local legislation or any other expenditure not authorized by Chapter 112 of the Florida Statutes
- The City of Tallahassee and Leon County discourage line-item requests if you are eligible to apply to this grant program or others.
- No program may receive TDT grant funding from both the County Tourism Event Grant Program and the Council on Culture & Arts (COCA).
- No program may receive Local Community Grant funding from the Community Human Services
- Partnership (CHSP), the Community Redevelopment Agency (CRA) and the Council on Culture & Arts (COCA).

How Do I Apply?

<table>
<tr><th></th><th>Cultural Grant & Cultural Tourism Marketing Grant</th><th>Local Community Grant
(Formerly Cultural Grant (Community), City Grant)</th></tr>
<tr><td>1.</td><td colspan="2">Navigate to https://tallahasseearts.submittable.com/</td></tr>
<tr><td>2.</td><td colspan="2">Next to “FY25 COCA Grant Programs,” click “submit.”</td></tr>
<tr><td>3.</td><td colspan="2">Create a Submittable account, or log in to your Submittable account, and confirm your address.</td></tr>
<tr><td>4.</td><td colspan="2">Fill out the following form, “FY25 COCA Grant Programs – Basic Eligibility.”</td></tr>
<tr><td>5.</td><td colspan="2">Based on your answer to the question, “Please select the grant programs from which you would like to request funding,” you will receive one or both forms within 24 business hours of your submission:</td></tr>
<tr><td></td><td>If you indicated that you wish to request either the Cultural Grant or the Cultural Tourism Marketing Grant, you will receive the form “FY25 COCA Grant Programs – CG + CTMG.”</td><td>If you indicated that you wish to request the Local Community Grant, you will receive the form “FY25 COCA Grant Programs – LCG.”</td></tr>
<tr><td>6.</td><td colspan="2">All relevant forms (Basic Eligibility, CG + CTMG, LCG) must be submitted by:
June 18, 2024 at 11:59 p.m.</td></tr>
</table>

COCA offers technical assistance to all interested applicants. If you would like to have your draft application reviewed before submission, please do so at least one week before the deadline. New applicants are strongly encouraged to set up a consultation.

Late applications will not be accepted under any circumstances. If you have difficulties with the submission of an electronic application, please email us.

Please email Summer Callahan, Grants Manager at summer@tallahasseearts.org to discuss eligibility requirements, schedule a technical consultation, or ask questions about completing your application.

How Are Applications Reviewed?

COCA staff will review all applications to confirm eligibility to the goals of the COCA grant program and for TDT applicants, to the Tourism Statute 125.0104 F.S.

All Cultural Grant and Cultural Tourism Grant applications will be provided to the Director of Tourism to verify eligibility to the Tourism Statute 125.0104 F.S. If the County determines that the application is ineligible, the rationale will be provided to COCA in writing on or before July 12 and transmitted to the applicant by COCA.

The applicant will then have until July 19 to revise and submit their application. The revised application that will be transmitted by COCA to the County.

The County will review the revised applications and provide a written decision on the eligibility of the same to COCA on or before July 24. If the County does not inform COCA of the ineligibility of any specific application(s) and the rationale for such decision by July 24, then such application may be presumed eligible and proceed to evaluation by the grant scoring panel.* Any applications deemed ineligible by COCA and/or the County as described above will not proceed to the scoring panel, and such decisions are final and unappealable.

Applications to the Local Community Grant Program are not subject to review by Leon County.

*Both COCA and the County are committed to ensuring that they meet the deadlines provided in these guidelines. However, neither body has the authority to waive the requirements of the Tourism Statute cited above. Therefore, applicants should be aware that, if unforeseen emergencies delay the eligibility review pertaining to the Tourism Statute, submission of applications to the grant scoring panel may be delayed and no presumptions of eligibility shall apply pending the completion of that eligibility review. In such an event, COCA will undertake to keep applicants as informed as possible of the status of any delays.

Panel Review Process

For FY25 applicants, two panels will be held.

	Cultural Grant & Cultural Tourism Marketing Grant	**Local Community Grant** ***(Formerly Cultural Grant (Community), City Grant)***
Panel Review Meeting	August 28, 2024	February 5, 2025
COCA Board of Directors or Executive Committee Reviews & Approves Funding Recommendations	September 4, 2024	March 20, 2025* *Date subject to change; check Public Notices and the Board Portal for up-to-date information*

TDC Reviews & Approves FY25 TDT Funding Recommendations	September 12, 2024	Not applicable; the Local Community Grant is not subject to TDC review

COCA uses a citizen review panel process, like both the Florida Division of Arts & Culture (DAC) and National Endowment for the Arts (NEA) grant programs, to make recommendations for funding. Panels are composed of non-profit businesspeople, tourism professionals, community leaders, artists, educators, experts in cultural disciplines and others as deemed appropriate for review criteria. COCA accepts nominations for panelists year-round by COCA. You can nominate a panelist here: https://www.tallahasseearts.org/services/grant-programs/grant-panelist-nomination-form/.

In appointing panel members, COCA considers geographic representation, minority representation, professional acumen, objectivity, and diverse aesthetic, institutional, and cultural viewpoints. All panelists must comply with the Standards of Conduct for Public Officers and Employees of Agencies as set forth in F.S. Section 286.012.

Panelists must recuse themselves from the discussion and scoring of any application from an organization in which they:

- serve as a board or staff member.
- serve as a key volunteer.
- serve as a paid consultant.
- have any other formal association or other experience which will give the appearance of a conflict.

Staff and Board members of COCA (as well as their spouses) and/or any applicant organization will be ineligible to serve as a voting panelist for the Cultural Grant Program.

Applicants attending panel meetings will be available to answer questions asked by panel members but may not elaborate on their grant beyond those questions. Applicants may respond to all questions and comments from panel members during the review meeting. All panel proceedings are open to the public.

A member of the COCA Board of Directors will chair each panel meeting but does not review or score the applications. Members of COCA's staff will be present to provide technical assistance.

COCA staff will report the panel's recommendations to the COCA Board of Directors for review and approval. All TDT- funded grants (Cultural Grant and Cultural Tourism Marketing Grant) will be forwarded to the Tourist Development Council (TDC) for review and approval.

The COCA Board is authorized to amend such recommendations based on current information not made available to the panel. Examples of the types of current information that may prompt such amendment include, but are not limited to:

- a panelist conflict of interest not disclosed at the panel meeting.
- misinformation presented at the panel meeting by someone other than a designated applicant representative.

- COCA staff error discovered after the panel meeting.
- bankruptcy or other fiscal concerns.
- or changes in the applicant's staff or operations that would impair implementation of the proposed grant activity.

COCA will notify applicants of the outcome of the grants review and approval process. No award is final, however, until the City and County Commissions approve their annual budgets. Funding for this grant program is contingent upon City and County budgets and tax collections.

Scoring Criteria

The scoring criteria for each grant program is based on the type of funding that grant program receives.

Cultural Grant + Cultural Tourism Marketing Grant

Cultural Grant and Cultural Tourism Marketing Grant applications will be scored on the following criteria:

- **Organizational Capacity (up to 20 points)**
  - The organization's planning shows realistic and appropriate future programming plans.
  - This organization's artistic, education, and/or administrative personnel (paid or volunteer) can conduct its programs effectively.
  - The applicant has demonstrated support for the organization through other sources of funding, volunteer efforts, program partnerships, and documented participation data.
  - The applicant exhibits sound fiscal management and administration as evidenced by the grant's narrative and the organization's past and current operating budgets.
- **Program Evaluation (up to 20 points)**
  - This program reflects the mission of the organization, and the scope of this program is feasible to implement in timeline provided and resources allocated (facilities, staff/volunteers, funding, etc.).
  - This program serves an appropriate number of people for the amount requested (considering special, diverse, underserved population it targets or unique niche it fills).
  - There are clearly articulated goals and useful methods of evaluating and documenting the success of this program (that extends beyond attendance figures).
  - Whether serving a large constituency, a special or diverse population or fulfilling a unique niche, this program's impact on and/or service to the community is an effective use of public funding.
- **Tourism Impact (up to 10 points)**
  - The application indicates the project is for a tourist-related business or activity and clearly conveys it has the attraction of tourists as a main purpose.
  - The application clearly identifies PR/promotional/marketing tactics to reach visitors from clearly identified geographic markets outside Leon County.

Local Community Grant

The Local Community Grant applications will be scored on the following criteria:

- **Organizational Capacity (up to 20 points)**
  - The organization's planning shows realistic and appropriate future programming plans.
  - This organization's artistic, education, and/or administrative personnel (paid or volunteer) can conduct its programs effectively.
  - The applicant has demonstrated support for the organization through other sources of funding, volunteer efforts, program partnerships, and documented participation data.
  - The applicant exhibits sound fiscal management and administration as evidenced by the grant's narrative and the organization's past and current operating budgets.
- **Program Evaluation (up to 20 points)**
  - This program reflects the mission of the organization, and the scope of this program is feasible to implement in timeline provided and resources allocated (facilities, staff/volunteers, funding, etc.).
  - This program serves an appropriate number of people for the amount requested (considering special, diverse, underserved population it targets or unique niche it fills).
  - There are clearly articulated goals and useful methods of evaluating and documenting the success of this program (that extends beyond attendance figures).
  - Whether serving a large constituency, a special or diverse population or fulfilling a unique niche, this program's impact on and/or service to the community is an effective use of public funding.
- **Community Impact (up to 10 points)**
  - The application aligns with one or more of the following City Priorities (see pages 12 & 13 for more information):
    - Economic Development
    - Impact on Poverty (lack of employment opportunities, unsafe environments, lack of recognition and access within a community)
    - Public Safety
    - Quality of Life

Funding Formula

The final score will be calculated by taking the average score of the panelists, dividing it by the total possible score (this number will vary based on the total number of programs the applicant has applied to), then multiplying by 100 (final score = average score/total possible points x 100). Below are examples of the funding formulas used to determine the potential maximum funding for requests. Keep in mind, these formulas are guidelines, not guarantees. COCA's Board of Directors has sole and final discretion to set funding formulas to be applied consistently based on the grant panel scoring.

Final Score	Maximum Funding
90 – 100	100% of request
80 – 89.99	90% of request
70 – 79.99	80% of request

Applications scoring less than 70 will not be eligible for funding. When determining the final scores for funding purposes, numbers will be rounded to two decimal places only and not to the whole number. For example, 89.99 will not be rounded to 90.

Reconsideration of Scoring Request

Any applicant wishing to request reconsideration of its score must submit a written and signed request for reconsideration to the COCA Board of Directors within 72 hours (3 business days) after the verified scores are announced via email by COCA Staff. Timely requests for reconsideration will be forwarded by the Chair of COCA's Board of Directors to the full scoring panel, which will review the request(s) and announce its final, unappealable decision at a public meeting within approximately seven (7) days, but no more than fourteen (14) days, following the submission of the request. In addition, suggestions regarding the grant program's policies and guidelines are welcomed year-round. The grant program is reviewed annually with the collaboration of a public task force and all applicants are encouraged to participate in the process.

Funding Order

The funding order is determined by the type of funding that grant program receives. Grant programs funded by the Tourist Development Tax (the Cultural Grant and the Cultural Tourism Marketing Grant) will be ranked together. The Local Community Grant will be ranked separately.

Cultural Grant + Cultural Tourism Marketing Grant

Each Group will be ranked by score from the highest score to the lowest score. Funds will be distributed in the following order:

Group 4; Group 3; Group 2; Group 1

Note: No more than 15% of the total Grant allocation may be awarded to State Partner Organizations

Local Community Grant

Priority funding will be given to organizations not awarded TDT funding, minority organizations*, and underserved organizations+. After these organizations have been funded, the remaining organizations will be ranked in order of score and funding will continue until the funds are exhausted. If there are more funds available than the total request, any remaining funds will be reallocated to the next fiscal year.

*For this program, a minority organization is composed of at least 51% persons who are Asian-Indian, Asian-Pacific, Black, Hispanic, and Native American. This includes staff, board, artists, and volunteers. Gender is not considered a minority for the purposes of this program.

+For this program, an organization is underserved if it has an annual operating budget of $150,000 or less.

After Award Approval

Once COCA has received a signed contract from an approved applicant, processing of the grant award begins. The award is paid out in installments after receipt of the signed grant contract.

Grantees who have not executed their grant contract within 90 days of receipt risk forfeiture of grant funds.

Grant Period

All grant funds must be spent between 10/1/2024 and 9/30/2025. There can be only one application per grant program and grant period for funds to benefit any single organization.

Non-Discrimination

By submitting this application, applicants agree they do not discriminate:

- On the grounds of race, color, or national origin (including limited English proficiency), in accordance with Title VI of the Civil Rights Act of1964, as amended (42 U.S.C. 2000d et seq.).
- On the grounds of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (29U.S.C. 794) and the Americans with Disabilities Act of 1990 ("ADA") (42 U.S.C. 12101-12213).
- Based on age, in accordance with the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.).
- Based on sex, in any education program or activity, in accordance with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.).
- Based on sexual orientation or gender identity in accordance with the City of Tallahassee's Anti-Discrimination and Anti-Harassment Policies and Procedures. Should there be a discrimination concern regarding a grantee, a copy of COCA's Civil Rights Complaint Policy is available upon request.

For further information and copies of the non-discrimination regulations identified above, contact the National Endowment for the Arts' Office of Civil Rights at 202/682- 5454 or 202/682-5695 Voice/T.T., or link to them through their web site at www.arts.gov. COCA will also gladly help with accessibility planning. Email COCA's accessibility coordinator Samantha Sumler to arrange a consultation at samantha@tallahasseearts.org.

Should there be a discrimination concern regarding a grantee, a copy of COCA's Civil Rights Complaint Policy is available upon request.

Intellectual Property Rights

It is the responsibility of applicants to hold the rights for any intellectual property (scripts, images, music, etc.) used in programs funded by this grant.

Funding Recognition

COCA grantees are required to include the COCA logo, the combined Leon County-Visit Tallahassee logo, and the City of Tallahassee logo on grant-related visual marketing materials (online, print, and media) developed for the funded program. To download logos, visit https://www.tallahasseearts.org/services/grant-programs/#logos

Whenever you include online funding recognition (on your organization's website and email marketing for example), the combined Leon County-Visit Tallahassee logo should be linked to www.VisitTallahassee.com the City of Tallahassee logo should be linked to www.Talgov.com, and the COCA logo should be linked to www.TallahasseeArts.org as much as possible. If you are awarded a Local Community Grant, you may also need to include the National Endowment for the Arts (NEA) logo. Grant-related marketing materials MUST be submitted to Communications & Marketing Manager, Samantha Sumler, at samantha@tallahasseearts.org for approval prior to the publication, dissemination, or release of marketing materials.

Grantees are encouraged to submit their marketing materials before a new fiscal year begins, as they may be able to get annual approval for certain types of collateral (such as posters or emails), if the subsequent logo use is identical.

Please note: Grantees that have been funded for the current fiscal year and anticipate funding for the subsequent fiscal year are encouraged to continue following the recognition policy described above when promoting their upcoming season or programs for a new fiscal year. Inclusion of logos is necessary when recognizing support of sponsors and should appear on most if not all marketing materials.

Wherever other sponsors for your grant program are included, COCA, Leon County-Visit Tallahassee, the City of Tallahassee, and when applicable, the National Endowment for the Arts logos should also be included. For ease of use, a "combination logo" of COCA/City/County/Visit Tallahassee may be used on all print media. However, the combination logo may not be used for online funding recognition, as online funding recognition must include individual logos with hyperlinks to the appropriate agency.

If COCA notifies a grantee of a failure to properly acknowledge COCA, Leon County-Visit Tallahassee, City of Tallahassee, and when applicable, the National Endowment for the Arts, in any of their grant-related marketing/promotional materials during the grant cycle, and the grantee fails to correct the issue, that grantee will have 5 points deducted from the next grant application the organization submits to COCA. Our government partners are dedicated to supporting worthwhile local events through grant programs and other promotional opportunities but reserve the right to reduce or eliminate grant funding for organizations that do not comply with grant recognition policies.

Grantees are required to submit copies of proof of grant acknowledgment at the time of the final report.

Changes to Programs

Grant funds may be used only for those programs or purposes specified in the application, reviewed by the grant panel, and approved by the COCA Board and the Tourism Development Council (TDC). Any significant changes in a grantee organization or its programs (i.e., budget, schedule, scope, personnel, etc.) must be submitted as a proposed amendment at the time the changes take place, and approved in

advance in writing to COCA, before grant funds may be utilized by grantee. Contact the Grants Manager to request an amendment form.

Grant Reports

Each grant recipient will be required to submit one interim report and one final report of all funds disbursed to their organization using forms located in the Submittable platform. The report will include Programming Documentation, Expenditure Log, and, upon request, Proof of Payment. The report will also include proof of Logo Recognition. Grantees are also required to report the estimated number of visitors or potential visitors served by the project or program. See page 4 for specific deadlines. Grant Report Forms will be completed in COCA's online grant portal – https://tallahasseearts.submittable.com/

An applicant must demonstrate that they:

- implemented the program(s) for which they received funding.
- spent the grant funds on allowable expenses and as indicated in their application.
- spent all grant funds within the grant activity period.

Failure to do so, or failure to do so in a timely manner, will require the applicant to fully repay any funds received and become ineligible for future funding.

Grantees who fail to submit reports at the appropriate deadline may be ineligible for the following grant cycle of the Cultural Grant, Cultural Tourism Marketing Grant and/or Local Community Grant.

In extreme/unusual circumstances, an organization may request an extension of up to 90 days from COCA.

Application

The below questions will appear on the application.

Basic Eligibility

Please select the grant programs from which you would like to request funding.

Organization Name (Official IRS name)

DBA or Department Program Name

Address

Organization website

Grant contact

Authorizing official

Is your organization: a not-for-profit Florida corporation with at least 60% of your operating cash budget originating from earned income and classified by the IRS as a 501(c)3, subclass "public charity”; a department, museum, or other organization working under the FEID number of a part of the State of Florida, Florida State University, Florida A&M University, or Tallahassee Community College; or neither?

Nonprofits only: Employer Identification Number

Nonprofits only: Unique Entity Identifier

State partners only: What kind of state partner are you? (General/Educational or Destination)

State partners only: Letter of support (option to directly request a letter of support available)

What is the mission and purpose of your organization?

Date of incorporation/founding

Number of years doing business in Leon County as a cultural organization

Does your organization present or produce programs/activities/events in Tallahassee/Leon County?

Identify your organization's key personnel (paid or volunteer). Include titles, bios, and briefly describe responsibilities for each position. Participating artists may be included.

List your organization's board of directors and summarize their responsibilities to your organization.

Describe the sources, types, and levels of community support received by your organization.

Provide an overview of your organization's year-round cultural programming.

Describe your organization's efforts to inclusively serve a special population or need, fill a unique niche, or provide programming to an underserved area.

Please provide your organization's DEI statement.

Please describe your organization's methods of tracking attendance and participation for your programs and/or facility.

How does your organization provide for accessibility for people with disabilities, including compliance with the Americans with Disabilities Act (ADA)?

Total Number of Organization's Paid Positions

Total Number of Organization's Volunteers

Total Number of Organization's Volunteer Hours

Total Value of Organization's In-Kind Donations

Total of Organization's Annual Attendance

Total Visitors from Outside Leon County

Is arts education part of your ongoing programming?

How many minors are served through your arts education programming?

How many adults are served through your arts education programming?

Last Completed Fiscal Year End Date

Operating Revenue

Please confirm the Allowable Operating Income for the Last Fiscal Year

Operating Expenses

Please confirm the Total Operating Expenses for the Last Fiscal Year

Explain any special fiscal circumstances that may exist for your organization.

FY25 COCA Grant Programs - CG + CTMG

Program Name

Program Summary

Describe the program for which you are requesting funding.

Does your organization have a method of tracking visitors from outside Leon County?

Please describe your method(s) for tracking out of county visitors.

Supplemental Materials

How does your program attract tourists and/or lengthen tourist stays in Leon County?

Please indicate the out of County geographic markets you will be targeting.

Please indicate the marketing tactics you will employ.

Please upload a copy of your marketing plan.

If you are planning to incorporate the Bicentennial into your programs in 2024, please explain how.

Grant Request Detail

Please confirm your Cultural Grant request.

Please confirm your Cultural Tourism Marketing Grant request.

FY25 COCA Grant Programs - LCG

Program Name

Program Summary

Describe the program for which you are requesting funding.

Does your organization have a method of tracking visitors from inside Leon County?

Please describe your method(s) for tracking resident visitors.

Supplemental Materials

Please check all that apply to your organization: BIPOC-Centered Organization; my total earned income in my last completed fiscal year was less than $150,000; I am ineligible to receive TDT funds (i.e., my organization does not have the attraction of tourists as its main purpose, in addition to arts and culture); none of the above.

Please select the following city priorities that align with your programming.

Please describe how your program impacts economic development in Tallahassee.

Please describe how your program impacts poverty in Tallahassee.

Please describe how your program impacts public safety in Tallahassee.

Please describe how your program impacts the quality of life in Tallahassee.

If you are planning to incorporate the Bicentennial into your programs in 2024, please explain how.

Grant Request Detail

Please Confirm your Local Community Grant request.

Leon County Division of Tourism

Visit Tallahassee
Pretty. *Unexpected.*

SPECIAL EVENTS

FY25 GRANT PROGRAM



GRANT GUIDELINES
REVISED July 12, 2024

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Leon County Division of Tourism/Visit Tallahassee
Special Events Grant Program

I. INTRODUCTION

The Leon Country Tourist Development Council (TDC) was created pursuant to the State of Florida Local Option Tourist Development Act and Leon County Ordinance #88-01. The TDC administers funds collected from a local option tourist development tax (TDT) on transient lodging sales. i.e. hotels/motels, and condominiums. The funds are designated to promote Tallahassee/Leon County as a preferred visitor destination for meetings and conventions, group leisure travel, special events, cultural activities and amateur sporting events.

Grant funding is based upon the potential to generate room nights. Per section 125.0104 of the Florida Statutes, to be an authorized use of Tourist Development Tax revenue an event "shall 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." By Statute, a tourist is a "person who participates in trade or recreation activities outside of the county of his or her permanent residence or who rents or leases transient accommodations" including "any living quarters or accommodations in any hotel, apartment hotel, motel, resort motel, apartment, apartment motel, rooming house, mobile home park, recreational vehicle park, condominium, or timeshare resort for a term of 6 months or less." By Statute, "Promotion" is defined as "marketing or advertising designed to increase tourist-related business activities".

A "Special Event" is defined as "a new or existing organized concert, exhibition, festival, fair, conference or celebration which is conducted according to a prearranged schedule and of interest to the general public". For the purpose of this grant program, the public interest should extend to Tallahassee/Leon County residents and to those living outside Tallahassee/Leon County who would visit the destination and stay overnight to observe or participate.

The Leon County Division of Tourism annually allocates funds to grant programs for local groups and organizations that coordinate events with a demonstrated history of or significant potential to draw visitors to the area. The Special Events Grants, and Signature/Emerging Signature Grants are reviewed by the TDC Grant Review Committee. The TDC shall appoint a Sports Grant Review Committee annually comprised of 3-5 members of the Tallahassee Sports Council to review the Sports Grants applications. The TDC Grant Review Committee is comprised of TDC members. Legacy Event grants are reviewed by the TDC and recommendations for approval are made by the TDC to the Leon County Board of County Commissioners (BOCC).

The Leon County Division of Tourism grants programs are funded by the Tourist

Development Tax (TDT) to support hosting events that have visitor appeal. Some grant programs administered by the Council on Culture & Arts (COCA) are also funded by TDT revenue and are designed to support year-round arts and culture programming.

Applicants receiving grant funds from the Council on Culture & Arts (COCA) may not receive grant funding for the same event through the TDC. In order to prevent confusion, no applicant may apply to TDC and COCA for funding related to the same event or activity. Applicants may make requests for grant funds to the TDC and COCA, but these must be for a different event or activity.

Each application will be evaluated against established criteria and historic precedent. The amount of grant funds awarded will depend upon the availability of designated funds and specific allocations. Ideally, the TDT funds allocated by the TDC will eventually be returned through increased transient lodging sales resulting from these special events and the tourist development tax generated from those sales. Events are significant motivators for travel that increase destination visibility regionally and visitation/visitor spending in the community.

II. STATEMENT OF POLICIES

A. Grant applications will only be received during the advertised cycle. One application will be accepted per event, per fiscal year with the exception of a once-a-year event that may coincidently occur within the same fiscal year due to scheduling. An example would be an early October event that is scheduled for late September the following fall, both occurring the same fiscal year.

B. Grant funds are intended to supplement, not fully fund, the organization's budget for the event referenced in the application.

C. Each application will be evaluated against established criteria, past performance and historic precedent.

   a. Applicant must provide a statement of sustainability and growth for the event (i.e. How do you define success for the event and what is your long-term plan to sustain and grow the event over the next five years?).

   b. Application must provide a statement of need for grant funding.

   c. Hotels secured for the event must be located within Leon Country.

   d. In 2024, Tallahassee/Leon County will commemorate and celebrate its 200-year anniversary. For Bicentennial events held from October – December 2024, applicants are encouraged to include Bicentennial anniversary into their event, either through inclusion of the Bicentennial logo/URL or including Bicentennial programming.

C. Grant Funding shall not be utilized to support administrative costs or private

events that are not open to the public. Allowable Funding uses (described in further detail on page 7) include marketing and promotional efforts, venue/site rentals and costs associated with visiting artists and/or exhibits.

D. Grantees are required to spend 20%, or more, of all awarded grant funding on paid out-of-market marketing/advertising for all events (i.e. festivals, concerts, celebrations) except for certain sporting tournaments or sport meets as determined by County staff. Up to 80% of awarded grant funding is available to use on operations as long as such use is consistent with these guidelines and 125.0104, Florida Statute.

E. Applicants receiving grant funds from the Council on Culture & Arts (COCA) may not receive grant funding for the same event through the TDC. In order to prevent confusion, no applicant may apply to TDC and COCA for funding related to the same event or activity. Applicants may make requests to the TDC and COCA, but these must be for a different event or activity.

F. Grant funding will not be considered for events that occurs during peak visitor periods. Peak visitor periods are generally defined as FSU home football game weekends anticipated to fill existing hotel room inventory, FAMU homecoming weekend, FSU or FAMU spring and fall graduation weekends, and Monday through Thursday during the regular legislative session. Sports and Special Events grants may be permitted during some FSU home football game weekends except for those games anticipated to fill existing hotel room inventory. Each year the Director of Tourism will provide the recommended "peak period" dates to the TDC for consideration/approval prior to the start of each grant cycle application period.

Events will not be considered for funding if the event occurs during the following peak visitor periods defined for County Fiscal Year 2024-2025:

October 5-6, 2024	FSU Football Game vs. Clemson
November 1-2, 2024	FSU & FAMU Football Game (FAMU Homecoming)
November 22-23, 2024	FSU Football Game (Homecoming)
November 29-30, 2024	FSU Football Game vs. University of Florida
December 13, 2024	FSU/FAMU/TSC Graduation
March 4 – May 2, 2025	Florida Legislative Session (Monday – Thursday)
May 2-3, 2025	FSU/FAMU/TSC Graduation

G. If the requested grant amount exceeds $10,000, applicant's budget must reflect at least a 25% dollar-for-dollar match (in-kind services will not be allowed). Applicants shall identify the amount of matching funds in the event budget submitted and the amount must be verified and sourced in the Post-Event Report. Failure to meet the 25% match requirement will be considered a breach of the requirements of the grant award.

H. Funding shall be provided as reimbursement for the approved actual expenditures

upon completion of the event. Proof of payment must be provided. Proof of payment may be submitted in the form of a vendor receipt and front and back copy of cleared check, credit card receipt, bank or credit card statement, ACH transfer or digital wallet receipts. Cash receipts are allowed for reimbursement however, a check or credit card is preferred. Written confirmation from vendor that expenditure has been paid in full is necessary if only a copy of the front of the cleared check is provided.

J. If an event needs to be rescheduled, the new dates must be between October 1 and September 30 of the current fiscal year to be eligible for reimbursement.

K. To be an eligible for payment, a completed Post-Event Report must be submitted. The Report should be submitted within 60 days after the event has taken place but in no case shall it be submitted any later than September 30. The Report must include tracking statistics regarding out-of-town visitors and their use of transient lodging facilities and occupancy. Failure to submit a complete Post-Event Report in a timely manner may result in disqualification for support. All Post-Event Reports, including requests for reimbursement, must be received no later than September 30 and must include all receipts of expenditures and proof(s) of payment.

L. Leon County Division of Tourism/Visit Tallahassee staff will direct the County's marketing research firm of record to conduct an economic impact study of every event receiving over $10,000 in grant funding. Event organizers must allow for face-to-face interviews with spectators and participants in order to be eligible for payment of grant funding.

M. Grantees are not eligible to request funding above the projected room nights as outlined in the table on page 10. The Grant Review Committee has the authority to adjust anticipated room nights and funding levels based on the previous record of an applicant.

N. Non-government organizations must be registered with the Department of State, Division of Corporations, through their Sunbiz.org platform, or be able to provide proof of an exemption under law from such registration. Additionally, each applicant shall use their organization's legal name, exactly as registered in Sunbiz.org, in their application.

    1. The name, title, email, and phone number of one of the organization's officers, listed in the Officer/Director Detail section of the organization's current annual report, is responsible for signing the grant agreement for an awarded grant.

O. Government entities, including public schools, colleges, and universities, must provide the name, title, email, and phone number of the person who is authorized to sign the grant agreement on behalf of the organization in the application.

Additionally, documentation from the organization showing the person has designated signing authority is required, this documentation could come in various forms, including through adopted policies or a specific delegation.

P. Any funds granted will be subject to audit by Leon County, Florida or their designee.

Q. Indemnity: By submitting a Grant Application each applicant agrees that upon final approval of a Grant the applicant/grantee shall indemnify Leon County, Florida, a charter county and political subdivision of the State of Florida (the 'County") to the extent provided in their grant agreement which will contain language substantially similar to the following:

1. The applicant agrees to indemnify, defend and hold harmless the County, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Grantee, its delegates, employees, subcontractors, volunteers and agents, arising out of or under this Agreement, including a reasonable attorney's fees. Should the County, as a result of the performance or lack thereof by or on behalf of the Grantee, be required to reimburse any sums to any organization, or reimburse funds to any Federal, State or local governmental entity, contribute funds to the performance of this event for which the Grant was approved, or expend County funds to complete or correct such performance, the Grantee, upon demand by the County, shall refund and reimburse the County for all sums so reimbursed or expended by the County. The County may, at its sole option, defend itself or require the Grantee to provide the defense. The Grantee acknowledges that ten dollars ($10.00) of the amount paid to the Grantee is sufficient consideration of the Grantee's indemnification of the County.
2. If the applicant is a governmental entity or other such organization to which the protection of sovereign immunity is applicable, the indemnification requirements set forth in subparagraph (1) above shall apply to such applicant only to the extent as allowed in Section 768.28. Florida Statutes and nothing herein shall be deemed to be a waiver of such applicant's sovereign immunity beyond those statutory limits provided therein.
3. Grantee shall maintain Insurance with limits no less than the following: **General Liability:** $1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage with a $2,000,000 annual aggregate**.**

R. The combined Leon County/Visit Tallahassee Logo must be included on all printed and online advertisements and promotional materials for the event.

Events held in 2024 are strongly encouraged to include the Bicentennial logo on all printed and online advertisements and promotional materials to help increase awareness of the Bicentennial anniversary.

Promotional materials include: banners, signs, t-shirts, programs, brochures, event

website, social media posts, etc. Online material developed for the event must include a link to the VisitTallahassee.com website. Before these materials are produced, a draft or design proof **MUST BE SUBMITTED AND APPROVED** by the Leon County Division of Tourism/Visit Tallahassee to assure that the combined Leon County/Visit Tallahassee Logo appears properly.

S. Leon County Division of Tourism/Visit Tallahassee is dedicated to supporting worthwhile local events through our grant programs and other promotional opportunities but reserves the right to reduce or eliminate grant funding for organizations that do not receive prior approval for the correct logo use. The correct logo is provided below:





T. Allowable expenses include:

1. Promotion, marketing and paid advertising/media buys that reach outside Tallahassee/Leon County with potential to drive overnight visitation.
2. Event production and technical expenses, site fees/costs (contract help, rentals, insurance) rights fees, sanction fees, non-monetary awards, and travel expenses for guest speakers, performers, judges, event officials, or referees including lodging.

Note: The applicants are required to describe how the grant funds will be used. Any substantial changes to the items submitted in the application MUST be submitted in writing and approved by the Leon County Division of Tourism/Visit Tallahassee office PRIOR to the purchase and the event. Purchases made without PRIOR written approval from staff will not be allowed.

U. Prohibited expenses include:

1. General and administrative expenses,
2. Building, renovating and/or remodeling expenses,
3. Permanent equipment purchases,
4. Debts incurred prior to the fiscal year of the grant period/in which the approved event takes place,
5. Food or beverages,
6. Advertising that primarily reaches Tallahassee/Leon County and its residents,
7. Lodging or travel expenses for attendees.

III. RATING CRITERIA AND SCORING PROCESS

Each grant application will be reviewed by Leon County Division of Tourism/Visit Tallahassee staff to ensure that the project is eligible to receive grant funding by comporting with 125.0104 Statutory requirements and that all required materials have been supplied. Failure to supply all the required materials will result in disqualification. Following staff review, the applications will be provided to the TDC's Grant Review Committee for scoring. The committee will score each application on a 100-point scale based on the rating criteria outlined in the Evaluation Form on the following page.

Visit Tallahassee
Pretty. Unexpected.

Grant Review Score Sheet

Name of Event: _____ Special Event

Event Date: _____ Grant Reviewer: _____

	Rating Criteria	Scores	
Room Night Generation and Visitor Appeal	Event dates coincide with shoulder seasons or periods of low-occupancy and have potential of generating visitation to Tallahassee/Leon County overnight lodging during need periods. Event does not occur during peak visitor periods as defined in the grant policies. (30 points)	**30**	
	Event Proposal includes detailed plan for documenting overnight hotel stays. (25 points)	**25**	
Description, Sustainability	Event description includes goals for event and a statement of sustainability and growth. (10 points)	**10**	
Event Funding Need and Budget	An appropriate statement of need for funding and a complete budget are included for the event. (10 points)	**10**	
Marketing Plan	Marketing Plan strategies for attracting out-of-county visitors must include that at least 20% of the budget will be spent on out-of-market advertising and the plan shall be well defined thorough and realistic. (25 points)	**25**	
	Total possible points:	**100**	

Anticipated Room Nights: _____ Funding Amount Requested: _____

Reviewer Proposed Amount: _____

Grant Request Funding Level Guidelines

Room Nights	Recommended Tourism Special Event Funding Levels
Less than 100	$0 - $2,999
100 – 199	$3,000 - $5,999
200 – 499	$6,000 - $10,499
500 – 1,000	$10,500 - $17,499
1,001 – 1,499	$17,500 - $26,250

IV. FUNDING ELIGIBILITY

The intent of the Special Event Grant Program is to provide funding assistance for events that attract overnight visitors to Tallahassee/Leon County and create business for the commercial lodging industry, (hotels/motels, condominiums, short-term vacation rentals), as well as restaurants, retail establishments and other tourism related business activities. In addition to being compliant with F.S. 125.0104 the following criteria have been established to be considered for funding:

A. Each application must include a signed Certification and Compliance page.

B. Event must take place between October 1 and September 30 of the upcoming fiscal year.

C. The event must have the potential to bring-out-of-town visitors that use commercial lodging establishments in Tallahassee/Leon County.

D. Applicant must provide a marketing/promotional plan that demonstrates out-of- market advertising/promotion to reach potential visitors. For purposes of these grant guidelines "out-of-market" means outside of a 30-mile radius of Leon County.

E. Applicant must provide a detailed event budget that includes details about how 20%, or more, of any grant funding received, will be spent out-of-market.

V. GUIDELINES FOR GRANT REQUEST FUNDING LEVELS

The following table reflects the funding level possible based on the event's estimated number of hotel room nights. **The estimated number of hotel room does not guarantee the level of funding at which an event may be approved. The final funding recommendation will be based on the Review Committee's discretion and the funding available. As an example, if the Grant Review Committee believes the event has overstated the potential room nights, the Committee has the authority to place the application in a lower funding category.**

Room Nights	Recommended Tourism Special Event Funding Levels
Less than 100	$0 - $2,999
100 – 199	$3,000 - $5,999
200 – 499	$6,000 - $10,499
500 – 1,000	$10,500 - $17,499
1,001 – 1,499	$17,500 - $26,250

The following formula will be used to determine the final grant amounts:

A. The average score of the panel will be determined for each application based on the maximum of 100 points as outlined in the grant review scoresheet on page 10.

B. Applications scoring above the minimum threshold of 70% will be considered for funding based on the formula outlined below.

C. The average score for each application will first be converted into a percentage of the 100 maximum points possible. As an example, if Application #1 scored 90, the percentage for Application #1 would be 90%.

D. The grant requested amount will then be multiplied by the percentage to determine the initial award based on the grant review scoresheet. As an example, if Application #1 scored 90% and requested $5,000, the initial award would be $4,500.

E. The same process will be followed for each application and the total of potential initial awards will be calculated.

F. If the total amount of potential grant allocations exceeds the total budgeted for all grants, staff will adjust all of the proposed allocations by the same percentage to keep the totals awarded equal to or less than the total available grant funds.

G. Adjustments may be made if necessary, to reach the total amount in the budget.

H. The TDC Grant Review Committee reserves the right to adjust the minimum threshold, if necessary, to ensure funding for the highest scoring applications.

VI. SPECIAL EVENT ANNUAL GRANT TIMELINE

July 23 – Grant Application Cycle Opens (30 day cycle)

July/August – Mandatory Grant Application Workshops

August 22 – Grant Application Cycle Closes

September 10 – Public Meeting of TDC Grant Review Committee

September 12 - TDC review/approval of grant funding recommendations

September / October Award letters and Grant Agreements sent to grantees

Applicants are required to attend at least one Grant Application Workshop either in person or online or they will not be eligible for a grant award.

It is strongly encouraged that applicants be in attendance or send a representative to the Grant Review Committee meeting in case there are questions or clarifications.

VII. VISITOR TRACKING

A. To assess the impact of each event on the Tallahassee/Leon County transient lodging industry, the TDC emphasizes the importance of tracking the number of overnight visitors attending the event.

1. Room block reports from hotels are the preferred method of reporting room data. The information will be used to help track the number of visitors attending the event. Furthermore, this information helps determine the growth of a particular event. Subsequently, an event's growth can impact the future funding level of the grant awarded to the organization.

2. If your event uses an advanced registration procedure, utilize the **Visitor Tracking Form** located on the Visit Tallahassee Grants website to gather the requested information. Each participant/group should sign his or her name, list the hotel in which they are residing, the number of rooms secured, number of days, and the number of guests staying in each room.

B. The County reserves the right to conduct a post-audit of information presented on the **Post-Event Report**. All lodging accommodations listed will be contacted to confirm the number of room nights generated for the event. **ANY MISLEADING OR FALSE INFORMATION PRESENTED CAN AND WILL ADVERSLEY AFFECT FUTURE GRANT AWARDS.**

VIII. POST-EVENT REPORT

Funding shall only be provided as reimbursement for approved expenditures upon completion of the event. Reimbursement will not be issued until all necessary post-event information is provided. Such information is the responsibility of the grantee to provide and includes:

A. An invoice from the awarded organization to the Leon County Division of Tourism/Visit Tallahassee for payment of the awarded grant amount. This invoice must have an invoice number.

B. Valid invoices for allowable expenses including invoices for out-of-market advertising (equaling at least 20% of the grant funding).

C. Copy of proof of payments such as cleared checks, or detailed credit card receipts. For all out-of-market media buys equaling 20% of the grant funding, provide tears sheets, copies of advertisements, schedules, and signed station affidavits. Proof of payment must match invoices submitted.

D. Visitor/Room Nights Documentation as listed in Section VII.

F. Copies of marketing or advertising materials, and social media showing Leon CountyTourism/Visit Tallahassee logo usage.

IX. CONCLUSION

The event director, fiscal administrator or other contact person may be called upon by any one of these groups or their staff at any time during the review process. Applicants shall not contact members of the TDC Grant Review Committee.

For questions or additional information, please contact:

Wendy Halleck (850) 606-2305 • HalleckW@leoncountyfl.gov

COUNCIL ON CULTURE & ARTS | TALLAHASSEE/LEON COUNTY

CULTURAL FACILITIES MATCHING GRANT PROGRAM

FY19

Administered on behalf of

Leon County Government

Visit Tallahassee
A Division of Leon County

Cultural Facilities Matching Grant Program Guidelines

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CULTURAL FACILITIES MATCHING GRANT

PROGRAM GUIDELINES

PURPOSE OF THE PROGRAM

To offer support and funding for renovation, new construction, or acquisition or equipping 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 historical/heritage facilities.

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.
3. Have provided at least three (3) years of year-round arts or cultural programming in Leon County.

FACILITY ELIGIBILITY

The applicant's venue for the proposed project must be located in Leon County, and *by the application deadline*, must be one of the following:

- An auditorium that is owned and operated by a government entity;
- An auditorium that is owned by a government entity that is leased to a not-for-profit organization for operation as an auditorium open to the public;
- An auditorium that is subleased from a government entity to a not-for-profit organization for operation as an auditorium open to the public;
- A museum that is owned and operated by a government entity;
- A museum that is owned and operated by a not-for-profit organization and open to the public.
- A museum that is owned by a government entity that is leased to a not-for-profit organization for operation as a museum open to the public.

GRANT REQUIREMENTS

All applicant organizations must:

1. Own or have an executed lease for the undisturbed use of the land or buildings for a period of no less than 10 years (or both). Exception: Unless land or buildings or both are publically owned and leased to an eligible applicant.

2. Retain ownership of all improvements made under the grant. Exception: Unless land or buildings or both are publically owned and leased to an eligible applicant.

3. Provide an organization operating budget showing total revenue and support for the last two (2) completed fiscal years. Organizations must also provide a five (5) year budget projection.

4. Provide a digital file reduction of current architectural plans. (This is required for new building projects. Encouraged for all other applicants.)

5. Provide support letters indicating project impact and worthiness (five (5) letters or fewer).
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/.

6. Have at least 25% of the total matching funds confirmed by the application deadline. The applicant must have 100% of the matching funds confirmed before grant funding will be disbursed.

Applicants can only have one "open" cultural facilities grant at a time.

UNALLOWABLE EXPENDITURES FOR GRANT PROGRAM FUNDING

No Facilities project expenditures will be allowed for the following, from COUNTY funds or from matching funds:

1. 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.).

2. Costs associated with representation, proposal, or grant application preparation.

3. Costs incurred or obligated before project timeline approved in the grant process. (See exceptions on p. 5 under "Allowable Matching Funds.")

4. Costs for lobbying or attempting to influence federal, state or local legislation, the judicial branch, or any County agency.

5. Costs for planning, including those for preliminary and schematic drawings, and design development documents necessary to carry out the project.

6. Costs for bad debts, contingencies, fines and penalties, interest, and other financial costs.

7. Costs for travel, private entertainment, food, beverages, plaques, awards, or scholarships.

8. 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.

9. Re-granting, contributions, and donations or endowment contributions.

10. Feasibility studies, architectural drawings or operational support.

11. Expenditures for space rental, improvement, or maintenance not specifically identified with the project.

ALLOWABLE MATCHING FUNDS

There are five types of allowable matches.

- Irrevocable pledges
- Documented in-kind contributions
- Prior eligible expenditures directly related to the project and made within 2 years prior to the application date
- A portion of the value of the land or building directly used for the grant project
- Cash on hand (Liquid Assets)

At least 25% of match must be cash-on-hand. No more than 50% of the match may be irrevocable pledges or in-kind contributions.

Volunteer hours may not be used as in-kind unless they are providing professional services. For example, a plumber or carpenter may provide in-kind as a skilled trade professional, but not as a general volunteer for the organization.

In-Kind contributions by the applicant are **not eligible** for match.

For further details, see "Match Requirements" and "Restrictions on Matching Funds" below.

MATCH REQUIREMENTS

- Match must be at least 1:1, or one applicant dollar for every one County dollar requested.
- Matching funds **must be specifically related to the project for which grant funds are being requested.**
- Required documentation for the match is listed below and on the application.
- **Match must be 100% complete and confirmed at the time of grant award**. Applicant must have at least 25% of total match confirmed by the application deadline.

1. **Cash-on-Hand**. At least 25% of the match must be cash-on-hand (not merely pledged) and dedicated to the project before grant funding may be released. (Example: if match is $1,000, at least $250 must be cash-on-hand). Cash-on-hand may exceed 25% of the total match, but may never be less than 25% of the total match. Cash-on-hand may be documented by submitting a grant award confirmation, or an account statement that shows the availability of the cash, accompanied by board minutes or an executive director's statement attesting to the approved use of those funds—free from restrictions, liens—are dedicated to the proposed project, or an award letter for a government appropriation.

2. **Irrevocable Pledges**. Irrevocable pledges of cash payment must be received and obligated by the end of the grant encumbrance period of 21 months). Pledges must be documented in the following manner:
a. Name of person or organization making the pledge;
b. Date and amount of the pledge;

c. When the pledge will be paid (must be paid by end of the grant encumbrance period); and
d. Intent of the donor for use of the funds must be confirmed to be specifically for the proposed project.

Only pledges that are auditable are acceptable.
No more than 50% of the total match may be irrevocable pledges and/or in-kind contributions.

3. In-Kind Contributions. Sources of in-kind contributions and the goods and services received must be itemized at the time of application, and utilized by the end of the grant encumbrance period. In-kind contributions must be dedicated to the project and will be accepted toward the match if received and utilized within the proposed project period dates and/or by the end of the grant encumbrance period. Itemized in-kind contributions must include the following information:
a. Name of person or organization making the in-kind contribution;
b. Date and description of goods and services donated; and
c. Fair market value of the in-kind contribution, including total value of the goods and services, amount to be donated, and the basis for the determination.

4. **Prior Expenditures**. Prior expenditures directly related to the project may be accepted toward match if made within two (2) years prior to the application date. Itemized prior expenditures must include the following information:
a. Date and description of expense;
b. Brief explanation of purpose of expense and how it relates to grant project.

5**. Land or Building.** Up to 10% of the value of the land or building specifically used for the grant project can be counted toward match. The land or building may be appraised for the purposes of the match. However, the cost of the appraisal may not be counted towards the match. Applicants may use an appraisal or the organizational audit or 990 to demonstrate the value of the land or building applied towards the match.

RESTRICTIONS ON MATCHING FUNDS

- Revenue from bond issues that have not been passed at the time of application will not be acceptable as match. Cash proceeds must be received and expended by the end of the grant period.
- Revenue from grants that have not yet been awarded will not be acceptable as match.
- Fundraising costs will not be acceptable as match.
- Legal fees or taxes will not be acceptable as match.
- Matching funds will be designated only to the project phase presented in this application and may not be used in previous or succeeding applications.
- Matching funds may have been expended prior to the execution date of the Grant Award Agreement; as long as they are clearly a part of the project described and can be documented and as long as they are made within two (2) years prior to the application date. However, at least 25% of the matching funds must be confirmed by the application deadline.
- Interest paid on mortgage. The interest paid on the mortgage is considered to be the "cost of doing business," and may not be used as match.

- Building or Land as match:

  - The value of buildings or land not owned by the applicant may not be used as match.
  - The building or land must have been intended for the grant purpose at the time of purchase or acquisition.
  - A building or land used for the grant project may be appraised for purposes of the match. The cost of the appraisal cannot be counted toward the match. Only 10% of the portion of the land or building directly used for this project may be counted towards the match.
  - Owner must live in Leon County
  - Must have unrestricted use of the building or land for at least 10 years

- Loans may not be used as match. Only unencumbered equity may be counted as match.
- In-kind contributions by the applicant are **not eligible** for match.

MATCHING FUNDS DOCUMENTATION

• Prepare all Matching Fund documentation within a single PDF, if possible.
• If there are multiple Matching Fund documents, attach them in the order in which they are listed on the Match Form, or include a cover listing of all the documents included.
• Identify any Matching Fund documentation clearly, especially if it is not immediately clear who or what they are funding.
• Matching documentation must be included if you indicate it as "confirmed" on the Match Form.
• Matching Funds Confirmation requires audit-ready documentation, such as:

Grant award letters, written or emailed pledge to support the project, sponsorship agreements, etc., which includes:
- Donor/Company,
- Contact information,
- Amount of the contribution/award,
- Date by which the contribution, award, or pledge will be paid, and
- Use or purpose for the funding - must be intended specifically for the project. If the document indicates general support for the organization and does not specify the project, you must submit accompanying letter from the executive director as in "Applicant Cash" item, below.
- Any restrictions on the funding, such as: approval process, acknowledgement requirements, specific materials of value such as tickets, advertising space, etc.).

• A notice of intent to consider support for the project does not qualify as confirmed, but may be included to show potential or pending matching funds. Indicate these in the "unconfirmed" column on the Match Form.
• Applicant Cash – If using applicant cash to support a project, the documentation must include: the amount, the availability of that amount to be used specifically for this project, that the amount is free and clear from liens or other use restrictions, and that it has been dedicated specifically to this project, as approved by the applicant organization's executive director, or an officer of the Board of Directors. The applicant's recent financial statements (as submitted with the application) should support this availability of funds from Applicant Cash.
• Documentation of In-Kind support must be included in the project plan narrative, budget, budget detail and match forms in order to reflect the total cost of the project. It is recommended to document all forms of In-Kind support for the proposed project, whether or not used as Matching Funds.
• Matching Funds Confirmation of In-Kind Support requires documentation, such as:

pro-bono value statements (from the providing source); statement of contributed item and value, volunteer hours (statement includes name, contact, service to be provided, number of hours, rate and total value of service(s), etc. As with all matching funds, the contribution or donation must be specifically for the project.

FUNDING REQUESTS AND LIMITATIONS

- **There is no maximum funding request for the FY19 Cultural Facilities Matching Grant Program.** The minimum allowable funding request is $5,000.
- Funding Request must be no greater than 50% of the total eligible budget costs for the project.
- Organizations may only submit a single application per year.

PROJECT TYPES ALLOWED

- Acquisition – land/building purchase
- Construction – a. New building (ground up building construction), or
  b. building addition resulting in air conditioned square footage by 25% or more
- Renovation – repair, addition, or alteration of a building/property
- Equipping – outfit or return a property to a state of utility through replacement of capital fixtures and equipment; including fixtures, furnishings and equipment that will replace, increase or alter to enhance technology, make possible a greater capacity, or make more efficient use of the space.

No "bundling" of items. Proposal must be for one proposed project only. Trying to include more than one stand-alone project to make a bigger project for the proposal is discouraged. All elements of the project shall be integrated into the proposed project scope.
No multi-year requests. All new requests will be single-phase projects. Single Phase Projects are defined as those which will be completed within 21 months after grant funds are available.

CHANGES IN PROJECT SCOPE OR VENUE

Anything that substantially reduces the scope or character of the funded project is not allowed.

Any material changes in project scope or of a variance of 20% or more of total budget **or any one line item**, must receive approval by COCA *in advance* in order to receive further funding.

PROJECT EXTENSIONS

Grant period extensions may be requested by the applicant. An extension of the completion date must be requested at least 30 days prior to the end of the grant period. COCA may approve extensions not to exceed 120 days for any 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.

To request an extension, Grantee must submit written request to COCA at the earliest possible date, or at least two (2) months in advance of the project end date. Request must include: project title and brief description, award amount, requested amount of time for extension (number of days/months) and

explanation for extension request. The request must include any project scope changes and budget impact related to the extension.
The extension request will come before COCA for consideration. If approved, the grant is considered in "current" standing. The length of time awarded by the approved request extends the project grant period accordingly, and a contract amendment will be issued. If any follow-up information is requested, this becomes part of the grant requirements and must be completed to maintain current status.

LEASE AND LAND REQUIREMENTS

Applicant organizations must document ownership or undisturbed use as follows:
1. **Legal proof of unrestricted ownership of land and building.** Unrestricted shall mean unqualified ownership and power of disposition. Property that does not meet the unrestricted ownership criterion will not be eligible for match. Documentation may include a deed, title, or copy of a recent tax statement. Provisional sales contracts, binders, or letters of intent are not acceptable documentation of ownership.
OR
2. **Undisturbed use of property for a specific period of time**. This specific period of time must begin no later than the deadline date for the application in which funding is requested, and must continue for the minimum period of time required according to the Project Scope. For building renovation or construction, the remaining lease term must allow for a minimum of 10 years' public access to the facility, under normal operating hours, beyond the completion date of the proposed project.

Documentation must include:

- an executed copy of a lease with applicant, and
- a written explanation of any easements, covenants, or other conditions affecting the use of the site or facility, or both.

***Important**: The length of the lease is measured from the remaining term as of the date of application. Provisional extensions to meet the minimum lease requirement are not acceptable. All original and executed lease extensions must be submitted with the application.

LEASE CHECKLIST

CHECKLIST FOR LEASE

THE FOLLOWING CHECKLIST WILL INDICATE THAT THE AUDITORIUM OR MUSEUM IS ELIGIBLE TO APPLY FOR THESE FUNDS IF ALL THE ITEMS BELOW ARE TRUE.

- The underlying fee simple ownership will be by a government entity, who will be the Landlord under the Lease.
- The Lease may provide a right to the Tenant to construct improvements, but for said constructed improvements and other improvements on the property, they cannot be materially modified without the approval of the Landlord. The Lease may authorize the Tenant to apply for TDT Dollars to be used for improvements and other authorized project-specific expenditures under the TDT guidelines.
- The Tenant must maintain in all respects the improvements and deliver them to the Landlord at the end of the Lease in the same condition as when constructed, reasonable wear and tear accepted.
- If the Tenant is dissolved, that will constitute a default under the Lease and terminate the Lease with any improvements reverting back to the Landlord.
- During the term of the Lease, the Tenant may show the value of the improvements on its books, with a note that upon termination, those improvements revert to the Landlord.

- The use by the Tenant for the property and improvements must be agreed upon and will be restricted to a cultural facility use (see "Definitions and Terms"). Tenant may not assign its rights under the Lease without Landlord's approval and the use may not change without Landlord's approval.

CHECKLIST FOR SUBLEASE FROM GOVERNMENT ENTITY
THAT IN TURN IS LEASING FROM A PRIVATE SOURCE

When a museum or auditorium building is owned by a not-for-profit organization but situated on land owned by a private source that is leasing to a government entity that is subleasing to the applicant not-for-profit …

- The term of all Leases and subleases must be for a required number of years, at least equal to the useful life of any improvements to be constructed by the Tenant.
- Language in the Lease Agreement assures us that auditorium or museum usage will remain for the length of the lease.
- Language in the lease that states that the government entity will become responsible for maintaining the auditorium or museum should the not-for-profit default on the lease.

For Acquisitions only
Acquisition applicants will be considered exempt from this ownership eligibility requirement. If the application is for an acquisition, the applicant must provide a description of the facility, purchase price, and a letter of intent to sell signed by the seller. The purchase of (closing on) the property or facility (an expense) may not take place prior to the execution of the Grant Award Agreement.

ADMINISTRATIVE AND REPORTING REQUIREMENTS

If a grant is awarded, recipients shall enter into a contractual Grant Award Agreement with COCA which specifies the applicant's responsibilities. The applicant shall comply with the administrative and accounting requirements set forth in the Grant Award Agreement, which include but are not limited to:
1. Submission of interim reports at six-month intervals (at a minimum) and a final grant report.
2. The Grantee shall maintain an accounting system that provides for a complete record of the use of all grant and matching funds, including:
a. Establish an accounting system that records project expenditures by using the same expense categories as those in the original application.
b. All project documentation must be kept current, and accessible to COCA or Leon County, upon request, and retained for a period of five (5) years after the project and grant reporting requirements have been completed.

ENCUMBRANCES AND EXPENDITURES

Grant recipients must encumber (commit or contract for) all County dollars for the length of the grant period. Grant funds may not be encumbered or expended prior to the signing of the Grant Award Agreement by all parties.

FUNDING ACKNOWLEDGEMENT

For projects funded wholly or in part by this grant, Applicant organizations must acknowledge COCA and Leon County in signage and media, including digital communications and websites and programs, publications and other printed materials.

Acknowledgment will include the County's, and COCA's logo **and** use of the following statement, as best suited to the collateral design, and at a size that is legible. Verbiage for acknowledgment is as follows: "This project is funded in part by Leon County Government through the Council on Culture & Arts."

Requests for exceptions to the verbiage or logo compliance may be approved if noticed to COCA in advance of publication deadline.

Acknowledgement to COCA and Leon County must be commensurate with the recognition provided to other contributors and sponsors of the project in any of the following applications:
a. On a permanent sign constructed on the project site;
b. On a temporary signage displayed at the construction site; and
c. In all major publications, printed and digital media.

INDEMNITY, SAFETY AND INSURANCE REQUIREMENTS

Indemnity. To the fullest extent permitted by law, applicant will defend, indemnify and hold harmless COCA and Leon County from and against all claims, damages, losses and expenditures, including reasonable attorneys' fees and costs, arising out of or resulting from its activities under the Agreement.

Safety. Applicant will comply, and will require its contractors (if any) to comply, with all applicable laws, ordinances, rules, regulations, standards and lawful orders from authorities bearing on the safety of persons or property or their protection from damage, injury or loss.

Insurance. Applicant shall provide and maintain insurance coverage throughout the term of the contract, or until the completion of the proposed project, whichever is sooner, of such types and in such amounts as may be necessary to protect against misappropriation of the Program funding and damage to or destruction of the improvements purchased or constructed with said funding. Applicant or insuring agent will provide certificates of insurance evidencing said coverage, according to the following requirements:

a. Applicant will have in force the following insurance coverage and will provide Certificates of Insurance to COCA prior to commencing project under the Agreement to verify such coverage. It shall be the responsibility of the Applicant to ensure that all its contractors and subcontractors procure and maintain the insurance coverage outlined below for the duration of the project, unless noted otherwise.

i. **Commercial General Liability** - Applicant will provide coverage for all operations including, but not limited to, Contractual, Products and Completed Operations, and Personal Injury. The limits will not be less than $1,000,000 Combined Single Limit (CSL) bodily injury and property damage, or its equivalent. The insurance policy will list COCA and Leon County as an additional insured, with respect to the Commercial General Liability insurance.

ii. **Commercial Automobile Liability** – Applicant will provide coverage for all owned, non-owned and hired vehicles directly related to the grant project for limits of not less than $500,000 Combined Single Limit (CSL) bodily injury and property damage, or its equivalent.

iii. **Workers' Compensation**, if applicable – Applicant will provide coverage for all employees at the site location and, in case any work is subcontracted, will require the subcontractor to provide Workers' Compensation for all its employees. Coverage is required in accordance with State of Florida statutory requirements.

iv. **Employee Dishonesty/Crime Insurance** – Applicant will provide coverage greater than or equal to sixty-five percent (65%) of the amount of the Cultural Facilities Program grant award.

v. **Payment and Performance Bonds** – The contractor shall execute payment and performance bonds in amounts at least equal to the ***current project phase amount*** (total amount of the proposed project, not including prior expenditures toward the project, nor is it mandated to cover soft costs, which typically include design, engineering, permitting (DE&P) and project administration) in such form and with such sureties as may be acceptable to the Applicant and COCA. If the surety on any bond furnished by the contractor is declared bankrupt or becomes insolvent or its rights to do business in the State of Florida are terminated, or it ceases to meet the requirements imposed by this agreement, the contractor shall within five (5) business days thereafter substitute another bond and surety, both of which shall be acceptable to the Applicant and COCA. The bonds must remain active throughout all current work related to the proposed project.

NOTE: If an Applicant/Grantee's project is limited to new equipment installations, a builders' risk or installation floater (inland marine coverage) is acceptable, with the caveat that the policy must include coverage for any damage done to the existing structure caused by the new installation.

vi. **Builders' Risk/Installation Floater** – The contractor shall provide "all risk" property insurance on any construction, additions, and machinery and equipment. The amount of the insurance shall be no less than the estimated replacement value at the time of applicant's final acceptance of said improvements. In the event that the grantee does not work with a contractor on the funded project, the organization must purchase or add Builders' Risk to their current property program (Commercial General Liability). This is a cost that would have to be incorporated into the grant request. The Builders' Risk policy must remain active throughout all current work related to the proposed project and must not terminate until the final acceptance of a contractor's work, all vendors' installations, final release of occupancy, and final acceptance at completion of the project has been made by the applicant.

vii. The insurance coverage shall contain a provision that forbids any cancellation, changes or material alterations in the coverage without providing 30 days written notice to COCA, or 10 days for nonpayment. (These terms are no longer provided on the ACORD standard industry Certificates of Insurance Cancellation, but shall be included in the policy provisions.)

b. Any exceptions to the insurance requirements in this section must be requested in writing by the Applicant and approved by COCA. Such a request should include reasons why the Applicant is unable or unduly burdened by the requirement it desires reduced or waived.

c. Compliance with these insurance requirements shall not relieve or limit the Applicant's liabilities and obligations under this Agreement. Failure of COCA to demand such certificate or other evidence of full compliance with these insurance requirements or failure of COCA to identify a deficiency from evidence provided will not be construed as a waiver of the Applicant's obligation to maintain such insurance.

Project Team and Management - Cultural Facilities Funding projects require very specific usage and project management oversight, and frequently necessitate a contractor, or project manager. In the event that a contractor will not be engaged for the project management, it becomes even more critical to provide roles and responsibilities for the project team, organization staff, and Board of Directors, with regard to the project management.

FINANCIAL REPORTING

Financial Statements will be required as part of the application. The following chart shows the financial statements required based on the Applicant's operating budget (unrestricted operating revenue) for most recently completed fiscal year. Please note: No compilation reports will be accepted for audited or reviewed financial statements.

If your organization's unrestricted, operating revenue for the most recent fiscal year was:

$1.5 million or greater
You must submit

a) Form 990,
b) Independent, certified audit for most recent fiscal year,
c) AND current year, board-approved financial statements

Between $500,001-$1.5 million
You must submit

a) Form 990 AND
b) Independent, certified audit, OR
c) reviewed, financial statements AND current year, Board-approved financial statements

Less than $500,000
You must submit

a) Form 990 AND
b) Independent, certified audit OR
c) reviewed financial statements, compiled financial statements OR
d) Self-reported year-end financial statements signed by the organization's treasurer or accountant AND current year- to- date financial statements

PANEL MEETING

An independent panel will meet to discuss the applications and ask questions of applicants, if requested. The grant review panel will be assigned and supported by COCA. Applicants will be invited to attend the meeting to answer questions from the panel. No presentations or updates from applicants will be allowed at the panel meeting. After panel discussion at the public panel meeting, each panelist will finalize their scores and submit them for final data entry and ranking. Panel will hold consensus discussion on final scores, ranking, and funding recommendations.

SCORING, RANKING, AND FUNDING

Scoring. The total possible number of points for a grant application is 105. The grant panel's evaluation will be based on the information contained in the application and required attachments. The panel 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.

Bonus points will be added to the Applicant's average score based on the length of the Applicant's length of operation. Such length and points shall be determined from the date of incorporation to the date of the application deadline**,** according to the following rubric:
10 to 15 years – 2 points
15 to 20 years – 3 points
More than 20 years – 5 points

Scoring will be Olympic-style, meaning that the high and low score will be dropped and the remaining scores will be averaged together. Scores will be calculated to the thousandths of a point (example: 85.437). For funding consideration, a final score of 75 or greater is required.

Ranking. A priority list is determined by the rank order of all proposed projects based on the Olympic average score of each application. The number of Applicants funded will depend on the amount of the funding pool available, awarding funding to the highest scoring applications, until the pool is depleted. Any remaining partial request amount will be taken into consideration by the panel as they decide the funding recommendation by consensus.

Final approval of ranking and funding recommendations. COCA's Board of Directors and Leon County's Tourist Development Council (TDC) reviews and approves the funding recommendations of the grant panel.

The grant panel will have the flexibility to offer partial funding but not less than 80% of the Applicant's request. However, the goal of the program is to fully fund organizations' requests.

GRANT PANELIST EVALUATION RUBRIC

A. Concept (40 Points Total)
Q1: Need – 20 Points
Q2: Vision – 15 Points
Q3: Inspire Excellence – 5 Points

B. Facility (30 Points Total)
Q4: Process/Design/& Planning – 15 Points
Q5: Quality – 15 Points

C. Management & Budget (30 Points Total)
Q6: Operational Readiness – 10 Points
Q7: Financial Readiness – 15 Points
Q8: Care & Stewardship – 5 Points

PAYMENT SCHEDULE

Reporting and Disbursements Schedule to be determined according to project timeline and draw-down needs, on a project-by-project basis.

• **Report/Disbursement #1 – 25% of award** upon Execution of Award Agreement with required updates

• **Report/Disbursement #2 – up to 65% of award** for Disbursement #2 (may be more than one Interim report/disbursement, depending on project timeline and project draw-down needs)

Report/Disbursement #3 – 10% of award after close of project, final report, including release of liens and documentation of all project expenditures. **(This is on a reimbursement basis.)**

DEFINITIONS & TERMS

APPLICANT: a public entity, or a not-for-profit corporation that owns or has the unconditional use of the building to be renovated, expanded, constructed, or equipped, and the site on which it is located.

Legal name of the organization directly responsible for the project and having undisturbed use of the facility at the time of application. Make sure that the street address is included if using a post office box for mailing.

APPLICANT CASH (MATCH): This line item is often used to "balance the budget" when expenditures exceed all other revenues listed. For the proposal budget, these are general funds the applicant will dedicate to the project.

APPLICANT'S FEDERAL EMPLOYER IDENTIFICATION NUMBER: Must be provided before funds will be released. This is not a State of Florida sales tax exemption number.

ARCHITECTURAL/DESIGN SERVICES: Amount paid (or documented in-kind) for total services involved with project. These may include design work, schematics, design development, bidding and negotiation, consultant services, and contract administration by the architect.

ASSETS: (see CAPITAL FIXTURES AND EQUIPMENT), items that become affixed to the facility, that add to the value of the facility, and are depreciated over the useful life of the item(s). “Bricks and mortar” refers to purchase of (acquisition), building of (construction) or improvements (renovation or equipping) to the facility. Design and architectural services, feasibility studies, permitting fees, and expenditures of staff for coordination with contractors, preparing bids or rebidding, are often expenses of a facility improvement - considered “soft costs” - but are not assets.

AUDITORIUM: A facility open to the public constructed for the purpose of serving public gatherings, including but not limited to performances and concerts.

BUILDING ACQUISITION: Amount paid by the applicant for purchasing an *existing building* involved in the project, or documented in-kind value. Use the acquisition date value.

The following restrictions apply:

1. Must be applicant-owned, or to be acquired as part of the grant.

2. Lease value not eligible for match.

3. Must be considered “secure and dried-in” to be valid for building acquisition through Cultural Facilities.

CAPITAL FIXTURES AND EQUIPMENT: Fixtures and equipment that add to the value or useful life of property with a useful life of at least five (5) years. Generally, capital equipment must be deducted by means of depreciation, amortization or depletion. Capital equipment includes machinery or betterments of a long-term nature. Expenditures that keep property in an ordinarily efficient operating condition and do not add to its value or appreciably prolong its useful life are not capital expenditures. Non-capital expenditure repairs include services such as repainting, tuck-pointing, mending leaks, plastering and conditioning gutters on buildings.

CAPITAL IMPROVEMENT: 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.

CONFIRMED MATCHING FUNDS: Resources presently available to designate to the project for which funding is requested (including cash the applicant has on hand, irrevocable pledges, in-kind services, donated services, materials, and other donated assets). Required match amount is one Applicant dollar for every one grant dollar. Match is considered confirmed through the completion of the required Match Summary form.

CULTURAL FACILITY: For purposes of this application, an auditorium or museum.

CONCRETE: May include cast-in-place concrete, architectural cast-in-place concrete formwork, structural precast concrete, and special concrete toppings and finishes.

CONSTRUCTION OR NEW CONSTRUCTION: A new building (ground-up building construction) or building addition resulting in increase of air-conditioned square footage by 25% or more.

CONVEYING SYSTEMS: May include elevators, moving walkways, wheelchair lifts, and vertical conveyors.

CONTINGENCY: An amount budgeted for unanticipated expenditures (i.e., materials, equipment, labor, cost overruns, etc.) based on a percentage of the total expenditures; recommended to budget five (5) percent.

CORPORATE SUPPORT: Cash support derived from contributions given for this project by businesses, corporations, and corporate foundations, or a proportionate share of such contributions allocated to this project.

CULTURAL FACILITIES FUNDING (this grant request): Enter amount requested from COCA in the project budget summary.

DOORS AND WINDOWS: May include steel, wood, glass, and aluminum doors; frames; automatic or revolving doors; steel, wood, glass, and aluminum windows; decorative or mirrored glass, and door and window hardware.

ELECTRICAL: May include wires and cables, transformers and switchgear, panelboards, fuses, disconnect switches and circuit breakers, interior and exterior lighting (including theatrical lighting), fire alarm systems, public address systems, and lighting control equipment.

ENCUMBRANCE PERIOD: The 21 month period beginning from the grant program application deadline date during which TDT dollars and match dollars must be obligated to pay for project expenditures.

EQUIPMENT: May include such items as theatre and stage equipment (i.e., fly systems, lighting instruments, stage drapes, and projector screens). Note: Do not include expenditures for office equipment.

EQUIPPING: The project will outfit a property to a state of increased utility or returning a property to a state of utility through replacement of capital fixtures and equipment; includes fixtures, furnishings, and equipment (FF&E) that will replace, increase or alter to enhance technology, make possible a greater capacity, or make more efficient use of the space. May include theatre and stage equipment (fly systems, lighting instrumentation, drapery, projector screens), and specialties such as built-in storage units, signs, etc., (see Capital Fixtures and Equipment, Equipment).

Furniture & Office equipment are not allowable expenses with grant funds; and may be matching fund expenditures **only if directly related to the project.**

EXISTING BUILDING (see PROJECT): A building that is considered *secure and dried-in* is eligible for acquisition, renovation or equipping grant requests.

EXPENSES: Costs related to purchases of services, furnishings or equipment; or staff time for project coordination, items paid in current fiscal year; versus expenditures which may be capitalized, and are recorded as an asset and depreciated over time.

FACILITY OWNERSHIP OR LEASE; WHO OWNS THE LAND AND BUILDING? The question of ownership of the facility to be constructed or renovated must be addressed in the application. If the facility is being leased, the lessor must be named and the length of the lease must be disclosed. If the application is for the acquisition of a building, clearly indicate such and explain who presently owns the property. Documentation of the intent to sell and the purchase price must be provided in the original application.

FEASIBILITY STUDY: Research and report conducted and prepared by an independent, professional consultant qualified to measure:

a. Community need for the project;

b. The applicant's ability to raise the needed funds and complete the project; and

c. The applicant's ability to successfully operate the completed facility for at least five (5) years.

FINISHES: May include plaster, sheathing, ceramic tile, wood or brick flooring, carpet, painting, and wall coverings, and acoustical treatments such as panel or tile ceilings.

FISCAL STABILITY: Encompasses the annual financial results of operations, available resources, and the Applicant's plan to resolve any deficit problems. A concern for fiscal stability would be indicated by multi-year operating deficits and declining fund balances. (Note: The fiscal impact this proposed facility project would have on projected operations will be considered.)

FIXTURES, FURNISHINGS, AND EQUIPMENT (FF&E): Accounting term used in valuing a building. FF&E are movable furniture, fixtures or other equipment that have no permanent connection to the structure of a building or utilities. These items are renovation enhancements that will replace, increase or alter, to enhance technology, that makes possible a greater capacity, more efficient use of the space. These items must be directly related to the project.

FURNISHINGS: May include casework, window treatment hardware, louver blinds, and theatre seating. These items must be directly related to the project.

FURNITURE: Items that are not affixed to the building despite being required for the operation of the building. (Examples: tables, chairs, computers which are used for administrative purposes, equipment that is leased, desks and other office equipment which are used for administrative purposes, rugs, planters, books, etc.) These items must be directly related to the project.

GENERAL REQUIREMENTS: Cost may include the following contractor services and expenditures: payment and performance bond(s), field engineering, shop drawings, allowances, construction photographs, quality control, and contract close-out.

GOVERNMENT ENTITY: A federal, state, county, municipality, or political subdivision thereof.

GRANT PERIOD: The time for the use of the grant award as set forth in the Grant Award Agreement, within 21-month project period from the grant program application deadline.

IN-KIND CONTRIBUTION: The documented fair market value of non-cash contributions provided by the Grantee or third parties which consist of real property or the value of goods and services directly benefiting and specifically identifiable to the project.

LAND ACQUISITION: Amount paid by the Applicant for purchasing land involved in the project, or documented in-kind value of land donated for the project according to a certified property appraiser. Use the acquisition date value. Lease value is not eligible for match.

LEASE: A contract by which a rightful possessor of real property conveys the right to use and occupy the property for a period of time in exchange for consideration. With respect to this application, the minimum lease term shall be equal to or greater than the useful life of what is being funded. Only leases in which the lessee is a qualified Applicant, as defined herein, will be considered (except where noted under "Eligibility").

MASONRY: May include unit masonry; stone masonry veneer, restoration, and cleaning; and glass masonry assemblies.

MAINTENANCE RESERVE: Required to designate amount or percentage in operating budget to afford routine and incidental maintenance and repairs. The intent is to refrain from applying for on-going maintenance of current equipment.

MATCHING FUNDS: Dollars provided by the Applicant designated solely for the project. For every one dollar COCA provides for the project, the Applicant will provide at least one matching dollar. Of these matching funds, at least 50% must be in cash, which may include official award letters for grant commitments and appropriations indicating grant funding. No more than 50% of matching funds may be in-kind contributions and/or irrevocable pledges.

A minimum of one-to-one-dollar match is required, but all funding - outside of the County's Cultural Facilities Funding requested (or granted) - will be considered matching funds.

MECHANICAL: May include pumps, motors, sprinkler systems, plumbing fixtures, water heaters, HVAC pumps and controls, boilers, furnaces, liquid coolers and evaporators, air-conditioning units, humidifiers, fans, metal ductwork, and air filters.

METALS: May include structural steel, metal fabrication, metal stairs, pipe and tube railings, gratings, and ornamental metalwork.

MINORITY: A lawful, permanent resident of Florida who is: An African American, a Hispanic American, an Asian American, a Native American, or an American Woman [288.703(3), Florida Statutes]. At least 51 percent of the organization shall be owned or governed and operated by the identified minority person(s) or persons with disabilities.

MULTI-PHASE PROJECT: A project that consists of several stages or segments. Only single-phase projects may be requested for grant funding.

MUSEUM: For the purposes of this grant application, a museum is defined according to the State of Florida, Division of Cultural Affairs, definitions below:

> **Art Museum:** A department or Agency of the local state or local government or a public or private not-for-profit organization operating in Florida on a permanent basis for the primary purpose of collecting, exhibiting and caring for visual artwork as well as sponsoring and producing visual art programs.

Historical Museum: A department or agency of the state or local government or a public or private not-for-profit organization operating in Florida on a permanent basis for the primary purpose of collecting, exhibiting, and caring for artifacts and other objects of intrinsic historical value as well as sponsoring and producing programs that are related to the historical resources of Florida.

Science Museum: A department or agency of the state or local government or a public or private not-for-profit organization operating in Florida on a permanent basis for the primary purpose of sponsoring, producing and exhibiting programs for the observation and study of various types of natural science and science technology. This definition includes, but is not limited to: arboretums, botanical gardens and nature centers, museums of science, science-technology centers and planetariums.

NEW APPLICATION: An application that has not previously been recommended for funding, or an application for which funding has been recommended, but requires a change in project scope or venue.

NEW CONSTRUCTION: A new building (ground-up building construction) or building addition resulting in increase of air-conditioned square footage by 25% or more.

NON-MATCHING COUNTY FUNDS: What other non-matching Leon County funds will go into the project? This means are there other monies (in-kind contributions, pledges, or cash) which will be used for the project but which Applicants are not counting as matching funds. Identify the source and amount of these funds in the application.

OPERATING FORECAST: Fundraising and operating plans for project completion and sustainability (projecting at least five (5) years out).

PLANNING: The preliminary development of architectural, engineering, and other technical services necessary to carry out the project.

PRIMARY POINT-OF-CONTACT PERSON: Indicate the name and title of the person who will be responsible for supervision of the project and administration of the grant. All correspondence concerning this application will be addressed to this person. It shall be the responsibility of the Applicant to notify COCA of any change.

PROJECT: The acquisition or renovation of existing buildings, or the construction of new buildings, or the acquisition of equipment for a building to be used for cultural activities.

PROJECT LOCATION: Physical address of project.

PROJECT TITLE: Include the type of project proposed (for example: Education Wing: Renovation). If the Applicant name is different than the facility name, the facility name should be added to the title. Do not repeat the Applicant name in the project title.

PUBLICLY OWNED: Owned by a government entity, as defined herein, either through fee simple or lease, such that the government entity has control and undisturbed use of the property for a period to begin before the date the application is submitted and continuing uninterrupted to a date that encompasses the end of the useful life of the capital fixture, equipment, renovation, expansion or construction for which the application is submitted.

RENOVATION: The act or process of giving a building/property a state of increased utility or returning a building/property to a state of utility through repair, addition, or alteration that makes possible a more efficient use.

RESIDENT COUNTY OF PROJECT: The project must be located in Leon County.

SITE CONSTRUCTION: May include: building demolition, site clearing, sewerage and drainage, underground ducts and utility structures, termite control, irrigation systems, earthwork, and landscaping.

SPECIAL CONSTRUCTION: May include X-ray protection and metal building systems.

SPECIALTIES: May include louvers and vents, signs, lockers, metal storage shelving, partitions, and mobile storage units.

THERMAL AND MOISTURE PROTECTION: May include waterproofing, fireproofing, shingles and roofing, siding, and sealants.

TOTAL AMOUNT REQUESTED FROM LEON COUNTY: The total amount of money being requested for Cultural Facilities Grant funding.

TOTAL IN-KIND CORPORATE SUPPORT (MATCH): All documented non-cash contributions provided to the Applicant by corporate parties. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the proposed project or program.

TOTAL IN-KIND FEDERAL GOVERNMENT SUPPORT (MATCH): All documented non-cash contributions provided to the Applicant by units of the federal government. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project or program. *NOTE: The fair market value of any in-kind contribution must be documented to be eligible as matching funds. The Applicant should keep receipts or other signed statements.*

TOTAL IN-KIND LOCAL GOVERNMENT SUPPORT (MATCH): All documented non-cash contributions provided to the Applicant by other units of government. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project or program.

TOTAL IN-KIND PRIVATE SUPPORT (MATCH): All documented non-cash contributions provided to the Applicant by individuals and non-corporate, non-government parties. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project or program.

TOTAL IN-KIND STATE GOVERNMENT SUPPORT (MATCH): All documented non-cash contributions provided to the Applicant by other units of state government. These contributions may be in the form of the fair market value of goods and services directly benefiting and specifically identifiable to the project or program.

TOTAL LOCAL GOVERNMENT SUPPORT (MATCH): Cash support derived from grants or appropriations given for this project by city or other local government agencies, or a proportionate share of such grants or appropriations allocated to this project.

TOTAL FEDERAL GOVERNMENT SUPPORT (MATCH): Cash support derived from grants or appropriations given for this project by agencies of the federal government, or a proportionate share of

such grants or appropriations allocated to this project. The inclusion of an official "Award Letter" may allow the award amount to be counted as "cash-on-hand" even if the award check has not yet been received.

TOTAL PRIVATE SUPPORT (MATCH). Private donations, including foundation grants, given for this project, or a proportionate share of such grants allocated to this project, and cash donations.

TOTAL STATE GOVERNMENT SUPPORT (MATCH): Cash support derived from grants or appropriations given for this project by the Florida Department of State Division of Cultural Affairs or other Florida State government agencies, or a proportionate share of such grants or appropriations allocated to this project. The inclusion of an official "Award Letter" may allow the award amount to be counted as "cash-on-hand" even if the state check has not yet been received.

TYPE OF ORGANIZATION: Indicate the legal status of the applicant entity.

TYPE OF PROJECT: Indicate appropriate project category: Renovation, Construction, Acquisition or Equipping of Cultural Facilities.

UNDISTURBED USE: The building to be renovated, expanded, or constructed, and the site of such building, will be owned by, or will be under lease to, the Applicant ***by the date of the application submission***, and that the use of the site and building will be unencumbered by covenants, easements, or other conditions contrary to the purpose of the project.

WOOD AND PLASTIC: May include rough carpentry, finish carpentry, interior and exterior architectural woodwork, panel work, and plastic fabrications.

Expenditures may include the actual amount to be paid or the value of the in-kind contribution.

Appendix

SAMPLE APPLICATION

Statement of Certification and Compliance

Basic Project Information

1. Project Title
2. Description of Project
3. Project Contacts (Name and Email Address)
4. Request Amount
5. Project Start Date
6. Project End Date
7. Location of Project (must be in Leon County)
8. Eligibility - Applicant Category
9. Project Purpose
   ____ Acquisitions _____ New Constructions _____ Renovation ____ Equipping
10. Organization Name
11. Incorporation date/years of continuous operational service to the community
12. Federal ID #
13. Website url for organization or proposed project
14. Total Project Amount (Indicate if this is part of a larger, multi-phase project, please give total of entire project)
15. Facility's Historical Significance
    a. Age of the building
    b. Is the building subject to historical preservation requirements
16. Ownership/Lease
    a. Who owns the building?
    b. Who owns the land?
    c. If building is leased to Applicant, what is the remaining length of the lease (from the time of application due date)?

NARRATIVE QUESTIONS

Section A: Concept (40 points)

Q1) Need (20 points) (8,000 maximum characters) - Why is the project important ***to your community***, and what are the consequence of not doing it, or the opportunities for advancement by completing it? a. Project-specific b. Needs have been shown c. Photos, tables, studies, statistics, and documents permitted *(Upload allowed 2MB)*

Q2) Vision (15 points) (8,000 maximum characters) **-**What is the Vision? Why is the project important ***to your mission***, and what are the consequences of not doing it, or the opportunities for advancement by completing it?

Q3) Inspire Excellence (5 points) (7,000 maximum characters)
a. Tell us, not just about bricks and mortar, but rather what happens there.
b. Include testimonials of patrons and critics.

C. How will the project enable further or enhance the artistic excellence of your program?

Section B: Facility (30 points)

Q4a) Process/Design/& Planning (15 points) (9,000 maximum characters)

Include:
• Design Planning – project scope
• How have you addressed environmental features and sustainability?
• Necessary components from consultants
• Estimates
• Programmatic square footage
• Demonstrate that you have the proper qualified project team and have taken all the necessary steps for project preparation.
• Provide a timeline of project milestones; include start and end date and key points in between.

Q4b) **Five (5)-year Operating Forecast** (1,000 characters + 1MB upload)

Q5) Quality (15 points) (3,000 maximum characters)
Describe how the design, materials, longevity and installation of your proposed project will contribute to your organization's goals and impact.

Section C: Management & Budget (30 points)

Q6) Operational Readiness (10 points) (4,500 maximum characters)
a. Address the project plans & preparation that is complete/confirmed, give specifics on the items below, or add what is relevant to your project to demonstrate the project readiness.

PROJECT READINESS CHECKLIST

- Architectural Drawings completed? Yes___ No ___ Explain Details _____
- Design Drawings completed? Yes___ No ___ Explain Details _____
- Project Team status? Explain Details _____
- Contracted with General Contractor? Explain Status _____
- Historic Preservation Board release issued (if applicable)? Yes___ No ___ Not Applicable Explain Details _____
- Are the land use approvals completed? Yes___ No ___ Explain Details _____
- Permitting issued? Pre-permit meeting? (or status) Yes__ No __ Explain Details _____
- Certificate of Occupancy issued? Yes___ No ___ Explain Details _____
- Three bids solicited/received OR explain Yes___ No ___ Explain Status/Details _____
- Site preparations Yes___ No ___ Details/Explain_____
- Is a (real estate) lawyer consulting on the project? Yes___ No ___ Explain Details _____
- Are there any third-party restrictions or contingencies? Yes___ No ___ Explain Details _____
- Does the applicant have a maintenance fund established to support future maintenance and repairs for this facility/equipment? Yes___ No ___ Explain Details _____

Requirements, Attachments/Uploads –*Upload each of the required attachments.*

> ***Q6a) Minutes from the organization's board meeting*** *authorizing the project for which applicant is applying. (500 char. Response +1MB upload)*
>
> ***Q6b) Board of Directors, including officers*** *(+1MB upload)*
>
> ***Q6c) Project Team, including key staff*** *involved with project (+1MB upload)*

Q7) Financial Readiness (15 points) - Forms & Financial Position
Form A: Certification from Professionals – Architect, Engineer and Contractor – if no architect, engineer or contractor, provide three (3) bids from vendors, OR explain) *(500 char. Response +1MB upload)*
Form B: Project Budget – Summary (for proposed project/phase) – Indicate how grant funds and match will be spent. Include both revenue and expenses for the project, and in-kind (1MB upload)
Form C: Matching Funds & Matching Funds documentation *$1:$1 of funds contributed specifically for the proposed project* (group documentation, 1 upload each for: cash, pledges, in-kind) *(3 times, at +1MB each upload)*
1) 100% match of request amount required at application.
• ___% of cash match (cash in the bank/applicant cash, government appropriations/resolution, State of Florida or other major funders' award notice); ED statement & bank statement required for applicant cash.
• ___% of pledges match (signed donor pledge, signed sponsorship or naming agreement)
• ___% of in-kind match (statement of value and service to be provided)
• *NOTE: A report will be provided to the panel that confirms match & backup documentation.*

Requirements:
Financial Statements *– a.* ***audit and Form 990*** *and* ***Upload*** *most recent b. current year-to-date*
Financial Statements *(if audit is more than 1 year old)-- both Balance Sheet and Statement of Income & Expenses from same reporting date.* (See p. 13 of Guidelines for exceptions to this requirement).

Q8) Care & Stewardship (5 points) *(1,500 maximum characters)*
a. Care, maintenance plan
b. Ability to last into the future
c. Describe your resources dedicated to maximizing the useful life of the project or facility.

Requirements, Attachments/Uploads - *Upload the required attachments, if not included within Applicant's Nonprofit Search portrait.*
Q8) Long-range or strategic plan *(if for renovation, construction or acquisition, the plan should include facilities planning &/or implementation of proposed project). (1,500 char. +1MB upload)*
Support Materials: (Optional) - *(1,500 maximum characters +3MB upload)*
Proof of Ownership, Lease and/or sublease *with remaining term from date of application, include all addendums. (1,000 maximum characters +3MB upload)*

FY19 CULTURAL FACILITIES MATCHING GRANT PROGRAM TIMELINE

Release guidelines to public
June 21, 2019

Grant Application deadline
September 2, 2019

Panelists review applications
September 9, 2019 – October 11, 2019

Grant Panel Review Meeting
October 11, 2019

COCA Board of Directors review and approve grants
Mid-October, 2019

Leon County TDC review and approve grants
November 7, 2019

Leon County Board of County Commissioners review and approve grants
December 10, 2019 (anticipated)

1st installment of grant funding released to grantees
January 2019 (anticipated)

All applications and inquiries concerning the Cultural Facilities Matching Grant Program should be directed to:

Dr. Kevin Carr
Grants Program Manager
Council on Culture & Arts
816 South Martin Luther King Jr. Blvd.
Tallahassee FL 32301
Ph: 850-224-2500
Email: kevin@tallahasseearts.org

Leon County
Board of County Commissioners

Notes for Agenda Item #18

Leon County Board of County Commissioners

Agenda Item #18

February 10, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Full Board Appointment to the Canopy Roads Citizens Committee

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 for the appointment of a citizen to the Canopy Roads Citizens Committee.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Appoint one citizen to the Canopy Roads Citizens Committee for the remainder of a three-year term ending on October 31, 2027. Eligible applicants are: Cody Boomer, Dr. Mark Mahoney, Elva Peppers, and Spencer Brennalt.

Should the Board choose to appoint Spencer Brennalt, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #4) by a two-thirds affirmative vote.

Report and Discussion

Background:

Pursuant to Policy No. 03-15, "Board-Appointed Citizen Committees", a General Business item is presented to fill vacancies for full Board appointments of citizens to Authorities, Boards, Committees, and Councils.

Analysis:

Canopy Roads Citizens Committee (CRCC)

Purpose: The CRCC makes recommendations to the County and City Commissions on matters related to canopy road preservation and assists in coordinating efforts of government, private sector, civic groups, and individuals in an effort to protect, maintain, and enhance the canopy roads.

Composition: The CRCC consists of eight citizen members: four appointed by the Board and four appointed by the City Commission. Members serve three-year terms, expiring on October 31. Members should consist of a balance of persons who have expertise in fields of forestry, local history, who live along a canopy road, or who have demonstrated a willingness to serve for the enhancement of the community. An ex-officio, nonvoting member from the Apalachee Land Conservancy also serves on the CRCC. In addition, the City Commission and the Board appoint a City and County Commissioner to serve as an ex officio, nonvoting member. Currently, Commissioner Dianne Williams-Cox and Commissioner David O'Keefe serve in this capacity.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
10	4	Female – 4 Male – 2	White – 4 Black – 1 Hispanic/Latino – 1

Vacancies: Board appointed member Austin Moser resigned from his seat effective January 13, 2026. His term was scheduled to expire on October 31, 2027. Eligible applicants for Board consideration are listed in Table #1. The remaining three vacancies are for seats to be appointed by the City Commission.

Table #1: Canopy Roads Citizens Committee

Vacancy *Status*	**Term Expiration**	**Eligible Applicants** **(Application Attachment #)**	**Gender – Race**	**Recommended Action**
Austin Moser *Served 1 partial term* *Resigned*	10/31/2027	1. Cody Boomer 2. Dr. Mark Mahoney 3. Elva Peppers 4. Spencer Brennalt*	Male – White Male – White Female – White Male – White	Appoint one citizen for the remainder of a three-year term ending on 10/31/2027.

**Should the Board choose to appoint Spencer Brennalt, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #4) by a two-thirds affirmative vote.*

Options:

1. Appoint one citizen to the Canopy Roads Citizens Committee for the remainder of a three-year term ending on October 31, 2027. Eligible applicants are: Cody Boomer, Dr. Mark Mahoney, Elva Peppers, and Spencer Brennalt.

   Should the Board choose to appoint Spencer Brennalt, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #4) by a two-thirds affirmative vote.

2. Board direction.

Recommendation:

Option #1

Attachments:

1. Cody Boomer application and resume
2. Dr. Mark Mahoney application and resume
3. Elva Peppers application
4. Spencer Brennault application and Form 4A

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CANOPY ROADS CITIZENS 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. Cody Boomer | **Date:** 8/21/2025 11:05:21 AM

Home Address:	6487 Justin Grant Trail 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:	(678) 717-7500	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	cody.boomer1219@gmail.com	**How many years have you lived in Leon County?**	13

(EMPLOYMENT INFORMATION)

Employer:	LJA Engineering, Inc.	**Work Address:**	1701 Hermitage Blvd Suite 203, Tallahassee, FL 32309
Occupation:	Civil Engineer		
Work/Other Phone:		**Work Email:**	cboomer@lja.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:** 35

District: District II **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Brad Begue	**Name:**	Elva Peppers
Address:	7052 Spencer Road Tallahassee, FL 32312	**Address:**	227 West 4th Ave Tallahassee, FL 32303
Phone:	(850) 566-8958	**Phone:**	(850) 385-6255

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.

Linkedin - https://www.linkedin.com/in/cody-boomer-p-e-89a225169/

BS - Family and Child Science, 2013 Florida State University

BS - Civil Engineering, 2019 Florida State University

ME - Environmental Engineering, Present University of Florida

Professional Engineering License, 2023 Current (Florida, Georgia, North Carolina)

Civil Consulting Engineers, Inc. (5 Years Intern/EI/PE)

LJA Engineering, Inc. (2 Years PE)

I currently live on Miccosukee Rd, one of the most beautiful canopy roads in Tallahassee. Originally from Atlanta, everytime my family members visit, the road and it's uniqueness is always a topic of conversation and as a father of two, I want that to continue on for the next generation. I'd love to be apart of maintaining and improving this roadway as a professinally licensed engineer.

(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)* *Yes*

If yes, please explain *I am a Civil Engineer living in Leon County. Most of my clients are private who could choose to develop sites along canopy roads which could result in my abstaining from voting. It is possible that I contract with Leon County in the future for public work/improvements, but that is not a pursuit at the moment.*

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 City or County resident.

Members should have expertise in one of the membership eligibility criteria listed below. Please indicate your area of expertise:

- [x] Forestry

  Please explain: *Not quite forestry, but am pursuing a Masters of Engineering in environmental engineering and have worked on roadway improvement projects involving trees in the past.*

- [x] Local history

  Please explain: *I'm a professional engineer who has lived here for 13 years.*

- [x] Live along a canopy road

  Please explain: *I live in Arvah Branch subdivision along Miccosukee Road.*

- [ ] Have demonstrated a willingness to serve for the enhancement of the community

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

Signature: Mr. Cody Boomer

The application was electronically sent: 8/21/2025 11:05:21 AM

Cody Boomer

6487 Justin Grant Trail, Tallahassee, FL 32309 • 678-717-7500 • cody.boomer1219@gmail.com

Certifications & Memberships

Engineer-in-Training **August 2018**
Professional Engineer License **June 2023**
Certified FSESCI Inspector **December 2024**
Florida Engineering Society **August 2024**

Education

University of Florida, Gainesville, FL **2024 – Present**
Bachelor of Science in Civil Engineering Graduation: May 2026

Florida State University, Tallahassee FL **2017 – 2019**
Bachelor of Science in Civil Engineering Graduation: May 2019

Florida State University, Tallahassee FL **2009 – 2013**
Bachelor of Science in Family and Child Sciences Graduation: May 2013

Experience

Professional Engineer **Jan 2018 - Present**
Tallahassee, FL
LJA Engineering, Inc.

- Site Design, Utility and Infrastructure Design, Stormwater Management Design
- Client and Jurisdiction management and coordination
- Cost analysis, Quantities take-off, Construction Administration
- Managing engineering team and coordinating/delegating tasks to employees accordingly

Engineer-In-Training/Professional Engineer **Jan 2018 – Jun 2023**
Tallahassee, FL
Civil Consulting Engineers, Inc.

- Preformed Desktop code research and developed site investigation reports
- Coordinated and attended meetings with clients and jurisdictions
- Prepared site development plans for commercial and residential projects including site, grading, utility and erosion control plans.
- Developed hydrology studies, coordinated project schedules, design fees and permitting

Engineering Intern
Tallahassee, FL **Jan 2017 - Jan 2018**
Barkley Consulting Engineers, Inc.

- Assisted project manager with project tasks in Civil 3D
- Participated in meetings with various municipalities
- Organized and facilitated communications with clients

Assistant Video Coordinator
Tallahassee, FL 850-644-2390 **Aug 2012 - May 2016**
Florida State University Athletics

- Obtained, edited, and organized recruiting video
- Organized and recorded various sporting events (practices, games, etc.)
- Set up and break down presentation equipment for recruiting presentations
- Won National Championship with Florida State Football

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CANOPY ROADS CITIZENS 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: Dr. Mark Anthony Mahoney | **Date:** 5/6/2025 10:46:56 AM

Home Address:	8733 Palencia Ct 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) 322-6078	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	marq780@gmail.com	**How many years have you lived in Leon County?**	53

(EMPLOYMENT INFORMATION)

Employer:	Retired State of Florida Employee	**Work Address:**	8733 Palencia Ct Tallahassee, FL 32311
Occupation:	Public Health Specialist		
Work/Other Phone:	(850) 322-6078	**Work Email:**	marq780@gmail.com

(OPTIONAL)

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

Race: White **Gender:** M **Age:** 73

District: District V **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Charlie Clark	**Name:**	Nicolas Contos
Address:	P.O. Box 5093 Tallahassee, FL 32314-5093	**Address:**	3642 Oxhill Ct. Tallahassee, FL 32308
Phone:	(850) 631-0780	**Phone:**	(850) 300-3725

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 am a long-time homeowner having purchased my home in 1999 and live off Old St. Augustine Rd. I have lived in Leon County since 1971.

I am a guest columnist for the Tallahassee Democrat over the past 6 + years focusing on health & welness topics.

I completed the Tallahassee Lifelong Leaders Class in 2024, sponsored by the Senior Foundation and Leadership Tallahassee.

I am also a sponsor and member of Sustainable Tallahassee and was involved in the establishment of the Southwood Community Garden some 12 years ago .where I still garden.

I recently attended the Master Recycler class at the Leon County Co-operative Extension Service.

My interests and participation in maintaining the best quality of life for Leon County residents is very important to me and the maintenance and health of our canopy roads is very important to me as well as to the unique environmental character of Leon County.

(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 City or County resident.

Members should have expertise in one of the membership eligibility criteria listed below. Please indicate your area of expertise:

- [ ] Forestry
- [ ] Local history
- [x] Live along a canopy road

  Please explain: *I am a homeowner and have lived off Old St. Augustine Rd since purchasing my residence in 1999.*

- [x] Have demonstrated a willingness to serve for the enhancement of the community

  Please explain: *While my son attended Hartsfield Elementary School I served as the Chair of the School Advisory Committee (SAC) and later as the health and wellness chair at the Florida State University School's Parent Teacher Student Association (PTSA) during my son's my son's seven (7) years at that school. I helped fundraise and establish the Southwood Community Garden and am currently a member. I am a member and a sponsor in supporting Sustainable Tallahassee. I completed the Lifelong Leaders Class (#13) in 2024 which is sponsored by the Senior Center Foundation as well as Leadership Tallahassee*

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

Signature: *Dr. Mark Anthony Mahoney*

The application was electronically sent: 5/6/2025 10:46:56 AM

M A R K A. M A H O N E Y

8733 Palencia Court
Tallahassee, Florida 32311
marq780@gmail.com

EDUCATION:

Florida State University
Doctor of Philosophy, 1997 — ***Foundations of Education***

Major area of studies: — ***Sociology/Anthropology of Education***

Minor area of studies: — ***Development Communications***

Florida State University
Certificate, fall 1993 — ***Program Evaluation***
Certificate, spring 1999 — ***Educational Policy Analysis***

Teachers College/Columbia University
Master of Science, 1982 — ***Nutrition & Public Health***

Florida State University
Bachelor of Science, Summer 1974 — ***Foods & Nutrition***

PROFESSIONAL EXPERIENCE HIGHLIGHTS:

Health Programs Specialist/Research and Training Specialist: Florida Department of Corrections, Bureau of Staff Development and Training, Curriculum Design, Planning, Delivery and Evaluation Section. Tallahassee, Florida. **July 1999 – September 2016**

Member of staff development research and training team responsible for designing and integrating training delivery to field staff statewide – both certified and non-certified. Review, analyze and provide input on departmental policies & procedures. Collaborate in yearly needs assessment and Master Training Plan. Specialization is in health programs and related areas. Development of Health & Wellness Resource Exchange website for sharing timely nutrition and health information with the Department's 24,000 staff members statewide. Weekly health messages sent out statewide.

Health Services Education Coordinator: Florida Department of Corrections, Office of Health Services, Tallahassee, Florida. **December 1995 - June 1999**.

Responsibility for coordinating the provision of health education to inmates throughout the State of Florida in conjunction with five regional staff. Coordinate with central office staff for training events and maintain records for continuing education for licensed health care staff. Utilize distance-learning

technology for obtaining and offering timely information to staff. Develop various reports and undertake research to fulfill duties of this position.

Health Education/Risk Reduction Project Coordinator: Gadsden Neighbors in Partnership, DISC Village, Inc., Tallahassee, Florida. **May 1994 - October 1994**.

Coordinator for preventive services block grant emphasizing prevention education in areas of sexually transmitted diseases (STDs), AIDS and tuberculosis. Principal focus of project is underserved and at-risk adolescents and young adults of African-American and Hispanic groups residing in largely rural area of north Florida.

Spanish Language Interpreter: Second Judicial Circuit Court, Tallahassee, Florida. **June 1990 - Present**.

Responsible for verbatim translation of court proceedings and other informal hearings.

Community Health Specialist: Project ORBIS, Inc., New York, New York. **August 1986 - September 1989**.

Instrumental in development of a Community Eye Care Department. Field staff member with responsibility for frontwork, program planning, coordination, implementation, curriculum development and follow-up program evaluation for a series of primary ocular health care seminars for personnel in regions of Africa and Latin America. Served on special one-year assignment to Peruvian National Eye Institute to provide technical support in establishing a Community Ocular Health Care Department.

Supervisory Senior Dietitian, Senior Staff Development and Training Dietitian and Staff Dietitian: Health Care Services, Florida State Hospital, Department of Health and Rehabilitative Services, Chattahoochee, Florida. **July 1982 - January 1985**.

Responsible for administrative/clinical coordination of nutrition services to over 1,500 patients, supervision of eight (8) Staff Dietitians, staff development and training for nutrition department and hospital's professional and para-professional staff.

Public Heath Nutritionist/Health Educator: Primary Health Care Program, National Health Service, Ministry of Health - United States Peace Corps in CHILE. **January 1978 - January 1980**.

Responsibility for development of program activities in rural health care delivery, training and supervision of 14 community health care workers, weekly radio programs on health, elaboration of health communication materials, field research activities, health and nutrition curriculum development for primary schools, co-administration of supplementary feeding program for malnourished and at-risk infants and related activities.

ADDITIONAL VOLUNTEER EXPERIENCE:

Tallahassee Lifelong Leaders Class #13. An 8 week course sponsored by the Senior Foundation and Leadership Tallahassee. Graduated 2024.

Guest Columnist, *Tallahassee Democrat*. August 2013 - Present. Provision of weekly columns on a series of topics related to health promotion, wellness and nutrition.

Consultant, Development Support Communications (DSC) Study, Center for International Studies, Florida State University, Tallahassee, Florida. **April 1991 - January 1992.**

Member of UNESCO-supported research study group looking into various aspects of development support communications across various governmental and non-governmental organizations. Individual responsibility for researching and defining role of DSC within UNICEF.

Group Facilitator: Experiment in International Living, Brattleboro, Vermont. **June - July 1991**.

Responsible for all administrative, cross-cultural and supervisory duties for ten-person group of U.S. high school students participating in seven-week summer language/home stay program in Mexico.

Health/Nutrition Planning Consultant: Catholic Relief Services (CRS), New York, New York. **June - August 1981**.

Responsibility for researching and developing nutrition project evaluation guidelines for CRS non-specialist personnel worldwide as part of professional internship.

PUBLICATIONS AND INVITED PAPERS/PRESENTATIONS:

WorldView Magazine*,* A national magazine produced by the National Peace Corps Association, NPCA (Spring/Summer 2024). Published article entitled. "Location, Location, Location." Focused was on the role national NPCA group's play in furthering the ongoing goals of the U.S. Peace Corps.

Why Instructors Eat Last, 2015 Trainer's Institute, (January 2015). Florida Department of Corrections, Bureau of Staff Development and Training, Orlando, Florida.

Using Lean Programming to Fatten Evaluation Results, Southeast Evaluation Annual (SEA) Workshop, (February 2014). Survey Methodology presentation, SEA, Tallahassee, Florida.

A Policy Analysis of Alternate Public Health Education Strategies for Reducing Smoking Among Venezuelan Adolescents. (November 1997). Ph.D., dissertation, Florida State University, Tallahassee, Florida.

"Transnational Tobacco Companies and Latin America." (September 1992). Invited paper presentation at XVII International Congress of Latin American Studies Association, Los Angeles, California.

"Initiatives to Support Children's Rights Worldwide." (1992). Global *Justice*. Center on Rights Development, Graduate School of International Studies, University of Denver, Denver, Colorado.

Salud Ocular Comunitaria [Community Eye Care]. (1989). Instituto Nacional de Oftalmología [National Eye Institute], Lima, Peru. Editor of first issue of Peruvian National Eye Institute's primary eye care newsletter.

"Vitamina A y Salud Ocular" [Vitamin A and Ocular Health]. (1988). Revista *Oftalmológica del Instituto Nacional de Oftalmología* [Journal of the National Eye Institute], Lima Peru.

"Vision y Audición" [Vision and Hearing]. (1989). Ninos - *Crecimiento y Desarrollo*, No. 5, Lima, Peru.

"Participatory Training of Health Care Personnel in Basic Ocular Health Care in Mali, West Africa." Paper presentation at XII Peruvian Congress of Ophthalmology and II National Blindness Prevention Congress, Lima, Peru, October 29 - November 4, 1988.

"Communication-Education Activities Within Project ORBIS." Roundtable presentation at National Council for International Health's Annual Conference, Washington, DC, June 1988.
"U.S. Food Aid as an Instrument of Foreign Policy: The Case of Chile." In G. Soliman and S. Lederman (Eds.). *Controversial Nutrition Policy Issues*. Springfield, Massachusetts: Charles Thomas Publishers, pp. 155-174.

"Dietary Habits of the Mapuche Indian Population." (1982). Co-author of field study presented at the V. Chilean Congress of Nutrition, Concepción, Chile.

CROSS-CULTURAL EXPERIENCE:

Intensive cross-cultural training and language skill development prior to Peace Corps service in 1975 and again in 1978. Lived, worked, and studied in Turkey, Italy, Ecuador, Chile and Peru. Extensive travel throughout most of Europe, Latin America and parts of East and West Africa. Past participant in Campus/Community Partnership - an alliance between Florida State University and a neighboring economically disadvantaged community. Steering Committee member of North Florida Returned Peace Corps Volunteers (NFRPCV's), a group dedicated to educating our neighbors about other cultures and supporting domestic and overseas projects through the group's community fund-raising efforts. Former Wellness/Safety Committee Chair, PTSA, Florida State University Schools, a K-12 development and research school affiliated with Florida State University's College of Education. Parent Advisory Council Board Member, University of North Florida. Weekly health & wellness articles written for the *Tallahassee Democrat* newspaper.

LANGUAGES:

Fluent in **English** and **Spanish**
Working knowledge of **French** and **Turkish**

PROFESSIONAL AFFILIATIONS AND CERTIFICATIONS:

American Public Health Association (APHA)
Registered Dietitian//Nutritionist (R.D.N.), Academy of Nutrition & Dietetics

REFERENCES: Available upon request

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CANOPY ROADS CITIZENS 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: Ms. Elva Peppers | **Date:** 10/12/2025 8:01:35 PM

Home Address:	221-4 Delta 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?	Yes
Home Phone:	(850) 385-6255	**Do you own property in the Tallahassee City Limits?**	Yes
Primary Email:	elvapeppers@felsi.org	**How many years have you lived in Leon County?**	15

(EMPLOYMENT INFORMATION)

Employer:	Florida Environmental and Land Services, Inc	**Work Address:**	221-4 Delta Court Tallahassee, FL 32303
Occupation:	Environmental Consultant		
Work/Other Phone:	(850) 385-6255	**Work Email:**	elvapeppers@felsi.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:**

District: District I **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Angela Fuqua	**Name:**	Leslie Frye
Address:	3246 Endicott Dr, Tallahassee FL 32311	**Address:**	1807 Sageway Dr, Tallahassee, FL 32303
Phone:	(904) 226-7209	**Phone:**	(850) 510-3409

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.

Resume should be attached. I am not certain if Form 4A applies to me. I do complete work for the City, County and Blueprint IA typically as a subconsultant.

(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? *Leon County Advisory Committee for Quality Growth and Blueprint IA Citizen Action Committee; no longer serving on either of these.*

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)* *Yes*

If yes, please explain *I have in the past applied on behalf of clients for approval by the Canopy Roads Committee. I estimate that i have done 4 in the past 15 years*

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 occasionally a subconsultant for county and city construction projects in the capacity of permitting or environmental inspection of property.*

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 City or County resident.

Members should have expertise in one of the membership eligibility criteria listed below. Please indicate your area of expertise:

- [x] Forestry

  Please explain: *I am a biologist and certified arborist. In addition, i assist clients with designing projects to avoid environmental impacts, I also have created and implemented mitigation plans that involve native trees and shrubs.*
- [ ] Local history
- [ ] Live along a canopy road

☑ Have demonstrated a willingness to serve for the enhancement of the community

Please explain: *Served on two other county committees and currently serve on a State committee, Acquisition and Restoration Council, concerning preservation of ecologically beneficial lands.*

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

Signature: Ms. Elva Peppers

The application was electronically sent: 10/12/2025 8:01:35 PM

LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CANOPY ROADS CITIZENS 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. Spencer Hitchcock Brennalt | **Date:** 10/16/2025 5:42:44 PM

Home Address:	10601 Valentine Rd N Tallahassee, FL 32317	**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:	(772) 349-3170	**Do you own property in the Tallahassee City Limits?**	No
Primary Email:	spencer.brennalt@kimley-horn.com	**How many years have you lived in Leon County?**	6

(EMPLOYMENT INFORMATION)

Employer:	Kimley Horn and Associates, Inc.	**Work Address:**	2619 Centennial Blvd Suite 200, Tallahassee, FL 32317
Occupation:	Civil Envineer		
Work/Other Phone:	(850) 739-3742	**Work Email:**	

(OPTIONAL)

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

Race: White **Gender:** M **Age:** 28

District: District II **Disabled?** No

(RESUME AND REFERENCES)

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

Name:	Charlie Johnson	**Name:**	Cameron Snipes
Address:	2619 Centennial Blvd, Suite 200	**Address:**	2619 Centennial Blvd, Suite 200
Phone:	(850) 583-5658	**Phone:**	(850) 553-3511

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.

Graduated in 2019 in Mechanical Engineering from Clemson University.

Immedietly started at Kimley Horn as a Civil Engineer working with Kelsey Lewis and Cameron Snipes in September of 2019.

I recieved my Florida Professional Engineering license in August 2025.

I'm an avid sports fan and played in the Tallahassee and Quincy soccer leagues a number of years, and I routinely run and bike on the trails in town. I have lived off Pedrick and now live off Baum Rd and drive canopy roads to work everyday. The peaceful and beatiful surroundings created by these protected roads is something worth preserving and protecting in Leon County and makes this area very special to me.

(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)* *Yes*

If yes, please explain *I work at Kimley Horn which has to make submittals to Canopy Roads committee on projects and would need to abstain myself on voting for their projects.*

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

If yes, please explain *Kimley Horn is a consultant firm that does routine business with Leon County.*

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

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

Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?* *Yes*

If yes, prior to or at the time of submission of any bid for county business, a Florida Commission on Ethics Form 3A must be filed.

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity?* *Yes*

If yes, prior to or at the time of submission of any bid for Committee/Board/Authority business, a Florida Commission on Ethics Form 3A must be filed.

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 City or County resident.

Members should have expertise in one of the membership eligibility criteria listed below. Please indicate your area of expertise:

- [ ] Forestry
- [ ] Local history

- [ ] Live along a canopy road
- [x] Have demonstrated a willingness to serve for the enhancement of the community

Please explain: *I have worked as a Civil Engineer in Tallahassee for 6 years now learning under people born and raised in Tallahassee and alongside Landscape Architects like Charlie Johnson and Shawn Kalbli. I am passionate about preserving nature and creating effective designs that allow the preservation and planting of trees and canopy to enhance developments and better these beautiful roads that make this City unique to so many others. I want to strive to bring good ideas and innovative ways from an engineering mind that is typically in contrast to preservation and use it to help and preserve these roadways and maintain their beauty. I drive these roads daily and have grown fond of the how peaceful and decompressing they are after a long day. I strive to help maintain this so all can continue to enjoy this now and in the future.*

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

Signature: Mr. Spencer Hitchcock Brennalt

The application was electronically sent: 10/16/2025 5:42:44 PM

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL	OFFICE / POSITION HELD
Brennan, Spencer H	
MAILING ADDRESS	AGENCY OR ADVISORY BOARD
10601 Valentine Rd N	Kimley Horn and Associates, Inc.
CITY / ZIP / COUNTY	ADDRESS OF AGENCY
Tallahassee 32317 Leon	

HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- **Fill out** Part A or Part B, as applicable.
- **Sign** and date the form on the reverse side.
- **File Part A** with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- **File Part B** with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a *particular instance* provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; *and* (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) of (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable* to an advisory board member.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

   (✓) The reporting person;

   ( ) The spouse of the reporting person, whose name is _____; or

   ( ) A child of the reporting person, whose name is _____.

2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:

   (✓) Supplying the following realty, goods, and/or services: Engineering Consultant Services.

   ( ) Regulation of the business entity by the governmental agency served by the advisory board member.

3. The following business entity is doing business with or regulated by the governmental agency:

   Kimley Horn and Associates, Inc.

4. The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:
   ( ) Officer; ( ) Partner; ( ) Associate; ( ) Sole proprietor; ( ) Stockholder; ( ) Director; ( ) Owner of in excess of 5% of the assets of capital stock in such business entity; (✓) Employee; ( ) Contractual relationship with the business entity; ( ) Other, please describe:

[CONTINUED ON REVERSE SIDE]

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable.*

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

   (✓) The reporting person;

   ( ) The spouse of the reporting person, whose name is _____; or

   ( ) A child of the reporting person, whose name is _____.

2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

   Civil Engineering consultant services.

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

   Kimley Horn and Associates, Inc 2619 Centennial blvd, Suite 200
   (NAME OF ENTITY) (ADDRESS OF ENTITY) Tallahassee, Fl 32308

4. The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:
   ( ) Officer; ( ) Partner; ( ) Associate; ( ) Sole proprietor; ( ) Stockholder; ( ) Director; ( ) Owner of in excess of 5% of the assets or capital stock in such business entity; (X) Employee; ( ) Contractual relationship with the business entity; ( ) Other, please describe:

SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
[signature]	10/23/2025	10/23/2025

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10.000.