# BOARD OF COUNTY COMMISSIONERS
# LEON COUNTY, FLORIDA

## REGULAR MEETING
## AGENDA

**Tuesday, April 14, 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<br>District 5 | Carolyn D. Cummings<br>At-Large I | Nick Maddox<br>At-Large II |
| Rick Minor<br>District 3 | Brian Welch<br>District 4 | Bill Proctor<br>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, April 14, 2026, 3:00 p.m.

Judge Augustus D. Aikens, Jr. Leon County Courthouse, Commission Chambers, 5th Floor
301 S. Monroe Street Tallahassee, Florida 32301

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The media and the public can access the meeting in real time on Comcast channel 16, the Leon County Florida channel on Roku, the County's Facebook page, YouTube channel, Twitter and County web site.

Citizens wishing to provide input on any item(s) on the published agenda (or a non-agenda subject) for the meeting may share public comment by using one of the following options:

- In-person at the meeting; or
- Register to provide comments using communications media technology during the meeting through the registration form using the following link https://www2.leoncountyfl.gov/coadmin/agenda/

Citizens wishing to provide virtual comment must register by 8:00 p.m. on the day before the meeting to provide County staff sufficient time to provide instructions to citizens for comment during the meeting. Anyone needing assistance with registration may contact County Administration at 850-606-5300.

Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., titled "Addressing the Commission", and Article IX., Section F., entitled "Decorum", shall remain in full force and effect.

**INVOCATION & PLEDGE OF ALLEGIANCE**

Invocation by Pastor Jack P. Leland, Sr., of Innovation Baptist Church

Pledge of Allegiance by Commissioner Maddox

**AWARDS AND PRESENTATIONS**

- Proclamation Recognizing J.P. Moore Mortuary & Cremation Services
  *(Commissioner Maddox)*
- Proclamation Recognizing the 25th Anniversary of Bella Bella Restaurant
  *(Vice Chairman O'Keefe)*
- Proclamation Recognizing the Leon County Humane Society for 65 Years of Promoting the Welfare of Animals
  *(Vice Chairman O'Keefe)*
- Presentation on 32304 Data and County Efforts to Reduce Poverty
  *(County Administrator / County Administration)*

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

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

**CONSENT**

1. Minutes: January 26, 2026 Board Retreat and February 10, 2026 Regular Meeting
   *(Clerk of Court)*

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

3. Resolution Affirming the County's Commitment to Treating all Individuals with Dignity and Respect
   *(County Administrator / County Administration)*

4. Adoption of the Fiscal Year 2027 – 2029 Leon County State Housing Initiatives Partnership – Local Housing Assistance Plan
   *(County Administrator / Human Services and Community Partnerships)*

5. Ratification of Citizen Review Teams for and Proposed Enhancement for Fiscal Years 2027 and 2028 Community Human Services Partnership Funding Cycle
   *(County Administrator / Human Services and Community Partnerships)*

6. Approval of a Joint Project Agreement with the City of Tallahassee for Utility Work for Magnolia Drive Phase 3
   *(County Administrator / Public Works)*

7. Approval of an Interlocal Agreement with the Leon County Sheriff's Office for the School Zone Speed Enforcement Program
   *(County Administrator / Public Works)*

8. Florida Department of Environmental Protection Waste Tire Amnesty Event Grant
   *(County Administrator / Public Works)*

Procurements:

9. Authorization to Replace Compute/Storage Environment Host
   *(County Administrator / Office of Information Technology)*

10. Approval of the Draft Request for Proposals for the School Zone Speed Detection and Enforcement Program
    *(County Administrator / Public Works)*

Status Reports:

11. Status Report Regarding Whistle-blower's Act Protections for Leon County Government and Authorization to Amend Purchasing Policy 96-1
    *(County Administrator / County Attorney)*

12. Status Report on the Florida Department of Health in Leon County
    *(County Administrator / Human Services and Community Partnerships)*

13. Midyear Fiscal Year 2026 Commissioner Discussion Items Status Report
    *(County Administrator / County Administration)*

**CONSENT ITEMS PULLED FOR DISCUSSION**

## GENERAL BUSINESS

14. Request to Schedule the First and Only Public Hearing for a Board-Initiated Charter Amendment for County Ordinances to Supersede City Ordinances in the Event of a Conflict
*(County Administrator / County Administration / County Attorney)*

15. Status Report on a Proposed Charter Amendment to Address Disparities Resulting from Historic Public Policy Decisions
*(County Administrator / County Administration / County Attorney)*

16. Status Report on the Fairgrounds Lease Renegotiations
*(County Administrator / Planning, Land Management and Community Enhancement / Blueprint)*

17. Commissioner Appointments to the Value Adjustment Board
*(County Administrator / County Administration)*

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

## SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

19. First and Only Public Hearing to Consider Adopting a Resolution that Includes an Inventory List of Properties Appropriate for Affordable Housing
*(County Administrator / Real Estate)*

20. First and Only Public Hearing for the Munree Cemetery Museum Type C Site and Development Plan
*(County Administrator / Development Support and Environmental Management)*

21. First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Zoning Classification for 2.74 Acres Located Approximately 640 Feet SW of the Intersection of Tram Road and Capital Circle SE from the Medium Density (MR-1) Zoning District to the General Commercial (C-2) Zoning District
*(County Administrator / Planning)*

## CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

## COMMENTS/DISCUSSION ITEMS

Items from the County Attorney

Items from the County Administrator

Discussion Items by Commissioners

## RECEIPT AND FILE

- None.

## ADJOURN

*The next regular meeting of the Board of County Commissioners is scheduled for*
***Tuesday, May 12, 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<br>Board Retreat<br>Tallahassee State College Capitol Center |
| | Monday 19 | Offices Closed | MARTIN LUTHER KING, JR. DAY |
| | *Wednesday 21* | | *Florida Association of Counties Legislative Day*<br>*FSU Turnbull Conference Center*<br>*Tallahassee, Leon County, FL* |
| | Monday 26 | 9:00 a.m. | Board Retreat<br>FSU SGA Senate Chambers<br>75 N. Woodward Avenue, Room 3010 |
| | Tuesday 27 | 3:00 p.m. | Regular Meeting<br>Judge Augustus D. Aikens, Jr. Leon County Courthouse,<br>5th Floor Commission Chambers |
| **February 2026** | Tuesday 10 | 3:00 p.m. | Regular Meeting<br>Judge Augustus D. Aikens, Jr. Leon County Courthouse,<br>5th Floor Commission Chambers |
| | Monday 16 | Offices Closed | PRESIDENTS' DAY |
| | Tuesday 17 | 1:30 p.m. | Capital Region Transportation Planning Agency<br>Board Meeting<br>Tallahassee City Hall, Commission Chambers |
| | *Saturday 21 – Tuesday 24* | | *NACO Legislative Conference*<br>*Washington, D.C.* |
| **March 2026** | Tuesday 10 | 3:00 p.m. | Regular Meeting<br>Judge Augustus D. Aikens, Jr. Leon County Courthouse,<br>5th Floor Commission Chambers |
| | Thursday 12 | 3:00 p.m. | Blueprint Intergovernmental Agency Meeting<br>City Commission Chambers |
| | Tuesday 23 | 1:30 p.m. | Capital Region Transportation Planning Agency<br>Board Meeting<br>Tallahassee City Hall, Commission Chambers |
| **April 2026** | Tuesday 14 | 3:00 p.m. | Regular Meeting<br>Judge Augustus D. Aikens, Jr. Leon County Courthouse,<br>5th Floor Commission Chambers |
| | *Saturday 18* | | *Honor Flight Tallahassee*<br>*Washington D.C.* |
| | Tuesday 21 | 1:30 p.m. | Capital Region Transportation Planning Agency<br>Board Meeting<br>Tallahassee City Hall, Commission Chambers |
| | Tuesday 28 | 1:00 p.m. | Budget Workshop<br>Judge Augustus D. Aikens, Jr. Leon County Courthouse,<br>5th Floor Commission Chambers |
| **May 2026** | Tuesday 12 | 3:00 p.m. | Regular Meeting<br>Judge Augustus D. Aikens, Jr. Leon County Courthouse,<br>5th Floor Commission Chambers |

| Month | Day | Time | Meeting Type |
|---|---|---|---|
| **May 2026 (cont.)** | Tuesday 19 | 1:30 p.m. | Capital Region Transportation Planning Agency Board Meeting<br>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<br>Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers |
| | Thursday 11 | 1:00 p.m. | Blueprint Intergovernmental Agency Budget Workshop<br>City Commission Chambers |
| | | 3:00 p.m. | Blueprint Intergovernmental Agency Meeting<br>City Commission Chambers |
| | Tuesday 16 | 9:00 a.m. | Budget Workshop<br>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<br>Tallahassee City Hall, Commission Chambers |
| | *Tuesday 23 – Friday 26* | | *FAC Annual Conference & Educational Exposition*<br>*Orlando, Orange County, FL* |
| **July 2026** | Friday 3 | Offices Closed | INDEPENDENCE DAY OBSERVED |
| | Tuesday 14 | 9:00 a.m. | Budget Workshop (if necessary)<br>Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers |
| | | 3:00 p.m. | Regular Meeting<br>Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers |
| | *Friday 17 – Monday 20* | | *NACo Annual Conference*<br>*New Orleans, LA* |
| | *Saturday 18 – Wednesday 22* | | *NAACP National Convention*<br>*Chicago, IL* |
| | *TBD* | | *National Urban League Annual Conference*<br>*TBD* |
| **August 2026** | *Thursday 13 – Sunday 16* | | *Chamber of Commerce Annual Conference*<br>*Fernandina Beach, FL* |
| | Monday 17 | 6:00 p.m. | Public Hearing on Charter Amendments<br>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<br>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*<br>Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers |
| | *Wednesday 16 – Friday 18* | | *FAC Innovation & Policy Conference*<br>*Duval County* |

| Month | Day | Time | Meeting Type |
|---|---|---|---|
| **September 2026 (cont.)** | Tuesday 22 | 3:00 p.m. | Legislative Priorities Workshop<br>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<br>Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers |
| | Thursday 24 | 3:00 p.m. | Blueprint Intergovernmental Agency Meeting<br>City Commission Chambers |
| | | 5:00 p.m. | Blueprint Intergovernmental Agency Budget Public Hearing<br>City Commission Chambers |
| | Monday 28 | 1:30 p.m. | Capital Region Transportation Planning Agency Board Meeting<br>Tallahassee City Hall, 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<br>Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers |
| | *Saturday 17 – Wednesday 21* | | *ICMA Annual Conference*<br>*Long Beach, CA* |
| | Tuesday 20 | 1:30 p.m. | Capital Region Transportation Planning Agency Board Meeting<br>Tallahassee City Hall, Commission Chambers |
| | Tuesday 27 | 1:00 pm | Board Workshop (if necessary)<br>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<br>City Commission Chambers |
| | Tuesday 17 | 3:00 p.m. | Installation, Reorganization and Regular Meeting<br>Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers |
| | Monday 23 | 1:30 p.m. | Capital Region Transportation Planning Agency Board Meeting<br>Tallahassee City Hall, Commission Chambers |
| | Thursday 26 | Offices Closed | THANKSGIVING DAY |
| | Friday 27 | Offices Closed | DAY AFTER THANKSGIVING |
| **December 2026** | *Wednesday 2 – Friday 4* | | *FAC Legislative Conference*<br>*Ponte Vedra Beach, FL* |
| | Tuesday 8 | 3:00 p.m. | Regular Meeting<br>Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers |

| Month | Day | Time | Meeting Type |
|---|---|---|---|
| **December 2026 (cont.)** | Tuesday 15 | 1:30 p.m. | Capital Region Transportation Planning Agency Board Meeting<br>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

**Animal Shelter Advisory Board**
City Commission (2 appointments)

**Architectural Review Board**
City Commission (1 appointment)

**Board of Adjustments & Appeals**
City Commission (2 appointments)

**Canopy Roads Citizens Committee**
City Commission (3 appointments)

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

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

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

**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

**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)

**July 31, 2026**

**Big Bend Health Council**
Board of County Commissioners (4 appointments)

**Code Enforcement Board**
County Commissioner – District II: Christian Caban (1 appointment)
County Commissioner – At-Large I: Carolyn Cummings (1 appointment)
County Commissioner – At-Large II: Nick Maddox (1 appointment)

**Investment Oversight Committee**
Clerk of Court (1 appointment)

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

**Water Resources Committee**
County Commissioner – District II: Christian Caban (1 appointment)
County Commissioner – District IV: Brian Welch (1 appointment)

# Leon County
# Board of County Commissioners

## Notes for Agenda Item #1

# Leon County Board of County Commissioners

## Agenda Item #1

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Minutes: January 26, 2026 Board Retreat and February 10, 2026 Regular Meeting

| | |
|---|---|
| **Review and Approval:** | Vincent S. Long, County Administrator<br>Chasity H. O'Steen, County Attorney |
| **Department / Division Review:** | Ken Morris, Assistant County Administrator<br>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: January 26, 2026 Board Retreat and February 10, 2026 Regular Meeting.

**Fiscal Impact:**

This item has no fiscal impact.

**Staff Recommendation:**

Option #1: Approve the minutes of January 26, 2026 Board Retreat and February 10, 2026 Regular Meeting

Attachments:

1. January 26, 2026 Board Retreat Minutes
2. February 10, 2026 Regular Meeting Minutes

**BOARD OF COUNTY COMMISSIONERS**
**LEON COUNTY, FLORIDA**
**Fiscal Year 2025/2026 Board Retreat**
**Florida State University Senate Chambers – Student Union, Room 3010**
**75 N. Woodward Avenue, Tallahassee, Florida 32306**

The Leon County Board of County Commissioners met for its Fiscal Year (FY) 2025-2026 Board Retreat at the Florida State University Senate Chambers located in the Student Union on January 26, 2026, at 10:03 a.m.

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

**Agenda and Table of Contents**

***Section I: Welcome & Strategic Planning Retreat Overview***

Chairman Caban opened the Retreat, welcoming attendees and outlining the agenda as a time to review progress and update the Strategic Plan. He took a moment to recognize the significance of meeting at Florida State University, a location he described as "near and dear" to his heart. He noted that on January 24, 2026, Florida State University officially marked its 175th anniversary. He introduced FSU President Richard McCullough, expressing gratitude to him and the University for hosting the Retreat.

- FSU President McCullough expressed his gratitude for the Commissioners' work and their ongoing support of Leon County. He highlighted the "close friendship" between the university and the individual Commissioners, noting that FSU deeply values its partnership with the County. He mentioned that the university is currently experiencing "tremendous momentum," describing it as one of the "most improved universities" in the nation. He introduced Carson Dale, FSU Student Body President, noting he is a very impressive and great leader.
- Chairman Caban thanked First Lady of Florida State University, Dr. Jai Vartikar, for being present.
- Carson Dale, FSU Student Body President, thanked the Board for choosing the Student Senate Chambers for the Retreat and for all the work they do.

Chaiman Caban presented a Proclamation Commemorating the 175th Anniversary of Florida State University.

Chaiman Caban introduced Vincent S. Long, County Administrator, to go over the Strategic Planning Retreat Overview.

- County Administrator Long provided a recap on the 2026 World Cross Country Championship. He shared his pride for the successful hosting at Apalachee Regional Park. He noted that this event drew more than 10,000 spectators, garnered nearly 500 elite athletes representing approximately 50 countries/federations, and projected the local economic impact to be more than $4 million. He added that the event had a worldwide audience on NBC and streaming on Peacock, 250 articles showcasing Leon County were published, there were $3 billion impressions across all platforms, and an estimated $16 million in earned media value. He highlighted a quote from World Athletics President Sebastian Coe that officially proclaimed Tallahassee the "Cross Country Capital

of the United States, if not the World." He stated that they are currently in conversations with World Athletics to make Leon Couty the permanent home of World Athletics. He thanked all Leon County departments for welcoming the world to Leon County.

- Commissioner Minor thanked Director of Tourism Kerri Post and Director of Parks & Recreation Amanda Heidecker for their work on this event and everyone else who was involved. He shared his personal experience of his family's participation in the "Fun Run." He highlighted the unique opportunity to run on the exact same world-class course as the international athletes just minutes after the professional competition concluded.
- Vice Chairman O'Keefe stated that this is what community economic development investment looks like. He highlighted bringing back over $4 million dollars of local impact.
- Commissioner Welch thanked staff for all their work and shared being proud to be part of Leon County Government.
- Chairman Caban stated this is an example of how they should be focusing tourism dollars and continue to push more large scale events like this across the community. He thanked staff for all their work.
- County Administrator Long continued with an overview of the Leon LEADS Strategic Planning Process. He shared a graphic illustrating the complete LEADS cycle which guides the County's continued alignment of the strategic processes and optimization of limited resources to address the community's most pressing issues and achieve the County's top priorities. The LEADS cycle begins in the "Direct" phase with the Board's Annual Retreat, which sets the foundation for the County's long-term planning to be executed in a strategic, measurable, and aligned manner throughout. This Annual Retreat will provide the Board an opportunity to review and update the plan. He introduced Nicki Hatch, Assistant to the County Administrator for Legislative and Strategic Initiatives, and Ken Morris, Assistant County Administrator, to provide an overview on Property Tax Reform Legislative Update.

***Section II: A Look Ahead to 2026***

Property Tax Reform Legislative Update

Ms. Hatch shared the following seven proposed constitutional amendments that have been filed in the House:

- **HB 201**: Proposes the elimination of non-school homestead property taxes. Estimated Fiscal Impact: Over $93 million loss (40% reduction) in property tax revenue for Leon County beginning in FY 2028.

  Latest Status: During pre-session interim committee weeks, HB 201 was approved by the House Committee on Property Taxes and House State Affairs Committee. HB 201 has not yet been scheduled to be heard by the House Ways and Means Committee, which will be its third and final committee stop.

- **HB 203**: Proposes to phase out non-school homestead property taxes over a 10-year period. Each year homeowners would receive an additional $100,000 exemption. After 10 years, all non-school homestead property taxes would be eliminated. Estimated Fiscal Impact: Over $43 million loss (18% reduction) in property tax revenue for Leon County beginning in FY 2028, with additional funding reductions in subsequent years.

Latest Status: During pre-session interim committee weeks, HB 203 was advanced by the House Committee on Property Taxes. On January 15th, HB 203 was approved by the State Affairs Committee. Notably, HB 203 was amended to prohibit local governments from reducing the funding levels for firefighters and other first responder services, in addition to law enforcement, beginning in FY 2028.

- **HB 205**: Proposes the exemption of Florida residents over the age of 65 from paying non-school homestead property taxes. The proposal would eliminate and replace the existing local option property tax exemption for low-income seniors. Estimated Fiscal Impact: Over $21 million loss (9% reduction) in property tax revenue for Leon County begins in FY 2028.

  Latest Status: During pre-session interim committee weeks, HB 205 was advanced by the House Committee on Property Taxes and House State Affairs Committee. HB 205 has not yet been scheduled to be heard by the House Ways and Means Committee, which will be its third and final committee stop.

- **HB 207**: Proposes the creation of a new homestead exemption for non-school property taxes equal to 25% of the assessed value of a homestead property. This proposed exemption would be for the remaining assessed value after the current homestead exemptions are applied. Estimated Fiscal Impact: Over $23 million loss (10% reduction) in property tax revenue for Leon County beginning in FY 2028.

  Latest Status: During pre-session interim committee weeks, HB 207 was advanced by the House Committee on Property Taxes but has not yet been scheduled to be heard by the House State Affairs Committee, which will be its second committee stop.

- **HB 209:** Proposes providing homestead property owners who have property insurance with an additional $200,000 exemption on non-school property taxes which would be adjusted annually for inflation based on changes in the Consumer Price Index (CPI) from the prior year. Estimated Fiscal Impact: Over $64 million loss (27% reduction) in property tax revenue for Leon County beginning in FY 2028.

  Latest Status: During the Legislature's pre-session interim committee weeks, HB 209 was advanced by the House Committee on Property Taxes, House State Affairs Committee, and House Ways & Means Committee. Notably, during pre-session interim committee weeks, HB 209 was amended by the House Ways & Means Committee to prohibit local governments from reducing the funding levels for firefighter and other first responder services, in addition to law enforcement, beginning in FY 2028. Having passed its three committees of reference, HB 209 is positioned to advance to the House floor for consideration.

- **HB 211:** Proposes the elimination of the $500,000 cap on portability, allowing a homeowner to transfer their entire accumulated Save Our Homes benefit to their new home, even if that home has a lesser value. Estimated Fiscal Impact: Less than a $100,000 initial impact anticipated as there are limited cases of portability exceeding $500,000 currently in Leon County. As home values increase over time, the impact of this proposal will correspondingly increase.

  Latest Status: During pre-session interim committee weeks, HB 211 was advanced by the House Committee on Property Taxes and House State Affairs Committee. HB 211 has not yet been scheduled to be heard by the House Ways and Means Committee, which will be its third and final committee stop.

- **HB 213:** Proposes limiting the growth in assessed value of non-school homestead property assessments to 3% over three years for homestead property (currently it is 3% per year) and 15% over three years for non-homestead property (currently it is 10% per year). Estimated Fiscal Impact: Over $9 million loss (4% reduction) in property tax revenue for Leon County beginning in FY 2028.

  Latest Status: During pre-session interim committee weeks, HB 213 was advanced by the House Committee on Property Taxes, but it has not yet been scheduled to be heard by the House State Affairs Committee, which will be its second committee stop.

- Mr. Morris provided an overview of the current legislative session, noting an unprecedented number of tax-related bills and their potential impact on County operations. He stated that County staff are actively tracking nearly 50 property tax bills filed in both the House and Senate, emphasizing that the volume and pace of proposals this year differ significantly from prior sessions. He explained that the Legislature is no longer focused on increasing the homestead exemption by $25,000, adjusting annual taxable value increases, or pursuing targeted changes. Instead, lawmakers are considering eliminating homestead property taxes for local governments altogether, with schools representing approximately 40% of the tax base, remaining exempt. Mr. Morris referenced the graph on page 40 of the materials illustrating the potential loss of property tax revenue for Leon County and concluded his presentation with a video from the Florida Association of Counties (FAC).
- Commissioner Welch highlighted the necessity of educating residents on the practical consequences of the proposed tax reforms through a balanced and informative approach. He added that his goal as a Leon County Commissioner it is important for him to let his constituents know about these impacts.
- Commissioner Cummings thanked County Administrator Long, Ken Morris for the presentation, and Kerri Post and Amanda Heidecker for their work on the 2026 World Cross Country Championships. She stated they need to continue to be proactive with the recent proposals from the Legislature.
- Commissioner Minor asked for clarification, if the seven proposals protect first responders' budgets from future cuts, does this protection also mean their budgets cannot be increased in the future. As costs rise over time, the lack of budget increases could reduce the quality of services first responders are able to provide across Florida.
  - Mrs. Hatch stated each of the proposals would prohibit local governments from reducing any funding levels, specifically for law enforcement beginning in FY28. House Bill 203 and 209 broadened the definition of law enforcement to also include other first responder services. She added they will be able to increase those funding levels, not decrease them.
- Commissioner Minor stated if the revenue is decreased by 40% it will be extremely difficult for them to increase first responders' budgets; at the end the financial pressure is upon them as well as other counties in the state of Florida to increase the budget even if they desperately need them. He thanked FAC for all of their work and research.
- Vice Chairman O'Keefe asked if they even have the funds to perform the obligated services of law enforcement, detention, and court administration, or if they are unable to just perform the statutorily obligated functions.

  - Mr. Morris stated the first bill on the sheet that shows the 40% cut, about a $93 million cash impact: the property tax revenue that does not go to the Sheriff's Office is about $105 million; the cut will be $93 million of the $105 million, leaving only about $10 million in property tax revenue.

- Vice Chairman O'Keefe asked how much they support court administration.
  - Mr. Morris stated that court administration would be in mandatory responsibilities.
- Vice Chairman O'Keefe asked about the impact on long-term debt service.
  - Mr. Morris stated the county has paid a lot of the debts in the last few years, and that will be part of their analysis in the Spring.
- Vice Chairman O'Keefe asked if they have real up to date input from the constituents.
  - Mr. Morris stated that it was part of the discussion in the materials; once they know what is on the ballot, they will come back in April and provide options in terms of a public outreach campaign.
- Vice Chairman O'Keefe thanked FAC, County Administrator Long, and everyone who has been representing them in this matter. He also highlighted the importance of providing constituents with up-to-date news on legislatives changes.
- Commissioner Proctor asked for an update on authorized funding to hire a consultant to assess the County's revenue structures.
  - Mr. Morris stated the update will be available at the April Budget Workshop with findings, recommendations, and strategies.
- Commissioner Proctor stated that property tax relief measures would likely pass if placed on the ballot and that funding opposition through commercials would be ineffective. He emphasized that the appropriate response is a legal challenge focused on protecting home rule and local authority. He argued the proposal unfairly protects certain groups while forcing budget cuts that could harm the broader public and may reflect a constitutional imbalance between state and local governments. He recommended partnering with Florida State University for legal research and noted counties' limited taxing authority compared to the state. He suggested exploring options for taxing large corporations and cautioned that reduced funding could create competition for limited resources. Commissioner Proctor proposed that the County consider filing a lawsuit to challenge the state's actions, potentially in Leon County courts, and concluded that the proposal is unfair and unjustified.
- Commissioner Maddox stated they must remember their tagline in being "People Focused and Performance Driven." He asked if any of the property tax initiatives that have come from the state and have been put on the ballot ever failed.
  - Mr. Morris stated that since 2006, four (4) of the 17 have failed, it was after the 60% threshold was put in and clarified that they were not far from the 60%.
- Commissioner Maddox stated that the issue is not primarily about challenging the state or debating home rule, but about demonstrating the value of County services to residents, particularly since the measure will likely appear on the ballot. He expressed that local governments, both in Leon County and across the state, have not done enough to communicate or promote the services they provide. He emphasized the need for improved marketing and public communication, so residents better understand how their tax dollars are used. He also inquired about the County's year-by-year property tax growth.

  - County Administrator Long stated that it fluctuated very little, their value increases. He mentioned South Florida representatives who have seen in their counties 19%-25% growth year in and year out, but in Leon County they are very steady.

- Commissioner Maddox stated that there are other ways to address the issue and that imposing extreme measures on counties like Leon County, which has not experienced the same level of growth as some other areas, is not the appropriate approach. He expressed confidence that the County is managing its revenues responsibly and treating residents fairly. Commissioner Maddox also noted that he is proud of the work County Administrator Long and County staff have done to demonstrate the value of the County's services.
- Commissioner Proctor stated that the state has repeatedly created loopholes for corporations in the state to not pay taxes and they have denied themselves income.
- Chairman Caban shared his conflict about the property tax issue. He acknowledged that the affordability crisis is real and that property taxes in many Florida counties, including Leon County, have grown faster than population growth, which is why voters support tax relief. He suggested this should be a moment of reflection for local officials, asking whether they are doing enough to educate residents about the services funded by property taxes, ensure residents feel confident that their taxes match the value of services received, and carefully evaluate tax rates, including whether the millage rate should sometimes be rolled back. He noted that county budgets and property tax revenues have increased every year during his time on the Board, and he voted against raising the millage rate each year, believing taxes should be rolled back. However, they also recognize that property taxes fund many essential services, which makes the issue difficult. He confirmed the percentage change from 2019 to now which is a 50% increase.
  - County Administrator Long stated that cost increases are not tied to population growth.
- Chairman Caban stated that they are roughly serving the same amount of people with a significantly higher budget. He highlighted that it is important to be prepared for change and adapt. He believes that no matter what happens, they will be creative, adapt, and will figure out a way to provide good essential services. He concluded by suggesting using Community and Media Relations to educate constituents about the truth and the services they provide with property taxes.

*Artificial Intelligence*

Mathieu Cavell, Community Relations and Resilience Director, provided a presentation on using artificial intelligence:

Analysis:

- The Artificial Intelligence (AI) Workgroup was formed to create a consistent, County-wide framework that supports beneficial AI use while managing public-sector risks such as privacy, cybersecurity, bias, public records readiness, and public trust. It is designed to ensure AI governance is not treated as an "IT-only" initiative, but as an enterprise governance issue requiring cross-functional accountability.

  The AI Workgroup is chaired by County Administration and includes major functional representation to ensure a 360-degree view of impacts, including: IT & Cybersecurity; Legal & Compliance; Budget/Finance/Procurement; HR & Workforce Development;

Public Safety & Emergency Management; Data Governance/Privacy/Ethics; and Public Information/Community and Media Relations.

Operating under a defined multi-month plan, the AI Workgroup is focused on practical governance standards, risk controls, and training expectations, with an emphasis on capturing measurable "lessons learned" from controlled, lower risk use cases so the final policy is grounded in real County workflows and oversight needs. During policy development, the County's administrative posture is to enable limited, lower-risk uses under clear controls while deferring or subjecting higher-risk uses to elevated review. Current administrative direction emphasizes:

- Use of approved tools and disciplined onboarding/vetting pathways.
- Data protection through "do not input sensitive/confidential information" practices unless a tool is explicitly authorized for that data type.
- Coordination with the County Attorney's Office to ensure retention/export expectations are addressed for AI-related work products, where applicable.
- Inventorying and monitoring AI-enabled features embedded in existing software platforms, where feasible, to support consistent oversight.
- Mandatory human review before AI outputs are relied upon for decisions or released externally ("AI outputs are drafts; staff own the final product").
- Training and workforce readiness concepts so employees understand both the value and limitations of AI tools and can use them safely and consistently.

This approach is designed to capture near-term productivity benefits while preventing inconsistent, department-by-department implementation that could increase legal, security, and reputational risk.

Development of a Draft Leon County AI Policy

At a high level, the draft policy and supporting guidance are being structured to include:

- Purpose and scope (who/what is covered).
- Definitions (including AI and generative AI, to reduce ambiguity).
- Governance and roles (who approves tools, who is accountable, how exceptions are handled).
- Human-in-the-loop standards (required review and decision accountability).
- Data use and security rules (what data may be used, and under what conditions).
- Legal compliance (alignment with applicable state and federal requirements).
- Procurement expectations (vendor disclosures and contract protections appropriate to AI enabled features).
- Training and compliance (baseline employee understanding and enforceable expectations).

To ensure these requirements are consistently applied in day-to-day operations, the policy will be paired with implementing procedures and tools that translate the standards into practice. This implementation will include an approved-tools process, a risk-tiered intake and review workflow for proposed use cases, minimum documentation

expectations (including purpose, data involved, and review steps), staff training and job aids (such as checklists and templates), and defined oversight and reporting so the County can monitor compliance, address issues, and update administrative standards as technology and legal requirements evolve.

These elements are intended to provide clear operational guardrails while remaining flexible enough to adapt as technology and laws evolve. A draft AI policy is anticipated to be presented to the Board for consideration in Fall 2026.

- Commissioner Minor stated the County is taking thoughtful and appropriate steps in addressing artificial intelligence (AI). He referenced AI expert Jeffrey Hinton, noting that while AI has significant potential benefits in areas such as healthcare, education, and medicine, it also presents serious risks, particularly to the workforce. He explained that with approximately 160,000 jobs in Leon County, even a conservative estimate of a 10% reduction due to AI could result in the loss of about 16,000 jobs. Because of this possibility, he emphasized the need for the community to prepare for potential changes in the labor market. He noted that Tallahassee State College is already working to prepare students for an AI-driven future. Commissioner Minor expressed support for the County's AI Workgroup, stating it has the appropriate expertise, while stressing the importance of remaining cautious and proactive to maximize benefits and reduce risks.
- Commissioner Welch stated that he utilizes an AI tool approved by Leon County Schools to facilitate a scavenger hunt activity based on Leon County's 2025 Annual Report. He noted that while generative AI is effective in supporting the activity, it is limited in certain areas, such as accurately pronouncing names, emphasizing that human intelligence remains essential for tasks requiring proper pronunciation.
- Vice Chairman O'Keefe encouraged the Board to focus on maintaining quality rather than relying on sales pitches, emphasizing that doing so will help ensure the County continues to operate as one of the most responsive local governments.
- Chairman Caban emphasized the importance of continued collaboration between Leon County and Tallahassee State College to support educational opportunities and ongoing learning for students.

***Section III: Strategic Plan Update for FY 2026***

Chairman Caban recognized FSU Student Senate President Alexia Holliday and Student Senate Pro Tempore Camille Friall. He thanked both for allowing the Board to use their chambers.

The Status Report on Strategic Plan Progress was provided by County Administrator Long. The County's Vision and Mission Statements were provided for ease of reference, as were the County's Strategic Priorities of Economy, Environment, Quality of Life, and Governance. It should be noted that the County's Vision and Mission Statements, as previously established by the Board, are intended to guide and maintain the organization's focus on long-term Strategic Priorities throughout the implementation of the County's five-year plan. For these reasons, this item does not recommend revisions to the Vision and Mission statements. Leon County's Strategic Priorities are high-level categories of focus in the County's major areas of responsibilities. The four Strategic Priorities set forth in Leon County's FY 2022 – 2026 Strategic Plan are: Economy, Environment, Quality of Life, and Governance.

County Administrator Long presented a table showing the 2026 Strategic Plan Progress Report. At the end of FY 2025, a total of 96 (94%) of the Strategic Initiatives have been completed, with the remaining 6 (6%) in progress. Please note that many of the Initiatives recorded as "Complete"

do not "stop" - rather they are ongoing and will require ongoing resources and support. These items require no further Board direction and will be carried out as part of staff's work plan. Based on feedback provided by the Board at the January 2023 Retreat, the Strategic Initiatives recorded as "Complete" have been subcategorized as "Complete-Ongoing" or "Complete-Closed Out" to differentiate between those Strategic Initiatives that are ongoing and will require resources and support, and those that have been completed in their entirety. For example, if the strategic initiative was for the Board to adopt a policy or ordinance and the Board has already done so, the strategic initiative is marked "Complete Closed Out" because no further action is required. Alternatively, a strategic initiative where much progress has been made but requires continuous resources or staff time, such as a large infrastructure project, is marked "Complete-Ongoing."

County Administrator Long continued with discussion of the Targets and Bold Goals. With the adoption of the FY 2022 – 2026 Strategic Plan, the Board established specific Targets that Leon County expects to realize as an organization over the five-year plan cycle. These Targets are aligned with each priority area and communicate to the public and staff throughout the County the specific results that we expect to achieve through the collective execution of our Strategic Initiatives. Additionally, the Strategic Plan includes a Bold Goal for each priority area. Bold Goals differ from Targets in that they are truly stretch goals which will be big and difficult to achieve but are worthy of staff's best efforts because they are big and difficult to achieve. The adoption of Bold Goals is something the best organizations do because they recognize that all goals should not be tied to specific programs or current resources. Bold Goals, rather, require the County to explore new partnerships, identify new opportunities, and inspire new ideas.

Amendments or Addition of Strategic Initiatives:

- Commissioner Cummings thanked County Administrator Long for the overview and expressed pride in the goals the County has achieved. She voiced concern about human services, particularly homelessness among women and children. She shared personal observations of women coming from wooded areas daily to receive food and assistance and noted concerns about children whose basic needs are not being met despite attending school. She emphasized the importance of providing shelter and support for homeless women and children and proposed exploring greater collaboration with the Children's Services Council of Leon County and other community partners. She requested the Commission's support and encouraged the County to assist the Children's Services Council in establishing a family resource center to serve residents in the Frenchtown and Griffin Heights communities.
- Commissioner Minor proposed launching a digital initiative in partnership with local stakeholders to help residents strengthen online safety, increase scam awareness, and develop practical AI skills through accessible workshops, clear branding, and coordinated community outreach.
- Vice Chairman O'Keefe proposed identifying opportunities to support the findings of the community needs assessment in order to improve overall health outcomes by addressing the community's most significant health-related needs. He also suggested evaluating the Comprehensive Plan and Land Development Code to identify and implement regulatory incentives that encourage the reuse of vacant big-box commercial sites located near jobs and transit corridors for affordable housing and mixed-use development.
- Commissioner Proctor expressed support for efforts to address poverty and endorsed initiatives led by Florida A&M University, Second Harvest of the Big Bend, Feeding Florida, and other stakeholders to establish a food council that would coordinate the local food system and available food resources.

- Commissioner Maddox suggested evaluating the feasibility of a Leon County film incentive program by reviewing peer models, projected economic impacts, administrative requirements, funding options, and performance metrics. He also asked County Administrator Long whether the County currently has a digital performance dashboard in place.
    - County Administrator Long responded that performance tracking generally occurs but is handled on a decentralized basis, varying by department and typically integrated within the County's budget process.
- Commissioner Maddox proposed creating a centralized online performance dashboard to provide public updates on the County's key performance metrics, including budget information, public safety indicators, and permit processing times. He noted that the concept may require further refinement.
- Commissioner Welch added a suggestion to partner with FSU's Applied Politics and Policy Learning Experience Program to enhance the County's Disaster Survival Guide with Practical home-preparedness guidance, highlighting Library of Things resources and other tools to strengthen community disaster readiness.
- Chairman Caban proposed establishing Leon County's Apalachee Regional Park as the permanent host site for the World Athletics Cross Country Championships. He noted this would build on the success of the 2026 Championship, strengthen partnerships with World Athletics, and position the event as a global showcase of the County's natural beauty and world-class facilities while supporting continued growth in sports tourism.
- Commissioner Welch asked for clarification about the next World Athletics Cross Country Championships since it's every two years but in 2028 the Olympics will be in place.
    - County Administrator Long stated it was decided that the next World Athletics Cross Country Championships will be happening in 2027.

*Commissioner Maddox moved, seconded by Commissioner Welch, to approve the Amendments or Addition of Strategic Initiatives.*

*The motion carried 7 – 0.*

***Closing Comments & Adjournment County Administrator & Chairman***

- Commissioner Cummings thanked County Administrator Long and staff for their continued hard work and dedication.
- Commissioner Minor thanked Chairman Caban for leading a successful Retreat and expressed appreciation to his fellow Commissioners, County staff, and the FSU Senate for their participation and support.
- Chairman Caban recognized Commissioner Minor for a recent accomplishment over the holidays related to progress with federal grant funding for the North Monroe Corridor.
- Commissioner Welch expressed appreciation for the presence of County staff and stated he looks forward to working toward the best possible outcome, even though the coming year may present challenges.

**Adjournment:**

There being no further business to come before the Board, the meeting was adjourned at 12:36 p.m.

ATTEST:

BY: _____
Christian Caban, Chairman
Board of County Commissioners

BY: _____
Gwen Knight, Clerk of Court

**BOARD OF COUNTY COMMISSIONERS**
**LEON COUNTY, FLORIDA**
**REGULAR MEETING**
**February 10, 2026**

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 O'Keefe and Commissioners Brian Welch, Nick Maddox, Carolyn Cummings, Bill Proctor, and Rick Minor. Also present were County Administrator Vincent S. Long, County Attorney Chasity H. O'Steen, and Clerks to the Board Beryl H. Wood and Daniel J. Antonaccio.

Chairman Caban called the meeting to order at 3:01 p.m.

## INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was provided by Reverend Dr. Lenny Marshall, St. Phillip AME.

The Pledge of Allegiance was provided by Commissioner Welch.

## AWARDS AND PRESENTATIONS

- Proclamation Recognizing the 5th Anniversary of the Black Business Expo *(Commissioner Cummings)*
    - Commissioner Cummings presented the proclamation to Keith Bowers, OEV, and Vaughn Wilson, Mega Ace Media, for championing minority owned businesses.
    - Mr. Vaughn Wilson, Mega Ace Media, shared his enthusiasm for the Black Business Expo, noting that the event has created meaningful opportunities for Black-owned businesses in the community to grow and thrive. He expressed sincere appreciation to Mr. Bowers and the Office of Economic Vitality (OEV) for their leadership and commitment to championing this important initiative. He also extended heartfelt thanks to all the businesses that have partnered in support of the Expo.
    - Commissioner Proctor spoke about Vaughn Wilson, highlighting the character, determination, and leadership qualities that have contributed to his success as a business owner.
    - Commissioner Maddox recognized Vaughn Wilson as a steadfast champion of the Minority and Women-Owned Business Enterprise (MWBE) program and expressed appreciation for his advocacy. He commended Mr. Wilson for his ongoing commitment to expanding opportunities for minority- and women-owned businesses and for his many contributions to strengthening the community.
    - Commissioner Proctor reflected on the significance of Black History Month, acknowledging its role in honoring the achievements and contributions of African Americans throughout generations. He also highlighted Mr. Wilson's deep family roots in the community, including owning a FM radio station here in Tallahassee.
    - Commissioner Minor expressed his gratitude to Mr. and Mrs. Wilson for their dedication and the many contributions they have made to strengthen the community. He also encouraged community members to come out and support the upcoming Expo, emphasizing the importance of celebrating and uplifting local businesses.

- Proclamation Recognizing the Office of Economic Vitality and Demirel International for the Development of the SoMo Walls Project
  *(Commissioner Cummings)*
  - Commissioner Cummings presented the proclamation for the completion of the SoMo walls project. She mentioned all the good Demirel International has done for minority and women owned businesses in the community.
  - Mr. Bugra Demirel expressed his appreciation to the Commissioners for their steadfast support throughout the project. He also extended his gratitude to Keith Bowers and Darryl Jones for their leadership and assistance through the Office of Economic Vitality. He explained that the shared objective was to transform an underutilized area of the City into a vibrant destination for residents and visitors alike. Additionally, he recognized and thanked the various community partners and organizations whose collaboration helped bring the SoMo Walls project on South Monroe Street to completion.
  - Commissioner Proctor remarked that Mr. Demirel brought forward a compelling vision that the Board was proud to support. He noted the significant economic impact the project has generated for the south side, expressing his appreciation to Mr. Demirel for his commitment and for choosing to make such a meaningful private investment in that part of the community.
  - Chairman Caban expressed his appreciation for the investment Mr. Demirel made in the south side of Leon County. He acknowledged the impact of the new jobs created through the project.
  - Commissioner Maddox remarked that the proclamation was well deserved and a fitting recognition of Mr. Demirel's accomplishments. He congratulated him on his success and commended the meaningful economic impact his business has brought to the south side.
  - Commissioner Minor thanked Mr. Demirel for the risk he took by investing in the south side of Leon County and remarked on the positive changes that area has experienced over the past few years.

- **ADDED** – Proclamation Recognizing Ms. Lotty L. Johnson for her Exemplary Public Service, Lasting Contributions, and Positive Impact on the Community
  *(Commissioner Proctor)*
  - Commissioner Proctor presented the proclamation honoring Ms. Lotty Johnson for her dedicated service to Leon County. He highlighted her deep commitment to public service, including an impressive 34-year career with the United States Postal Service, where she faithfully served the community with professionalism and integrity.
  - Ms. Johnson expressed her sincere appreciation to the Board for the proclamation and for the recognition of her years of service. She also took a moment to acknowledge her family, who were present to celebrate the occasion with her. She shared that the path had not always been easy, but thanked God for blessing her with this career. She reflected on her 34-year tenure with the United States Postal Service.
  - Commissioner Maddox remarked that she stands as one of the finest examples of a public servant, embodying dedication, integrity, and commitment to the community. He wished her many more productive and fulfilling years ahead and assured her that her hard work does not go unnoticed.
  - Vice-Chairman O'Keefe expressed his heartfelt gratitude to Ms. Johnson for her many years of public service, commending her dedication to the community.

- Proclamation Recognizing Ms. Vanessa Cobb, the First Black Female Postmaster in Tallahassee
  *(Commissioner Proctor)*
  - Commissioner Proctor presented the proclamation to Ms. Vanessa Cobb, recognizing her dedicated service. He highlighted her significant career milestones with the United States Postal Service, noting the professionalism, leadership, and commitment that has defined her years of service to the community.
  - Ms. Cobb expressed her sincere appreciation to the Board for the proclamation and extended her gratitude to all who serve the community. She shared how deeply meaningful recognition is to her as a proud daughter of this community. Reflecting on her 27-year career with the United States Postal Service, she spoke with gratitude and humility, noting that God's timing is always perfect. She concluded by thanking the citizens of Tallahassee for their continued trust and support throughout her years of service.
  - Commissioner Cummings recognized Ms. Johnson and Ms. Cobb for their outstanding contributions to the community and commended them for their historic, trailblazing roles.
  - Commissioner Maddox congratulated Ms. Cobb on her historic appointment as Postmaster General, praising the significance of her achievement. He shared his enthusiasm for her leadership and expressed confidence that she will accomplish many great things in her new role.

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

- Ms. Tiffany Henderson, 4080 Bothwell Terrace, Government Relations Director for the American Heart Association, urged the Board to adopt a Complete Streets Ordinance for the community, emphasizing the importance of designing roadways that are safe and accessible for all users. She noted that research consistently shows communities with Complete Streets policies experience fewer traffic accidents and improved overall safety outcomes. She highlighted the more than 5,600 automobile accidents reported in Leon County in 2025 and encouraged the Board to adopt the Ordinance.
- Mr. Rohan Shirur, 1001 Stearns Street, Tallahassee, a student at Florida State University, shared the tragic story of a fellow student who lost her life two years ago while crossing a crosswalk near campus. He urged the Board to adopt a Complete Streets Ordinance to improve road safety and better protect pedestrians throughout the community.

**CONSENT**

*Commissioner Welch moved, seconded by Commissioner Maddox, to approve the Consent Agenda except for Item #14, which was pulled for discussion.*

*The motion carried 7 – 0.*

**1. Minutes: December 9, 2025 Regular Meeting**

*The Board approved Option 1: Approve the minutes of December 9, 2025, Regular Meeting*

**2. Payment of Bills**

*The Board approved 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.*

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

*The Board approved Options #1 through #3:*

*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; and*

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

**4. Approval of Maintenance Maps for Centerville Road and Old St. Augustine Road**

*The Board approved Options #1 and #2:*

*Option #1: Approve the Maintenance Map for Centerville Road, and*

*Option #2: Approve the Maintenance Map for Old St. Augustine Road.*

**5. Acceptance of Maintenance Agreement and Surety Device for Tower Gates Phase 2**

*The Board approved Option #1: Authorize the County Administrator to accept the Maintenance Agreement and Surety Devices for Tower Gates Phase 2 Subdivision, and authorize the County Administrator to execute the Agreement, subject to legal review by the County Attorney.*

**6. Acceptance of Maintenance Agreement and Surety Device for Chastain Manor Phase 2**

*The Board approved Option #1: Authorize the County Administrator to accept the Maintenance Agreement and Surety Device for Chastain Manor Phase 2 Subdivision, Units 1 through 4, and authorize the County Administrator to execute the Agreement, subject to legal review by the County Attorney.*

**7. Acceptance of Maintenance Agreement and Surety Device for Fletcher Oaks Subdivision, Phases I through III**

*The Board approved Option #1: Authorize the County Administrator to accept the Maintenance Agreement and Surety Device for Fletcher Oaks Subdivision, Phases I through III, and authorize the County Administrator to execute the Agreement, subject to legal review by the County Attorney.*

**8. Acceptance of Performance Agreement and Surety Device for Horseman's Bluff Subdivision**

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

**9. 2025 Leon County Real Estate Annual Report**

*The Board approved Option #1: Accept the 2025 Leon County Real Estate Portfolio Annual Report.*

**10. Status Report on the Co-Location of Outside Service Agencies at Florida Department of Health in Leon County Facilities**

*The Board approved 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.*

**11. Status Report for Golf Cart Crossing on Dempsey Mayo Road**

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

**12. Annual Status Report on the Leon County Water Quality Monitoring Program and the 2025 Water Quality Report**

*The Board approved Option #1: Accept the annual status report on the Leon County Water Quality Monitoring Program and the 2025 Water Quality Report.*

**13. Status Report on the Prohibition of Loitering on Private Property**

*The Board approved Option #1: Accept the status report on the prohibition of loitering on private property.*

**14. PULLED - Update on WXC Tallahassee 2026 and Continued Discussions with World Athletics to Host Future Championships**

**15. Status Report on the Fiscal Year 2024 External Audit Findings**

*The Board approved Option #1: Accept the status report on the Fiscal Year 2024 External Audit Findings.*

**CONSENT ITEMS PULLED FOR DISCUSSION**

**ITEM #14**

**Update on WXC Tallahassee 2026 and Continued Discussions with World Athletics to Host Future Championships**

County Administrator Long introduced the item, which provided an update on Leon County's successful hosting of the 2026 World Athletics Cross Country Championships at Apalachee Regional Park. The item also outlined next steps to build on that momentum and summarized 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. Additionally, the item sought Board authorization for the Chairman's travel as further described.

- This item was pulled by Commissioner Minor.

*Commissioner Minor moved, seconded by Vice Chairman O'Keefe, to waive the rules requiring a motion before Board discussion on this item.*

*The motion carried 6 – 1, with Commissioner Proctor in opposition.*

- Commissioner Minor congratulated staff and the community for the tremendous success of the Cross-Country Championship event. However, he shared that due to fiduciary considerations, he will be voting in opposition to this agenda item.

*Commissioner Cummings moved, seconded by Commissioner Welch, to approve of 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.*

- Commissioner Proctor inquired about the funding source for the delegation's travel to Poland to attend an in-person meeting with the World Athletics leadership, focused on securing Leon County as the permanent host of the World Cross Country Championships.
    - County Administrator Long responded that the expenses would be covered using existing budgeted funds.
- Commissioner Proctor expressed pride in the delegation traveling to Poland, which includes Chairman Caban, and voiced confidence in their ability to represent the community well. He emphasized that such efforts are not unprecedented, recalling his own participation in a delegation to Saint Martin that led to the establishment of a sister-city agreement. That partnership enabled students from Saint Martin to qualify for in-state tuition at Florida A&M University, Florida State University, or Tallahassee State College.
- Commissioner Maddox inquired about the total amount of revenue generated from the Cross-Country Championship event.
    - County Administrator Long responded that the event's overall economic impact is estimated to exceed $4 million, noting that this figure represents a preliminary assessment and is expected to increase as additional data becomes available.
- Commissioner Maddox asked Ms. Kerri Post to clarify why the in-person trip outlined in this agenda item is necessary.
    - Ms. Kerri Post, Director of the Division of Tourism, responded that the World Athletics officials were thoroughly impressed by the event Leon County organized. She noted that they described it as the best World Athletics Championship event they had ever attended. She added that the President and CEO of World Athletics, along with other officials, expressed a strong interest in having Leon County serve as the permanent host of the Championship event.
- Commissioner Maddox thanked Ms. Post and her team for their professionalism and emphasized the significance of their efforts, stressing that he wants everyone to grasp the magnitude of what they are attempting to achieve. He highlighted the enormous potential impact, both in terms of prestige and economic benefits, if Leon County were to become the permanent host of the event.
- Commissioner Welch highlighted the importance of having a unanimous vote on this item, noting the strong message such consensus would convey. He also inquired about the cost associated with submitting the bid for the Cross-Country Championship event.
    - Ms. Post responded that the initial bid fee was $250,000, which will be reimbursed to Leon County after hosting the successful event last month.
- Commissioner Welch stated that the initiative aligns with the County's broader economic development goals and emphasized the importance of thinking bigger for Leon County. He noted that sending the delegation to secure the World Athletics Cross Country Championships should be an easy decision, given the minimal cost relative to the potential benefits. He also commended Amanda Heidecker, Taylor Wheaton, and other County staff for their outstanding work in hosting the event.
- Vice-Chairman O'Keefe offered clarification by explaining that staff travel had already been incorporated into the proposal and was included as a transparency item on the agenda. He highlighted the success of the event and commended Amanda Heidecker, Kerri Post, County Administrator Long, and other staff for their years of dedication in organizing and executing such a successful event. He concluded by expressing his support for the item, emphasizing the economic opportunities it presents.

- Commissioner Cummings expressed strong enthusiasm for the agenda item, stating it was an easy decision for her to support. She extended her appreciation to Kerri Post, Amanda Heidecker, Taylor Wheaton, and the County Administrator for their leadership in delivering last month's highly successful Cross-County Championship event. She noted that the event highlighted the county's innovation and forward momentum, calling it a pivotal opportunity the County should work to secure long-term. She concluded by emphasizing that whatever the cost of sending the delegation, it is a worthwhile investment to seize this opportunity.
- Commissioner Proctor encouraged Commissioner Minor to support the item, emphasizing that a unanimous vote would send a powerful and unified message from Leon County's government. He underscored the value of having "boots on the ground," noting that meaningful results often stem from a hands-on approach. He also expressed his appreciation to Kerri Post and her team for the tremendous success of the Cross-Country Championship event, highlighting the widespread praise and positive feedback it received.
- Chairman Caban shared that he agreed with Commissioner Welch's sentiments, particularly the call to think bigger about the County's future and economic potential. He noted that across the State of Florida, international businesses are choosing to relocate and expand and emphasized the importance of being a Commission that welcomes bold ideas and transformative opportunities. He expressed that being a member of the delegation sends a clear message that the County is serious about economic development and demonstrates respect for potential partners. He added that he believes the Chairman should travel annually with the goal of cultivating relationships and attracting new businesses to Leon County.
- Commissioner Minor extended his best wishes to Chairman Caban and the delegation for a successful and productive trip to Poland. He also respectfully asked his colleagues to acknowledge and respect his position on the matter.

*The motion carried 6 – 1, with Commissioner Minor in opposition.*

**GENERAL BUSINESS**

**16. Fairgrounds Beautification and Improvement Project Update with Board Direction on Lease Renegotiation**

County Administrator Long introduced this item. He shared that 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.

Public speakers:

- Miranda Muir, 441 Paul Russel Road, Executive Director of the North Florida Fair Association (NFFA), stated that for more than two years, the Board of Directors has engaged in good-faith discussions with the team at Blueprint. After many hours of thoughtful dialogue and diligent effort, she noted that the NFFA does not see a clear benefit in renegotiating its lease at this time. She urged the Commission to honor the trust placed in the NFFA to safeguard and steward the Fair. At the same time, she emphasized that the NFFA remains open to continued conversations that are focused on meaningful improvements to the fairgrounds and its long-term success.
- Tiffany Santner, 1973 Huckabee Road, President of the Ochlockonee River Kennel Club, highlighted the numerous events the Kennel Club hosts at the Fairgrounds each year,

noting that they generate more than $1 million in annual economic impact for the community. She cautioned that a reduction in the size of the Fairgrounds would significantly limit their ability to continue hosting events at that location. In that case, the organization would be forced to relocate to other large-capacity venues, resulting in the loss of both economic activity and long-standing community partnerships.

*Commissioner Proctor moved, seconded by Commissioner Maddox, to approve Option #1: Direct staff to proceed with lease negotiations, as described in the Analysis Section of the Item.*

- Commissioner Proctor noted that these discussions have been ongoing for decades and expressed his desire to find common ground on the issue. He reflected that previous Boards have carefully considered the best use of the Fairgrounds property to maximize its potential for the community. He also highlighted several improvements he would like to see at the Fairgrounds, including the addition of indoor restrooms.
- Commissioner Welch stated that he would follow Commissioner Proctor's lead on this issue before directing several questions to the County Administrator. He shared his view that the Fairgrounds represents an antiquated model and expressed concern that the Fair Association's unwillingness to negotiate the lease jeopardizes the $30 million that Blueprint had planned to invest in the site. He further noted that the lease amendments proposed in this Item are intended to establish clear accountability and oversight among all partners involved. He asked the County Administrator to clarify how many acres are necessary for the Fairgrounds to operate the annual Fair.
    - County Administrator Long responded that approximately 50 acres are utilized by the North Florida Fair to operate at its existing capacity.
- Commissioner Welch stated that, if it were his decision, he would pursue a legislative remedy to dissolve the NFFA and transition control of the Fairgrounds to Leon County, allowing the County to make the necessary investments and improvements to the property.
- Commissioner Maddox inquired about the circumstances in which Leon County came to own the Fairgrounds. He remarked that the issue in his mind centers around control of the land and stated that he could not imagine the Fair Association would willingly forgo a $30 million investment in the property. He further speculated about what may have caused the relationship to deteriorate, suggesting that it may stem from the Fair Association feeling that their concerns have not been heard.
    - County Administrator Long noted that the Fairgrounds property was deeded to Leon County in the 1950s by the predecessor agency of the NFFA.
- Commissioner Maddox and Ms. Miranda Muir engaged in a back-and-forth discussion. Ms. Muir confirmed that there remains an opportunity to negotiate; however, she noted that the NFFA has expressed concerns regarding several aspects of the proposed plans for the property.
- Commissioner Maddox commented that he found the letter from the North Florida Fair Association to be somewhat heavy-handed; however, he acknowledged that the Association has expressed a willingness to negotiate, albeit not on certain key items. He stated that he would support the motion on the floor to proceed with negotiations, adding that he believes a mutually acceptable agreement can be reached.
- Commissioner Cummings expressed that she understood and shared Commissioner Proctor's passion for the Fairgrounds. Despite the letter from the NFFA, she believes there is an opportunity to reach an agreement and supports directing the County

Administrator and staff to engage in discussions aimed at negotiating a mutually beneficial lease. She thanked staff for the thorough analysis in the agenda item, which detailed the history of the agreement between the County and the Fairgrounds. She also noted the significant revenue and economic impact the Fairgrounds have generated for the County over the years. She concluded by affirming her support for the motion on the floor.

- Vice-Chairman O'Keefe stated that it has been made clear to him this week just how the community values the Fair. He sought clarification from the County Administrator regarding key provisions of the agreement, specifically confirming that any modifications to the lease require mutual consent from both parties. He expressed optimism that common ground can be found and emphasized his desire to see improvements made to the Fairgrounds. He concluded by sharing his support for the motion on the floor.
- Commissioner Minor thanked Ms. Muir and Ms. Santner for taking the time to speak on the issue and share their perspectives. He then directed several clarifying questions to the County Administrator to ensure a clear understanding of the action the Board is being asked to take. He concluded by stating that he will vote in support of the motion to move forward with engaging in discussions.
    - County Administrator Long confirmed a vote in favor of the motion does not take 50 acres from the Fair, it only authorizes himself and staff to engage in discussions with the Fair Association.
- Chairman Caban stated that the item has been a source of frustration for him, citing both the letter the NFFA sent to the Board and a subsequent Facebook post. He expressed his belief that the communications were misleading regarding the Board's intent. He also raised concerns about the extravagant retirement gift purchased last fall, stating his view is that the expenditure violated Florida Statutes. He affirmed that he would vote in favor of the motion to engage in good-faith discussions and emphasized his commitment to securing the best possible outcome for Leon County taxpayers. He concluded by requesting a friendly amendment that would require an update on the status and finality of negotiations within 90 days.

*The friendly amendment was accepted by Commissioner Proctor and Commissioner Maddox.*

- Commissioner Proctor stated that he interpreted the letter from the Fair Association as an indication that the organization is seeking to be made whole. He expressed his belief that a mutually acceptable agreement can still be reached and affirmed that he will vote in favor of the motion.

*Commissioner Proctor moved, seconded by Commissioner Maddox, to approve Option #1 as amended: Direct staff to proceed with lease negotiations, as described in the Analysis Section of the Item, and provide an update on the finality of negotiations within 90 days.*

*The motion carried 7 – 0.*

*The Board recessed at 5:45 P.M. The Board resumed at 6:08 P.M.*

**17. Status Report on the Financial Review of Tallahassee Museum's Use of Public Grant Funds**

County Administrator Long introduced this item. It 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.

Public Comment:

- Mr. Richard Moore, 211 Rhoden Cove Road, Tallahassee Museum Trustee and former Chair, was present to answer any questions of the Board.

*Commissioner Cummings moved, seconded by Commissioner Maddox, to approve Options #1 and #2:*

*Option 1: Accept the status report on the financial review of the Tallahassee Museum's use of public grant funds; and*

*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.*

- Commissioner Cummings referenced a claim that certain funds were used to pay a vendor whose business was owned by a member of the board but emphasized that the more significant concern was the apparent lack of a competitive bidding process. She requested that staff's recommendation be amended to explicitly state that tourism development tax dollars may not be awarded to a board member or business owned by a board member unless a competitive bid process has been conducted.
- County Administrator Long commented that staff have no objection to the proposed amendment. He noted that if the Board adopts an "unless competitively bid" requirement, staff can develop a clearly defined framework outlining what would constitute an acceptable competitive bidding process.
- Commissioner Proctor requested a friendly amendment providing a waiver that sole-source vendors would be eligible to receive grant awards.
    - County Attorney O'Steen provided a definition of sole source vendor and gave an example.
- Chairman Caban welcomed Mr. Russell Daws, President and CEO of the Tallahassee Museum, to the podium and asked how many sole-source vendors the Museum currently utilizes.
    - Mr. Russell Daws, 2300 Orleans Drive, responded that the Tallahassee Museum utilizes a small number of sole-source vendors, primarily for specialized food required by its carnivorous animals, and noted that there may be a few additional sole-source arrangements as well.

*Commissioner Proctor's friendly amendment was accepted by Commissioner Cummings and Commissioner Maddox.*

- Vice-Chairman O'Keefe stated his support for the sole-source vendor friendly amendment and reaffirmed his commitment to accountability and transparency.

However, he cautioned that the proposed policy changes may go too far, noting that the friendly amendments would apply broadly to all tourism grants.

- Commissioner Cummings commented that the proposed revisions are narrowly tailored and would apply only to businesses owned by board members, emphasizing that the changes would not extend to all businesses more broadly.
    - County Attorney O'Steen clarified that the proposed changes under consideration would apply to all entities that receive county funding and would not be limited solely to the Tallahassee Museum.
- Commissioner Cummings remarked that having the policy apply to all boards receiving county funds would demonstrate a strong commitment to transparency. She then asked Mr. Daws whether the Tallahassee Museum has any board members who own businesses that provide services to the Museum.
    - Mr. Daws responded that, over the years, there have been instances in which board members provided services to the Tallahassee Museum; however, he noted that more than 90 percent of the funding did not come from government sources. He added that the Museum adheres to all grant funding guidelines currently in place and would comply with any policy changes adopted by the Board.
- Chairman Caban commented that the proposed changes strike the appropriate balance of government oversight and accountability for entities receiving grant funding.

*Commissioner Cummings moved, seconded by Commissioner Maddox, to approve Options #1 and #2 as amended.*

*Option #1: Accept the status report on the financial review of the Tallahassee Museum's use of public grant funds; and*

*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 to include language restricting grant awards to board members of the entity without a competitive solicitation process, provide clear guidelines and thresholds for circumstances that require a competitive solicitation process, and provide for limited exceptions including sole source vendors.*

*The motion carried 7 – 0.*

**18. Full Board Appointment to the Canopy Roads Citizens Committee**

County Administrator Long introduced this item. It seeks the full Board's consideration for the appointment of a citizen to the Canopy Roads Citizens Committee.

*Vice-Chairman O'Keefe moved, seconded by Commissioner Minor, to approve Option #1: Appoint Dr. Mark Mahoney to the Canopy Roads Citizens Committee for the remainder of a three-year term ending on October 31, 2027.*

*The motion carried 7 – 0.*

**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.

- None

**COMMENTS/DISCUSSION ITEMS**

**County Administrator Long:**

- County Administrator Long requested a proclamation recognizing Flood Awareness Week as March 9 – 15, 2026.

*Commissioner Maddox moved, seconded by Vice-Chairman O'Keefe, to approve a proclamation recognizing March 9 – 15, 2026, as Flood Awareness Week.*

*The motion carried 7 – 0.*

- County Administrator Long spotlighted the recent water crisis affecting the Florida Sun Estates II mobile home park, outlining the severity of the situation and its impact on residents. He detailed the steps the County implemented to mitigate the water shortage and address the associated public health concerns, emphasizing the coordinated efforts taken to stabilize conditions and support the residents.
- Chairman Caban expressed his appreciation to the County Administrator and County staff for their leadership and swift, coordinated response to this emergency. He provided additional context, sharing concerns relayed to his office by residents and voicing his disappointment regarding what he characterized as the property owner's negligence. He inquired about the financial impact on Leon County taxpayers resulting from the County's intervention. Additionally, he noted reports from residents alleging that the landlord has engaged in retaliatory actions against individuals who provided information to public officials.
    - County Administrator Long responded that the costs that Leon County incurred were approximately $33,000.

*Commissioner Proctor moved, seconded by Commissioner Maddox, directing the County Attorney to prepare a letter to the landlord of the properties impacted by the emergency situation demanding repayment of costs incurred by Leon County to ensure the health and safety of the residents of the neighborhood during the duration of the emergency event.*

- Vice-Chairman O'Keefe commended Chairman Caban for standing up and advocating on behalf of his constituents during the crisis. He then sought clarification on several legal matters, including the County's authority to pursue repayment of public funds expended in response to the emergency and what specific laws and protections are in place to safeguard tenants in the community from potential retaliation by landlords.
    - County Attorney O'Steen responded that staff would have to look at available remedies at law or equity if the landlord does not respond and agree to reimburse the County for all of the money that the taxpayers expended because of his inability to timely provide running water to those residents. Additionally, she noted that she has not conducted research into the specific laws that may protect tenants from landlord retaliation.
- Chairman Caban requested that Leon County's Community and Media Relations team share the contact information for Legal Services of North Florida with residents affected by the emergency situation.
- Vice-Chairman O'Keefe requested a follow-up email from the County Administrator or County Attorney outlining applicable laws protecting tenants in the community from potential retaliation by landlords.
- Commissioner Cummings noted that her questions were similar to Vice-Chairman O'Keefe's. She asked whether they need to compile a factual record of the events that occurred before sending a demand letter to the landlord of the properties.

- County Attorney O'Steen responded that the County is aware of the amount of money it has expended and is able to quantify those costs. She explained that the proposal is to send a demand letter seeking reimbursement of those funds. She added that the letter of the demand would need to include the underlying facts describing what led to the emergency situation and that this information can be obtained from staff.

- Commissioner Proctor inquired whether the demand letter could also include a request for an abatement of rent for the seven days during which residents were without water.
  - County Attorney O'Steen responded that there is an argument the landlord did not meet the minimum housing standards during that period, and there may be additional issues as well. She noted that the Board had previously directed staff to help connect the residents with Legal Services of North Florida, and that the residents may have remedies available under landlord-tenant laws.

*Commissioner Proctor amended his motion to include a demand for rent abatement for the residents who were impacted. The amendment was accepted by Commissioner Maddox.*

- Commissioner Maddox inquired about what recourse the County might have if the landlord were to deny both requests.
  - County Attorney O'Steen responded that the County does not have any recourse with respect to the request for rent abatement. However, she noted that it has yet to be determined whether the County may have a remedy to seek reimbursement for the costs it incurred.

*Commissioner Proctor moved, seconded by Commissioner Maddox, directing the County Attorney to prepare a demand letter to the landlord of the Florida Sun Estates II Mobile Home Park properties impacted by the emergency situation, demanding repayment of costs incurred by Leon County and requesting abatement of rent on behalf of impacted residents for the duration of the emergency event.*

*The motion carried 7 – 0.*

**County Attorney O'Steen:**

- No business to discuss.

**COMMISSIONER DISCUSSION ITEMS**

**Commissioner Cummings:**

- Requested a Proclamation recognizing FAMU DRS National Beta Club students for collecting approximately 300 blankets for those in need, to be presented at an outside event.

*Commissioner Cummings moved, seconded by Commissioner Maddox, to approve a proclamation recognizing FAMU DRS National Beta Club students for collecting approximately 300 blankets for those in need during the recent cold weather events.*

*The motion carried 7 – 0.*

- She congratulated Mr. Kevin Peters, Director of Emergency Management, for receiving the 2026 Gary Arnold Emergency Management Service Award presented by the Florida Emergency Preparedness Association.
- She acknowledged County Attorney O'Steen for being selected by the Tallahassee Bar Association as the recipient of the Martha Barnett Women Lawyers Achievement Award.

- She thanked the Board for allowing her to participate in the January meeting telephonically. She sought clarification from the County Attorney regarding the hiring of staff attorneys and selecting outside counsel.
    - County Attorney O'Steen responded by detailing the criteria she examines when selecting outside council when not going through a competitive bid process, including area of specialty, billing rate, qualifications, etc.
- She inquired about minority representation in the County Attorney's Office, and the County Attorney provided information.
- She thanked the County for embracing Black History Month and for recognizing the achievements of African Americans.
- She asked the Board to reaffirm its commitment to the inherent worth and dignity of every citizen in Leon County considering the disparaging image of former President Barack Obama and First Lady Michelle Obama. She inquired what actions such as a proclamation, declaration, or other formal measures would be appropriate for the County to convey its commitment to respecting the dignity of all citizens.
    - County Administrator Long responded by sharing that the Citizen Charter Review Committee recently voted to approve a recommendation to amend the Preamble of the County Charter to include similar language, which will be presented to the Board for consideration soon.
- Commissioner Maddox suggested that the Board draft a letter to the Citizen Charter Review Committee expressing support for adding language to the Preamble of the County Charter affirming the dignity and worth of all citizens.
- County Administrator Long commented that the Citizens Charter Review Committee has already voted to approve the addition of language to the Preamble of the County Charter, and it will be coming before the Board soon.
- Commissioner Cummings stated that she understands everyone's remarks but believes that, given the current moment, it is important for the Board to weigh in and clearly express its position. She asked whether issuing a proclamation or declaration would be an appropriate course of action.
    - County Attorney O'Steen responded that proclamations are typically issued to recognize or honor an individual or organization. However, she noted that there is Board precedent for adopting resolutions in circumstances where it believes it is important to formally state a position on a specific matter.

*Commissioner Cummings moved, seconded by Commissioner Maddox, to approve a resolution stating the County's position to respect and recognize the dignity of all individuals and that we urge all citizens in Leon County to respect and recognize the dignity and worth of all citizens regardless of age, race, creed, or color.*

*The motion carried 7 – 0.*

**Commissioner Minor:**

- Commissioner Minor mentioned that Representative Shoaf and Senator Simon have introduced a Local Funding Request for habitat restoration at Lake Jackson. He recommended that the Board support this Local Funding Request and include it among the County's legislative priorities.
- Chairman Caban asked if this was already one of the County's Legislative priorities.

- County Administrator Long responded that this specific appropriation is not currently included in the County's legislative priorities but confirmed that it can be added if the Board provides direction to do so.

*Commissioner Minor moved, seconded by Commissioner Maddox, to support the Local Funding Request for Lake Jackson habitat restoration and adding this to the County's Legislative priorities.*

*The motion carried 7 – 0.*

- He announced an upcoming breakfast meeting scheduled for February 17, 2026, at 8:30 a.m., to be held at the Days Inn on North Monroe Street. He stated the meeting will focus on business owners along North Monroe Street, discussing planned improvements and other roadway safety concerns. He invited anyone interested to attend and offered to email the meeting details to the Board.
- He congratulated County Attorney O'Steen on receiving the Martha Barnett Women Lawyers Achievement Award.
- He wished everyone a Happy Valentine's Day.

**Vice Chairman O'Keefe:**

- Vice Chairman O'Keefe requested an agenda item to consider adopting a Complete Streets Ordinance for Leon County, an issue that was raised by speakers representing the American Heart Association.
- Chairman Caban inquired if this was already included in the Comprehensive Plan.
  - County Administrator Long responded that the County currently addresses this issue through an element in its Comprehensive Plan. He noted that staff could evaluate the proposal presented by the American Heart Association and prepare a report outlining the differences, as well as identifying whether additional actions could be taken in Leon County.

*Vice-Chairman O'Keefe moved, seconded by Commissioner Maddox, requesting an agenda item to consider a Complete Streets Ordinance and to include information on the complete street policies currently in the Comprehensive Plan.*

*The motion carried 7 – 0.*

- He requested an update on actions taken by the County to protect the boundaries of historic cemeteries at Tom Brown Park.
  - County Administrator Long responded that staff are actively coordinating with the City and the State to complete an evaluation of the Tom Brown Cemetery site and will return to the Board with additional information once the evaluation is completed.
- He requested information regarding why the Board's Travel Policy requires that all Commissioner travel be pre-approved by the full Board.
  - County Administrator Long responded that this requirement is established by Board policy and was recommended in response to previous audit findings.
- Chairman Caban inquired about currently Board policy surrounding staff travel and if it is stringent.
  - County Administrator Long responded that staff travel requests must also receive approval before the trip occurs and that staff travel requests are scrutinized more thoroughly.

- County Attorney O'Steen added that anyone traveling is required to complete a pre-travel authorization form that identifies the purpose of the trip, includes all supporting documentation and estimated costs, and is supposed to be approved prior to the trip taking place.

**Commissioner Proctor:**

- Commissioner Proctor remarked that this was a great meeting.
- He highlighted the vibrant diversity of the County staff and expressed his appreciation to the Public Works team for recently providing him with a tour of the Septic-to-Sewer properties in Woodville.
- He referenced the recent termination of approximately 30 employees by the Leon County Health Department and suggested that the Board may need to review the agency's decline and employee turnover over the past three years.

*Commissioner Proctor moved, seconded by Chairman Caban, requesting a status report on the decline and turnover of staff at the Leon County Health Department over the last three years.*

*The motion carried 7 – 0.*

- He thanked staff and Public Works for their efforts related to the recent food distribution event in Woodville.
- He spoke regarding the 99-year lease with the Fair Association, and inquired whether there is a way for the Board to limit the duration of leases to roughly seven years. He commented that committing this Board and future Boards to such long-lasting leases is not appropriate.
  - County Attorney O'Steen responded that there are certain statutory constraints regarding the duration of leases. She explained that the Board could adopt an ordinance to limit the length of leases that future Boards may approve. However, she noted that any future Board would retain the authority to repeal or modify that ordinance if it chose to do so.
- He wished Happy Valentine's Day and Black History Month to everyone.
- He spoke about the joy Ms. Johnson and Ms. Cobb expressed upon receiving their Proclamations.
- He recalled the December 9, 2025, Board meeting regarding the Comprehensive Plan, and referenced the long-term roadway improvement projects planned for Woodville Highway, Capital Circle, and others. He stated that he would like staff to provide him with a briefing on those roadway projects.

**Commissioner Maddox:**

- Commissioner Maddox requested a proclamation for recognizing the Dynamic Xplosion Cheer Mental Health Awareness Event in March, to be presented off site.

*Commissioner Maddox moved, seconded by Chairman Caban, to approve a proclamation recognizing the Dynamic Xplosion Cheer Mental Health Awareness Event.*

*The motion carried 7 – 0.*

- He requested a proclamation recognizing the Inaugural P. Funk Festival and 85th birthday celebration for George Clinton to be held on April 11th at the Phipps Farm.

*Commissioner Maddox moved, seconded by Commissioner Cummings, to approve a proclamation recognizing the Inaugural P. Funk Festival and 85th birthday celebration for George Clinton.*

*The motion carried 7 – 0.*

- He requested a proclamation recognizing the North Florida Fair Association for their long-term success in hosting the annual North Florida Fair.

*Commissioner Maddox moved, seconded by Vice Chairman O'Keefe, to approve a proclamation recognizing the North Florida Fair Association for their long-term success in hosting the annual North Florida Fair.*

*The motion carried 7 – 0.*

**Commissioner Welch:**

- Commissioner Welch wished a happy early birthday to Commissioner Proctor and County Administrator Long.
- He requested a proclamation for the Chiles High School Varsity Co-Ed Cheerleading Team for winning a National Championship.

*Commissioner Welch moved, seconded by Commissioner Minor, to approve a proclamation recognizing the Chiles High School Varsity Co-Ed Cheerleading Team for winning a National Championship.*

*The motion carried 7 – 0.*

**Chairman Caban:**

- Chairman Caban requested an email update be sent to the Board regarding the Airport Gateway Project.
- He thanked the Board for a great meeting.
- He wished Happy Valentine's Day to everyone.
- He also wished a happy birthday to County Administrator Long and Commissioner Proctor.
- He congratulated County Attorney O'Steen for receiving the Martha Barnett Women Lawyers Achievement Award.

**RECEIPT AND FILE:**

- None.

**ADJOURN:**

There being no further business to come before the Board, the meeting was adjourned at 7:40 p.m.

ATTEST:

BY: _____
Christian Caban, Chairman
Board of County Commissioners

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

# Leon County
# Board of County Commissioners

## Notes for Agenda Item #2

# Leon County Board of County Commissioners

## Agenda Item #2

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Payment of Bills and Vouchers

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| **Review and Approval:** | Vincent S. Long, County Administrator |
| **Department / Division Review:** | Ken Morris, Assistant County Administrator<br>Roshaunda Bradley, Director, Office of Management and Budget<br>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 April 14, 2026, and pre-approval of payment of bills and vouchers for the period of April 15, 2026, through May 11, 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 April 14, 2026, and the pre-approval of payment of bills and vouchers for the period of April 15, 2026, through May 11, 2026.

## Report and Discussion

**Background:**

The Office of Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the April 14th meeting, the morning of Monday, April 13, 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 May 12, 2026, it is advisable for the Board to pre-approve payment of the County's bills for April 15, 2026, through May 11, 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 April 14, 2026, and the pre-approval of payment of bills and vouchers for the period of April 15, 2026, through May 11, 2026.
2. Do not approve the payment of bills and vouchers submitted for April 14, 2026, and the pre-approval of payment of bills and vouchers for the period of April 15, 2026, through May 11, 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

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Resolution Affirming the County's Commitment to Treating all Individuals with Dignity and Respect

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| **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:**

As requested at the February 10, 2026 meeting, this item seeks Board adoption of a Resolution affirming the County's commitment to treating all individuals with dignity and respect, regardless of age, race, color, creed, religion, sex, gender identity, sexual orientation, national origin, genetic information, or disability.

**Fiscal Impact:**

This item has no fiscal impact.

**Staff Recommendation:**

Option #1: Adopt the Resolution affirming the County's commitment to treating all individuals with dignity and respect (Attachment #1).

## Report and Discussion

**Background:**

As requested at the February 10, 2026 meeting, this item seeks Board adoption of a Resolution (Attachment #1) affirming the County's commitment to treating all individuals with dignity and respect, regardless of age, race, color, creed, religion, sex, gender identity, sexual orientation, national origin, genetic information, or disability.

**Analysis:**

The proposed Resolution affirms the County's commitment to treating all individuals with dignity and respect, and urges all citizens in Leon County to respect and recognize the dignity and worth of all citizens regardless of age, race, color, creed, religion, sex, gender identity, sexual orientation, national origin, genetic information, or disability.

The proposed Resolution references and reflects on the tenets of the Declaration of Independence which include the moral foundation for equality, respect, and dignity in the United States of America.

Respecting others is a fundamental behavior that involves valuing individuals for who they are, regardless of differences in opinions, backgrounds, or beliefs. It goes beyond politeness to encompass kindness, active listening, and empathy, fostering trust and safe, healthy relationships. By showing dignity and considering others, we build a harmonious society and encourage mutual respect in return.

Fostering a culture of respect is essential for maintaining social cohesion, reducing polarization, and upholding democratic values. As a diverse nation, treating others with dignity, empathy, and consideration—regardless of differing opinions, backgrounds, or beliefs—builds trust and safety. Renewed respect for individuals, public officials, and varied viewpoints is crucial to bridge divisions and strengthen community bonds.

**Options:**

1. Adopt the Resolution affirming the County's commitment to treating all individuals with dignity and respect (Attachment #1).
2. Do not adopt the Resolution affirming the County's commitment to treating all individuals with dignity and respect.
3. Board direction.

**Recommendation:**

Option #1

Attachment:

1. Resolution Affirming the County's Commitment to Treating all Individuals with Dignity and Respect

**LEON COUNTY RESOLUTION NO. _____**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AFFIRMING THE COUNTY'S COMMITMENT TO TREATING ALL INDIVIDUALS WITH DIGNITY AND RESPECT, REGARDLESS OF AGE, RACE, COLOR, CREED, RELIGION, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, NATIONAL ORIGIN, GENETIC INFORMATION, OR DISABILITY.**

## RECITALS

WHEREAS, 250 years ago, the founders of our nation authored and signed the Declaration of Independence establishing unalienable rights and the moral foundation for equality, respect, and dignity in the United States of America; and

WHEREAS, Leon County is a collection of human beings with distinct backgrounds, beliefs, and values that reflect the greatness of our community; and

WHEREAS, in order to foster a cohesive and vibrant community, we must begin with respect and appreciation of every individual that calls Leon County home; and

WHEREAS, fostering a culture of respect is essential for maintaining social cohesion, reducing polarization, and upholding democratic values in order to ensure our community realizes its full potential; and

WHEREAS, Leon County has been steadfast in its commitment to treating all individuals with dignity and respect, regardless of age, race, color, creed, religion, sex, gender identity, sexual orientation, national origin, genetic information, or disability.

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

**Section 1. Leon County Affirms its Commitment to Treating all Individuals with Dignity and Respect, Regardless of Age, Race, Color, Creed, Religion, Sex, Gender identity, Sexual Orientation, National Origin, Genetic Information, or Disability.**

The Board acknowledges that fostering a culture of respect is essential for maintaining social cohesion, reducing polarization, and upholding democratic values.

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The Board upholds a commitment to civil discourse, encouraging respectful dialogue and the avoidance of personal attacks, even during disagreement.

In an era characterized by an abundance of communication forums which are monetized by the loudest and most outlandish personas, fostering mutual respect is our collective duty and remains essential for achieving a harmonious, functioning society.

Respect for others goes beyond politeness to encompass kindness, active listening, and empathy, fostering trust and safe, healthy relationships. By treating others with dignity and respect, we build a harmonious society, strengthen community bonds, and encourage mutual respect in return.

**Section 2. Effective Date.**

This resolution shall become effective immediately upon its adoption.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this _____ day of _____, 2026.

LEON COUNTY, FLORIDA

By:_____
Christian Caban, Chairman
Board of County Commissioners

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

By:_____

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

By:_____

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# Leon County
# Board of County Commissioners

## Notes for Agenda Item #4

# Leon County Board of County Commissioners

## Agenda Item #4

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Adoption of the Fiscal Year 2027 – 2029 Leon County State Housing Initiatives Partnership – Local Housing Assistance Plan

| | |
|---|---|
| **Review and Approval:** | Vincent S. Long, County Administrator |
| **Department / Division Review:** | Ken Morris, Assistant County Administrator<br>Shington Lamy, Assistant County Administrator<br>Abigail Thomas, Director, Human Services & Community Partnerships |
| **Lead Staff / Project Team:** | Jelani Marks, Housing Services Manager |

**Statement of Issue:**

As required by Florida Statutes, this item seeks Board approval of the proposed Leon County State Housing Initiatives Partnership Local Housing Assistance Plan for Fiscal Year (FY) 2027 – 2029, and adoption of the associated Resolution.

**Fiscal Impact:**

This item has no fiscal impact.

**Staff Recommendation:**

Option #1: Approve the proposed FY 2027 - 2029 Leon County State Housing Initiatives Partnership Local Housing Assistance Plan and adopt the associated Resolution (Attachment #1).

## Report and Discussion

**Background:**

As required by Florida Statutes, this item seeks Board approval of the proposed Leon County State Housing Initiatives Partnership (SHIP) Local Housing Assistance Plan (LHAP) for FY 2027 – 2029, and adoption of the associated Resolution (Attachment #1). As recommended by Florida Housing Finance Corporation and the Leon County Housing Finance Authority, the proposed FY 2027 - 2029 SHIP-LHAP provides a revision to the project selection criteria for the County's Rental Development Program to include the number of total units to be constructed by proposed developments for funding consideration.

The proposed SHIP-LHAP advances the following FY 2022 – FY 2026 Strategic Initiatives:

- *Work with the City of Tallahassee on the development and implementation of the Neighborhood First Program to engage residents and develop plans to address poverty and inequity in targeted neighborhoods including 32304. (2022-33)*
- *Continue to leverage County funding in partnership with local stakeholders to secure state and federal funding to build affordable rental housing for very low- and low-income families. (2023-61)*
- *Enhance the County's State Housing Initiative Partnership (SHIP) program to provide legal assistance and consultation to residents with heir property issues and estate planning needs that will preserve affordable housing for low-income families. (2024-76)*

These Strategic Initiatives align with the Board's Quality of Life Strategic Priorities:

- *(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.*

The SHIP Program is administered by the Florida Housing Finance Corporation (FHFC) and funded by the State's Documentary Stamp Tax. SHIP is the primary source of funding for the County's affordable housing programs such as Homeownership Development, Emergency Home Repair, Home Rehabilitation and Rental Development. Per Florida Statutes, in order to participate in SHIP, local governments must maintain a LHAP, which serves as Board policy governing the provision of SHIP funded affordable housing programs. Per the FHFC, a SHIP-LHAP generally covers three fiscal years and must be adopted by the governing board of the local government and submitted to the FHFC for approval by May 2 of the year in which the previous SHIP-LHAP is expiring.

The proposed FY 2027 - 2029 SHIP-LHAP (Attachment #1) remains largely consistent with the current SHIP-LHAP but includes an update to the Rental Development Program to include consideration of the number of total units to be produced by developments seeking County funding as part of the project selection criteria. The Rental Development program provides gap financing

or other financial contributions for projects that propose to construct or rehabilitate units dedicated to low-income housing households in Leon County. The selection criteria currently include project feasibility, proposed unit amenities/energy efficiency, proximity to employment opportunities and public transportation, as well as preferences for projects that exceed the minimum FHFC affordability requirements for very low and extremely low-income households, and those that commit to affordability restrictions in perpetuity.

As presented in previous agenda items, according to the Shimberg Center for Housing Studies at the University of Florida, rental units for very low-income and extremely low-income households are the highest affordable housing need in Leon County. In order to address this need, the County has provided $5.8 million in direct funding over the past five years and has authorized approximately $198 million in bond financing that has or will develop more than 1,200 affordable rental units over the next 12-18 months. Building on this effort, during the FY 2026 budget process, the Board increased the County's annual investment in rental development projects with the approval of $250,000 in general revenue for gap financing of affordable housing projects for very low- and extremely low-income households. Additionally, the Blueprint Intergovernmental Agency (IA) Board, which is comprised of the Board and City Commission, established and funded an affordable housing gap financing program in the amount of $250,000 annually through the Office of Economic Vitality (OEV). As a result of the Board's actions, the County invests $500,000 annually in gap financing with the combination of SHIP, general revenue, and the County's share of OEV funds.

The new Leon County SHIP-LHAP for FY 2027 - 2029 must be submitted to FHFC by May 2, 2026. Once adopted, a SHIP-LHAP may be amended at any time prior to its expiration. If approved by the Board, the new SHIP-LHAP would go into effect July 1, 2026.

**Analysis:**

Leon County is committed to growing and preserving the stock of affordable housing in the community. As previously stated, local governments receiving SHIP funding are required by Florida Statutes and the FHFC to have a SHIP-LHAP. A SHIP-LHAP generally covers three fiscal years. Leon County's FY 2024 - 2026 SHIP-LHAP was adopted by the Board in February 2023, and a new SHIP-LHAP for FY 2027 - 2029 is due for submission to the FHFC by May 2, 2026. The County's SHIP-LHAP governs the provision of SHIP-funded affordable housing programs:

- **The Down Payment Assistance Program** provides low- to moderate-income first-time homebuyers with financial assistance for down payment and closing costs associated with the purchase of a home in unincorporated Leon County.
- **The Homeownership Development Program** awards funding to developers to pay down the development costs associated with the construction of housing units and reduces the purchase cost to low-income first-time homebuyers.
- **The Rental Development Program** provides financing to developers to build new affordable rental units for low, very low, and extremely low-income renters. Under this program, developers are required to set aside units for very low- and/or extremely low-income households.

- **The Emergency Home Repair Program** aids low-income homeowners in need of immediate and dire repairs to their homes such as roofs, septic tanks, and HVAC systems.
- **The Home Rehabilitation Program** covers major repairs (including full home replacement) for low-income homeowners in unincorporated Leon County to address issues of health, safety, resiliency, insurability, and code compliance.
- **The Heir Property Support Services Program** provides title clearing services to Leon County residents experiencing issues with heirs' property. Funding is used to cover costs associated with locating heirs, process serving and filing fees that would ultimately establish clear ownership. The program is currently administered through a partnership with Legal Services of North Florida.

As previously mentioned, the new SHIP-LHAP would include an update to the County's Rental Development Program to include the number of total units to be produced by proposed rental projects as part of the project selection criteria for funding consideration. The selection criteria currently includes project feasibility, proposed unit amenities/energy efficiency, proximity to employment opportunities and public transportation, as well as preference for projects that exceed the minimum FHFC affordability requirements for very low and extremely low-income households, and those that commit to affordability restrictions in perpetuity.

In order to be funded, developers seeking financing through the Rental Development Program submit applications to the Housing Finance Authority of Leon County (HFA). The HFA was established by the Board to alleviate the shortage of affordable housing primarily through capital investment and bond financing. The HFA evaluates the operational and financial feasibility of projects and makes a funding recommendation to the Board. The HFA utilizes the selection criteria as part of their evaluation process for operational feasibility.

The recommended change to the Rental Development Program in the County's SHIP-LHAP ensures the County's funding is maximized to support projects that produce the highest possible number of affordable units, addressing the most urgent housing need in our community. The proposed revision has been recommended by FHFC and the HFA and is consistent with other established project selection criteria for the Rental Development Program and LHAPs across the State.

The new Leon County SHIP-LHAP for FY 2027 - 2029 must be submitted to FHFC by May 2, 2026. Once adopted, a SHIP-LHAP may be amended at any time prior to its expiration. The proposed FY 2027 - 2029 SHIP-LHAP has been preliminarily approved by the FHFC, pending Board approval. If approved by the Board, the FY 2027 - 2029 SHIP-LHAP would be transmitted to FHFC and go into effect July 1, 2026.

**Options:**

1. Approve the proposed FY 2027 - 2029 Leon County State Housing Initiatives Partnership Local Housing Assistance Plan and adopt the associated Resolution (Attachment #1).
2. Do not approve the proposed FY 2027 - 2029 Leon County State Housing Initiatives Partnership Local Housing Assistance Plan and adopt the associated Resolution
3. Board direction.

**Recommendation:**

Option #1

Attachment:

1. Proposed FY 2027 - 2029 Leon County SHIP-LHAP and Associated Resolution

**LEON COUNTY RESOLUTION NO. _____**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE COUNTY ADMINISTRATOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR FINAL REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.**

**RECITALS**

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317, Laws of Florida, now codified predominately in Chapter 420, Florida Statutes, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (2025), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act. The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

WHEREAS, it is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing

assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund; and

WHEREAS, the Department of Human Services and Community Partnerships has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the Board of County Commissioners of Leon County, Florida, finds that it is in the best interest of the public for Leon County Government to submit the Local Housing Assistance Plan for review and approval so as to qualify for documentary stamp tax funds; and

WHEREAS, Rule Chapter 67-37, Florida Administrative Code, requires an approved local housing assistance plan be adopted by resolution; and

WHEREAS, Leon County's Local Housing Assistance Plan is being revised to update the guidelines for the SHIP-funded rental development program.

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

**Section 1. Approve the Local Housing Assistance Plan.**

1. The Board of County Commissioners of Leon County, Florida, hereby approves the revised Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420.9079, Florida Statutes, for years 2026-2027, 2027-2028 and 2028-2029.

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

3. Leon County's Local Housing Assistance Plan is being revised to update the guidelines for the SHIP-funded rental development program.

**Section 2. Effective Date.**

This Resolution shall become effective immediately upon its adoption.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 14th day of April 2026.

LEON COUNTY, FLORIDA

By:_____
Christian Caban, Chairman
Board of County Commissioners

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

By:_____

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

By:_____

# Leon County

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**SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)**

**2026-2027, 2027-2028, 2028-2029**

*As Adopted by the Leon County Board of County Commissioners on April 14, 2026*

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| A. Administrative Budget for each fiscal year covered in the Plan<br>B. Timeline for Estimated Encumbrance and Expenditure<br>C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan<br>D. Signed LHAP Certification<br>E. Signed, dated, witnessed or attested adopting resolution<br>F. Community Land Trust Purchase Assistance Additional Information<br>G. Interlocal Agreement, Leon County, Florida & the City of Tallahassee, Florida | |


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## I. Program Details:

### A. LG(s)

| | |
|---|---|
| Name of Local Government | Leon County |
| Does this LHAP contain an interlocal agreement? | No |
| If yes, name of other local government(s) | N/A |

**B. Purpose of the program:**

- To meet the housing needs of the very low, low and moderate-income households;
- To expand production of and preserve affordable housing; and
- To further the housing element of the local government comprehensive plan specific to affordable housing.

**C. Fiscal years covered by the Plan:** 2026-2027, 2027-2028, 2028-2029

**D. Governance:** The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

**E. Local Housing Partnership:** The SHIP Program encourages building active partnerships between government, lending institutions, builders and developers, not-for-profit and community-based housing providers and service organizations, providers of professional services related to affordable housing, advocates for low-income persons, real estate professionals, persons or entities that can provide housing or support services and lead agencies of the local continuums of care.

**F. Leveraging:** The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to obtain federal housing grants or programs.

**G. Public Input**: Public input was solicited via advertising of public meetings and the Public Hearing for the Affordable Housing Advisory Committee to adopt their Report of Recommendations. Public input was also obtained through meetings with housing providers, social service providers, local lenders, neighborhood associations and Affordable Housing Advisory Committee meetings.

**H. Advertising and Outreach:** SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

**I. Waiting List/Priorities:** A waiting list will not be established when there are eligible applicants for strategies that no longer have funding available.

Priorities: The following priorities for funding described/listed here apply to all strategies unless otherwise stated in an individual strategy in Section II: The County will accept applications during the advertised "Application Period" which will be at least 30 days. Once the application period ends, eligible applications will

be categorized based on the most appropriate program strategy to address their needs and prioritized based upon the following ranking priority:

1. Special Needs Households
    a. Very low
    b. Low
    c. Moderate (If Applicable)
2. Essential Services Personnel
    a. Very low
    b. Low
    c. Moderate (If Applicable)
3. Non-Special Needs and Non-ESP
    a. Very Low
    b. Low
    c. Moderate (If Applicable)

If funds are available after applications are categorized and set asides have been met, funds will be expended on a first qualified first served basis.

**J. Discrimination:** In accordance with the provisions of Section 760.20-760.37 Fla. Stat., it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.

**K. Support Services and Counseling:** Support and counseling services are available from various sources in the community. The County will provide Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, and Foreclosure Counseling through referral to qualified HUD approved agencies, which includes, but is not limited to, Tallahassee Lenders' Consortium. The County will provide title clearing and estate planning services through referral to qualified legal aid agencies.

**L. Purchase Price Limits:** The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

| | |
|---|---|
| U.S. Treasury Department | X |
| Local HFA Numbers | |

**M. Income Limits, Rent Limits and Affordability:** The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at www.floridahousing.org.

*"Affordable" means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the*

*households as indicated in Sections 420.9071, Florida Statutes. However, it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.*

**N. Welfare Transition Program:** Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.

**O. Monitoring and First Right of Refusal:** In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of $10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance whichever is longer, when required as specified above.

Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible non-profit organizations for purchase at the current market value for continued occupancy by eligible persons.

**P. Administrative Budget:** A line-item budget of proposed Administrative Expenditures is attached as Exhibit A. Leon County finds that the moneys deposited in the local housing assistance trust fund are necessary to administer and implement the local housing assistance plan.

***Section 420.9075(7), Florida Statutes states:*** *"A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan."*

***Section 420.9075(7) Florida Statutes further states: "****The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to $350,000 may use up to 10 percent of program income for administrative costs."*

The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

**Q. Program Administration:** Administration of the local housing assistance plan will be performed by:

| **Entity** | **Duties** | **Admin. Fee Percentage** |
|---|---|---|
| Local Government | All Strategies Other than Down Payment Assistance | 8% |
| Third Party Entity/Sub-recipient | Down Payment Assistance Program Strategies | 2% |

**R. First-time Homebuyer Definition:** For any strategies designed for first-time homebuyers, the following definition will apply: *An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*

***S.* Project Delivery Costs:** The County will charge a reasonable project delivery cost that will not exceed three percent (3%) of the contracted SHIP award and will be included in the amount of the recorded mortgage and note.

1. Title Search
2. Recordation Fee
3. The County will utilize a contractor to assess the appropriate level of housing rehabilitation necessary to improve accessibility and enhance independence for participating households having special needs.
4. The County may utilize a contractor to assess home(s) and provide a professional Home Inspection Report to be used to generate a scope of work.
5. To determine post-Home Replacement or post-Home Rehabilitation (when livable square footage is added to the home), the County may:
    i. contract with a Real Estate Agent/Realtor to provide a Broker Price Opinion and/or
    ii. contract with a Certified Residential Appraiser to provide an appraisal.

**T. Essential Service Personnel Definition (ESP):** ESP includes teachers and educators, other school district, community college, and university employees, police and fire personnel, health care personnel, skilled building trades personnel and active U.S. Armed Forces Service Members.

**U. Describe efforts to incorporate Green Building and Energy Saving products and processes:**
The County will require participating homeowners to obtain a Home Energy Audit from their electric service provider if they are eligible for Home Rehabilitation and/or whenever a Heating, Ventilation and Cooling unit is being considered for replacement. The findings of the audit will be used to incorporate repairs into a cost-effective scope of work that are intended to increase the energy efficiency of the home and possibly lead to lower heating and cooling costs.

Additionally, the County and/or sponsors will, when economically feasible, employ the following Green Building requirements on Home Rehabilitation, Home Replacement, Emergency Repairs & Disaster Resilience, Homeownership Development or Rental Development:

1. Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications:
    a. Toilets: 1.4 gallons/flush or less;
    b. Faucets: 1.5 gallons/minute or less;
    c. Showerheads: 2.0 gallons/minute or less;

2. Energy Star certified exhaust/ventilation fans in all bathrooms;
3. Energy Star certified water heater minimum efficiency specifications;
4. Energy Star certified lighting and ceiling fans with lighting;
5. Energy Star certified Air Conditioning unit(s) with minimum SEER of 15 (or 14.3 SEER2). Packaged units are allowed in studios and one-bedroom units with a minimum of 14 SEER (or 13.4 SEER2);
6. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
7. Energy Star certified refrigerator;
8. Energy Star certified dishwasher, if provided;
9. Energy Star certified washing machine, if provided in units.

***V.*** **Describe efforts to meet the 20% Special Needs set-aside:** The County will continue to obtain referrals from partner social service agencies serving the targeted population to achieve the goal of the special needs set-aside. The goal will be met through Housing Rehabilitation, Home Replacement, Down Payment Assistance, Emergency Housing Repair & Housing Resilience, Homeownership Development, Rental Development, and Rental Assistance program strategies. The County will utilize a contractor to identify ways to improve the accessibility of homes and enhance independence for participating households having special needs through the Home Rehabilitation and Home Replacement program strategies.

**W. Describe efforts to reduce homelessness:** The County will collaborate with the Big Bend Continuum of Care and other agencies serving the target population to assist in rapid rehousing and to prevent homelessness primarily through the Rental Subsidy program strategy, the Leon County Direct Emergency Assistance Program (DEAP) and the Leon County Veteran Emergency Assistance Program (VEAP). When funding is available, Leon County may use SHIP funds to place this target population in rental or transitional housing for the purpose of providing a stable housing situation pursuant to applicable program strategies herein.

**Section II. LHAP Strategies**:

| **A. Down Payment Assistance** | Code 1, 2 |
|---|---|

a. Summary: Funds will be awarded to First Time Homebuyers for down payment and closing costs for new and existing homes, including homes purchased from a community land trust (CLT).

b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029

c. Income Categories to be served: Very low, low and moderate (Moderate not eligible for purchase in CLT)

d. Maximum award:

| Income Category | Existing Homes not Rehabilitated OR not in a CLT | CLT Homes | Newly Constructed or Rehabilitated Homes |
|---|---|---|---|
| Very Low | $10,000 | $20,000 | $25,000 |
| Low | $10,000 | $20,000 | $25,000 |
| Moderate | $7,500 | N/A | $20,000 |

- Newly constructed homes are defined as homes that have never been occupied; and have obtained a certificate of occupancy within the 12-months preceding the purchase; or was built as a model home.

- Rehabilitated homes are defined as existing homes that receive repairs or rehabilitation needed for safe or sanitary habitation, correction of substantial code violations, the creation of additional living space or other repairs approved by the Leon County Division of Housing Services and are paid by the seller, the buyer or another source. Proof that the repair or rehabilitation was completed within the 12-months preceding purchase must be provided prior to closing unless a first mortgage renovation loan (FHA 203k, Freddie Mac, Fannie Mae or similar lender managed renovation purchase and renovation loan) is used to pay for the rehabilitation. When a first mortgage renovation loan is used, the project must be completed, including proof of payment, and the home must be occupied within six months of closing.

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred subordinate loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%
3. Years in loan term: 10 years for Fee Simple; 30 years for CLT
4. Forgiveness: If the loan remains in good standing, assistance will be forgiven at the end of the loan term.
5. Repayment: Not required as long as the loan is in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs:
   - Homeowner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.) If sold in a CLT, the loan will not be determined to be in default if the sale is approved by the CLT and provision is made for the subsequent income eligible purchaser to assume the loan to ensure homes remain affordable;
   - Homeowner no longer occupies the unit as his/her principal residence or qualifies for Homestead Property Tax Exemption;
   - Homeowner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
   - Homeowner fails to maintain homeowner's insurance.
   - Homeowner refinances the assisted unit. However, refinancing is allowed under the following conditions:
     - purpose of preventing foreclosure;
     - lowering the interest rate that results in a minimum monthly mortgage payment reduction of at least seventy-five ($75.00) dollars per month or to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
     - for payment of outstanding bills with no cash out to the homeowner unless the funds are to finance repairs needed to resolve a threat to the health and safety of the occupants or to prevent further damage to the structure.

If a superior mortgage holder accelerates the loan or forecloses upon the home, the County will attempt to obtain repayment of funds via the legal process if the County determines that adequate funds may be available to justify pursuing repayment.

f. Recipient Selection Criteria:



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- Applications will be ranked for assistance based on a first-qualified, first-ready-to-close basis.
- A recipient must secure a first mortgage by an approved lender.
- A recipient must be able to contribute five hundred dollars ($500.00) towards the transaction but their total liquid assets (liquid assets include all assets that can be accessed without penalty) may not exceed Thirty Thousand Dollars ($30,000). However, the asset limitation will be suspended during recovery from a disaster that is declared by an Executive Order of the President of the United States or the Florida Governor and to expend SHIP Disaster Recovery funds.
- Homebuyer Education
    - Fee Simple homebuyers must complete an approved homebuyer education class from a HUD certified agency and obtain a certificate of completion.
    - CLT homebuyers must complete a homebuyer education class from a HUD certified agency that contains a community land trust component and/or session with the CLT in addition to a homebuyer education class that requires CLT buyers to demonstrate and attest to a clear understanding of the terms of community land trust homeownership and obtain a certificate of completion.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

- All eligible units must be in unincorporated Leon County.
- Mobile homes are not eligible for this program.
- Households receiving Down Payment assistance must obtain and maintain homeowner's insurance for the duration of the lien period.
- Homes in a 100-year flood plain or properties required by a first mortgage lender to be covered by flood insurance are not eligible for this program.
- Leon County will be placed in second lien position behind the first mortgage for all Down Payment Assistance transactions unless authorization is received from the Leon County Division of Housing Services to be placed in third (3rd) or fourth (4th).
- Down Payment Assistance can be used on properties previously assisted with SHIP funds that have a Land Use Restriction Agreement (LURA), deed restriction and/or an assumable conveyance agreement with affordability covenants if the maximum subsidy was not provided to the previous homebuyer(s).
- Except for Disaster Recovery, previous Down Payment Assistance recipients are not eligible to receive additional SHIP assistance until ten (10) years after lien origination. Down Payment Assistance may be provided simultaneously with Home Ownership Development to a recipient eligible for both strategies.

Terms for CLT home purchases: Purchase assistance is assumable by an income-eligible purchaser. The terms of the Note and Mortgage shall allow subsequent purchasers to assume the loan with approval by the CLT. Otherwise, no repayment is required during the term of the loan, provided the loan remains in good standing.

Please see Exhibit F for additional instructions and information for CLT purchases.

| **B. Home Ownership Development** | Code 10 |
|---|---|

a. Summary: SHIP funds will be awarded to for-profit and not-for-profit organizations, including Community Land Trusts (CLT), for land acquisition, infrastructure and development costs, and all other associated fees and permits for the construction of housing units to pay-down the development costs to further reduce the sale price to income eligible First Time Homebuyers.

b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029

c. Income Categories to be served: Very low, low

d. Maximum award: $100,000 per unit

One hundred percent (100%) of the County's investment shall be converted to an assumable mortgage with a Land Use Restriction Agreement (LURA), deed restriction, and/or other affordability restrictions or covenants to the benefit of the prospective homebuyer subordinate to the first mortgage to ensure homes remain affordable for at least 30 years. A CLT will satisfy this requirement. Please see Additional Terms and Exhibit F for additional instructions and information.

e. Terms:

Sponsor Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage, note and restrictive covenant.
2. Interest Rate: 0%
3. Years in loan term: Up to 18 months
4. Forgiveness: If the loan is in good standing upon sale of the property to an eligible homebuyer with affordability restrictions and/or covenants (homes built on land in a CLT satisfies this requirement) to ensure homes remain affordable in for at least 30 years, the loan will be considered paid in full, the loan will be reflected in the contract for sale to the benefit of the eligible homebuyer and the County will satisfy the promissory note and release restrictive covenant with the Developer.
5. Repayment: Not required if the loan is in good standing.
6. Default: The loan will be in default if: the developer fails to construct and sell the assisted unit(s) with affordability restrictions and/or covenants recorded on the property to an eligible homebuyer within six (6) months after the final certificate of occupancy is issued and within the contractual timeframe. The County will recapture the subsidy and/or property within ninety (90) days of maturity of the recorded Mortgage Agreement.

Homebuyer Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%
3. Years in loan term: 30 years
4. Forgiveness: If the loan remains in good standing, forgiveness is prorated at 5% per year following the tenth year in the loan term.

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5. Repayment: Not required if the loan is in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs:
    - Homeowner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.). The loan will not be considered in default if the loan to be assumed is reflected in the contract for sale, the loan is assumed by an income-eligible purchaser, and the sale is approved by the County or CLT to ensure homes remain affordable for at least 30 years;
    - Homeowner no longer occupies the unit as his/her principal residence or qualifies for Homestead Property Tax Exemption;
    - Homeowner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
    - Homeowner fails to maintain homeowner's insurance.
    - Homeowner refinances the assisted unit. However, refinancing is allowed under the following conditions:
        - purpose of preventing foreclosure;
        - lowering the interest rate that results in a minimum monthly mortgage payment reduction of at least seventy-five ($75.00) dollars per month or to change from an adjustable-rate mortgage (ARM) to a fixed rate mortgage;
        - for payment of outstanding bills with no cash out to the homeowner unless the funds are to finance repairs needed to resolve a threat to the health and safety of the occupants or to prevent further damage to the structure.

    If a superior mortgage holder accelerates the loan or forecloses upon the home, the County will attempt to obtain repayment of funds via the legal process if the County determines that adequate funds may be available to justify pursuing repayment.

f. Homebuyer Selection Criteria:
    - Applications will be ranked for assistance based on a first-qualified, first-ready-to-close basis.
    - Recipients must secure a first mortgage by an approved lender.
    - Recipients' total liquid assets (liquid assets include all assets that can be accessed without penalty) may not exceed Thirty Thousand Dollars ($30,000). However, the asset limitation will be suspended during recovery from a disaster that is declared by an Executive Order of the President of the United States or the Florida Governor and to expend SHIP Disaster Recovery funds.
    - Homebuyer Education
        - Fee Simple homebuyers must complete an approved homebuyer education class from a HUD certified agency and obtain a certificate of completion.
        - CLT homebuyers must complete an approved homebuyer education class from a HUD certified agency that contains a community land trust component and/or session with the CLT in addition to a homebuyer education class that requires CLT buyers to demonstrate and attest to a clear understanding of the terms of community land trust homeownership and obtain a certificate of completion.

g. Sponsor Selection Criteria: Applications from potential sponsors will be reviewed on an ongoing basis.

Sponsors/developers are required to be awarded construction financing through other local, state, federal, private programs, or show sufficient liquid assets necessary to construct new affordable homes. Funding for each project will be based upon the gap demonstrated by the developer in the project budget. The project gap is the difference between the cost incurred by the developer to construct the unit and the sales price the market will bear to sell the unit to an eligible buyer.

Not-for-profit sponsors used to implement this program must have received a tax-exempt ruling as a non-profit agency from the IRS under Section 501(c) of the Internal Revenue Code. The not-for-profit must have in its mission statement, Articles of incorporation, or bylaws that it is dedicated to the provision of housing and services for eligible households.

For-profit sponsors administering the program must have experience performing housing activities for eligible households.

The criteria to select for-profit or non-profit agencies may include, but is not limited to, the following:

- Consistency of the project with basic goals and objectives of the County;
- The financial strength of the sponsor, including the ability to leverage funds from other sources;
- The ability of the sponsor to complete the project by the deadlines established by the County;
- The capacity of the sponsor;
- The quantity and quality of experience in affordable housing development;
- Willingness to contractually commit to SHIP and other County requirements;
- Agreement to select recipients based on compliance with all eligibility requirements imposed by the program;
- Preference shall be given to 1) Community Land Trusts and 2) not-for-profit entities; and
    - Sponsors with verified site control;
    - Sponsors with membership in the Homeownership Pool Program; and
    - Sponsors that employ personnel from the Welfare Transition Program.

h. Additional Information:

- All eligible units must be in Leon County.
- Units to be developed shall be site-built; or block structures; or modular homes. Mobile homes are not eligible for this program.
- Homes may not be developed in a 100-year flood plain or on properties that a first mortgage lender would require to be covered by flood insurance.
- Leon County will be placed in second lien position behind the first mortgage for all homebuyer transactions unless authorization is received from the Leon County Division of Housing Services to be placed in third (3rd) or fourth (4th).
- SHIP funds may be used alone or in conjunction with CDBG and any other Housing funds to cover the cost of repairs described under this strategy.
- Homebuyer may not be a family or household member of any principal member of the awarded developer's organization. "Family or household member" includes spouses, former spouses, non-cohabitating partners, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who have a child in common regardless of whether they have been married or have resided together at any time.

- Except for Disaster Recovery, previous Homeownership Development homebuyers are not eligible to receive additional SHIP assistance until ten (10) years after lien origination. Down Payment Assistance maybe provided simultaneously with Home Ownership Development by a recipient eligible for both strategies if needed.
- If funds are given to an entity that is not a CLT, a Land Use Restriction Agreement (LURA) deed restriction, and/or other affordability restrictions or covenants shall be recorded in the county records ensuring permanent affordability.

Homeownership Development assistance is assumable to an income-eligible purchaser. The terms of the Note and Mortgage shall allow subsequent purchasers to assume the loan with approval by the County or the CLT. The loan to be assumed will be reflected in the contract for sale to the benefit of the eligible subsequent homebuyer and the County will satisfy the existing mortgage & promissory note.

Please see Exhibit F for additional instructions and information for CLT purchases.

| **C. Home Rehabilitation** | Code 3 |
|---|---|

a. Summary: SHIP funds will be awarded to owner-occupied households in need of repairs for health, safety, insurability, correct code violations and to prepare for future disasters. This will include structural improvements, accessibility rehabilitation, repairs to support aging in place and water and sewer connections including tap fees. If the county finds that rehabilitation of the home is expected to surpass 50% of the current value of the home, replacement of the home will be considered. For homes that are at least 50 years old, replacement will be considered if rehabilitation of the home is expected to surpass 30% of the current value of the home.

b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029

c. Income Categories to be served: Very low, low

d. Maximum award: $100,000 (which includes Emergency Repair assistance received while on the waitlist prior to December 14, 2021) for rehabilitation and may include $2,500 for temporary relocation.

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded mortgage and note.
2. Interest Rate: 0%
3. Years in loan term: Five (5) years: $0 - $30,000; Ten (10) years: $30,001 - $100,000
4. Forgiveness: If the loan remains in good standing, forgiveness is prorated in the following manner:
    a. Five-year loans on a prorated basis of 20% per year
    b. Ten-year loans on a prorated basis of 10% per year
5. Repayment: Not required if the loan is in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs:
    - Homeowner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);

- Homeowner no longer occupies the unit as his/her principal residence or qualifies for Homestead Property Tax Exemption;
- Homeowner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
- Homeowner fails to maintain homeowner's insurance and flood insurance, if in a 100-year flood plain or required by a first mortgage lender to be covered by flood insurance.
- Homeowner refinances the assisted unit. However, refinancing is allowed under the following conditions:
    - purpose of preventing foreclosure;
    - lowering the interest rate that results in a minimum monthly mortgage payment reduction of at least seventy-five ($75.00) dollars per month or to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
    - for payment of outstanding bills with no cash out to the homeowner unless the funds are to finance repairs needed to resolve a threat to the health and safety of the occupants or to prevent further damage to the structure.

If a superior mortgage holder accelerates the loan or forecloses upon the home, the County will attempt to obtain repayment of funds via the legal process if the County determines that adequate funds may be available to justify pursuing repayment.

f. Recipient/Tenant Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel, applicants who have not previously received rehabilitation assistance from Leon County and income groups as referenced in Program Details (I).

- A recipient must be the owner occupant of a home in an unincorporated area of Leon County (unless administering Disaster Recovery) for at least a year prior to application and qualify for Homestead Property Tax Exemption; or if the property has not been owned for at least a year, the needed repair, improvement or modification must be related to a circumstance that could not have reasonably been known prior to purchase of the property.
- A recipient must household qualify to meet the Special Needs set aside as established in Florida Statutes or have at least one-member age 55 years or older.
- A recipient must be current on all property taxes (including assessments), mortgages, debts, or other security instruments associated with the property that may bring threat of foreclosure, tax lien, default, clouded title or other loss of ownership.
- Prior to participation, a recipient will be required to make code related improvements that are not repair oriented (i.e. nuisance, trash, environmental or health codes). Such improvements must be made if there is an active code complaint.
- A recipient may not have total liquid assets (liquid assets include all assets that can be accessed without penalty) that exceed Thirty Thousand Dollars ($30,000). However, the asset limitation will be suspended during recovery from a disaster that is declared by an Executive Order of the President of the United States or the Florida Governor and to expend SHIP Disaster Recovery funds.
- Rehabilitation projects of $20,000 or more will be eligible for relocation assistance.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

- Eligible units shall be either site-built or block structures; or modular homes; or mobile homes (built after June 1994). Mobile homes assisted with SHIP funds must be registered as real property with the Leon County Tax Collector's Office and the household must qualify as "Special Needs" in accordance with Section 420.0004, Florida Statutes.
- A recipient must participate in a Leon County homeowner and SHIP program education workshop.
- Recipients who have homeowner's insurance in place may be required to submit a claim to the insurer and use proceeds for repairs if the needed repairs are related to an event reasonably believed to be insurable.
- Homes older than 50 years may not be eligible if determined to be of historical significance.
- Homeowner must obtain and/or maintain homeowner's insurance.
- Homes in a 100-year flood plain or properties required by a first mortgage lender to be covered by flood insurance must have and maintain sufficient flood insurance coverage.
- Properties with a reverse mortgage are not eligible. However, the reverse mortgage limitation will be suspended during recovery from a disaster that is declared by an Executive Order of the President of the United States or the Florida Governor and to expend SHIP Disaster Recovery funds.
- The actual project quote may not exceed ninety percent (90%) of the value of the property or the maximum award.
- SHIP funds may be used alone or in conjunction with CDBG and any other Housing funds to cover the cost of repairs described under this strategy.
- No contractor may have more than five home replacement/rehabilitation contracts at one time unless the contractor is the sole bidder for a home replacement/rehabilitation project.
- Except for Disaster Recovery, previous Home Rehabilitation recipients are not eligible to receive additional SHIP assistance until ten (10) years after lien origination or after the lien matures, whichever is less.

| **D. Home Replacement** | Code 4 |
|---|---|

| a. | Summary: SHIP funds will be awarded for the demolition and replacement of existing owner-occupied single-family homes to homeowners who qualify for Home Rehabilitation if the county finds that rehabilitation of the home surpasses 50% of the current value of the home. For homes that are at least 50 years old, replacement will be considered if rehabilitation of the home is expected to surpass 30% of the current value of the home. |
|---|---|

b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029

c. Income Categories to be served: Very low, low

d. Maximum award: $300,000 (which includes Emergency Repair assistance received while on the waitlist prior to December 14, 2021) for site built and modular homes, which includes $2,500 for temporary relocation.

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%
3. Years in loan term: 20 years
4. Forgiveness: If the loan remains in good standing, forgiveness is prorated at 5% per year
5. Repayment: Not required if the loan is in good standing
6. Default: The loan will be determined to be in default if any of the following occurs:
   - Homeowner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
   - Homeowner no longer occupies the unit as his/her principal residence or qualifies for Homestead Property Tax Exemption;
   - Homeowner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
   - Homeowner fails to maintain homeowner's insurance and flood insurance, if in a 100-year flood plain.
   - Homeowner refinances the assisted unit. However, refinancing is allowed under the following conditions:
     - purpose of preventing foreclosure;
     - lowering the interest rate that results in a minimum monthly mortgage payment reduction of at least seventy-five ($75.00) dollars per month or to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
     - for payment of outstanding bills with no cash out to the homeowner unless the funds are to finance repairs needed to resolve a threat to the health and safety of the occupants or to prevent further damage to the structure.

   If a superior mortgage holder accelerates the loan or forecloses upon the home, the County will attempt to obtain repayment of funds via the legal process if the County determines that adequate funds may be available to justify pursuing repayment.

f. Recipient/Tenant Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as referenced in Program Details (I).

- A recipient must be the owner occupant of a home in an unincorporated area of Leon County (unless administering Disaster Recovery) for at least a year prior to application and qualify for Homestead Property Tax Exemption; or if the property has not been owned for at least a year, the needed repair, improvement or modification must be related to a circumstance that could not have reasonably been known prior to purchase of the property.
- A recipient must household qualify to meet the Special Needs set aside as established in Florida Statutes or have at least one-member age 55 years or older.
- A recipient must be current on all property taxes (including assessments), mortgages, debts, or other security instruments associated with the property that may bring threat of foreclosure, tax


Posted on April 6, 2026

lien, default, clouded title or other loss of ownership.

- Prior to participation, a recipient will be required to make code related improvements that are not repair oriented (i.e. nuisance, trash, environmental or health codes). Such improvements must be made if there is an active code complaint.
- A recipient may not have total liquid assets (liquid assets include all assets that can be accessed without penalty) that exceed Thirty Thousand Dollars ($30,000). However, the asset limitation will be suspended during recovery from a disaster that is declared by an Executive Order of the President of the United States or the Florida Governor and to expend SHIP Disaster Recovery funds.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

- Eligible units, including Mobile Homes, shall be replaced with either site-built; or block structures; or modular homes. Mobile homes may be replaced with another mobile home during recovery from a disaster that is declared by an Executive Order of the President of the United States or the Florida Governor and to expend SHIP Disaster Recovery funds.
- A recipient must participate in a Leon County homeowner and SHIP program education workshop.
- Recipients who have homeowner's insurance in place may be required to submit a claim to the insurer and use proceeds for repairs if the needed repairs are related to an event reasonably believed to be insurable.
- Homes older than 50 years may not be eligible if determined to be of historical significance.
- The property may not be encumbered by an existing mortgage to be eligible for Home Replacement.
- Homeowner must obtain and maintain homeowner's insurance.
- Homes in a 100-year flood plain must obtain and maintain sufficient flood insurance coverage. No part of a replacement home shall be built in a 100-year flood plain.
- The actual project quote may not exceed ninety percent (90%) of the value of the property or the maximum award.
- SHIP funds may be used alone or in conjunction with CDBG and any other Housing funds to cover the cost of repairs described under this strategy.
- No contractor may have more than five home replacement/rehabilitation contracts at one time unless the contractor is the sole bidder for a home replacement/rehabilitation project.
- Except for Disaster Recovery, previous Home Replacement recipients are not eligible to receive additional SHIP assistance until ten (10) years after lien origination.

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| **E. Emergency Housing Repair & Housing Resilience** | Code 6 |
|---|---|

a. Summary: SHIP Funds will be awarded to owner-occupied households in need of rehabilitation or repair of their home related to a dire situation that needs to be mitigated immediately. Eligible rehabilitation or repairs are:

- remediation of an immediate health hazard to the occupants;
- elimination of a developing threat to the dwelling or infrastructure; or
- improving the home's resilience to the impact of a future disaster.

SHIP funds may be awarded to applicants requiring emergency power generator installation if: 1. a member of the household meets the Special Needs set-aside criterion; and 2. a written statement from a healthcare provider indicating that electricity is a bona fide medical necessity.

b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029

c. Income Categories to be served: Very low, low

d. Maximum award: $30,000

e. Terms:

1. Repayment loan/deferred loan/grant:
   - Projects funded for more than $1,650 will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
   - Projects funded for $1,650 or less will be awarded as a grant. As a result, the following terms (2-6) only apply to deferred loans.
2. Interest Rate: 0%
3. Years in loan term: Five (5) years
4. Forgiveness: If the loan remains in good standing, forgiveness is prorated at 20% per year
5. Repayment: Not required if the loan is in good standing
6. Default: The loan will be determined to be in default if any of the following occurs:
   - Homeowner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
   - Homeowner no longer occupies the unit as his/her principal residence or qualifies for Homestead Property Tax Exemption;
   - Homeowner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
   - Homeowner fails to maintain homeowner's insurance and flood insurance, if in a 100-year flood plain or required by a first mortgage lender to be covered by flood insurance.
   - Homeowner refinances the assisted unit. However, refinancing is allowed under the following conditions:
     - purpose of preventing foreclosure;

- lowering the interest rate that results in a minimum monthly mortgage payment reduction of at least seventy-five ($75.00) dollars per month or to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
- for payment of outstanding bills with no cash out to the homeowner unless the funds are to finance repairs needed to resolve a threat to the health and safety of the occupants or to prevent further damage to the structure.

If a superior mortgage holder accelerates the loan or forecloses upon the home, the County will attempt to obtain repayment of funds via the legal process if the County determines that adequate funds may be available to justify pursuing repayment.

f. Recipient/Tenant Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups as referenced in Program Details (I).

- A recipient must be the owner occupant of a home in an unincorporated area of Leon County (unless administering Disaster Recovery) for at least a year prior to application and qualify for Homestead Property Tax Exemption; or if the property has not been owned for at least a year, the needed repair, improvement or modification must be related to a circumstance that could not have reasonably been known prior to purchase of the property.
- A recipient must be current on all property taxes (including assessments), mortgages, debts, or other security instruments associated with the property that may bring threat of foreclosure, tax lien, default, clouded title or other loss of ownership.
- Prior to participation, a recipient will be required to make code related improvements that are not repair oriented (i.e. nuisance, trash, environmental or health codes). Such improvements must be made if there is an active code complaint.
- A recipient may not have total liquid assets (liquid assets include all assets that can be accessed without penalty) that exceed Thirty Thousand Dollars ($30,000). However, the asset limitation will be suspended during recovery from a disaster that is declared by an Executive Order of the President of the United States or the Florida Governor and to expend SHIP Disaster Recovery funds.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

- Eligible units shall be either site-built or block structures; or modular homes; or mobile homes (built after June 1994). Mobile homes assisted with SHIP funds must be registered as real property with the Leon County Tax Collector's Office and the household must have at least one resident who qualifies as "Special Needs" as defined in Section 420.0004 (13), Florida Statutes.
- Recipients who have homeowner's insurance in place may be required to submit a claim to the insurer and use proceeds for repairs if the needed repairs are related to an event reasonably believed to be insurable.
- A recipient must review a Leon County homeowner and SHIP program education workshop.
- Homes older than 50 years may not be eligible if determined to be of historical significance.
- Homeowner must obtain and/or maintain homeowner's insurance.
- Homes in a 100-year flood plain or properties required by a first mortgage lender to be covered

by flood insurance must have and maintain sufficient flood insurance coverage.

- Properties with a reverse mortgage are not eligible. However, the reverse mortgage limitation will be suspended during recovery from a disaster that is declared by an Executive Order of the President of the United States or the Florida Governor and to expend SHIP Disaster Recovery funds.
- The actual project quote may not exceed ninety percent (90%) of the value of the property or the maximum award.
- SHIP funds may be used alone or in conjunction with CDBG and any other Housing funds to cover the cost of repairs described under this strategy.
- Other than Disaster Recovery and Home Rehabilitation (only if Emergency Repairs were received while on the waitlist prior to December 14, 2021 and will be counted towards the maximum award if the applicant receives subsequent assistance), previous Emergency Housing Repair & Housing Resilience recipients are not eligible to receive additional SHIP assistance until five (5) years after lien origination.

| **F.** | **Disaster Recovery** | Code 5, 16 |
|---|---|---|

a. Summary: The Disaster Strategy provides assistance to owner-occupied households following a disaster as declared by the President of the United States or Governor of the State of Florida. This strategy will only be implemented in the event of a disaster using any funds that have not yet been encumbered or with additional disaster funds allocated by Florida Housing Finance Corporation. SHIP funds may be used for activities such as, but not limited to the following:

1. purchase of emergency supplies for eligible households to weatherproof damaged homes;
2. rental assistance (including security deposit) for eligible recipients that have been displaced from their homes due to a disaster;
3. purchase assistance for eligible recipients that have been displaced from their homes due to a disaster;
4. temporary utility, mortgage and/or rent payments for citizens financially impacted by a declared disaster.

SHIP funds may also be used for Home Repair, Rehabilitation and Replacement activities that benefit homeowners in Leon County such as, but not limited to, the following:

1. post-disaster interim repairs to avoid further damage and to make the individual housing unit habitable, such as roof repair and tree and debris removal;
2. payment of insurance deductibles for rehabilitation of homes covered under homeowners' insurance policies;
3. elevation and/or rehabilitation or waterproofing of the structure or critical components to comply with local housing code and with Chapter 553, F.S.; and
4. post-disaster repair, rehabilitation, demolition and/or replacement for structural and non-structural damages.

If the maximum award herein is not sufficient to fully repair the structure, funds may be administered under the applicable Home Rehabilitation or Home Replacement Strategy established in this Plan.

b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029

c. Income Categories to be served: Very low, low and moderate

d. Maximum award: $30,000

e. Terms:
1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant.
2. Interest Rate:
3. Years in loan term: N/A
4. Forgiveness: N/A
5. Repayment: N/A
6. Default: N/A

f. Recipient/Tenant Selection Criteria: Applicants will be awarded assistance on a first-qualified, first-served however, Special Needs households, Very-Low and Low-income categories will be prioritized to meet SHIP requirements.

To benefit from Home Rehabilitation and Home Replacement activities, a recipient must be the owner occupant of a home. If the maximum award herein is not sufficient to fully repair the structure, a recipient household otherwise eligible for the Home Rehabilitation or Home Replacement strategies in this plan are not required to meet the Special Needs set aside or have at least one-member age 55 years or older.

g. Sponsor/Sub-recipient Selection Criteria: Sponsors used to implement this program must have received a tax-exempt ruling as a non-profit agency from the IRS under Section 501(c) of the Internal Revenue Code. The non-profit agency must have in its mission statement, Articles of Incorporation, or bylaws that it is dedicated to provision of these services. In reviewing proposals from potential sponsor, the County shall consider the following criteria:

- The financial strength of the sponsor;
- The ability of the sponsor to complete repairs efficiently and meet the deadlines established by the County, SHIP rule or statute;
- The capacity of the sponsor;
- The level of experience;
- Willingness to contractually commit to SHIP and other County requirements; and
- Agreement to select recipients based on compliance with all eligibility requirements imposed by the program.

Eligible sponsors may assist in screening applicants, determining what disaster-resilient measures are necessary, and assisting applicants, directly or through subcontractors with disaster-resilient measures including installation, repair and construction. The County shall announce the availability of funding for this strategy on its website and/or in the local newspaper.

h. Additional Information:

- Eligible units shall be either site-built or block structures; or modular homes; or mobile homes (built after June 1994).
- Recipients who have homeowner's insurance in place may be required to submit a claim to the

insurer and use proceeds for repairs if the needed repairs are related to an event reasonably believed to be insurable.

- Additional retrofitting activities that are eligible include, but are not limited to: waterproofing, elevating structures, elevating water heaters and heating/cooling units in flood prone areas; demolition; replacement; removal of trees and limbs which represent a hazard during high wind events; and other approved improvements.
- As established in the Interlocal agreement between the County and the City of Tallahassee, the County may, in its discretion, administer its Disaster Recovery Program in coordination with the City and, as a result, may align its program rules with the City for equitable administration.
- SHIP funds may be used alone or in conjunction with CDBG and any other Housing funds to cover the cost of repairs described under this strategy.

| **G. Foreclosure Avoidance** | Code 7 |
|---|---|

| a. | Summary: SHIP Funds will be awarded to owner-occupant households to bring the existing first mortgage of their primary residences current to avoid foreclosure. |
|---|---|

b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029

c. Income Categories to be served: Very low, low and moderate

d. Maximum award: $7,500

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%
3. Years in loan term: Ten (10) years
4. Forgiveness: If the loan remains in good standing, assistance will be forgiven at the end of the loan term.
5. Repayment: Not required if the loan is in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs:
   - Homeowner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
   - Homeowner no longer occupies the unit as his/her principal residence or qualifies for Homestead Property Tax Exemption;
   - Homeowner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
   - Homeowner fails to maintain homeowner's insurance and flood insurance, if in a 100-year flood plain or required by a first mortgage lender to be covered by flood insurance.

- Homeowner refinances the assisted unit. However, refinancing is allowed under the following conditions:
  - purpose of preventing foreclosure;
  - lowering the interest rate that results in a minimum monthly mortgage payment reduction of at least seventy-five ($75.00) dollars per month or to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
  - for payment of outstanding bills with no cash out to the homeowner unless the funds are to finance repairs needed to resolve a threat to the health and safety of the occupants or to prevent further damage to the structure.

If a superior mortgage holder accelerates the loan or forecloses upon the home, the County will attempt to obtain repayment of funds via the legal process if the County determines that adequate funds may be available to justify pursuing repayment.

f. Recipient/Tenant Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups.

- A recipient must be the owner occupant of a home in an unincorporated area of Leon County for at least a year prior to application and qualify for Homestead Property Tax Exemption; or if the property has not been owned for at least a year, the needed repair, improvement or modification must be related to a circumstance that could not have reasonably been known prior to purchase of the property.
- A recipient may not have a reverse mortgage and must be current on all property taxes (including assessments), or other obligations associated with the property that may bring threat of tax lien, default, clouded title or other loss of ownership.
- Prior to participation, a recipient will be required to make code related improvements that are not repair oriented (i.e. nuisance, trash, environmental or health codes). Such improvements must be made if there is an active code complaint.
- A recipient may not have total liquid assets (liquid assets include all assets that can be accessed without penalty) that exceed Thirty Thousand Dollars ($30,000).
- Applicant(s) must be at least two (2) months, but not more than six (6) months, in arrears in mortgage payments and have received notification in writing from their lender that proceeding to foreclosure is eminent. The maximum arrears for eligibility will be determined by the Lender's willingness to accept program maximum award to solve the client's issue via direct payment, modification, repayment plan, reinstatement, or any other viable solution acceptable to the client and Lender.
- Applicant(s) must have received in writing, from their lender, a denial of default resolution, forbearance, or payment arrangement.
- Applicant(s) must provide proof of sufficient income to maintain all mortgages and property taxes after foreclosure assistance is received. The ability to pay the affordable mortgage after receiving program assistance. Affordable means that monthly mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Section 420.9071 (20), (21) and (30), Fla. Stat.
- A hardship letter, as detailed in the Qualification Criteria must demonstrate the nonpayment of the mortgage is due to: sudden loss of income, sudden medical expenses, divorce or separation,

death of spouse or joint-property owner, or unforeseen home repair bills.

- If approved to receive assistance, the applicant(s) must demonstrate:
  - Proof of completion in a credit counseling/budgeting course offered by an approved local provider.
  - Proof of residency in the unincorporated area of Leon County.
  - Assistance being sought is for the applicant(s) primary residence.
  - Applicant(s) must demonstrate proof of extraordinary hardship. Assistance will be provided where an extraordinary hardship exists and has been demonstrated through adequate documentation, resulting in the delinquency on the first mortgage. If the applicant(s) has a variable rate mortgage, the applicant(s) must agree and show proof of approval for a modified fixed rate mortgage. Examples of an extraordinary hardship include, but are not limited to:
    - Loss of employment, through no fault of the applicant; however, the applicant has secured new employment.
    - Substantial decrease in the household income, through no fault of the applicant(s).
    - Temporary or permanent disability that reduces income.
    - Changes in the household composition that reduces income.
    - Demonstrated medical hardship.
    - Weather events such as fire, hurricane, or other disaster, resulting in unforeseen home repair bills not covered by the Federal Emergency Management (FEMA).
    - Substantial increase of the mortgage payment due to participation in an adjustable-rate mortgage or "ramp up" mortgage.
    - Substantial increase in payment due to escrow shortages.

g. Sponsor Selection Criteria: N/A

h. Additional Information:

- Eligible units shall be either site-built or block structures; modular homes; or mobile homes (built after 1994). Mobile homes assisted with SHIP funds must be registered as real property with the Leon County Tax Collector's Office and the household must have at least one resident who qualifies as "Special Needs" in accordance with Section 420.0004, Fla. Stat.
- Homeowner must obtain and/or maintain homeowner's insurance.
- Homes in a 100-year flood plain or properties required by a first mortgage lender to be covered by flood insurance must have and maintain sufficient flood insurance coverage.
- Combined loan-to-value, including the anticipated SHIP lien, may not exceed one-hundred twenty percent (120%) of the value of the property. However, the loan-to-value limitation will be suspended during recovery from a disaster that is declared by an Executive Order of the President of the United States or the Florida Governor and to expend SHIP Disaster Recovery funds.
- Properties with a reverse mortgage are not eligible.
- Except for Disaster Recovery, previous Foreclosure Avoidance recipients are not eligible to receive additional SHIP assistance until ten (10) years after lien origination.

| **H. Rental Development & Rehabilitation** | Code 14, 21 |
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a. Summary: SHIP Funds will be awarded to developers that are awarded financing through other programs to build new or to rehabilitate affordable rental units (single family detached or multi).

b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029

c. Income Categories to be served: Extremely low, very low, low

d. Maximum award: $300,000

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%
3. Years in loan term: Coterminous with the project's first mortgage.
4. Forgiveness:
   a. If the loan remains in good standing, assistance will be forgiven at the end of the loan term.
   b. Non-profit developers: Loan is forgiven on a prorated basis.
5. Repayment: Not required if the loan is in good standing.
6. Default: The loan will be due and payable before the end of the term only if the units are sold or are no longer occupied by income-eligible households or used to house eligible households or persons who are homeless (if homeless rental development). Applicant must commit to long term affordability restrictions that set-aside a portion of rental units within the development for very low-income and/or extremely low-income households. .

   If the property is foreclosed by a superior mortgage holder, the County will make every effort to recapture funds through the legal process if it is determined that adequate funds may be available after satisfaction of all superior liens.

   In the event the sponsor ceases to use the property to house eligible households or persons who are homeless, does not maintain the property to meet minimum housing quality standards, or offers the property for sale prior to the end of the term of the loan, the sponsor must give a right of first refusal to the Community Land Trust then an eligible not-for-profit, for purchase at the current market value for continued occupancy by eligible persons.

f. Recipient/Tenant Selection Criteria: Applications from potential tenants will be reviewed for eligibility by the program sponsors and will be ranked for assistance based on a first-qualified, first-served basis with the priorities for eligible households or persons who are homeless (if homeless rental development), Special Needs, Essential Services Personnel and income groups as referenced in Program Details (I).

g. Developer Selection Criteria: Notices of funding availability will be issued annually at the beginning of the

County's fiscal year by the Housing Finance Authority (HFA) of Leon County. Applications from developers will be reviewed on an ongoing basis by the Housing Finance Authority of Leon County, as long as funding is available.

Developers are required to be awarded financing through the Florida Housing Finance Corporation to construct new affordable rental units This funding may be used as gap financing required for the project. Developers seeking funding for the construction of multifamily projects are required to set aside units for very low and extremely low-income households.

Not-for-profit sponsors used to implement this program must have received a tax-exempt ruling as a non-profit agency from the IRS under Section 501(c) of the Internal Revenue Code. The not-for-profit must have in its mission statement, Articles of incorporation, or bylaws that it is dedicated to the provision of housing and services for eligible households or persons who are homeless (if homeless rental development).

For-profit sponsors administering the program must have experience performing housing activities for eligible households or persons who are homeless (if homeless rental development).

Sponsors/developers seeking funding for the construction of multifamily rental developments are required to set aside a minimum of five percent 5% of units for individuals or families exiting homelessness.

The criteria to select for-profit or non-profit agencies may include, but is not limited to, the following:

- Project feasibility as determined by:
    - Applicant's development and construction experience;
    - Applicant's management experience;
    - Financial feasibility to complete and operate the project (including, but not limited to, cost estimates, cash flows, debt service, coverage ratios, the percentage of public monies requested compared to project cost; leveraging);
    - Reasonableness of total development cost per unit;
    - Readiness to proceed (with respect to entitlements including but not limited to zoning, approvals and permits);
    - Overall quality of the site
    - Demonstrated need for gap financing.
- Applicant's performance and/or compliance (including any prior defaults) of any prior loans or contracts with the Housing Finance Authority, County or the City of Tallahassee;
- Number of units produced;
- Unit and Development amenities and Energy Efficiency (at a minimum, must meet HFA's minimum requirements for bond financing);
- Proximity to employment opportunities and public transportation;
- Developments that provide maximum impact on the quality of life of the residents;
- The extent to which there is temporary (for any rehabilitation projects) or permanent displacement of existing tenants (then in which event either shall be scored as a negative factor);
- Preference shall be given to
    - Developers that commit to affordability restrictions in perpetuity; and

- Developers that commit to exceeding the minimum set aside requirements of the Florida Housing Finance Corporation for very low and extremely-low-income households; and

h. Additional Information: Eligible units shall be either site-built or block structures; modular homes.

The County shall rely on the monitoring reports resulting from monitoring visits conducted as a requirement for the Florida Housing Finance Corporation to verify that the development is compliant with County affordable housing rules, requirements, and the terms herein.
To the maximum extent possible, the County and all contracted agencies shall encourage the incorporation of energy efficiency features, and green building and design techniques into rehabilitation or construction projects for sustainability and affordability.

All eligible units must be in Leon County. Any homes on the National Registry of Historic Places may not be eligible.

| **I. Housing Rental Assistance** | Code 13,23,26 |
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a. Summary: SHIP funds will be awarded for: (1) first and last month's rent, security and utility deposit assistance, moving costs and storage fees; and (2) past due rent and late fees not to exceed six months' rent to prevent eviction and (3) Rent Subsidies paying the monthly rent for up to 12 months. To be eligible for Rent Subsidies, the household receiving assistance must include at least one adult who is a person with special needs as defined in Section 420.0004 (13), Florida Statutes, or homeless as defined in Section 420.621, Florida Statutes, and be considered very-low income.

b. Fiscal Years Covered: 2026-2027, 2027-2028, 2028-2029

c. Income Categories to be served: Very low and Low

d. Maximum award: $10,000

e. Terms:
1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant.
2. Interest Rate: N/A
3. Years in loan term: N/A
4. Forgiveness: N/A
5. Repayment: N/A
6. Default: N/A

f. Recipient/Tenant Selection Criteria: Applicants who are homeless or at risk of homelessness (i.e., seeking eviction prevention) will be referred to the local Continuum of Care Coordinated Entry system, as appropriate and be assisted on a first-qualified, first-served basis. Applicants with one or more special needs household members may apply directly to the Leon County Housing Division or may be referred by a special needs service provider. If applications are received simultaneously, priority will be given to the household with the lowest income.

g. Sponsor Selection Criteria: Sponsors may be selected to administer the Rental Subsidies program. Criteria for selection of sponsor organization will include:

1. Past experience working with the target population;
2. Past experience administering similar rental assistance programs;
3. Financial and human resource capacity to administer the program;
4. Participation in the Continuum of Care Coordinated Entry system; and
5. Such other criteria as may be determined appropriate.

h. Additional Information:

- All eligible units must be in unincorporated Leon County.
- A twelve (12) month lease is required.
- Rent Subsidy is provided to households once in a lifetime.
- Reentry and Eviction Prevention recipients are eligible to receive additional SHIP assistance one (1) year after assistance is provided.

## III. LHAP Incentive Strategies

In addition to the **required Incentive Strategy A and Strategy B**, include all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, Florida Statutes.:

A. **Expedited Permitting**

Permits as defined in Section 163.3177(6)(f)(3), Florida Statutes, for affordable housing projects are expedited to a greater degree than other projects.

The procedures used to implement this strategy are as follows:

Leon County expedites permitting of affordable housing projects by administrative direction, close coordination and teamwork. Specific processes that have been established include:

1) Using pre-permitting review to determine project status, identify and resolve potential legal problems that might preempt permitting, and otherwise expedite affordable housing.

2) Obtain assistance and cross-training from Building Inspection with the initial inspection of rehabilitation projects to ensure all code compliance issues are addressed in write-ups and permit applications. This expedites plan review and minimizes changes that delay permitting and project completion.

3) The Director of the Office of Human Services & Community Partnerships and the staff are the designated liaisons with the Affordable Housing Program and assists with the resolution of difficult permitting issues.

These processes will promote a reduction in building permitting time for affordable housing projects by 50% from the average of ten (10) days to an average of five (5) days.

B. **Ongoing Review Process**

An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

The procedures used to implement this strategy:

By administrative direction, all Local Comprehensive Plan and Land Development Regulations (LDR) with the potential to impact the cost of affordable housing are referred to the Leon County Division of Housing Services. Any of these Plan or LDR amendments potentially affecting affordable housing costs can be brought up to a meeting of the Department of Development Support and Environmental Management, the Planning Department, and the Division of Housing Services for modification and transmittal to the Board of County Commissioners or other appropriate review or approval entities.

C. **Flexibility in Densities**

The allowance of flexibility in densities for affordable housing.

The procedures used to implement this strategy:

The Land Development Code (LDC) provides incentives for affordable housing regarding the required review level. For example, projects with 50% or more affordable housing units can have their review threshold increased by 50% thereby potentially allowing a lower review level leading to potentially lower permitting costs. [Section 10-7.402(4)(h) of the LDC]

D. **Modification of Impact Fee Requirements**

The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.

The procedures used to implement this strategy:

The County eliminated its transportation impact fee in 1995; therefore, housing developers do not pay any county impact fees. The Public Works Department supports affordable housing by waiving landfill dumping (tipping) fees for disposal of construction debris by the County's affordable housing contractors.

E. **Allowance of Accessory Dwelling Units**

The allowance of affordable accessory residential units in residential zoning districts.

The procedures used to implement this strategy:

The LDC allows accessory dwelling units in conjunction with the following principal structures: single-family detached dwellings; retail establishments; offices; and principal industrial structures. [Section 10-6.803(b) of the LDC]

F. **Inventory of Public Lands Suitable for Affordable Housing**

The preparation of a printed inventory of locally owned public lands suitable for affordable housing.

The procedures used to implement this strategy:

County staff prepares, and makes available to the public, a printable inventory of County-owned lands suitable for affordable housing.

**IV. EXHIBITS:**

A. Administrative Budget for each fiscal year covered in the Plan.

B. Timeline for Estimated Encumbrance and Expenditure.

C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan.

D. Signed LHAP Certification.

E. Signed, dated, witnessed or attested adopting resolution.

F. Community Land Trust Additional Instructions and Information.

G. Interlocal Agreement, Leon County, Florida & the City of Tallahassee, Florida

# Leon County
# Board of County Commissioners

## Notes for Agenda Item #5

# Leon County Board of County Commissioners

## Agenda Item #5

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Ratification of Citizen Review Teams and Proposed Enhancement for Fiscal Years 2027 and 2028 Community Human Services Partnership Funding Cycle

| | |
|---|---|
| **Review and Approval:** | Vincent S. Long, County Administrator |
| **Department / Division Review:** | Ken Morris, Assistant County Administrator<br>Shington Lamy, Assistant County Administrator |
| **Lead Staff / Project Team:** | Abigail Thomas, Director, Office of Human Services and Community Partnerships<br>Jackie Fortmann, Human Services Analyst |

**Statement of Issue:**

This item seeks Board ratification of the volunteers who will serve on the Community Human Services Partnership's Citizen Review Teams for the Fiscal Years (FY) 2027 and 2028 funding cycle (Attachment #1). Following feedback from human service partners, this item also seeks Board approval of a recommendation to enhance the Community Human Services Partnership with the elimination of funding caps for new agencies that will provide greater equity in funding for human services providers.

**Fiscal Impact:**

This item has no fiscal impact.

**Staff Recommendation:**

Option #1: Ratify the volunteers who will serve on Citizen Review Teams for the FY 2027 and FY 2028 Community Human Services Partnership funding cycle (Attachment #1).

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 eliminate funding caps on new agencies and perform administrative updates, subject to legal review by the County Attorney.

## Report and Discussion

**Background:**

This item seeks Board ratification of the volunteers who will serve on the Community Human Services Partnership's Citizen Review Teams (CRT) for the FY 2027 and FY 2028 funding cycle (Attachment #1). Following feedback from human service partners, this item also seeks Board approval of a recommendation to enhance the Community Human Services Partnership with the elimination of funding caps for new agencies that will provide greater equity in funding for human services providers.

For nearly 30 years, the County and City of Tallahassee (City) have partnered through the Community Human Services Partnership to provide a coordinated, "one-stop" process for human services grant funding. On December 12, 2017, the Board approved a Memorandum of Understanding (MOU) with the City to strengthen this partnership (Attachment #2). The MOU established a two-year application and funding cycle for CHSP. It also memorialized the Citizen Review Team (CRT) process which reviews, evaluates, and makes funding recommendations for applicant agencies. The MOU affords the County and City the opportunity to adopt independent processes for ratifying the membership of the CRTs. Therefore, at the beginning of the CHSP funding process, the Board is provided the names of citizens that will serve on the CRTs for its ratification. A total of 68 volunteers registered to serve on a CRT. All citizens that apply to serve will be assigned to a CRT.

Over the past several years, the County, in partnership with the City, has made improvements to CHSP to better address evolving community needs such as the adoption of uniform outcome measures, and the establishment of a Homeless Services Category. Most recently, on December 9, 2025, the Board finalized and implemented a multiyear effort to realign County CHSP funding to support emergency homeless shelters. This realignment of existing resources was made feasible due to recent actions taken by Children Services Council of Leon County (CSC Leon) to provide additional funding opportunities for children and youth programs currently funded through CHSP. For FY 2027, CSC Leon is providing a total of $3.7 million for children and youth services which is more than double the funding provided to similar programs through CHSP.

During the December 9th meeting, the Board also considered additional enhancements to CHSP based on input and feedback from human service agencies to provide greater equity in funding and improve service delivery for human services providers. With the significant investment by CSC Leon in children and youth programs, the enhancements include elimination of funding caps for new agencies and the establishment of minimum funding awards. However, the Board directed staff to bring back the recommendations for enhancements following the 2026 Legislative Session to determine potential impact of property tax legislation.

Since that time, the Florida Legislature adjourned its annual regular session without adopting property tax reform legislation. However, a special session is anticipated sometime later this spring or early summer to address property tax reform. Therefore, following further feedback from human service providers, the partners recommended that the establishment of a minimum funding award be deferred for consideration for a future CHSP cycle. The agencies continue to support

the elimination of funding caps for new agencies for the upcoming cycle (FY 2027 and 2028) as further detailed in the Analysis section. At the end of March, local agencies submitted CHSP applications for the next funding cycle and the CRTs are scheduled to meet, evaluate applications, and make funding recommendations late April through May. Consideration of the proposed enhancement for the upcoming funding cycle is needed prior to the CRTs' evaluation process. The City approved the proposed elimination of funding caps for new agencies for the upcoming cycle in February as supported by the human service providers. Therefore, this item recommends that the Board authorize the County Administrator to amend and execute the CHSP MOU with the City to effectuate the proposed enhancement.

**Analysis:**

Citizen Review Teams Membership

Since its inception, citizens have played a critical role in the CHSP process. Citizen volunteers serve on teams assigned to review agency applications, evaluate agency presentations, and make funding recommendations for both the County and City Commissions' consideration. CHSP funding is organized into human services categories that help address the needs of the community. One Citizen Review Team is assigned to each human service category (Attachment #3) for a total of 12 teams.

The recruitment process began in December with advertisements in the local newspaper and on social media and the CHSP portal to inform County residents of the opportunity to serve on a CRT. Additionally, emails were sent directly to citizens who have served on CRTs in previous years. In addition, CHSP staff reached out to neighborhood associations, local chambers of commerce, university professors, and other professional organizations to recruit volunteers.

Citizens interested in serving as a CRT member completed an application through the CHSP portal that captured information on their place of residence, demographics, employment, skills/expertise, and human service interest (e.g., children, homelessness, healthcare, etc.). At the end of March, four mandatory workshops were held to provide training on the CHSP funding evaluation process. Citizens are required to attend at least one of the trainings based on their experience with serving on a CRT. The training includes specific focus on navigating the CHSP portal. Citizens are placed on a CRT based on the information provided in their application, attendance at one of the mandatory workshops, schedule availability, and previous service on a CRT. All citizens, veteran and new, are typically placed on one CRT team.

A total of 68 volunteers registered to serve on a CRT. Attachment #1 reflects the names of the citizens and the organizations that they represent. The size of the CRTs will vary, with up to eight (8) members per team. All citizens who volunteer will be assigned by staff to one of the 12 teams. Consideration is given to the volunteer's past and previous employment, professional and personal experience, interest, skill set, availability, and potential conflicts of interest. As part of the process, the staff will also make a concerted effort to ensure the teams represent a cross section of the community. The proposed list of each CRT membership will be shared with the volunteers and the agencies that applied for CHSP funding to report any potential conflicts. Any conflicts that are reported will be addressed prior to the review process.

The CHSP Application process launched in early February, and applications were due at the end of March. Following the application deadline, staff will create presentation schedules for the agencies and distribute those to the agencies and the CRTs. Agencies will conduct in-person presentations at a predetermined location, where CRTs will gain information about the agencies and their proposed programs and have an opportunity for questions and answers.

CRT member responsibilities include reviewing all application materials prior to the agency presentations for the assigned team; participating in all assigned agency presentations and the deliberation sessions; and participating fully in the decision-making process to make recommendations in a fair, professional, and unbiased manner.

The CRTs evaluation process and recommendations are anticipated to be completed by mid-June. In July, agencies will be notified of recommended funding allocations to their respective programs, contingent upon approval of the Board and City Commission. In September, recommendations for CHSP funding will be provided for the Board's consideration.

Enhancement to CHSP

The County and City regularly engage CHSP agencies on opportunities to enhance and improve the CHSP process. In 2025, in coordination with the United Partners for Human Services (UPHS), the County and City held multiple meetings with human services partners on potential enhancements to CHSP for the upcoming funding cycle (FY 2027 & FY 2028) aligned with the significant investment by CSC Leon in children and youth programs currently funded through CHSP.

Based on feedback and input from the providers, it is recommended that the funding cap for new agencies on CHSP funding be eliminated. In the current CHSP process, new agencies cannot receive more than 7.5% of the total funding per category. A new agency is defined as an agency that has not received funding from CHSP in the previous two funding cycles. Based on feedback from UPHS and human services agencies, it is recommended that the current 7.5% funding cap be removed to expand access and provide equity to all agencies for CHSP funding.

The funding cap was established as an accountability measure; however, in recent years, it has become a barrier for agencies with strong programs and tangible results. Instead of the funding cap, new agencies would be required to complete advanced fiscal training on invoicing and reporting as part of the mandatory contract workshop for funded programs. Additionally, new agencies would work with UPHS prior to submitting invoices and quarterly reports. Further, the CHSP fiscal review process will include the submission of cash flow statements, balance sheets, and bank statements to verify program budgets. These enhanced requirements will ensure new agencies are prepared to manage funds responsibly and maintain appropriate accountability standards.

Agencies submitted CHSP applications at the end of March and the CRTs are scheduled to meet, evaluate applications, and make funding recommendations late April through May. The proposed enhancement would have to be in place prior to the CRTs' evaluation process. The City approved the proposed elimination of funding caps for new agencies for the upcoming cycle in February as

supported by the human service providers. Therefore, this item recommends that the Board authorize the County Administrator to amend and execute the CHSP MOU with the City to effectuate the proposed enhancement.

The MOU would also be revised to reflect the current human services categories updated since adopted in 2017; authorize the County Administrator to make administrative amendments; and remove outdated language, such as references to prior funding cycles. Additional recommendations would be brought to the Board for its consideration should the Legislature adopt property tax legislation that may impact the FY 2027 budget cycle including CHSP.

**Options:**

1. Ratify the volunteers who will serve on Citizen Review Teams for the FY 2027 and FY 2028 Community Human Services Partnership funding cycle (Attachment #1).
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 eliminate funding caps on new agencies and perform administrative updates, subject to legal review by the County Attorney.
3. Do not ratify the volunteers who will serve on Citizen Review Teams for the FY 2027 and FY 2028 Community Human Services Partnership funding cycle.
4. Do not authorize the County Administrator to amend and execute a Memorandum of Understanding with the City of Tallahassee on the Community Human Services Partnership.
5. Board direction.

**Recommendation:**

Options #1 and #2

Attachments:

1. Citizen Review Team Volunteers
2. Memorandum of Understanding with the City of Tallahassee for the Community Human Services Partnership
3. Community Human Services Partnership Funding Categories

# CHSP CRT Volunteers for Cycle 26-28

| Volunteer Name | Employer Name |
|---|---|
| Brittany Beihl | Capital City Bank |
| Dr. Rebecca Judd | Retired |
| Rian Meadows | K12 Inc. |
| Nancy O'Farrell | Retired |
| Carolyn Novak | Leon County |
| Tiffany McCaskill | American Heart Association |
| Jamal Simpson | City of Tallahassee |
| Andy Janecek | Leon County |
| Jan Smitherman | Retired |
| Vivan Evans | Retired |
| Jacquelyn Steele | The HR Concierge, LLC |
| Johnitta Wells | Florida Housing Coalition |
| Jennifer Carter | Havana Main Street |
| Kelly Leffler | Tallahassee Memorial Hospital |
| Shonda Davis | Capital Medical Society We Care Network |
| Kay Pelt-Walker | Leon County |
| Callie Little | Florida Center for Reading Research |
| Roshanda Dorsey | Elder Care Services, Inc. |
| Kathy Godwin | Capital City Bank |
| Crisna Logan | Leon County |
| Dr. Anika Fields | FAMU |
| Ralph DeMeo | Adams & Reese |
| Shontina Allen | Higher Heights Creative Solutions |
| William Branom | City of Tallahassee |
| Jay Bertoch | Retired |
| Rosemary Farrell | FSU |
| Caleb Crow | City of Tallahassee |
| ReNita Bowman | We Maid It Tallahassee |
| Michael McBride | Montalbano and Associates |
| Cheval Briggins | Self-Employed |
| John Trombetta | Terracon |

| Volunteer Name | Employer Name |
|---|---|
| Ayliah Chukes | Student |
| Karen Cook | Leon County |
| Christopher LaFever | FSU |
| Pamela Monroe | Leon County |
| Amanda Madden | Capital Area Healthy Start Coalition |
| Rob Renzi | Retired |
| Amanda Leighty | Proven |
| Jasmine Smith | Spectrum |
| Jenny Lee Stark | Snorkel AI |
| Laqwana Smith | Life Inspired Therapy |
| Reshaye Greenlee | Community Business Services |
| Kathryn Kole | Bank of America |
| Jen Beidler | Disabled Veteran |
| Julie Trezek | Leon County |
| John Schmick | Leon County |
| Elandria Rollins | One Source Professional Solutions |
| Kiosha Forston | HCA Healthcare |
| Jenifer Burgess | City of Tallahassee |
| Daria Ibach | Capital City Bank |
| Jillian Driscoll | City of Tallahassee |
| Natasha Harris | City of Tallahassee |
| Elizabeth Loeffelman | Leon County |
| Ann Marie Brattain | Retired |
| Nikita Graham | WSP USA Inc. |
| Kevin Forsthoefel | Ausley McMullen |
| Shontavia Munningham | City of Tallahassee |
| Russell Wider | City of Tallahassee |
| Laure Mulrooney | Homemaker |
| Ubie Brantley | City of Tallahassee |
| Colette Podgorski | Florida State University Foundation |
| Louis Dilbert | FAMU |
| Aliyah Wilburn | Florida Department of Law Enforcement |
| Sarah O'Dell | FSU |

| Volunteer Name | Employer Name |
|---|---|
| Morgan Higman | The Nature Conservancy |
| Gabrielle Gabrielli | Gabrielle Consulting, Inc. |
| Kara Palmer Smith | Early Learning Coalition |
| Melacyn Turner | Maclay School |

| Total Volunteers | 68 |
|---|---|

# MEMORANDUM OF UNDERSTANDING
# BETWEEN
# LEON COUNTY AND THE CITY OF TALLAHASSEE
# IN SUPPORT OF THE COMMUNITY HUMAN SERVICES PARTNERSHIP

This Memorandum of Understanding is entered into on the 2 day of March 2018 by and between Leon County, Florida (the County) and the City of Tallahassee (the City) to express mutual support and commitment to the Community Human Services Partnership.

**WHEREAS**, Leon County , the City of Tallahassee, and the United Way of the Big Bend (UWBB) established the Community Human Services Partnership (CHSP) in 1997 to ensure cooperative and collaborative support in funding agencies that provide direct human services to the community in a manner that assures a balanced, effective and efficient delivery system; and

**WHEREAS**, in August 2016 the UWBB informed the County and City of its intent to disengage from the CHSP commencing with the FY 2018/2019 planning and funding cycle; and

**WHEREAS**, the County and City Commissions subsequently and respectively expressed their mutual continued support for and commitment to the CHSP; and

**WHEREAS**, the CHSP will serve as a shared County and City planning and funding distribution process for the delivery of human services to those with the greatest need in our community; and

**WHEREAS**, the County and City Commissions respectively wish to provide broad policy direction and structure for the CHSP process,

**NOW THEREFORE**, the County and the City mutually agree to the following:

I. Goals and Objectives

A. The goal of the CHSP fund distribution process is to review agencies' capabilities and performance, and match requests for program funding to community needs, then distribute the available funds in a manner that assures a balanced, effective and efficient human services delivery system.

B. The County and City will maintain the following mutually adopted objectives for the CHSP:

1. Ensure that a majority of CHSP funds are used to provide direct client services to the lowest socio-economic areas where the most difficult social conditions exist.

2. Through the Citizen Review Teams, ensure that 100% of the funds are allocated towards the areas of greatest need and opportunity.
3. Support and maintain the optimal level of human services possible with the amount of resources available.
4. Provide a service delivery system that best matches identified community needs.
5. Focus spending of CHSP funds toward a long-range perspective, which incorporates changing needs and trends relative to how needs should be met.
6. Provide a means for an ongoing review of the program and the financial needs of agencies participating in the CHSP process through program monitoring.
7. Provide a method for measuring the cost and effectiveness of the programs addressing multiple community needs.
8. Use CHSP funds to complement and supplement the agencies' budgets for the provision of comprehensive services, including all tax-supported and voluntary agency activities.
9. Ensure that funds are distributed to human service agencies without unnecessarily duplicating program funding at the expense of others.
10. Eliminate duplicate preparation of applications and reviews or interviews by agencies.
11. Maximize the level of state and federal funds coming into the community through match opportunities.
12. Provide a forum for information sharing and an opportunity to find common ground in defining terms, goals and objectives.
13. Ensure that CHSP funded agencies adhere to the American Institute of Certified Public Accountants (AICPA) standards of accounting for nonprofits.

II. Funding by the Governing Bodies

A. The CHSP funds shall be awarded annually for a two-year period, subject to the annual appropriation by the County and City Commissions respectively.

B. The County and City Commissions shall respectively establish funding levels once every two years beginning in the spring of 2018 for the CHSP two-year funding period.

C. The County and City Commissions shall consider and determine the final distribution of the CHSP funds to agencies for each two-year period and biennial contracts with the agencies.

III. Administration

A. The CHSP will be administered jointly by the County and City.

B. The County Administrator, or designee and the City Manager, or designee shall develop and maintain procedures for the implementation and administration of the CHSP process.
   i. County Administrator, or designee and City Manager, or designee will execute agency biennial contracts.

C. The County and City shall mutually establish and support an on-line system that provides, but is not limited to the following services:
   1. The CHSP Information and Notification
   2. Funding Request Application
   3. Agency Reimbursement and Reporting
   4. Data Collection
   5. Recruitment for Citizens Review Team members

IV. Human Services Categories

A. The County and City Commissions shall jointly and periodically review, evaluate and revise the human services categories and the funding level for each category.
   i. The initial human services categories established for the first two-year period (FY 2018/2019 and FY 2019/2020) are as follows:
      1. Children's Services
      2. Community Support Services
      3. Services for Persons with Disabilities
      4. Basic Needs and Emergency Services
      5. Family Support Services
      6. Physical Health Services
      7. Senior Services
      8. Youth Recreation and Character Building Services
      9. Youth Education Services
      10. Promise Zone (City only)

B. The funding allocation established in FY 2017/2018 for CHSP shall serve as the base funding level for each human services category for the first two-year CHSP funding period (FY 2018/2019 and FY 2019/2020).

C. Any restrictions on the use of funds shall be incorporated into the CHSP procedures. For example, language indicating that the City's Change for Change funding is restricted to the Basic Needs and Emergency Services category will be included in the CHSP procedures.

D. In preparation for the two-year period of the FY 2020/2021 and FY 2021/2022 CHSP application cycle, the County and City shall re-evaluate the human service categories to identify the areas of highest human service needs within the City and County and determine whether the current human service categories reflect those needs. The evaluation process will also recommend the appropriate distribution of CHSP funding amongst the human service categories.

E. The County and City shall review and evaluate the human services categories in coordination and collaboration with all stakeholders including: Citizen Review Team members, CHSP agencies, the UWBB, United Partners for Human Services, human services providers, human services program consumers, and other local partners and implement any proposed revisions in preparation for the two-year period beginning FY 2020-2021.

i. The evaluation process will consider pertinent statistical and demographic information regarding local human services to include, but not be limited to:

a. Local census data
b. Program data and reports provided by CHSP agencies
c. Existing human service and community assessment data and reports

ii. Proposed revisions to the initial categories and recommendations shall be presented to the County and City Commissions for approval respectively by September 2019.

V. Requirement for Agency Participation in CHSP

A. Not-for-profit agency programs that provide direct human services to citizens in Tallahassee-Leon County are eligible for funding through the CHSP.

i. The procedures developed and maintained by the County Administrator, or designee and the City Manager or designee will establish minimum legal requirements for not-for-profit agencies to participate in the CHSP.

B. Agencies seeking funding through the CHSP shall be required to participate in the competitive funding process which includes: participation in mandated workshops and trainings and the submission of an on-line application.

C. Applications shall be accepted once every two years in accordance with the defined application period established by the County Administrator or designee and the City Manager or designee.

D. Applications shall not be accepted after an established deadline.

E. The CHSP funding for programs of "new" agencies shall be limited to 7.5% collectively for each funding category. A new agency is defined as an organization that has not been awarded and/or received CHSP funding in the previous two funding periods.

VI. Requirements for Citizen Review Teams

A. Citizen Review Teams shall be established to review, evaluate, and make funding recommendations for each human services category.

B. Citizen Review Teams shall be comprised of individuals that reside or work within the City of Tallahassee or the unincorporated areas of Leon County.

C. Citizen Review Team members shall be recruited through an open advertisement process.

D. All Citizen Review Team members serve on a voluntary basis.

E. Heads of agencies and/or organizations of programs funded through the CHSP or requesting funding through CHSP are prohibited from serving on Citizen Review Teams.

F. The County and City may have independent processes for ratifying the Citizen Review Team members.

G. The County Administrator, or designee and the City Manager, or designee reserve the right to establish a process to gather input from members of Citizen Review Teams following the completion of the evaluation and funding recommendation of each two-year period.

VII. Appeals Process

A. Ensure that there is a process for agencies that wish to challenge the funding recommendations made by Citizen Review Teams and or staff as part of the procedures for the implementation and administration of the CHSP.

VIII. Program Reporting and Data Collection

A. All agencies awarded funding through the CHSP process shall be required to submit periodic reports.

B. Data shall be collected, compiled and analyzed for the purpose of evaluating program performance and monitoring trends.

C. Data collected from the report shall include, but is not limited to the number of clients served, client demographic information such as race, gender, age and income.

D. Data collected and reported shall be maintained in a manner which conforms to rules and regulations related client privacy and confidentiality.

E. Data collected and analyzed will be shared with the agencies for purposes of improving program efficiency and operations.

F. Information collected through data analysis processes shall be used to establish uniform outcome goals and measures.

G. Information collected and analyzed will be shared with the Citizens Review Teams to assist in future review, evaluation and funding recommendation processes.

H. Program outcome and performance data will be provided periodically the County and City Commissions respectively.

IX. Public Input

A. The County Administrator and the City Manager shall convene a public meeting once a year to receive agency input, present recommend changes to the CHSP process for the upcoming cycle, and discuss long-term opportunities and enhancements to the process that would better address the human services needs of the community.

B. Furthermore, the County and City staff shall conduct at least two additional meetings per year to solicit public and agency input on the CHSP program, monitoring area social service needs and trends along with reviewing and implementing modifications to CHSP processes and procedures.

X. Partnerships

A. The County and City will consider organizations that wish to serve as an additional funding partner that share a mutual commitment to the goals and mission of the CHSP.

**For Leon County**

Vincent S. Long, County Administrator

**For City of Tallahassee**

Reese Goad, Interim City Manager

ATTESTED BY:

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

James O. Cooke, IV, City Treasurer-Clerk

AS APPROVED TO FORM:

Herbert W.A. Thiele, County Attorney

Cassandra K. Jackson, Interim City Attorney

# Community Human Services Partnership Funding Categories

1. Children Services
2. Community Support
3. Persons with Disabilities
4. Basic Needs and Emergency Services
5. Family Support Services
6. Physical Health Services
7. Senior Services
8. Youth Recreation, Character Building, and Mentorship
9. Youth Education, Employment, and Training
10. Promise Zone
11. Homeless Services
12. Gun Violence

# Leon County
# Board of County Commissioners

## Notes for Agenda Item #6

# Leon County Board of County Commissioners

## Agenda Item #6

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Approval of a Joint Project Agreement with the City of Tallahassee for Utility Work for Magnolia Drive Project Phase 3

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

**Statement of Issue:**

This item seeks Board approval of a proposed Joint Project Agreement with the City of Tallahassee for water and wastewater utility upgrades along Magnolia Drive, to be completed during construction of the Magnolia Drive Phase 3 Trail Project from Diamond Street to Apalachee Parkway. Under this Agreement, the City will fund the water and wastewater utility upgrades, and the County will administer their implementation as part of the project's construction.

**Fiscal Impact:**

This item has a fiscal impact. Under the proposed Agreement with the City of Tallahassee, the City agrees to pay all upgrade costs incurred for construction of the water and wastewater utility work and a lump sum of $40,000 for contract management services. In addition, the City will pay its pro-rata share of the lump-sum contract amount for mobilization and maintenance of traffic. Final costs to be paid by the City of Tallahassee will be determined and presented to the Board at the time of the construction bid award.

**Staff Recommendation:**

Option #1: Approve the Joint Project Agreement with the City of Tallahassee for Utility Work associated with the Magnolia Drive Phase 3 Project, from Diamond Street to Apalachee Parkway, and authorize the County Administrator to execute the Agreement (Attachment #1) and approve and execute any modifications, amendments, or associated agreements thereto, all subject to legal review and revision by the County Attorney.

**Report and Discussion**

**Background:**

This item seeks Board approval of a proposed Joint Project Agreement (JPA) with the City of Tallahassee related to the Magnolia Drive Phase 3 Trail Project (Attachment #1). As this segment of Magnolia Drive from Diamond Street to Apalachee Parkway (Attachment #2) advances into construction, proposed water and wastewater utility upgrades within the project corridor will be completed concurrently with the trail work. Under the Agreement, the City will fund the utility upgrades, and the County will administer their implementation as part of the overall construction effort.

The Magnolia Drive Phase 3 Trail Project includes construction of an 8-foot-wide concrete trail on the west side of Magnolia Drive from Circle Drive to Apalachee Parkway, and a 6-foot sidewalk on the east side from Circle Drive to Chowkeebin Nene. The project also includes roadway reconstruction, stormwater system improvements, traffic signal upgrades at Circle Drive, landscaping, and street lighting. In coordination with this work, water and wastewater utility upgrades are proposed within the project corridor. Additionally, the City of Tallahassee will install an underground electric system between Circle Drive and Azalea Drive.

Construction of the Magnolia Drive Phase 3 Trail Project advances the following FY 2022 – FY 2026 Strategic Plan 5-Year Target:

- *Construct an additional 90 miles of sidewalks, greenways, trails, and bike lanes. (T11)*

This Strategic Plan Target aligns with the Board's Quality of Life Strategic Priority:

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

On April 1, 2015, the Blueprint Intergovernmental Agency Board approved funding for the Magnolia Drive Trail Project. The project has been delivered through multiple phases, all of which have been completed with the exception of the segment from Diamond Street to Apalachee Parkway, which represents the final phase (Phase 3) and is currently under design.

Based on the original Joint Project Agreement approved by the Board in 2015 and subsequent amendments, the County agreed to manage the design and construction of Phases 1 – 5. Phase 6 was administered by Blueprint IA. Consistent with this established process, Leon County will administer the construction of the Magnolia Drive Phase 3 Trail Project.

**Analysis:**

Leon County is advancing the Magnolia Drive Phase 3 Trail Project, which includes construction of a multi-use trail and sidewalk, roadway reconstruction, stormwater improvements, traffic signal upgrades, landscaping, and street lighting along the corridor from Diamond Street to Apalachee Parkway. To avoid separate construction activities within the same corridor, water and wastewater utility upgrades will be completed concurrently with the trail project. In support of this coordinated

approach, the City of Tallahassee Commission approved a JPA on March 11, 2026, (Attachment #3). Under this JPA, the City of Tallahassee will fund all costs associated with the utility upgrades, including an agreed amount of $40,000 for contract management services based on the estimated construction duration, and a pro-rata share of the lump sum contract prices for mobilization and maintenance of traffic related to the utility work. Final costs to be paid by the City of Tallahassee to the County will be determined and presented to the Board at the time of the construction bid award.

To minimize impacts on local businesses during construction, the County will implement the Leon County Outreach Partnership and Enhanced Navigation (OPEN) for Businesses Program as provided in Board Policy No. 14-3. This program supports affected residents and businesses through proactive communication, targeted outreach, and coordinated promotional efforts. Key elements include monthly stakeholder meetings, a designated County staff contact, a project-specific website, and direct distribution of informational materials. In coordination with Community Media and Relations, the program will also deliver a comprehensive advertising campaign across print, radio, social media, and government channels to maintain visibility and customer engagement throughout the construction period.

Within 30 calendar days after the County delivers to the City a notice of the proposed bid award for the Magnolia Drive Multi-Use Trail Phase 3 construction, the City will deposit the proposed contract price for the utility work and the contract management service fee into an escrow account as set forth in the JPA. The project is anticipated to be bid in Winter 2026 with construction commencing in early 2027.

**Options:**

1. Approve the Joint Project Agreement with the City of Tallahassee for Utility Work associated with the Magnolia Drive Phase 3 Project, from Diamond Street to Apalachee Parkway, and authorize the County Administrator to execute the Agreement (Attachment #1) and approve and execute any modifications, amendments, or associated agreements thereto, all subject to legal review and revision by the County Attorney.
2. Do not approve the Joint Project Agreement with the City of Tallahassee for Utility Work associated with the Magnolia Drive Phase 3 Project, from Diamond Street to Apalachee Parkway.
3. Board direction.

**Recommendation:**

Option #1

Attachments:

1. Joint Project Agreement
2. Phase 3 Project Location Map
3. City of Tallahassee Agenda Item

**LEON COUNTY – CITY OF TALLAHASSEE JOINT PROJECT AGREEMENT**
**UTILITY WORK FOR MAGNOLIA DRIVE PROJECT PHASE III**

THIS JOINT PROJECT AGREEMENT ("**JPA**") is made and entered into the date upon which the last of the parties hereto signs this JPA, by and between the **City of Tallahassee**, a Florida municipal corporation ("**City**"), and **Leon County, Florida** ("**County**"), a charter county and political subdivision of the State of Florida. The City and County may be referred to individually as a "**Party**" and collectively as the "**Parties**."

WITNESSETH:

WHEREAS, the County is constructing, reconstructing or otherwise improving the Magnolia Drive Project Phase III (County Road 265) ("**Project**"); and,

WHEREAS, completion of the Project requires the adjustment and relocation of certain City water distribution and wastewater collection infrastructure ("**Utility Relocation Work**") and the City has requested to upgrade or replace certain water distribution and wastewater collection infrastructure ("**Utility Upgrade Work**") within the area of the Project (all such work or portion thereof being hereafter referred to as "**Utility Work**" and Utility Work includes all design and bid documents, permits, plans, and specifications for the Utility Work); and,

WHEREAS, the City wishes to have such Utility Upgrade Work constructed by the County's contractor for the Project, simultaneously with construction of the Project, and agrees to pay all costs associated with the construction of the Utility Upgrade Work, including pro rata share of M&MOT (defined herein); and,

WHEREAS, the County agrees to include, in its bid documents for the Project, the utility plans, specifications, permits, and associated documents identified by the City for the Utility Upgrade Work and,

WHEREAS, the plans and specifications for the said Utility Work will be prepared by the County's Engineer of Record ("**EOR"**), included in the plans for the Project and shall be reviewed and approved by both the County and the City; and

WHEREAS, the County and the City have determined that it would be in the best interest of the general public and to the economic advantage of both parties to enter into this JPA to provide for completion of the Utility Upgrade Work simultaneously with, and as part of the same contract as, the Project.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the Parties agree as follows:

1. The above recitals are true and correct and hereby incorporated by reference.

2. This JPA will apply to all Utility Work located within the limits of the Project, as included in the Project plans, specifications, and estimates prepared by the EOR and approved by both the City and County.

3.

(a) The EOR shall deliver to the City, final plans (in both PDF (signed and sealed) and AutoCAD format), certain design files (any appropriate supporting calculations, bid quantities, construction cost estimate, estimate of construction contract time, etc.), bid documents, and permits for the Utility Work including a Utility Work Schedule ("**UWS**") for the Utility Upgrade Work. The EOR shall include a summary of the unit price elements of work ("**Utility Pay Items**") and associated estimated quantities for the Utility Upgrade Work. The City shall pay for the quantities of all such Utility Pay Items associated with the Utility Upgrade Work as actually installed in construction of the Utility Upgrade Work, minus the costs associated with the Utility Relocation Work, reviewed and approved by the Parties prior to commencement of the Project.

(b) Mobilization and Maintenance of Traffic Costs. The Utility Relocation Work and associated pro rata share of the mobilization and maintenance of traffic ("**M&MOT**") costs are considered part of the Project's cost and paid solely by the County. The City shall pay a pro-rata share of the lump sum contract prices for M&MOT associated with the Utility Upgrade Work. Such share shall be the percentage of the total Project contract price, less M&MOT costs, that comprises the construction costs associated with the Utility Upgrade Work. For example, if the total Project Contract Price, less M&MOT, is $1 million and the construction cost associated with the Utility Upgrade Work is $250,000, the City's M&MOT share would be 25%. The result shall be expressed as a percentage to the nearest one-hundredth percent. The City's pro-rata share of costs for M&MOT shall be equal to the total cost of M&MOT multiplied by the above computed percentage.

(c) The County shall provide all necessary Project contract administration and enforcement. In lieu of County administration fees calculated as a percentage of the bid, the City shall pay the County a lump sum of $40,000.00 for contract management services. At the commencement of the Project, the County shall invoice the City for their contract management services.

4. The Project shall be completed in accordance with the Project plans, which includes the Utility Work. The City will review and approve the water and sewer components of the Utility Work portion of the Project plans. The EOR is solely responsible for the accuracy of any survey information, including without limitation, underground infrastructure. The City will review the general location of the City's underground utilities as shown by the EOR utilizing geographic information systems, As-builts and field locates, but the City is not responsible for the accuracy of the underground survey provided by the EOR. The County and the City, as applicable, shall promptly notify the other Party of any errors or omissions discovered in such survey information. All errors and omissions in the Utility Work shall be the sole responsibility of the EOR.

5. Change Orders. The City shall be responsible for change and work orders resulting from or required by unforeseen conditions or changes made and approved by the City on the Utility Upgrade Work. The City shall promptly furnish to the County all information required for change orders or supplemental agreements pertaining to the Utility Upgrade Work. The County shall ensure all change orders relating to the Utility Work are reviewed and approved by the City before approving the change orders.

6. The City, at its sole expense, shall furnish all engineering inspection, testing and monitoring of the Utility Work to the County and EOR.

7. The County shall receive bids for the Utility Upgrade Work at the same time as bids for the Project. All bids for said Utility Upgrade Work shall be taken into consideration in the award of a contract for construction of the Project, which award shall be based on the lowest responsive, responsible bid for all work (i.e., both the Project and the Utility Upgrade Work). The City shall have the right to review the bid for the Utility Upgrade Work and to (i) proceed with construction, by the County's contractor, of all, or a portion of the, Utility Upgrade Work, or (ii) reject the bid of the County's contractor and arrange, at the City's own expense, for the prompt construction of

the Utility Upgrade Work, or (iii) reject the bid and remove the Utility Upgrade Work from the Project. In proceeding with the Project, the following shall apply:

(a) The City shall notify the County of its decision with respect to how to proceed with construction of the Utility Upgrade Work.

(b) Upon the receipt of such notice, the County shall amend the contract documents for the Project, as appropriate, prior to award.

(c) The City, should it choose not to have the County contractor perform any of the Utility Upgrade Work, shall cooperate with the County's contractor and EOR on modifications to the Utility Work to have necessary portions of the Utility Relocation Work completed with the Project.

(d) Should the City choose not to have the County's contractor construct any of the Utility Upgrade Work and the City hires a contractor to construct the Utility Upgrade Work, the City, or its contractor, shall defend any legal claims asserted against the County by the County's contractor due solely to delays caused by the City's failure to comply with the UWS approved by the Parties; provided, however, that neither the City nor its contractor for the Utility Upgrade Work shall be responsible for delays in construction of the Utility Upgrade Work caused by circumstances beyond its reasonable control.

(e) In performance of the Utility Upgrade Work, the City shall require its contractor to comply with all applicable laws and with the applicable M&MOT. In addition, the City's contractor shall comply with the same conditions required of the County's contractor in paragraph 10 below including, but not limited to, the posting of a performance and payment bond and the naming of the County as an additional insured.

8. All adjustments, relocations, repairs and other work required to be performed in relation to the Project or Utility Relocation Work, if any, but not included in the plans for the Utility Work shall be the sole responsibility of the County. All adjustments, relocations, repairs and other work required to be performed in relation to Utility Upgrade Work, if any, but not included in the Utility Work shall be the sole responsibility of the City and shall be the subject of a change order or an amendment to this JPA. All amended Utility Upgrade Work, if performed by the City or the City's contractor, shall be coordinated with the construction of this Project and, to the extent possible, performed in a manner that will not cause delay to the County's contractor.

9. All services and work under the construction contract for the Project shall be performed to the satisfaction of the Leon County Director of Public Works, or his designee; provided, however,

that all Utility Work performed under that contract shall also be performed in accordance with the plans and specifications approved in the Utility Work and, the City's Technical Specifications for Water and Sewer Construction (December 2023), and to the satisfaction the City's General Manager – Underground Utilities & Public Infrastructure, or designee. All questions, difficulties, claims, and disputes regarding conflicts between the Utility Upgrade Work and Project shall be decided or resolved, in good faith, in accordance with the following process:

(a) The Parties shall attempt to resolve all disputes that arise under this JPA in good faith and in accordance with this paragraph. The provisions of the "Florida Governmental Conflict Resolution Act" shall not apply to disputes under this JPA, as an alternative dispute resolution process is hereby set forth in this paragraph. The aggrieved Party shall give notice to the other Party in writing, setting forth the name of the Party involved in the dispute, the nature of the dispute, the date of occurrence (if known), and the proposed resolution, hereinafter referred to as the "**Dispute Notice**."

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

(c) If a dispute is not resolved by the foregoing steps within forty-five (45) days after the receipt of the Dispute Notice, unless such time is extended by mutual agreement of the Parties, then either Party may require the dispute to be submitted to mediation by delivering written notice thereof (the "Mediation Notice") to the other Party. The mediator shall meet the qualifications set forth in Rule 10.100(d), Florida Rules for Mediators, and shall be selected by the Parties within ten (10) days following receipt of the Mediation Notice. The mediator shall also have sufficient knowledge and experience in the subject of the dispute. If agreement on a mediator cannot be reached in that ten (10) day period, then either Party can request that a mediator be selected by an

independent conflict resolution organization, and such selection shall be binding on the Parties. The costs of the mediator shall be borne equally by the Parties.

(d) If an amicable resolution of a dispute has not been reached within sixty (60) calendar days following selection of the mediator, or by such later date as may be mutually agreed upon by the Parties, then, upon the agreement of both Parties, such dispute may be referred to binding arbitration; otherwise, each Party may pursue whatever remedies may be available at law, in equity, or otherwise. If the dispute is so referred, such arbitration shall be conducted in accordance with the Florida Arbitration Code (Chapter 682, Florida Statutes).

(1) Such arbitration shall be initiated by delivery, from one Party (the "Claimant") to the other Party (the "Respondent"), of a written demand therefore containing a statement of the nature of the dispute and the amount, if any, involved. The Respondent, within ten (10) days following its receipt of such demand, shall deliver an answering statement to the Claimant. After the delivery of such statements, either Party may make new or different claims by providing the other(s) with written notice thereof specifying the nature of such claims and the amount, if any, involved.

(2) Within ten (10) days following the delivery of such demand, each Party shall select an arbitrator and shall deliver written notice of that selection to the other. If either Party fails to select an arbitrator within such time, the other Party may make application to the court for such appointment in accordance with the Florida Arbitration Code. Within ten (10) days following delivery of the last of such written notices, the two arbitrators so selected shall confer and shall select an additional arbitrator.

(3) The arbitration hearing shall be commenced in Leon County, Florida within sixty (60) days following selection of the additional arbitrator. Except as may be specifically provided herein, the arbitration shall be conducted in accordance with Rules R-23 – R-48 of the Commercial Arbitration Rules of the American Arbitration Association.

10. Following receipt of bids for the Project, the County will promptly notify the City of the proposed contract price, Utility Pay Item prices, and the pro-rata share of M&MOT, and the City will determine if it desires to proceed with the Utility Upgrade Work, or portion thereof, as part of the County's contract for the Project. If the City elects to proceed with the Utility Upgrade Work

or a portion thereof, the City shall deposit with the County the appropriate funds to cover the costs for such Utility Upgrade Work and the City's pro-rata share of M&MOT, which amounts shall be held in escrow by the County and disbursed only in accordance with this JPA. Said deposit must be made within 30 calendar days after the County delivers to the City a notice of proposed bid award. As required by Florida law, the County will require its contractor to post a performance and payment bond for all work on the Project, including the Utility Upgrade Work, and will ensure that the City is named as a beneficiary or insured under such bond. The bond shall be issued by a surety and in a form reasonably acceptable to both the City and the County. The County shall also cause the City to be named as an additional insured with respect to insurance coverage, other than Workers' Compensation or Professional Liability, provided by the County's contractor and will provide the City with a copy of any certification of coverage received by the County from its contractor.

11. At any time after award of the contract for the construction of the Project, the County may request the City to make an additional deposit if it determines that the cost of the Utility Upgrade Work will exceed the amounts previously deposited by the City as a result of an increase in the quantity of one or more Utility Upgrade Work – Utility Pay Items, or construction delay caused by the City or by matters beyond the Parties' control such as unforeseen site conditions, or changes in the Utility Upgrade Work for which the City is responsible under paragraph 2 of this Agreement. The County shall request such additional deposit by delivery of invoices to the City. The City, subject to resolution of any disputes in accordance with paragraph 9 hereinabove and available project budget, shall make such additional deposit within thirty (30) days following delivery of such invoice to the City. Should the total amount of all deposits for the Utility Upgrade Work made by the City exceed the actual cost of the Utility Upgrade Work, the County shall refund such difference to the City within ten (10) days following final payment for such work to the County's contractor.

12. The County shall pay the County's contractor for services performed in accordance with Section 218.70, Florida Statutes, *et seq*. the "Local Government Prompt Payment Act." The County will require the County's contractor to submit to the County, and provide a copy to the City, an invoice for the Utility Upgrade Work that has been completed and accepted. The City's project manager shall thereafter have seven (7) calendar days from receipt of an invoice to review and raise any objections or issues to the invoice not meeting the contract requirements and shall specify the deficiency and action necessary to make the invoice proper. The County shall not pay any invoices

of the County's contractor for which the City has raised objection or taken issue until said issues have been resolved pursuant to the process set forth in the Local Government Prompt Payment Act. Upon completion and acceptance of the Utility Work, the City shall own, control, maintain and be responsible for all such facilities, according to the terms of the applicable utility permit.

13. The City and County covenant and agree that each shall indemnify, defend, save and hold the other harmless from any and all legal actions, claims or demands by any person or legal entity caused by the negligent or wrongful act or omission of any employee of the Party while acting within the scope of their employment or office. The liability of the Parties, as set forth in this paragraph, is intended to be consistent with limitations of Florida law, including the state's waiver of sovereign immunity pursuant to Section 768.28, Florida Statutes. No obligation imposed by this paragraph shall be deemed to alter said waiver or to extend the liability of either party beyond such monetary and other limits, nor shall any such obligation be deemed or construed as a waiver of any defense of sovereign immunity to which a Party may be entitled, nor as either Party's consent to be sued by third parties.

14. Within one hundred eighty (180) days following the date of final payment under the contract for the Project, the County shall furnish the City with two (2) copies of its final and complete billing statement for all costs incurred in connection with the Utility Upgrade Work and for the City's pro-rata share of the M&MOT, such statement to follow as closely as possible the order of the items contained in the job estimate. The final accounting will show the following with regard to the Project and the Utility Upgrade Work: a description of the work and the site; the date on which the first work was performed and the date on which the last work was performed or the last item of billed expense was incurred; and the location where the records and accounts billed can be audited. All cost records and accounts maintained by the County or their consultant managing construction of the Project may be subject to audit by a representative of the City within three (3) years after acceptance of the Project.

15. Should either Party be required to file litigation to enforce any terms or provisions of this Agreement, the prevailing Party in such litigation shall be entitled to an award of its reasonable attorneys' fees and court costs.

16. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements or understandings applicable to the matters contained herein, and the

Parties agree that there are no commitments, agreements or understandings concerning the subject matter of this JPA that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representation or agreements whether oral or written. It is further agreed that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

17. This JPA shall be governed, interpreted and construed according to the laws of the State of Florida.

18. If any part of this JPA shall be determined to be invalid or unenforceable by a court of competent jurisdiction, or by any other legally constituted body having the jurisdiction to make such determination, the remainder of this JPA shall remain in full force and effect provided that the part of the JPA thus invalidated or declared unenforceable is not material to the intended operation of this JPA.

19. Neither the County nor the City intends to directly or substantially benefit a third party by this JPA. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this JPA and no third party shall be entitled to assert a right or claim against either of the Parties based upon this JPA.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK]

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their duly authorized officers, and their official seals hereto affixed, the day and year first above written.

**CITY OF TALLAHASSEE**

Attest:

By: _____
James O. Cooke, IV
City Treasurer-Clerk

By: _____
Christian Doolin, Assistant City Manager
for Reese Goad, City Manager

Date: _____

Approved as to form:

By: _____
Kristen L. Coons
Sr. Assistant City Attorney

**LEON COUNTY, FLORIDA**

By: _____
Vincent S. Long, County Administrator

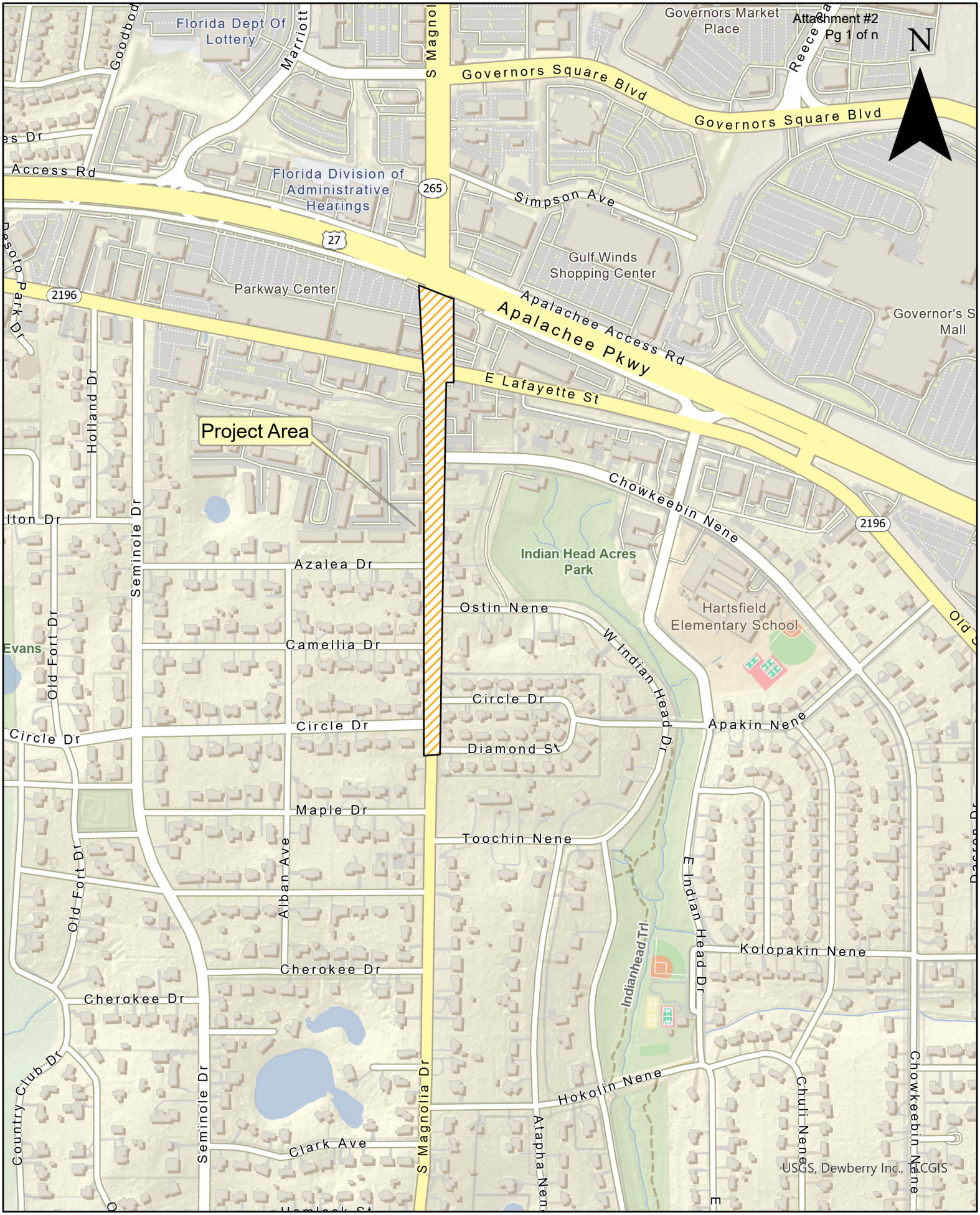
Date: _____

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

By: _____

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

By: _____
Kyle Kemper, Senior Assistant County Attorney




# Magnolia Drive Trail Project - Location Map

CITY OF TALLAHASSEE

**Agenda Item Details**

| | |
|---|---|
| Meeting | Mar 11, 2026 - City Commission Meeting |
| Category | 8. CONSENT |
| Subject | 8.03 Authorize a Joint Project Agreement with Leon County for Water and Wastewater Infrastructure Improvements Related to Phase III of the Magnolia Multi-Purpose Trail/Sidewalk Project -- Rob McGarrah, Underground Utilities & Public Infrastructure |
| Type | Action (Consent) |
| Fiscal Impact | Yes |
| Dollar Amount | 600,000.00 |
| Budgeted | Yes |
| Budget Source | Funding to support this item will be sourced from appropriations in the Water and Wastewater System Engineering master projects in the Underground Utilities & Public Infrastructure Five-Year Capital Improvement Plan. |
| Recommended Action | Option 1 - Authorize the City Manager, or designee, to negotiate and execute a Joint Project Agreement with Leon County for the relocation and construction of water and wastewater infrastructure associated with Phase III of the Magnolia Multi-Purpose Trail/Sidewalk Project. |

For more information, please contact: Rob McGarrah, General Manager-Underground Utilities & Public Infrastructure, (850) 891-5109 or Andrew Platt, Underground Utilities & Public Infrastructure, 850-891-6148

***Statement of Issue***

This item seeks authorization for the City Manager, or designee, to execute a Joint Project Agreement with Leon County for the construction of water and wastewater infrastructure needed to replace, relocate, and increase the capacity of aging City infrastructure. This work is proposed to be coordinated with Leon County's Phase III Magnolia Multi-Purpose Trail/Sidewalk Project, which is funded by the Blueprint Intergovernmental Agency and includes resurfacing and related roadway improvements along Magnolia Drive from Diamond Street to Apalachee Parkway.

***Recommended Action***

Option 1 - Authorize the City Manager, or designee, to negotiate and execute a Joint Project Agreement with Leon County for the relocation and construction of water and wastewater infrastructure associated with Phase III of the Magnolia Multi-Purpose Trail/Sidewalk Project.

***Fiscal Impact***

The City's estimated cost for the identified water and wastewater system improvements is $600,000.

**Supplemental Material/Issue Analysis**

***History/Facts & Issues***

Leon County is scheduled to bid construction of Phase III of the Magnolia Multi-Purpose Trail/Sidewalk Project in Summer 2026. This project is funded by the Blueprint Intergovernmental Agency, with design and construction managed by Leon County.

The project includes construction of a multi-use trail, enclosed stormwater infrastructure, underground electric facilities, landscaping, utility relocation work, and the reconstruction and resurfacing of Magnolia Drive from Diamond Street to Apalachee Parkway.

A Joint Project Agreement (JPA) is required because the project necessitates the adjustment and relocation of certain City water distribution and wastewater collection infrastructure (Utility Relocation Work). In addition, the City has requested to upgrade or replace certain water distribution and wastewater collection infrastructure within the Project corridor (Utility Upgrade Work). The proposed Utility Upgrade Work will increase system capacity by replacing a portion of the City's aging water infrastructure that is not otherwise directly impacted by the Project but is in need of replacement due to age and capacity limitations. The proposed water main upgrade is consistent with the Water Master Plan's recommended improvements along this corridor.

By coordinating the Utility Upgrade Work with the project, the City can complete these improvements at a lower overall cost and with reduced impacts to the traveling public than would occur if the work were performed as a standalone project.

The City's estimated cost for the Utility Upgrade Work is $600,000, which includes construction, engineering, and inspection services, as well as staff time. Actual costs will be determined based on bids received through Leon County's procurement process. Funding has been budgeted within the Water and Wastewater System Engineering master projects in the Five-Year Capital Improvement Plan.

A JPA between the City and Leon County is necessary to define the terms and conditions under which the Utility Relocation Work and Utility Upgrade Work will be performed. The agreement will allow a single contractor to complete the utility work in coordination with the Project, reducing coordination challenges and achieving efficiencies through economies of scale.

***Department(s) Review***
Resource Management; City Attorney's Office

***Options***
1. Authorize the City Manager, or designee, to negotiate and execute a Joint Project Agreement with Leon County for the relocation and construction of water and wastewater infrastructure associated with Phase III of the Magnolia Multi-Purpose Trail/Sidewalk Project.

Pros:
- A single contractor performing Leon County's project improvements and the City's Utility Upgrade Work will provide a cost savings to the public.
- Improved project coordination by using a single contractor.
- Traffic disruptions will be minimized by combining the Utility Upgrade Work with overall project improvements.
- New water and sewer infrastructure will increase system reliability, capacity, and extend the useful life of infrastructure.

Cons:
- None identified.

2. Provide staff with alternate direction.

***Attachments/References***
Attachment 1 - Joint Project Agreement DRAFT

Attachment 1 - Joint Project Agreement DRAFT.pdf (749 KB)

# Leon County
# Board of County Commissioners

## Notes for Agenda Item #7

# Leon County Board of County Commissioners

## Agenda Item #7

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Approval of an Interlocal Agreement with the Sheriff of Leon County for the School Zone Speed Enforcement Program

| | |
|---|---|
| **Review and Approval:** | Vincent S. Long, County Administrator |
| **Department / Division Review:** | Ken Morris, Assistant County Administrator<br>Nawfal Ezzagaghi, Assistant County Administrator<br>Brent Pell, Director, Public Works<br>Charles Wu, Director, Engineering Services |
| **Lead Staff / Project Team:** | Kyle Kemper, Senior Assistant County Attorney<br>Tim Barden, Administrative Services Manager |

**Statement of Issue:**

This item seeks Board approval of the Interlocal Agreement with the Sheriff of Leon County (Sheriff) for the School Zone Speed Enforcement Program. Approval of the proposed Interlocal Agreement provides the framework for the County and the Sheriff to implement the program.

**Fiscal Impact:**

This item has a fiscal impact. Costs are anticipated to be offset by program revenues generated through automated speed camera enforcement. The County will reimburse the Sheriff for personnel expenses and postage costs associated with administering the program. Should the speed detection and enforcement no longer generate sufficient revenue to support the program costs, the County may terminate the Agreement with 30 days' notice.

**Staff Recommendation:**

Option #1: Approve the Interlocal Agreement for Implementation of the School Zone Speed Enforcement Program (Attachment #1), and authorize the County Administrator to execute the agreement, and approve and execute any modifications, amendments, or associated agreements thereto, all subject to legal review and revision by the County Attorney.

## Report and Discussion

**Background:**

This item seeks Board approval of the Interlocal Agreement with the Sheriff of Leon County (Sheriff) for the School Zone Speed Enforcement Program. Approval of the proposed Interlocal Agreement provides the framework for the County and the Sheriff to implement the program.

On October 14, 2025, the Board adopted Ordinance No. 2025-12 establishing a School Zone Speed Enforcement Program to enhance safety in designated school zones through the use of speed detection systems. The ordinance is codified at Article IV of Chapter 17, Code of Laws of Leon County, Florida, and authorizes the use of automated school zone speed camera enforcement consistent with Florida Statutes and directs staff to implement procedures for program administration.

The program is designed to reduce speeding, increase driver awareness, and improve safety for pedestrians and bicyclists traveling to and from schools. Implementation requires coordination between the County and the Sheriff to ensure enforcement activities – including the review and confirmation of violations and the issuance of citations – are conducted in compliance with state law and County Code. The proposed Interlocal Agreement provides a formal structure outlining roles, responsibilities, and procedures necessary to ensure the program administration is legally compliant.

The Agreement clearly delineates the duties and responsibilities of each party required to implement and administer the program in accordance with applicable regulatory requirements. The County will retain responsibility for procuring a qualified vendor to provide equipment installation, maintenance, and violation processing services. A separate agenda item in the April 14th meeting materials provides the Request for Proposals for vendor selection. Procurement efforts are proceeding concurrently with execution of the Interlocal Agreement.

**Analysis:**

The proposed Interlocal Agreement outlines the respective roles and responsibilities of the County and the Sheriff to ensure compliance with Florida law governing automated school zone speed enforcement.

Key provisions of the Agreement include:

*Program Implementation and Responsibilities:*

The County will procure and manage a vendor responsible for speed detection equipment, signage, public awareness campaigns, and violation processing. The Sheriff will designate and oversee traffic infraction enforcement officers who are responsible for reviewing violations prior to issuance of a notice of violation, issuing uniform traffic citations when appropriate, and participating in hearings.

*Required Public Awareness Period:*

The Agreement incorporates a mandatory 60-day public awareness campaign prior to imposing fines, during which only warnings will be issued following review by traffic infraction enforcement officers.

*Violation Review and Due Process:*

All potential violations captured by the system must be reviewed and approved by a traffic infraction enforcement officer prior to issuance of a notice of violation or citation, ensuring due process and compliance with statutory requirements.

*Hearing and Adjudication Process:*

The County will administer the hearing process, including appointment of a local hearing officer and provision of staff to serve as the clerk to the hearing officer. The Sheriff's personnel are required to appear and provide testimony at hearings without the need for subpoenas.

*Cost Structure and Revenue Neutrality:*

The County will reimburse the Sheriff for personnel expenses and postage costs incurred in support of the School Zone Speed Enforcement Program. The Agreement is structured so that program revenues offset operational costs. If the program becomes non-revenue neutral, the County retains the right to terminate the Agreement with 30 days' advance written notice to Sheriff.

*Data Use and Privacy Protections:*

The Agreement restricts the use of speed detection systems strictly to enforcement purposes and prohibits their use for general surveillance. Additionally, all recorded images and videos, to the extent they are maintained by the Sheriff, must be destroyed within 90 days after final disposition, as required by F.S. § 316.1896(15)(b), with annual written notice to the County that certifies compliance with these data retention standards.

*Term and Termination*:

The Agreement has an initial term through December 31, 2031, with automatic five-year renewals unless terminated. Aside from the 30-day financial termination provision mentioned above, either party may terminate this Agreement for any reason by providing 180 days' notice.

This item recommends Board approval of the Interlocal Agreement between Leon County and the Sheriff for implementation of the School Zone Speed Enforcement Program.

*The remainder of this page intentionally left blank.*

**Options:**

1. Approve the Interlocal Agreement for Implementation of the School Zone Speed Enforcement Program (Attachment #1), and authorize the County Administrator to execute the agreement, and approve and execute any modifications, amendments, or associated agreements thereto, all subject to legal review and revision by the County Attorney.
2. Do not Approve the Interlocal Agreement for Implementation of the School Zone Speed Enforcement Program.
3. Board direction.

**Recommendation:**

Option #1

Attachment:

1. Proposed Interlocal Agreement

# INTERLOCAL AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND THE SHERIFF OF LEON COUNTY, FLORIDA FOR THE IMPLEMENTATION OF SCHOOL ZONE SPEED ENFORCEMENT

THIS INTERLOCAL AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND THE SHERIFF OF LEON COUNTY, FLORIDA FOR THE IMPLEMENTATION OF SCHOOL ZONE SPEED ENFORCEMENT ("Agreement") is made and entered into as of the date the last of the parties hereto signs this Agreement, by and between the Sheriff of Leon County, Florida, a Constitutional Officer of the State of Florida, a/k/a/ the Leon County Sheriff's Office ("Sheriff"), and LEON COUNTY, FLORIDA, a charter county and political subdivision of the State of Florida ("County").

## RECITALS

WHEREAS, the County is a charter county and political subdivision of the State of Florida, possessing Home Rule powers pursuant to Article VIII, Section 1(g), of the Florida Constitution, and section 125.01, Florida Statutes; and

WHEREAS, pursuant to Article VIII, Section 1(d), of the Florida Constitution, the Sheriff is a Florida constitutional officer and the Sheriff has the duties and powers enumerated in Chapter 30, Florida Statutes; and

WHEREAS, the Leon County Board of County Commissioners ("Board") enacted Ordinance 2025-12 to preserve, promote, and improve the health, safety, and welfare of the citizens and visitors of the County by enforcing applicable speed limits on certain streets or highways maintained as school zones through the use of speed detection systems, and such ordinance is codified at Article IV of Chapter 17, Code of Laws of Leon County, Florida; and

WHEREAS, the County and Sheriff desire to cooperate in the implementation of the school zone speeding enforcement program, Article IV of Chapter 17, Code of Laws of Leon County, Florida, as may be amended from time to time; and

WHEREAS, the Florida Interlocal Cooperation Act of 1969, section 163.01, Florida Statutes, *et seq.*, permits the County and Sheriff to make the most efficient use of their powers by enabling them to cooperate with one another on a basis of mutual advantage and jointly exercise any power, privilege, or authority they share in common or might exercise separately; and

NOW THEREFORE, in consideration of the following mutual promises and covenants, the Sheriff and County hereby agree as follows:

1. Purpose

The purpose of this Agreement is to establish a collaborative effort between the County and Sheriff to enforce applicable speed limits on certain streets or highways maintained as a school zone through the use of speed detection systems.

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2. Definitions

The following words, terms, and phrases shall have the meanings given to them below:

2.1 *Board* shall mean the Leon County Board of County Commissioners.

2.2 *County* or *Leon County* shall mean Leon County, Florida.

2.3 *FDOT* shall mean the Florida Department of Transportation.

2.4 *Law enforcement officer* shall be defined as set forth in section 943.10(1), Florida Statutes.

2.5 *LCC* shall mean the Code of Laws of Leon County, Florida.

2.6 *Local hearing officer* shall be defined as set forth in F.S. § 316.003(38).

2.7 *Motor vehicle* shall be defined as set forth in F.S. § 316.003(46).

2.8 *Notice of violation* shall mean the written notification sent to the registered owner of a vehicle after a school zone speed infraction by that vehicle has been captured by a speed detection system and thereafter reviewed and approved by a traffic infraction enforcement officer or authorized employee or agent of the County. A notice of violation must be in the form and include the contents prescribed by F.S. § 316.1896.

2.9 *Personnel expenses* shall mean the hourly salary rate, Federal Insurance Contributions Act (FICA) taxes, FICA Medicare, workers compensation, and Florida Retirement System payments incurred by the Sheriff for the applicable traffic infraction enforcement officer. Personnel expenses shall be prorated to reflect the time a traffic infraction enforcement officer performs obligations pursuant to this Agreement, calculated in fifteen-minute increments.

2.10 *School zone* shall mean that portion of a County-maintained street or highway located in the unincorporated area of the County designated and maintained as a school zone by the County pursuant to F.S. § 316.1895. The term shall also include any such portion of a state-maintained street or highway located in the unincorporated area of the County and maintained as a school zone by the County pursuant to an agreement with the FDOT.

2.11 *School zone speed enforcement program* shall mean the regulations and procedures governing the use of speed detection systems in school zones within the jurisdiction of Leon County, as provided by Article IV of Chapter 17, LCC, as may be amended from time to time.

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2.12 *School zone speed infraction* shall mean a violation of F.S. §§ 316.183 or 316.1895 captured by a speed detection system within a school zone during the hours provided for by applicable law.

2.13 *School zone speed limit* shall mean the regulatory posted or reduced posted speed limit within a school zone pursuant to F.S. § 316.1895.

2.14 *Speed detection system* shall be defined as set forth in F.S. § 316.003(84).

2.15 *Street or highway* shall be defined as set forth in F.S. § 316.003(90).

2.16 *Traffic infraction enforcement officer* shall mean a person who is employed or appointed, with or without compensation, who satisfies the qualifications established by F.S. § 316.640.

3. Duties of the County

3.1 The County shall procure and enter into a contract with a vendor to assist with the implementation of the school zone speed enforcement program, to include the provision of school zone speed detection equipment, signage placement, construction, installation, deactivation, removal, required insurance, violation processing, and associated matters.

3.2 For all school zones identified in Section 17-53, LCC, the County or its vendor shall notify the public that a speed detection system may be in use by posting signage indicating photographic or video enforcement of the school zone speed limits. Such signage shall clearly designate the time period during which the school zone speed limits are enforced using a speed detection system and must meet the placement and installation specifications established by FDOT.

3.3 For each school zone identified in Section 17-53, LCC, the County or its vendor shall conduct a public announcement and 60-day public awareness campaign of the proposed use of speed detection systems before notices of violation for school zone speed infractions are issued.

3.4 The County shall require its vendor to allow traffic infraction enforcement officers to review information from a speed detection system to verify whether a violation occurred prior to the vendor sending a warning, notice of violation or uniform traffic citation to the registered owner for a school speed zone infraction.

3.5 The County shall require its vendor to provide traffic infraction enforcement officers all necessary evidence to prove the violation at a hearing on a notice of violation or uniform traffic citation, including the photograph or other recorded image showing the license plate of the motor vehicle; the date, time, and location of the violation; the maximum speed at which the motor vehicle was traveling within the school zone; and the speed limit within the school zone at the time of the violation.

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3.6 The County shall, after evidence is received from its vendor, schedule, notice and conduct a hearing when a petitioner elects to request a hearing to contest a notice of violation in accordance with the hearing procedures set forth at Section 17-65, LCC.

3.7 The County shall appoint a local hearing officer having jurisdiction to conduct proceedings challenging the issuance of a notice of violation.

3.8 The County shall provide a clerk to the local hearing officer. Hearings to contest notices of violations shall be scheduled, noticed, and conducted under the provisions of Section 17-65, LCC. Hearings shall be held at least every two months, but may be convened more often as caseload demands dictate.

4. Duties of the Sheriff

4.1 The Sheriff shall employ traffic infraction enforcement officers and cause them to comply with the provisions of this section. Consistent with section 316.640(5)(a), Florida Statutes (2025), the Sheriff shall have the discretion to designate existing employees, including law enforcement officers, as traffic infraction enforcement officers.

4.2 During the 60-day public awareness campaign described in section 3.3 herein, traffic infraction enforcement officers shall review information from a speed detection system and verify whether a violation occurred prior to the County's vendor sending a warning to the registered owner for a school speed zone infraction.

4.3 After the expiration of the 60-day public awareness campaign described in section 3.3 herein, traffic infraction enforcement officers shall review information from a speed detection system and verify whether a violation occurred prior to the County's vendor sending a notice of violation to the registered owner for a school speed zone infraction. The Sheriff will provide the County a record of the violations which have been verified at the frequency requested by the County.

4.4 Traffic infraction enforcement officers shall issue uniform traffic citations by mailing the uniform traffic citation by certified mail to the address of the registered owner of the motor vehicle involved in the violation upon notification by the County or its vendor that payment has not been made within 30 days after notification under section 316.1896(2), Florida Statutes, the registered owner has not requested a hearing as authorized by section 316.1896(3), Florida Statutes, and the registered owner has not submitted an affidavit pursuant to section 316.1896(8), Florida Statutes.

4.5 Traffic infraction enforcement officers shall appear, testify, and present evidence at all hearings on a notice of violation or uniform traffic citation and the Sheriff shall not require the County to issue a subpoena for such appearance. Traffic infraction enforcement officers shall coordinate with the County's vendor to obtain all necessary evidence to prove the violation, including the photograph or other recorded image showing the license plate of the motor vehicle; the date, time, and location of the violation; the maximum speed at which the motor vehicle was traveling within the school zone; and the speed limit within the school zone at the time of the violation.

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4.6 The Sheriff shall not use a speed detection system in a school zone for remote surveillance. Recorded video or photographs collected as part of a speed detection system in a school zone may only be used to document school zone speed infractions and for purposes of determining criminal or civil liability for incidents captured by the speed detection system incidental to the permissible use of the speed detection system.

4.7 Any recorded video or photograph obtained via a speed detection system and received by the Sheriff must be destroyed within 90 days after the final disposition of the recorded event. The Sheriff will provide the County with written notice by December 31st of each year that such records have been destroyed in accordance with section 316.1896(15)(b), Florida Statutes.

4.8 The Sheriff shall cooperate and assist the County in fulfilling its annual reporting requirements set forth at Section 17-69, LCC.

5. Costs of the School Zone Speed Enforcement Program

5.1 The County will reimburse the Sheriff for actual personnel expenses incurred in performance of this Agreement together with actual postage costs incurred pursuant to Section 4.4 herein. The Sheriff and County will cooperate to structure traffic infraction enforcement officers' schedules to avoid overtime hours when feasible. The Sheriff shall deliver an invoice to the County's Office of Management and Budget on a quarterly basis (commencing on January 1, April 1, July 1 and October 1 of each calendar year) itemizing the applicable personnel expenses, which invoice shall be paid in accordance with the Local Government Prompt Payment Act, section 218.70, Florida Statutes, *et seq*.

5.2 It is anticipated that the annual operating costs of the school zone speed enforcement program will be fully funded by the program revenue. In the event the school zone speed enforcement program is not revenue neutral, the County may terminate this Agreement upon thirty (30) days advance written notice to the Sheriff or elect to use a supplemental funding source to reimburse the Sheriff's personnel expenses.

5.3 The County's obligation to pay is contingent upon annual appropriation by the Board. Either party may terminate this Agreement in the event the funds are not appropriated by the Board.

6. Effective Date and Term of Agreement

6.1 The effective date of this Agreement shall be _____, 2026 (the "Effective Date").

6.2 This Agreement shall begin on the Effective Date and shall remain in full force and effect until December 31, 2031 (the "Initial Term"), except as otherwise provided in section 6.4 herein below.

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6.3 Except as provided in section 6.4 herein below, this Agreement shall automatically renew on the same terms and conditions as set forth in this Agreement for an unlimited number of additional five (5) year periods, unless either party shall give notice of nonrenewal in writing more than 180 days before the expiration date of the Initial Term or current renewal period as applicable.

6.4 This Agreement may be canceled by either the County or Sheriff, in whole or in part, upon 180 days advance written notice. This Agreement shall automatically terminate upon the rescission of the school zone speed enforcement program.

7. Sovereign Immunity

Each party hereto agrees that it shall be solely responsible for the negligent and wrongful acts of its employees, officers, and agents. However, nothing shall constitute a waiver by either party of its sovereign immunity and the limitations set forth in Section 768.28, Florida Statutes. The liability of the parties, as set forth in this paragraph, is intended to be consistent with the limitations of state law, including the state's waiver of sovereign immunity pursuant to Section 768.28, Florida Statutes, and no obligation imposed hereby shall be deemed to alter said waiver or to extent the liability of the parties beyond such monetary and other limits, nor shall any such obligation be deemed or construed as a waiver of any defense of sovereign immunity to which a party may be entitled, nor as either party's consent to be sued by third parties.

8. Notice

All notices, communications and determinations between the parties hereto and those required by the Agreement, including, without limitation, changes to the notification addresses set forth below, shall be in writing and shall be sufficient if mailed by regular United States Mail, postage prepaid, to the parties at the following addresses:

Sheriff: Attention: _____
_____
_____

County: Attention: _____
_____
_____

9. Assignment

The parties shall not assign, pledge or transfer any of the rights, duties and obligations provided in this Agreement without the prior written consent of the other party. Nothing herein shall prevent the County from delegating its duties hereunder, but such delegation shall not release the County from its obligation to perform the Agreement.

10. Third Party Beneficiaries

This Agreement shall be binding upon and inure to the benefit of the undersigned parties and their respective successors and assigns. Nothing in this Agreement is intended to confer any rights, privileges, benefits, obligations or remedies upon any other person or entity.

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11. Modification

This Agreement shall not be extended, changed or modified except in writing duly executed by the parties hereto.

12. Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the matters contained herein, and all prior agreement or arrangements between them with respect to such matters are superseded by this Agreement.

13. Severability

If any provision of this Agreement is declared void by a court of law, all other provisions will remain in full force and effect under the terms of this Agreement.

14. Governing Law and Venue

This Agreement is governed and construed in accordance with the laws of the State of Florida. The sole and exclusive venue for all actions arising from or related to this Agreement shall be in Leon County, Florida.

15. Construction

This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by one of the parties. It is recognized that all parties have substantially contributed to the preparation of this Agreement.

IN WITNESS WHEREOF, the parties hereto, through their duly authorized representative, have executed this Agreement.

| | |
|---|---|
| LEON COUNTY, FLORIDA | SHERIFF OF LEON COUNTY, FLORIDA |
| _____ | _____ |
| Christian Caban, Chairman<br>Leon County Board of County Commissioners | Walt McNeil, Sheriff |
| ATTEST:<br>Gwen Knight, Clerk of Court<br>& Comptroller, Leon County, Florida | ATTEST: |
| _____ | _____ |
| APPROVED AS TO LEGAL SUFFICIENCY:<br>Chasity H. O'Steen, County Attorney<br>Leon County Attorney's Office | APPROVED AS TO LEGAL SUFFICIENCY: |
| _____ | _____ |
| Kyle L. Kemper<br>Senior Assistant County Attorney | James W. Pimentel, Esq. |

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# Leon County
# Board of County Commissioners

## Notes for Agenda Item #8

# Leon County Board of County Commissioners

## Agenda Item #8

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

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

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

**Statement of Issue:**

This item seeks Board acceptance of Florida Department of Environmental Protection (FDEP) Waste Tire Amnesty Event grant funding in the amount of up to $25,000. The grant will support the transportation and processing costs for disposal of waste tires collected during the amnesty event. If approved, the Waste Tire Amnesty Event will begin on April 17, 2026, and will continue until May 18, 2026.

**Fiscal Impact:**

This item has a fiscal impact. The associated grant in the amount of up to $25,000 is a reimbursable grant. FDEP would reimburse Leon County up to $25,000 for costs related to the transportation and processing/disposal costs for tires collected during the Waste Tire Amnesty Event. There is no County match requirement for this grant; however, the County is responsible for staffing and promoting the event. Funds are available in the Mosquito Control budget to cover these costs. A Resolution and Budget Amendment is provided to realize the grant funds into the FY 2026 budget.

**Staff Recommendation:**

Option #1: Accept the Florida Department of Environmental Protection Waste Tire Amnesty Event grant in the amount of up to $25,000 (Attachment #1).

Option #2: Approve the Resolution and associated Budget Amendment realizing up to $25,000 into the FY 2026 budget (Attachment #2).

**Report and Discussion**

**Background:**

This item seeks Board acceptance of the FDEP Waste Tire Amnesty Event grant and approval of a Resolution and associated Budget Amendment realizing up to $25,000 into the FY 2026 budget. The grant funds will be used for costs related to the transportation and processing/disposal costs for tires collected during the Waste Tire Amnesty Event.

Since 2019, the County has hosted an annual Waste Tire Amnesty Event for citizens to dispose of waste tires. In FY 2025, Leon County was awarded the Waste Tire Amnesty Event grant and received a reimbursement of $10,693 for successfully processing and disposing of over 5,600 individual tires or 56 tons of tires during the FY 2025 amnesty event. In continued partnership with the FDEP, a grant was again awarded to the County for a 2026 amnesty program to remove waste tires from Leon County (Attachment #1). A Resolution and Budget Amendment is provided to realize the grant funds into the FY 2026 budget (Attachment #2).

The Tire Amnesty Event advances the following FY 2022 – FY 2026 Strategic Plan Five-Year Targets:

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

These particular Five-Year Targets align with the Board's Environment Strategic Priorities:

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

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

In addition, the County's partnership with state and federal lobbyists also garners access to recently announced federal funding opportunities and OMB routinely monitors the federal Grants.gov portal for granting opportunities. The County aggressively seeks state and federal grant funding to support County projects and initiatives and has achieved considerable success in leveraging County dollars. The total County grant leverage ratio is $21.27 to $1, excluding the septic-to-sewer grants which require significant County matching funds.

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

At the processing facility, tires are:

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

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

**Analysis:**

The Waste Tire Amnesty Program delivers important fiscal, environmental and public health benefits in Leon County by making proper tire disposal more accessible to residents. By removing financial barriers (as residents will be allowed to dispose of up to 24 tires free of charge), the program encourages participation, as reflected in the collection of more than 56 tons in FY 2025, which in turn reduces illegal dumping and its associated impacts. Proper disposal eliminates common mosquito breeding grounds, while preventing the long-term soil and water contamination associated with abandoned tires. Continuing this partnership with the FDEP for the 2026 cycle will sustain this momentum and reinforce the program's ongoing benefits to the community.

If approved, the Waste Tire Amnesty Event will begin on April 17, 2026, and will continue until May 18, 2026. During the 2026 Waste Tire Amnesty event, the County will accept waste tires at all of the Solid Waste Rural Waste Service Centers (Woodville, Ft. Braden, Miccosukee, and the Solid Waste Management Facility), and at the Public Works Complex. The Woodville, Ft. Braden and Miccosukee Rural Waste Service Centers' hours of operation will be Friday 9:00 a.m. - 6:00 p.m., and Saturday and Sunday from 9:00 a.m. to 5:00 p.m. The Solid Waste Management Facility Rural Waste Service Center will operate Monday through Saturday, from 8:00 a.m. to 5:00 p.m. The Public Works Complex location will operate on all five Saturdays, from 8:00 a.m. to 5:00 p.m. during this event period.

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

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

During the event, the County will accept a maximum of 24 tires per resident. Tires from commercial businesses, rims, large tractor tires or off-the-road tires (OTR) are not eligible for this grant and will not be accepted. Upon acceptance of the grant, staff will begin the amnesty event on April 17, 2026, and will continue the event until May 18, 2026. Community and Media Relations will facilitate the media campaign for public awareness of the event to maximize participation and use of the available grant dollars.

**Options:**

1. Accept the Florida Department of Environmental Protection Waste Tire Amnesty Event Grant in the amount of up to $25,000 (Attachment #1).
2. Approve the Resolution and associated Budget Amendment realizing up to $25,000 into the FY 2026 budget (Attachment #2).
3. Do not accept the Florida Department of Environmental Protection Waste Tire Amnesty Event Grant in the amount of up to $25,000.
4. Board direction.

**Recommendation:**

Options #1 and #2

Attachments:

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

**Subject:** New Wast Tire Amnesty Event Packet

**EXTERNAL MESSAGE:** Carefully consider before opening attachments or links.

Good afternoon,

My name is Kimberly Morgan, and I am the new point of contact with the Florida Department of Environmental Protection, within the Waste Tire Amnesty Program. I am writing to introduce myself and welcome you to the Florida Department of Environmental Protection Tire Amnesty Program initiative, which allows individuals to dispose of waste tires at no cost or a reduced fee, with the goal of preventing illegal dumping and promoting proper waste tire disposal. As we begin the new fiscal year of **2025-2026** for the Waste Tire Program initiative, there have been a few changes. **The attached packet must be completed and submitted at least 2 weeks prior to the event being held**. All amnesty events require prior approval for reimbursement.
If you have any questions about the tire amnesty program initiative, or need additional rules or for forms sent to you, please contact Waste Registration Section by phone at (850) 245-8798, or by email at Waste.Registration@FloridaDEP.gov.

Thank you,

**Kimberly Morgan**
Florida Department of Environmental Protection
Waste Reduction & Registration Program
Waste Tire Registration & Amnesty
2600 Blair Stone Road
Tallahassee, Florida 32399-2400
Kimberly.Morgan@FloridaDEP.gov
850-245-8798

# WASTE TIRE AMENSTY PROGRAM INFORMATION PACKAGE

**2025-2026** FICAL YEAR

**INCLUDE THE SCOPE OF WORK (SOW) TEMPLATE**

- PLEASE EMAIL TO DEP **AT LEAST 2 WEEKS PRIOR** TO THE EVENT

**CHECKLIST**

- PLEASE SIGN DATE & RETURN WITH SOW

**LOG-SHEET FOR YOUR EVENT**

- COMPLETE DURING THE EVENT & EMAIL TO DEP WITH INVOICES AND WEIGH TICKETS.

FLORIDA DEPARTMENT OF EVIRONMENTAL PROTECTION CONTACTS:

Kimberly Morgan
Waste Tire Collector Registration Planner I
Department of Environmental Protection
Kimberly.Morgan@FloridaDEP.gov
(850) 245-8798



Tamela Starling,
Government Analyst I
Permitting and Compliance Section
Department of Environmental Protection
Tamela.Starling@FloridaDEP.gov
(850) 245-8711

**Insert Your County LOGO/ Address Here**

_____County Waste Tire Amnesty Event

Date(s) of Event:_____
Time: _____

**Proposed Plan:** _____ (County) will accept _____ **(Max Limit 24 tires)** per resident with proof of residency during the event. A Photo ID must be presented. Commercial tires will not be accepted. The Department of Environmental Protection will not reimburse the cost of **rims, large tractor tires or off-the-road tires (OTR).**

_____ (County) will provide mosquito control as necessary.

**Operational Procedures:** _____ (County) will provide staffing, labor and will oversee collection of tires at the event location.

The County has contracted with _____ (tire hauler name), to drop off and pick up roll-off containers at the event location.

_____ (tire hauler name) will deposit waste tires

at_____ (disposal location address) for final deposition.

The Flat Rate of $_____ per event for containers (if needed).
Reimbursement: The state mileage reimbursement rate is $.445 per mile.

_____(County) assumes responsibility for advertising the event at least 2 to 4 weeks prior to the event and for staffing of the event. FDEP will NOT reimburse you for advertising or staffing.

FDEP will reimburse_____County transportation, mileage, processing/disposal costs and equipment rental. All items must be included on the invoice and must have legible receipts and back-up documentation attached. FDEP will reimburse costs up to **$25,000.00** for waste tires collected during the _____ (County) Waste Tire Amnesty Day Event on _____ (DATE)

FDEP will reimburse _____(County) upon receipt of an itemized invoice and proof of disposal methods to include weigh tickets with the processing date/ disposal rate.

The invoice must include the County Landfill Tip Fee Amount of $_____.00

_____ (County) assumes responsibility for any additional costs incurred.

The Tire Amnesty Packet requires the following:

- Registration of contact information in My FL Market Place
- FDEP Scope of Work Template
- Waste Tire Amnesty Checklist
- Participants Log Sheet

Waste Tire Amnesty packets must be submitted **at least 2 weeks** prior to the event.

**If the amnesty event is held prior to approval of the Purchase Order and Amnesty Packet, FDEP will not reimburse you. Please sign below acknowledging receipt of the above instructions.**

_____ _____

**Signature** **Date**

**FDEP Contacts:** Kimberly Morgan, Kimberly.Morgan@FloridaDEP.gov, Phone: 850 245-8798
Tamela Starling, Tamela.Starling@FloridaDEP.gov, Phone: 850 245-8711

# Florida Department of Environmental Protection
# Waste Tire Amnesty Day Checklist

1. ☐ Register or Update contact information in **MFMP (**My FL Market Place).

2. ☐ Complete the Scope of Work **(SOW)** template from DEP Contact with logo added.

3. ☐ Send an Email to DEP Contact with a complete SOW (Scope of Work template) attached. **At least 2 weeks prior to the event *DEP approval is required prior to the event.**

4. ☐ Received **Email confirmation** from DEP Contact that your Scope of Work (SOW) has fully been **approved**.

5. ☐ Receive **Email confirmation** approving your Purchase Order (PO) in MFMP from DEP contact must be received **prior to holding your Waste Tire Anesty Day Event.**

6. ☐ All Change Orders or Modifications to the Purchase Order (PO), must include an updated Scope of Work (SOW). You must email DEP Contact as quickly as possible about the changes. **You will receive an email reply from DEP contact, confirming the changes with full approval in the MFMP system. If the event is held before confirmed approval, you will not be reimbursed.**

7. ☐ Submit your invoice with all the required documentation.

**Signature** _____ **Date:** _____

**I acknowledge receipt of the Waste Tire Amnesty Checklist and SOW Instructions**

FDEP Contacts:

Kimberly.Morgan@FloridaDEP.gov, Phone: 850 245-8798

Tamela.Starling@FloridaDEP.gov Phone: 850 245-8711

| |
|---|
| MFMP Links: https://Vendor.myFloridamarketplace.com<br>MFMP Help Desk: 1-866-352-3776 |
| MFMP Profile Must include Under Solicitation Selection: ☒Check Yes<br>Under Commodity Code Add: 76121504 Tire collection and Disposal |

DATE:_____

# COUNTY AMNESTY PARTICIPANTS LOG SHEET

_____COUNTY

| NAME | ADDRESS PHONE NUMBER | VEHICLE TAG # # OF TIRES |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Leon County
Board of County Commissioners
301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-3300 www.leoncountyfl.gov

Division of Operations
Mosquito Control Program
2280 Miccosukee Rd
Tallahassee, FL 32308
850-606-1400

See Page 3 of scope of work for complete drop off locations

Leon County Waste Tire Amnesty Event

Date(s) of Event: 04/17/26 through 05/18/26
Time: See page 3 for complete locations and times.

**Proposed Plan:** Leon (County) will accept 24 tires (**Max Limit 24 tires)** per resident with proof of residency during the event. A Photo ID must be presented. Commercial tires will not be accepted. The Department of Environmental Protection will not reimburse the cost of **rims, large tractor tires or off-the-road tires (OTR).**

Leon (County) will provide mosquito control as necessary.

**Operational Procedures:** Leon (County) will provide staffing, labor and will oversee collection of tires at the event location.

The County has contracted with Liberty Tire Recycling LLC (tire hauler name), to drop off and pick up roll-off containers at the event location.

Liberty Tire Recycling LLC (tire hauler name) will deposit waste tires

at 465 Mallet St, Jackson GA 30233 (disposal location address) for final deposition.

The Flat Rate of $_____ per event for containers (if needed).
Reimbursement: The state mileage reimbursement rate is $.445 per mile.

Leon (County) assumes responsibility for advertising the event at least 2 to 4 weeks prior to the event and for staffing of the event. FDEP will NOT reimburse you for advertising or staffing.

FDEP will reimburse Leon County transportation, mileage, processing/disposal costs and equipment rental. All items must be included on the invoice and must have legible receipts and back-up documentation attached. FDEP will reimburse costs up to **$25,000.00** for waste tires collected during the Leon (County) Waste Tire Amnesty Day Event on 04/17/26 through 05/18/26 (DATE)

FDEP will reimburse Leon (County) upon receipt of an itemized invoice and proof of disposal methods to include weigh tickets with the processing date/ disposal rate.

The invoice must include the County Landfill Tip Fee Amount of $ 180.00

Leon (County) assumes responsibility for any additional costs incurred.

The Tire Amnesty Packet requires the following:

- Registration of contact information in My FL Market Place
- FDEP Scope of Work Template
- Waste Tire Amnesty Checklist
- Participants Log Sheet

Waste Tire Amnesty packets must be submitted **at least 2 weeks** prior to the event.

**If the amnesty event is held prior to approval of the Purchase Order and Amnesty Packet, FDEP will not reimburse you. Please sign below acknowledging receipt of the above instructions.**



Aaron Ford

**Signature**

03/10/2026

**Date**

**FDEP Contacts:** Kimberly Morgan, Kimberly.Morgan@FloridaDEP.gov, Phone: 850 245-8798
Tamela Starling, Tamela.Starling@FloridaDEP.gov, Phone: 850 245-8711

## Scope of Work Continued Page 3.

## Waste Tire Amnesty drop-off Waste Tire Locations

Date: 04/17/26 through 05/18/26. Hours of operation for each location are listed below.

Collection Locations:

- Woodville Rural Waste Service Center at 549 Henry Jones Rd, Tallahassee, FL 32305, Ft. Braden Rural Waste Service Center at 2485 E Joe Thomas Rd, Tallahassee, FL 32310, and Miccosukee Rural Waste Service Center at 13051 Miccosukee Rd, Tallahassee FL, 32309, will operate Friday 9:00 a.m. - 6:00 p.m., and Saturday and Sunday from 9:00 a.m. to 5:00 p.m.
- Solid Waste Management Facility Rural Waste Service Center at 7550 Apalachee Pkwy, Tallahassee FL 32309 will operate Monday through Saturday, from 8:00 a.m. to 5:00 p.m.
- Leon County Public Works at 1800 N Blair Stone Rd, Tallahassee FL, 32308, will operate Saturday 8:00 a.m. – 5:00 p.m.

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

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 14th day of April, 2026.

LEON COUNTY, FLORIDA

By:_____
Christian Caban, Chairman
Board of County Commissioners

ATTESTED BY:
Gwen 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:** BAB26012
**Date:** 03/27/26

**Agenda Item No:**
**Agenda Item Date:** 04/10/26

**County Administrator**
**Vincent S. Long**

**Assistant County Administrator**
**Ken Morris**

## Request Detail

### Revenues

| Account Information | | | | | Current Budget | Change | Adjusted Budget |
|---|---|---|---|---|---|---|---|
| *Fund* | *Org* | *Acct* | *Prog* | *Title* | | | |
| 125 | 922051 | 334324 | 000 | Waste Tire Grant FY26 - DEP | - | 25,000 | 25,000 |
| | | | | **Subtotal:** | | 25,000 | |

### Expenditures

| Account Information | | | | | Current Budget | Change | Adjusted Budget |
|---|---|---|---|---|---|---|---|
| *Fund* | *Org* | *Acct* | *Prog* | *Title* | | | |
| 125 | 922051 | 53400 | 534 | Other Contractual Services | - | 25,000 | 25,000 |
| | | | | **Subtotal:** | | 25,000 | |

## Purpose of Request

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

**Division/Department**
**2604/26**

**Georgette Daniels, Budget Manager**

**Roshaunda Bradley, Budget Director**

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

# Leon County
# Board of County Commissioners

## Notes for Agenda Item #9

# Leon County Board of County Commissioners

## Agenda Item #9

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Authorization to Replace Compute/Storage Environment Host

| | |
|---|---|
| **Review and Approval:** | Vincent S. Long, County Administrator |
| **Department / Division Review:** | Ken Morris, Assistant County Administrator<br>Michelle Taylor, Chief Information Officer, Office of Information Technologies |
| **Lead Staff / Project Team:** | Will Whittle, Director, IT Operations<br>Jon Adcock, IT Coordinator |

**Statement of Issue:**

This item seeks Board authorization to execute a purchase order with CDW Government LLC to replace aging computer server equipment that make up approximately half of the compute and storage environment for an amount not to exceed $535,175. The compute and storage environment is comprised of 23 large host servers and houses over 600 virtual servers to support Leon County Government, constitutional offices, Medical Examiner, Supervisor of Elections, and Guardian Ad Litem offices. This purchase will complete the three-year replacement of the County's compute and storage environment.

**Fiscal Impact:**

This item has a fiscal impact. Funding is available in the Fiscal Year (FY) 2026 capital improvement program for the replacement of aging compute/storage environment hosts.

**Staff Recommendation:**

Option #1: Authorize the execution of a purchase order with CDW Government LLC, in an amount not to exceed $535,175 for the replacement of compute/storage environment hosts and authorize the County Administrator to sign any related agreements, and amendments thereto, subject to legal review by the County Attorney.

## Report and Discussion

**Background:**

This item seeks Board authorization to execute a purchase order with CDW Government LLC to replace aging computer server equipment that make up approximately half of the compute and storage environment for an amount not to exceed $535,175. This purchase will complete the three-year replacement of the County's compute and storage environment.

The compute and storage environment houses over 600 virtual servers on 23 large host servers for Leon County Government, constitutional offices, Medical Examiner, Supervisor of Elections, and Guardian Ad Litem offices. It also supports applications throughout the County for email, file/storage services, web services, applications supporting EMS, EOC, and LCSO operations, Geographic Information Services, Banner (HR, Finance, Payroll, and Purchasing), the Justice Information System, the Jail Management System, Work Order Management for Public Works, Document Management, the Judicial Case Management system, and many other critical infrastructure and automation systems. The existing environment was installed in 2018 and financed over five years. The County has exhausted and exceeded the recommended six-year lifespan of the large host servers and seeks to replace the remaining hosts from 2018.

The Office of Information Technology (OIT) utilized a staggered approach for replacing the compute and storage environment, replacing six hosts in 2024 and an additional six hosts in 2025 for a total of 12 of 23 hosts. This staggered approach allowed the County to cashflow the purchases over three years, including the remaining 11 replacements, without the need to finance the project. OIT was able to extend the six-year lifespan by adding extended service to the remaining 18 unreplaced host servers in 2024. While the system is designed for redundancy and auto recovery if an outage of one of the host servers is experienced, since each of these large host servers houses many virtual servers, an outage of multiple host servers would result in critical outages and would cause service disruptions throughout the enterprise. The remaining 11 large host servers are now approaching eight years in age; therefore, extending service again is not recommended. This item addresses the 11 remaining host servers at a total cost not to exceed $535,175.

The required host replacements are recommended to be procured through a cooperative purchasing agreement, commonly known as "piggybacking," to leverage existing competitively solicited contracts. Pursuant to Purchasing Policy No. 96-1, Section 6.06(D), the County is authorized to purchase goods or services from authorized vendors listed on eligible contracts of other governmental entities when it is in the best interest of the County and provided that funding has been appropriated and approved by the Board in the Department/Division accounts. The needed host replacements are available through Sourcewell contract #121923-CDWG, which includes cooperative purchasing language authorizing County participation. OIT and the Purchasing Division agree that this approach is the most cost-effective and efficient method to procure the necessary equipment.

**Analysis:**

By taking advantage of the cooperative purchasing agreement, acquisition is available at established contractual discounts. However, the current market is experiencing a shortage of memory and storage supply equipment due to the rapid expansion of AI infrastructure industry-wide. The result is a steep rise in computer prices as manufacturers are prioritizing high-margin server hardware for AI data centers over consumer products, which creates world-wide supply chain bottlenecks and rising prices for everyone. As an example, the cost for the proposed replacements have increased over 7% in the last few weeks and purchase quotes are only honored for 10 days. Therefore, this item seeks Board approval to utilize a cooperative purchasing agreement to complete the replacement of the aging compute and storage environment.

Since this will be a purchase order acquisition and paid in full, there is no multi-year agreement. Additionally, in order to prevent the release of "Critical Infrastructure" information, as defined by Section 119.0725, Florida Statutes, the most recent quote has not been attached to this item.

**Options:**

1. Authorize the execution of a purchase order with CDW Government LLC, in an amount not to exceed $535,175, for the replacement of compute/storage environment hosts and authorize the County Administrator to sign any related agreements, and amendments thereto, subject to legal review by the County Attorney.
2. Do not authorize the execution of a purchase order with CDW Government LLC, for the replacement of compute/storage environment hosts.
3. Board direction.

**Recommendation:**

Option #1

# Leon County
# Board of County Commissioners

## Notes for Agenda Item #10

# Leon County Board of County Commissioners

## Agenda Item #10

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Approval of the Draft Request for Proposals for the School Zone Speed Detection and Enforcement Program

| | |
|---|---|
| **Review and Approval:** | Vincent S. Long, County Administrator |
| **Department / Division Review:** | Ken Morris, Assistant County Administrator<br>Nawfal Ezzagaghi, Assistant County Administrator<br>Brent Pell, Director, Public Works<br>Roshaunda Bradley, Director, Office of Management and Budget |
| **Lead Staff / Project Team:** | Charles Wu, Director, Engineering Services<br>Melanie Hooley, Director, Purchasing<br>Kyle Kemper, Senior Assistant County Attorney<br>Tim Barden, Administrative Services Manager |

**Statement of Issue:**

This item seeks Board approval of the draft Request for Proposals (RFP) for the School Zone Speed Detection and Enforcement Program. Through this RFP, the County seeks a qualified vendor to furnish, install, and operate automated speed detection systems, process violations, manage all related data, and coordinate public outreach services in accordance with Chapter 17, Article IV of the Leon County Code of Laws (LCC) and applicable Florida Statutes. The intent of this program is to improve pedestrian and bicyclist safety in designated school zones in the unincorporated area by deterring speeding.

**Fiscal Impact:**

This item has no fiscal impact associated with issuing the RFP. For informational purposes, under this proposed School Zone Speed Detection and Enforcement Program cost model, the County pays no upfront costs; vendor compensation is based solely on a fee per collected fine. All statutory revenue distributions, including remittances to the State and Leon County Schools, will be applied as required by Section 17-67, LCC and Section 316.1896, Florida Statutes. A detailed fiscal analysis will be provided at the time of contract award.

**Staff Recommendation:**

Option #1: Approve the draft Request for Proposals for the School Zone Speed Detection and Enforcement Program (Attachment #1) and authorize the County Administrator to approve any amendments thereto subject to legal review by the County Attorney.

## Report and Discussion

**Background:**

This item seeks Board approval of the draft RFP for the School Zone Speed Detection and Enforcement Program (Attachment #1).

On October 14, 2025, the Board adopted Ordinance No. 2025-12 establishing a School Zone Speed Enforcement Program to enhance safety in designated school zones through the use of speed detection systems, now codified in Chapter 17, Article IV of the LCC. The code authorizes the use of automated enforcement consistent with Florida Statutes.

The program is intended to reduce speeding, enhance driver awareness, and protect pedestrians and bicyclists traveling to and from schools. Implementation of the program requires a qualified vendor to provide the technology and services necessary to support a consistent, accurate, and legally compliant enforcement system.

The proposed RFP seeks a vendor to provide the equipment and services necessary to implement and operate the School Zone Speed Enforcement Program, including installation, maintenance, violation processing, and reporting, in accordance with state law and County Code. Approval of this RFP represents the next step in implementing the Board's direction to establish the School Zone Speed Enforcement Program consistent with County Code and state law.

**Analysis:**

The proposed RFP establishes the requirements necessary to implement the School Zone Speed Enforcement Program in accordance with County Code and state law. Key components of the RFP are summarized as follows:

Scope of Services

The RFP requires the Vendor to provide a complete system, including speed detection equipment, installation, maintenance, violation processing, and reporting. System requirements include automated violation detection, secure data transmission, and requirements ensuring the system remains operational during enforcement periods.

Installation and Compliance

The Vendor will be responsible for site assessments, permitting, and installation of all equipment and signage in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), FDOT specifications, and local requirements. A final joint inspection (by County and Vendor) will be conducted prior to the start of the 60-day public awareness period.

Violation Review and Quality Assurance

The RFP establishes a multi-step review process to ensure compliance with statutory and code requirements. The Vendor shall support the full notice of violation and citation workflow, including image review, secure data transfer, Notice of Violation (NOV) mailing, payment processing, delinquency collections, and training for County and law enforcement personnel.

The Vendor must conduct an initial image quality and data accuracy review to ensure only valid, statutorily compliant events are forwarded to the Leon County Sheriff's Office (LCSO) for review and confirmation. The Sheriff's Office will review and confirm violations prior to the Vendor's issuance of Notices of Violation and support enforcement activities, including the issuance of uniform traffic citations and testimony during proceedings when necessary. No Notice of Violation shall be issued without review and confirmation by a Traffic Infraction Enforcement Officer. This ensures that all violations are lawfully validated by a Traffic Infraction Enforcement Officer prior to issuance.

A separate agenda item in the April 14, 2026 meeting materials provides a proposed Interlocal Agreement to formalize LCSO's role in this program.

Data Security and Public Records Compliance

To ensure the integrity of sensitive information, the RFP includes a section that establishes standards for data governance, privacy, and cybersecurity in alignment with Chapter 119. These rules ensure vendors follow the law and stay accountable to the County.

Public Awareness Campaign

The RFP includes a 60-day warning-only period, which is twice the minimum awareness period set by statute, prior to the issuance of any monetary penalties\fines. During this 60-day grace period, warning notices will be issued without imposing fines. The purpose of this warning period is to ensure that the public is fully informed of the program. The RFP also provides for the selected vendor to assist the County with a comprehensive public information and awareness campaign prior to activation of enforcement.

In preparing the RFP, staff explored additional policy options to modify the grace period and enhance overall public awareness prior to the issuance of any monetary penalties/fines. A waiver for first-time infractions was evaluated and discussed with several service providers. Staff and the providers were unable to identify any jurisdictions that provide a waiver for first time violators beyond the established grace period. A waiver would present an administrative burden on both providers and law enforcement to validate whether the owner of a vehicle is a first-time violator for the County's program which includes eight school zones. Accordingly, the 60-day warning-only period was determined to be the most effective and compliant method for promoting public awareness, supported by a coordinated public outreach campaign.

Funding and Cost Neutrality

The County will incur no upfront costs for this program. Selected vendors must provide all equipment, installation, and maintenance at their own expense. Ongoing program costs and administrative support are anticipated to be cost neutral due to program revenues generated through automated speed camera enforcement consistent with Sections 316.1896 and 318.18, F.S.

Contract Term

The initial term of the contract shall be three (3) years, with two (2) optional one-year renewals, subject to approval by the Leon County Board of County Commissioners.

Reporting Requirements

The Vendor must provide weekly, monthly, quarterly, and annual reports, including violation counts, payment status, system uptime, and camera operability. In addition, the Vendor shall support the County in fulfilling all applicable reporting requirements under Section 316.0776, Florida Statutes, including the preparation of an annual report for presentation to the Board. Such annual report must include, at a minimum, the number of violations issued, the number of contested, upheld, and dismissed cases, the number of citations issued, total payments collected, and the distribution of collected funds.

Proposal Evaluation Criteria

| Criteria | Points / Weight | Evaluation Factors |
|---|---|---|
| Approach and Method | 35 points / 35% | • Overall quality and feasibility of the proposed system and implementation<br>• Timeline, staffing, and maintenance approach<br>• Service delivery, including coordination and data handling |
| Firm's Experience and Qualifications | 35 points / 35% | • Relevant project experience and performance<br>• Financial capacity and regulatory knowledge<br>• Qualifications of proposed personnel |
| Comparable Client Experience | 20 points / 20% | • Relevant government references<br>• Demonstrated success on similar projects |
| Cost Proposal | 10 points / 10% | • Lowest cost receives full points<br>• Other proposals scored proportionally using:<br>(Lowest Cost / Proposer's Cost) × 10 |

Approval of the RFP will initiate the competitive procurement process for selection of a qualified vendor to implement the School Zone Speed Enforcement Program. Following evaluation of proposals, a recommended contract will be brought back to the Board for consideration in September.

Legal Considerations

Of note, implementation of school zone speed detection and enforcement programs have been met with legal challenges in other jurisdictions throughout the State. Matters raised in such challenges, some of which remain unresolved, are addressed within the RFP. For example, in Hillsborough County a special magistrate routinely dismissed cases because he could not determine the location of the vehicle and whether it was within the school zone at the time of the offense. To address this issue, posted school zone signs will comply with FDOT standards and the RFP also requires images and videos capturing contextual roadway views and location identifiers to ensure evidentiary integrity. In another recent challenge to a red-light camera program which has procedures similar to school speed zone programs, a Broward County Judge found that section 316.0083, F.S., is unconstitutional, ruling it impermissibly shifts the burden of proof on the

accused registered owner of the vehicle to disprove guilt for the alleged offense instead of requiring the government to prove who was operating the vehicle at the time of the offense. As a result of this order and the constitutional due process concerns raised therein, the Board of County Commissioners of Okaloosa County recently adopted a resolution banning red light or speed detection systems within Okaloosa County. This order in the Broward County case is not binding on Leon County at this time, but as the order makes its way through the appellate process, it may ultimately impact the County. Also, it is anticipated that alleged violators will raise similar challenges in other jurisdictions, perhaps including Leon County, until that issue is finally resolved.

The draft RFP for the School Zone Speed Detection and Enforcement Program (Attachment #1) is subject to further review, revision, and modification prior to formal issuance.

**Options:**

1. Approve the Draft Request for Proposals for the School Zone Speed Detection and Enforcement Program (Attachment #1), and authorize the County Administrator to approve any amendments thereto subject to legal review by the County Attorney.
2. Do not approve the Draft Request for Proposals for the School Zone Speed Detection and Enforcement Program.
3. Board direction.

**Recommendation:**

Option #1

Attachment:

1. Draft Request for Proposals for the School Zone Speed Detection and Enforcement Program

# REQUEST FOR PROPOSAL

# FOR

# SCHOOL ZONE SPEED DETECTION AND ENFORCEMENT PROGRAM

## Proposal Number BC-2026-004

## BOARD OF COUNTY COMMISSIONERS
## LEON COUNTY, FLORIDA

RELEASE DATE: undefined

# School Zone Speed Detection and Enforcement Program

1. Introduction
2. General Instructions
3. Specifications
4. Technical Specifications
5. Solicitation Instructions
6. Required Certifications
7. Selection Process
8. Evaluation Criteria
9. Insurance Requirements
10. Terms and Conditions
11. Ethical Business Practices
12. Submittals
13. Cost Proposal

Attachments:

A - Proposal Response Cover Sheet with Signature

B - Forms for Solicitation - Fill out and submit

# 1. Introduction

## 1.1. Summary

Leon County, Florida ("Leon County" or "County"), is soliciting proposals from qualified vendors to provide a turnkey School Zone Speed Detection and Enforcement Program in accordance with the references below, which may be amended from time to time:

- Leon County Ordinance 2025-12 for School Zone Speed Detection Systems, codified at Chapter 17, Article IV of the Leon County Code of Laws ("Program")
- Florida Department of Transportation's (FDOT) School Zone Speed Detection System Placement and Installation Specifications
- Florida Statutes Chapter 316, with an emphasis on sections 316.003, 316.0776, 316.008, 316.0083, 316.1895, 316.1896, and 316.640.
- Fla. Stat. s. 318.18.
- Florida public records laws (Chapter 119, F.S.)
- Applicable procurement and contractor requirements of Leon County

The intent of this program is to improve safety in designated school zones on County roads in unincorporated areas of Leon County.

## 1.2. Background

Leon County adopted a School Zone Speed Detection Enforcement Program authorizing the use of automated speed detection systems within designated school zones during active school hours. The Program outlines, among other things:

- Conditions under which automated enforcement may occur
- Requirements for signage, calibration, and public notice
- Standards for evidence collection and citation/violation issuance
- Data privacy, regular reporting and retention requirements
- Revenue distribution and program oversight

Leon County intends to implement a unified, compliant, and transparent enforcement program that integrates seamlessly with existing County systems.

## 1.3. Contact Information

**Melanie Hooley**
Purchasing Director
1800-3 Blair Stone Rd
Tallahassee, FL 32308
Email: hooleym@leoncountyfl.gov
Phone: (850) 606-1600

**Department:**
Procurement

**Department Head:**
Melanie Hooley
Purchasing Director

## 1.4. Timeline

Below is the current schedule of the events that will take place as part of this solicitation. The County reserves the right to make changes or alterations to the schedule as the County determines is in the best interest of the public. If any changes to the Schedule of Events are made, Leon County will post the changes on the Leon County procurement website either as a public meeting notice, or as an addendum, as applicable. It is the responsibility of the firm to register as a vendor in the County's eProcurement Portal located at https://procurement.opengov.com/portal/leoncounty and to click the "Follow" button on your interested projects in order to receive email notifications of changes. Ultimately, it is the responsibility of the firm and other interested persons and parties to review the Purchasing Division's website to stay informed of the Schedule of Events, addenda to the RFP, and public meetings. The main procurement website address is: https://secure.procurenow.com/portal/leoncounty.

# 2. General Instructions

Bidders or Offerors are expected to examine the solicitation documents carefully, including specifications, delivery schedule, freight requirements, prices and extensions and all general and special conditions of the solicitation prior to submission. In case of a mathematical error in the total price submitted in the Proposal, the unit price will govern to determine total price. Proposals must be submitted electronically via OpenGov Procurement (formerly ProcureNow).

## 2.1. Special Accommodations

Any person requiring a special accommodation at a Pre-Proposal Conference or RFP opening because of a disability must call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Proposal Conference or RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TTY).

## 2.2. Prohibited Communications

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

A. Any person or person's representative seeking an award from such competitive solicitation; and

B. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, lawyer, relative, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and shall terminate when the Board, or a County department authorized to act on its behalf, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, communications with the County Attorney or communications with the Purchasing Director.

A violation of this section may result in disqualification from this solicitation and shall be grounds for suspension from doing business with the County.

## 2.3. Proposal Media Format (Electronic Only)

Proposals for this RFP shall be submitted (uploaded in the "Submittals" section) electronically to this solicitation in OPENGOV.

## 2.4. Respondent Registration

Respondents who obtain solicitation documents from sources other than the County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the Plan Holders List for the solicitation. This list is used for communications from the County to prospective Bidders or Offerors. Solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective Bidder or Offeror through the Purchasing Division may cause your submittal to be rejected as non-responsive. To Register, complete the online vendor registration process, find the opportunity of interest, and click "Follow" or "Draft Response".

## 2.5. Registered Plan Holders List

A plan holders list is made available via the internet lists of all registered plan holders for each bid or request for proposals. The information is available on-line at https://procurement.opengov.com/portal/leoncounty by simply clicking the Followers tab for each respective solicitation. A listing of the registered vendors with their contact information is designed to assist vendors in preparation of their responses.

## 2.6. Errors and Omissions

The County and its representatives shall not be responsible for any errors or omissions in the RFP. Due care and diligence has been exercised in the preparation of this RFP, and all information contained herein is believed to be substantially correct. Information is subject to review by the successful Bidder or Offeror.

## 2.7. Acceptance of County Terms

Leon County objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a Bidder or Offeror's response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to agree to or comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response or placing a respondent in default.

# 3. Specifications

## 3.1. SCOPE OF SERVICES

The awarded Contractor shall provide all labor, materials, equipment, software, supervision, maintenance, testing and calibration, reporting requirements, and incidentals required for a fully operational, legally compliant School Zone Speed Detection System.

The system shall operate during posted school zone speed enforcement periods and only at locations authorized by Leon County and identified in the Code of Laws of Leon County.

## 3.2. System Requirement

Vendors must provide a complete, turnkey automated speed detection system for the detection of speed and capturing of photographs and videos for violations in excess of 10 miles over the speed limit in force at the time of the violation, including:

- Fixed speed detection cameras
- Radar, lidar, or equivalent speed measurement technology compliant with applicable law
- High resolution imaging capable of capturing license plates and vehicle characteristics
- Automated violation detection and evidence packaging
- Secure data transmission and storage
- System uptime of at least 98% during enforcement periods
- Compliance with Florida Statutes and Leon County Code requirements

## 3.3. Additional Requirements

The vendor shall:

- Conduct site assessments for each school zone
- Prepare and submit applications and obtain the appropriate Leon County Permits and license agreements for installation of equipment if the school zone is on County roads. If any road closure or lane closure is needed for installation of the School Zone Speed Detection systems on County roads, a Leon County Road/Lane Closure request must be submitted and approved according to Leon County Public Notification of Road Closing and Road Closure Request Procedure policy.
- Prepare and submit the FDOT's Right of Way Placement Permit application for review and gain approval if the school zone is on a State road. If any road closure or lane closure is needed for installation of the School Zone Speed Detection systems on State roads, a State Lane Closure or shoulder closure request must be submitted and approved.
- Install and maintain all signage and equipment according to Chapter 316, Florida Statutes, FDOT's School Zone Speed Detection System Placement and Installation Specifications, Manual On Uniform Traffic Control Devices (MUTCD), and Leon County Code.
- Provide calibration documentation pursuant to statutory requirements and as necessary or convenient to prove a violation at a hearing on a notice of violation or uniform traffic citation.

- Operate systems only during legally defined school zone active hours.
- Provide real time system monitoring and diagnostics.
- Provide evidence of violations to the Leon County Sheriff's Office for validation.
- Upon receipt of validated violations from the Leon County Sheriff's Office, the vendor shall provide the Leon County Project Manager with a list of validated violations, notify the Project Manager of access to the vendor's secure online portal for viewing violation data, and issue the notices of violation in compliance with Florida Statutes and County Code.
- Establish a secure online portal.
    - Provide evidence review access for LCSO, County personnel, and violators.
    - Prepare and make a request for hearing form available to violators substantially in the form of the model request for hearing published and made available by the Florida Department of Highway Safety and Motor Vehicles (FDHSMV) in accordance with section 316.1896(14)(a), F.S.
    - Serve as a platform for submitting petitions for hearing and for payment of the $100 fine as well as the fine and fee after the hearing.
    - Allow violators to view their scheduled hearing date and time.
- Supply a secure evidence portal for law enforcement review.
- The violator shall have the option to mail a check to the vendor to pay the fines or pay the fines online through the vendor's secure portal.
- The violator shall have the option to request a hearing or submit an affidavit in accordance with F.S. § 316.1896(8) through the vendor's online portal; to email the vendor to request a hearing or submit an affidavit in accordance with F.S. § 316.1896(8); or to request a hearing by mailing a letter accompanied by a hearing request form to the vendor, or to mail the vendor an affidavit in accordance with F.S. § 316.1896(8). The vendor shall provide the Leon County Project Manager with a weekly list of all hearing requests and affidavits submitted in accordance with F.S. § 316.1896(8).
- If the registered owner of the motor vehicle involved in the infraction timely submits an affidavit establishing facts under F.S. § 316.1896(8)(a), the vendor shall issue a notice of violation to the person identified as having care, custody, or control of the motor vehicle at the time of the violation within 30 days after receipt of the affidavit. The person identified in an affidavit and sent a notice of violation may also affirm that he or she did not have care, custody, or control of the motor vehicle at the time of the violation by furnishing the vendor within 30 days after the date of the notice of violation an affidavit stating such.
- Upon receipt of an affidavit and documentation required under F.S. § 316.1896(8)(b) or (c), or 30 days after the date of issuance of a notice of violation sent to a person identified by the registered owner as having care, custody, or control of the motor vehicle at the time of the violation, the vendor must dismiss the notice of violation and provide proof of such dismissal to the person who submitted the affidavit. If, within 30 days after the date of a notice of violation sent to a person under F.S. § 316.1896(9), the vendor receives an affidavit under F.S. § 316.1896(10) from the person sent a notice of violation affirming that the person did not have care, custody, or control of the motor vehicle at the time of the violation, the vendor must notify the registered owner that the notice or citation will not be dismissed due to failure to establish that another person had care, custody, or control of the motor vehicle at the time of the violation.

- If the registered owner of the motor vehicle does not respond to the Notice of Violation within 30 days of notification—by making payment, requesting a hearing, or submitting an affidavit in accordance with F.S. § 316.1896(8)—the vendor shall notify the Leon County Sheriff's Office to issue a uniform traffic citation and shall provide the County Project Manager with a list of violators who have been issued uniform traffic citations.
- Support violation and citation issuance and processing workflows with the Clerk of Court and law enforcement agencies.
- Provide admissible evidence necessary or convenient to prove the violation at hearing, including vendor's business records.
- Capturing clear, high-resolution images and videos of:
    - Vehicle
    - License plate
    - Contextual roadway view
- Recording:
    - Date
    - Time
    - Measured speed
    - Posted school zone speed limit and Posted regular speed limit
    - Location identifier
- Equipment must:
    - Be tamper-resistant and weather-rated for Florida conditions.
    - Operate in high-heat and high-humidity environments.
    - Function in both fixed and mobile configurations if requested.
    - Be solar-powered where electrical service is unavailable (rural sites).
    - All equipment must meet evidentiary standards required under Florida law.

## 3.4. Data Management

Vendor must comply with all state and local data privacy requirements, including:

- Secure storage of violation data
- Encryption of data in transit and at rest
- Retention schedules aligned with the Leon County Code
- Prohibition on secondary use or sale of data
- Audit logs for all system access

## 3.5. Public Education and Outreach

Vendor shall support:

- A 60-day public awareness campaign is required prior to enforcement activation, in accordance with Chapter 17, Article IV of the Leon County Code of Laws. During this 60-day period, notices of violation will be issued as warnings only, with no fines imposed.
- Community engagement materials
- Website content explaining program purpose and processes
- Optional school-based safety education materials

## 3.6. Vendor Qualifications

Vendor must demonstrate:

- At least 5 years of experience in automated traffic enforcement
- Successful deployment in at least 3 comparable jurisdictions
- Compliance with Florida statutory requirements for automated enforcement
- Ability to integrate with law enforcement and court systems
- Financial stability and capacity to support long-term operations
- A proven track record of system accuracy and reliability

## 3.7. Cost Proposal

The services fee to be paid by the County is based upon an amount per fine collected and requires no upfront payment by the County. The fee includes all costs required for completion of Contractor Responsibilities to provide a turnkey solution for Leon County School Speed Zone Enforcement, including but not limited to, School Zone Speed Detection System permitting, signage, installation, maintenance, and ongoing field and back-office operations. Includes camera equipment, installation, maintenance, integration, violation processing services, Department of Motor Vehicles records access, standard mailing of required documents, certified mail costs required for notices of violation which are converted to Uniform Traffic Citations, collections, reporting, remittance, lockbox and credit card processing services, call center support for general program questions, public information awareness, outreach, and program support, and access to web based System for Traffic Enforcement Officer review.

The County is requesting that the respondents provide a Cost Proposal for services defined herein for the term of the contract. The Cost Proposal shall include all costs related to equipment, permitting, traffic/location studies, public information and outreach campaign, signage, installation, administration, billing, collections, reporting, remittance, and all other related expenses.

Respondents shall submit a single fee amount per fine successfully collected, with no upfront payment required by the County.

School zones may be added or removed under this contract, and the fee schedule established herein shall remain unchanged.

## 3.8. Legal and Compliance Requirements

Vendors must certify compliance with:

- Chapter 17, Article IV of the Leon County Code of Laws

- Florida Statutes §§ 316.003, 316.0776, 316.008, 316.0083, 316.1895, 316.1896 and 316.640
- All applicable federal and state privacy laws
- MUTCD signage requirements
- ADA accessibility for public-facing materials
- Local procurement regulations

# 4. Technical Specifications

## 4.1. Site Assessment and Installation

The Contractor shall:

- Conduct field evaluations of each proposed school zone location.
- Coordinate with:
  - Leon County Public Works
  - Leon County Sheriff's Office (LCSO)
  - Leon County Schools
- Apply for and secure any necessary permits and/or license agreements for installation of equipment and signage, dependent on road ownership, and comply with all applicable permitting requirements specified by the road maintenance agency.
- Ensure proper signage and equipment are installed in compliance with Florida law and the Florida Department of Transportation's School Zone Speed Detection System Placement and Installation Specifications prior to activation.
- Provide temporary traffic control during installation of signs and equipment in accordance with MUTCD and FDOT standards.
- Participate in a joint final inspection with the permitting agency (FDOT or Leon County) upon completion of installation; the 60-day Public Awareness Campaign shall not commence until the inspection is complete and the permit is closed out.
- Ensure the system maintains reliable connectivity, including in areas with limited cellular coverage.

## 4.2. Violation Review and Citation Processing

The Contractor shall:

- Provide violation and citation processing in compliance with all Florida Statutes and Leon County Ordinances.
- Securely transmit electronic violation data.
- Conduct image quality review.
- Provide workflow integration for review and approval by a traffic infraction enforcement officer.
  - No Notice of Violation (NOV) shall be issued without this review, as required by Florida law and County Code.
- Generate and mail NOVs pursuant to Section 17-62, LCC, as may be amended, and section 316.1896, Florida Statutes (2025), as may be amended. Within 30 days after a violation of section 316.1895 or 316.183, Florida Statutes, the Contractor shall send notice to the registered owner of the motor vehicle involved in the violation specifying the remedies available under section 318.14, Florida Statutes, and that the violator must pay the penalty under section 318.18(3)(d), Florida Statutes, or furnish an affidavit in accordance with section 316.1896(8), Florida Statutes, within 30 days after the date of the notice of violation in order to avoid court fees, costs, and the issuance of a uniform traffic citation. The Notice of Violation must:

    (1) Be sent by first-class mail;

(2) Include a photograph or other recorded image showing the license plate of the motor vehicle; the date, time, and location of the violation; the maximum speed at which the motor vehicle was traveling within the school zone; and the speed limit within the school zone at the time of the violation;

(3) Include a notice that the owner has the right to review, in person or remotely, the photograph or video captured by the speed detection system and the evidence of the speed of the motor vehicle detected by the speed detection system which constitute a rebuttable presumption that the motor vehicle was used in violation of F.S. §§ 316.1895 or 316.183; and

(4) State the time when, and the place or website at which, the photograph or video captured, and evidence of speed detected may be examined and observed.

(5) Notify the registered owner that a uniform traffic citation will be issued if payment has not been made within 30 days after notification under section 316.1896(2), Florida Statutes, if the registered owner has not requested a hearing as authorized under section 316.1896(3), Florida Statutes, and if the registered owner has not submitted an affidavit in accordance with section 316.1896(8), Florida Statutes.

- The Notice of Violation must be accompanied by, or direct the person to a website that provides, information on the person's right to request a hearing and on all costs related thereto and a form used for requesting a hearing.
- Accept and process requests for hearing.
- Accept and process affidavits furnished in accordance with Section 17-64, LCC.
- Notify the County and Sheriff's Office within 10 days if the person who receives a Notice of Violation has not made payment within 30 days after notification under F.S. § 316.1896(2), if the registered owner has not requested a hearing as authorized under F.S. § 316.1896(3), and if the registered owner has not submitted an affidavit in accordance with F.S. § 316.1896(8), so that the Sheriff's Office may issue a traffic infraction citation.
- Process payments, including online, mail, and phone transactions.
- Provide training for all personnel involved in the initial implementation of the project and for personnel who join the project thereafter.
- Conduct delinquency collection, including any associated fee schedule.

## 4.3. Data Security and Public Records Compliance

The Contractor shall:

- Ensure all fixed school zone enforcement systems, equipment, software, data interfaces, and practices comply with all federal and Florida laws governing collection, transmission, storage, access, and use of motor vehicle and driver information.
- Comply with Florida Statutes §316.0776, DHSMV Rule 15B-2, and the Driver Privacy Protection Act (18 U.S.C. §§2721–2725).
- Follow all legal limits on data collection, disclosure, redisclosure, retention, and destruction including but not limited to Section 17-68 of the County Code Any recorded video or photograph obtained via a speed detection system must be destroyed within 90 days after the final disposition of the recorded event. The vendor of the speed detection system must provide Leon County with written notice by December 31st of each year that such records have been destroyed in accordance with F.S. § 316.1896(15)(b).

- Protect all personal data, vehicle information, images, video, metadata, and enforcement records using administrative, technical, and physical safeguards.
- Restrict access to personally identifiable information to authorized personnel with a documented business need.
- Redact, anonymize, or purge any data not needed for enforcement or required retention.
- Prohibit any secondary or commercial use, retention, disclosure, or monetization of collected data.
- Maintain complete audit trails for all access, modification, transmission, and deletion of sensitive data.
- Maintain a cybersecurity program aligned with NIST CSF, NIST SP 800-53, or ISO/IEC 27001.
- Encrypt all data in transit and at rest.
- Implement multi-factor authentication for administrative access.
- Conduct regular vulnerability scans and penetration testing.
- Maintain timely patch management.
- Use secure software development and supply chain risk management practices.
- Ensure any cloud hosted or offsite system meets FedRAMP Moderate equivalent security controls or another County approved standard.
- Immediately notify the County of any suspected or confirmed security incident involving County data.
- Provide a written incident report within 24 hours.
- Fully cooperate with required forensic analysis, mitigation, and remediation efforts.
- Comply with Chapter 119, Florida Statutes (Public Records) and provide requested public records in electronic format.
- Maintain data retention policies consistent with Florida records retention schedules.
- Ensure all data shall remain the property of Leon County.

## 4.4. Reporting Requirements

The Contractor shall provide weekly, monthly, quarterly, and annual reports including:

- Number of events forwarded to Leon County Sheriff's Office
- Number of violations by location authorized and mailed
- Number of citations authorized and mailed
- Number of violations and citations returned as undeliverable
- Number of violations and citations paid and remitted
- Speed distribution data
- Payment status summary
- System uptime and maintenance logs
- An overview of the current operability status of the traffic camera system, including the number of cameras down, reasons for downtime, status of repairs, and estimated time until cameras are fully operational.

- Web-based reporting systems are preferred.
- Assistance with the development and implementation of a public information and outreach campaign.
- Reports suitable for presentation to the Leon County Board of County Commissioners.

## 4.5. Performance Standards

The Contractor shall:

- Comply with Chapter 316 of the Florida Statute and must have a speed detection system with the ability to perform self-tests as to its detection accuracy. The system must perform a self-test at least once every 30 days.
- Maintain a log of the results of the system's self-tests.
- Perform an independent calibration test on the speed detection system at least once every 12 months.
- Respond to equipment malfunction within 48 hours
- Ensure violation processing within statutory time frames.
- Provide preventive maintenance schedule documentation

Failure to meet performance standards may result in liquidated damages as defined in the Contract.

## 4.6. Remittance of Collected Fines and Costs

All fines and costs collected pursuant to the Leon County School Zone Speed Detection and Enforcement Program must be remitted in accordance with Florida law, including section 316.1896, Florida Statutes, to Leon County. The Contractor shall remit all fines collected to Leon County for remittance on a weekly basis. After receipt, the County shall be responsible for remittance of apportioned breakdowns.

Pursuant to Florida law, the required $100 fine remittance breakdown is as follows:

- $20.00 must be remitted to the State of Florida, Department of Revenue for deposit into the State's General Revenue Fund;
- $60.00 must be retained by the County and must be used to administer speed detection systems in school zones and other public safety initiatives, including payment to the Contractor;
- $3.00 must be remitted to the State of Florida, Department of Revenue 25 for deposit into the Department of Law Enforcement Criminal Justice Standards and 26 Training Trust Fund;
- $12.00 must be remitted to the Leon County School Board and must be 29 used for school security initiatives, for student transportation, or to improve the safety 30 of student walking conditions. These funds must be shared with charter schools in the district based on each charter school's proportionate share of the district's total unweighted full-time equivalent student enrollment and must be used for school security initiatives or to improve the safety of student walking conditions; and
- $5.00 must be retained by the County for the School Crossing Guard 36 Recruitment and Retention Program pursuant to F.S. § 316.1894.

## 4.7. Procedures for Processing Payments

Contractor shall be responsible for processing payments of Civil Fees paid pursuant to Notices of Violation. Contractor shall provide payment means through mail, telephone, and on-line processes. Contractor shall track all payments and handle all applied payments, unapplied payments, overpayments, refunds, adjustments, dismissals, and reversals.

Contractor shall submit invoices to Leon County for approval relating to all applicable fees for services rendered by Contractor pursuant to the Agreement. Along with each invoice, Contractor shall provide supporting information in a format acceptable to Leon County, evidencing the amounts invoiced. Leon County shall have access, or may designate another government entity to have access, to Contractor's financial records supporting payment requests. For cases that proceed to Traffic Court, Contractor shall not receive payment for fines and fees until the violator has paid those amounts to the Clerk's Office.

## 4.8. Equipment Removal and Site Restoration

Leon County and the Florida Department of Transportation may direct the Contractor to remove any equipment or signs installed by the Contractor within roadway rights of way at specified locations. Upon receipt of such notice, the Contractor shall remove the installed equipment and signs and restore the sites to their preexisting conditions within 14 days, at the Contractor's expense. If the Contractor does not remove the equipment and signs from the roadway rights-of-way within 14 days of receiving notice, Leon County or the Florida Department of Transportation may remove the equipment and signs and seek reimbursement from the Contractor for all associated costs. In addition, liquidated damages in the amount of $1,000 per day will be assessed beginning on the 15th day and continuing until all equipment and signs are removed and the sites are fully restored.

## 4.9. Contract Term

The initial term of the contract shall be three (3) years, with two (2) optional one-year renewals, subject to approval by the Leon County Board of County Commissioners.

## 4.10. Contract Termination

This contract may be terminated by the County with 14 days advance written notice.

## 4.11. Deliverables

The Contractor shall provide:

- Fully operational speed detection systems
- Monthly and annual reports
- Training materials and documentation
- Admissible Court support documentation
- Maintenance records
- Public outreach materials

# 5. Solicitation Instructions

## 5.1. Submitting Questions

Questions shall be submitted (before the Question/Inquiries Deadline) directly through the Question & Answer tab found in this solicitation. **Please do not Email questions/inquiries.**

Each respondent shall examine the solicitation documents carefully, including the forms and agreement; and, no later than the last day for questions listed in schedule of events, shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error discovered in the solicitation, including the agreement. The County will prepare a written response to each written question, comment, and recommendation that is delivered to the County prior to the deadline listed in the schedule of events. The County's written responses will be posted to this solicitation. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of respondent. Each respondent shall be deemed to have waived all questions, comments, and recommendations that are not submitted to the County in compliance with this section.

## 5.2. Addenda To Solicitation

Addenda to this solicitation will be posted to the solicitation. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered vendors (those vendors who have been registered as receiving a proposal package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal to check the solicitation to verify any addenda issued.

## 5.3. Proposal Deadline

Proposals shall be electronically submitted (uploaded) to the solicitation no later than the Opening Date (TBD at TBD), as identified in the Schedule of Events, to be considered.

## 5.4. Receipt and Opening of Proposals

Proposals will be opened publicly at the time and place stated in the Timeline. When the specified time has arrived no proposals received thereafter will be considered. At the time fixed for the opening of proposals, the tabulation sheet will be made public and will be posted on the Purchasing Division website at: https://procurement.opengov.com/portal/leoncounty.

Sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public records disclosure until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier. If the County rejects all Proposals submitted in response to this RFP, the rejected Proposals remain exempt from public records disclosure until the County posts an intended decision or until the County withdraws the reissued Proposal. Proposals received by the County pursuant to this RFP will not remain exempt for longer than twelve (12) months after the County rejects such Bids.

## 5.5. Timely Delivery

It is the respondent's responsibility to assure that the proposal is submitted at the proper time and location. Electronic submissions will not be allowed through the County's e-Procurement portal once the deadline has passed.

## 5.6. Preparation Costs

The County is not liable for any costs incurred by respondents prior to the issuance of an executed contract.

## 5.7. Preparation of Proposal

Any material submitted to the County that Respondent contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET" and the applicable statutory provision for the exemption must be stated. The Respondent is required to also provide an unredacted copy of the redacted information as part of the Proposal. If a third party submits a request to the County for records designated as Trade Secret Materials by a Respondent, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Respondent. By submitting a Proposal, Respondent agrees to indemnify, hold harmless, and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

## 5.8. Reservation of Rights

The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.

## 5.9. Award of RFP and Protest

Award shall be made to the responsive, responsible vendor whose proposal is determined in writing to be the most advantageous to Leon County, taking into consideration the evaluation factors set forth in the Request for Proposals. In accordance with Section 287.05701(3), Florida Statutes, in determining whether a bidder is responsible, the County will not request documentation of or consider a bidder's social, political, or ideological interests, nor give preference to a bidder based on such interests. No other factors or criteria shall be used in the evaluation criteria that are not included in the Request for Proposal. The County reserves the right to waive any minor irregularity in proposals and to make an award in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the County website at:
https://procurement.opengov.com/portal/leoncounty for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Failure to file a protest within the time prescribed in Leon County Policy No. 96-1, Purchasing Policy, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308. The bidder shall be responsible for inquiring as to any and all award recommendation/postings.

Any award recommendation may be protested on the grounds of irregularities in the specifications, procedure, or the evaluation of the proposal. Such notice of an intent to protest shall be made in writing to the Purchasing Director within 72

hours after receipt of the intended recommendation of award and the protestor shall file a formal written bid challenge within 5 business days after the date in which the notice of intent of bid protest has been submitted. The notice of protest shall contain at minimum: the name of the Protestor; the Protestor's address and phone number; the name of the Protestor's representative to whom notices may be sent; the name and bid number of the solicitation; and a brief factual summary of the basis of the protest. Failure to file a notice of an intent to protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section.

# 6. Required Certifications

## 6.1. Licenses and Certifications

The respondent shall be responsible for obtaining and maintaining throughout the contract period any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

If the contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the proposal. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State may submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

## 6.2. Public Entity Crimes Statement

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statute for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this solicitation, the proposer certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

## 6.3. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.

## 6.4. Unauthorized Alien(s)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation or any work authorized thereunder. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form “AFFIDAVIT CERTIFICATION IMMIGRATION LAWS.”

## 6.5. Employment Eligibility Verification

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, “Employment Eligibility.” Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or

subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

## 6.6. Drug Free Workplace

In accordance with Section 287.087, Florida Statutes, whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the County for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

B. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

C. Give each employee engaged in providing the commodities or contractual services that are under response/bid a copy of the statement specified in subsection (1).

D. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under response/bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

E. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so convicted.

F. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

## 6.7. Equal Opportunity

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

## 6.8. Scrutinized Company Certification

In accordance with Section 287.135, Florida Statutes, a company or other entity is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with Leon County for goods or services of one hundred thousand dollars or more, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company or other entity is on the Scrutinized Companies or Other Entities that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.

A company or other entity is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with Leon County for goods or services of one million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company or other entity is on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, created pursuant to Florida Statutes, Section 215.473, Florida Statutes, or is engaged in business operations in Cuba or Syria.

# 7. Selection Process

## 7.1. Evaluation Committee

The County Administrator shall appoint an Evaluation Committee composed of either three members or five members who will review and evaluate all proposals received on time.

Meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings. Notice of all meetings shall be posted on the Purchasing Division website at:https://procurement.opengov.com/portal/leoncounty and in the Purchasing Division Offices no less than 72 hours (excluding weekends and holidays).

## 7.2. Scoring and Ranking

Evaluators will independently score each responsive proposal based upon the points given in the Scoring Sheet utilizing the Evaluation Criteria Matrix. If applicable, the scores will be provided by the Purchasing Division for both Price/Cost and Local preference.

Proposals will be ranked using the ordinal ranking process. First, each evaluator will score proposals based upon the points given in the Scoring Sheet utilizing the Evaluation Criteria contained herein. Then each evaluator will utilize ordinal ranking to rank each proposal. These rankings will be averaged to determine the final ranking of proposals.

## 7.3. Award

Award shall be made to the responsive, responsible offeror whose proposal is determined in writing to be the most advantageous to Leon County, taking into consideration the evaluation factors set forth in the Request for Proposals. No other factors or criteria shall be used in the evaluation criteria that are not included in the Request for Proposal. The County reserves the right to waive any minor irregularity in proposals and to make an award in whole or in part when either or both conditions are in the best interest of Leon County.

# 8. Evaluation Criteria

| No. | Evaluation Criteria | Scoring Method | Weight (Points) |
|---|---|---|---|
| 1. | **Approach and Method**<br>Shall consider the following criteria:<br>A. Overall quality, completeness, and feasibility of the proposed system, implementation plan and timeline, including staffing, maintenance, and support.<br>B. Effectiveness of the Respondent's approach to service delivery, including data security, quality of evidence and documentation, dispute mitigation strategies, and coordination with County staff. | Points Based | 35<br>*(35% of Total)* |
| 2. | **Firm's Experience, Performance, Ability and Resumes**<br>Shall consider the following criteria:<br>A. Demonstrated experience and successful performance on similar projects, including project outcomes, financial stability, staffing capacity, and familiarity with applicable regulatory requirements.<br>B. Qualifications and relevant experience of proposed personnel, including staffing plan, organizational structure, and ability to effectively coordinate with local stakeholders, including law enforcement agencies. | Points Based | 35<br>*(35% of Total)* |
| 3. | **Firm's Experience with Comparable Clients**<br>Shall consider the following criteria:<br>Quality and relevance of current governmental client references for similar services, including demonstrated performance and outcomes. | Points Based | 20<br>*(20% of Total)* |
| 4. | **Cost Proposal**<br>The Proposer with the lowest cost will receive the maximum 10 points. Proposers with a higher cost will receive fewer points, on a pro-rata basis, using the formula below:<br>(L / P) X (10)<br>Where:<br>L = Lowest cost proposed<br>P = Proposer's cost | Points Based | 10<br>*(10% of Total)* |

# 9. Insurance Requirements

## 9.1. Overview

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

The awarded Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

# 10. Terms and Conditions

## 10.1. Standard Terms and Conditions

The terms and conditions associated with this solicitation are as set forth in the Agreement contained in the "Attachments" section of this solicitation. After the proposal award the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The respondent will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the proposal specifications.

## 10.2. Travel Expenses

Consultant travel, which is not covered within the scope of the consultant's contract, and which is billed separately to the County on a cost reimbursement basis must receive prior approval and will be reimbursed in accordance with the Leon County Travel Policy. Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the Leon County Board of County Commissioners and must be within limitations described herein and in Section 112.061, Florida Statutes. Consultants and contractors, traveling on a cost reimbursement basis, must have their travel authorized by the department head from whose budget the travel expenses will be paid and the County Administrator.

## 10.3. Penalties

PROPOSALS MAY BE REJECTED AND/OR BIDDER(S)/PROPOSERS DISQUALIFIED FOR THE FOLLOWING REASONS:

A. Failure to perform according to contract provisions.

B. Conviction in a court of law of any criminal offense in connection with the conduct of business.

C. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.

D. Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing activity.

E. Other reasons deemed appropriate by the Board of County Commissioners.

# 11. Ethical Business Practices

## 11.1. Gratuities

It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.

## 11.2. Kickbacks

It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

## 11.3. Board Action

The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

# 12. Submittals

## 12.1. ACCEPTANCE OF COUNTY TERMS AND CONDITIONS*

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

☐ Please confirm
*Response required

## 12.2. Company Information*

Provide company name as registered with the Florida Department of State, Division of Corporations.

*Maximum response length: 100 characters*
*Response required

## 12.3. Taxpayer ID Number*

Provide the company's FEI/EIN Number.

*Maximum response length: 15 characters*
*Response required

## 12.4. Drug-Free Workplace Certification*

Is the firm in compliance with the Drug-Free Workplace requirements set forth in Section 287.087, Florida Statutes?

*(A "No" response will not result in disqualification.)*

☐ Yes
☐ No
*Response required

## 12.5. Scrutinized Company Certification*

As required by Section 287.135(5) Florida Statutes, I certify that the firm is not participating in a boycott of Israel, and is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, and it does not have business operations in Cuba or Syria.

☐ Please confirm
*Response required

## 12.6. Insurance Certification*

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation.

RFP Title: SCHOOL ZONE SPEED DETECTION AND ENFORCEMENT PROGRAM
Proposal Number BC-2026-004
Opening Date: undefined, TBD

I certify that this firm has coverage in place at the required levels or, if awarded, coverage will be in place at the required levels.

☐ Please confirm
*Response required

## 12.7. Equal Opportunity*

The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

☐ Please confirm
*Response required

## 12.8. Foreign Countries of Concern Affidavit*

Please download the below documents, complete, and upload.

- Foreign_Countries_of_Concer...
  *Response required

## 12.9. Proposal Response Cover Sheet with Signature*

Please ensure the document has a manual signature.
*Response required

## 12.10. RFP Response - Firm's Executive Summary - Tab 1*

Present in brief, concise terms, a summary level description of the contents of the RFP and of your company and its capabilities.

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

A. Firm name or Joint Venture, business address and office location, telephone number.

B. If a joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) of each firm.

C. Address of the office that is to perform the work.

D. The age of the firm, brief history, and average number of employees over the past five years.

E. Present size of firm, nature of services offered, and breakdown of staff by discipline.

F. Provide the total number of professionals in your organization and the estimated number of professionals and working hours of these professionals, to be assigned to this project at peak.

G. Describe and explain any litigation, major disputes, contract defaults and liens in the last ten years.

*Response required

## 12.11. RFP Response - Project Approach - Tab 2*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

A. Detailed technical description of proposed system

B. Implementation plan and timeline

   1. The proposal must include a detailed schedule covering:

      a. Site assessments

      b. Equipment installation

      c. Testing and calibration

      d. Public awareness period

      e. Go live date

      f. Ongoing maintenance schedule

C. Staffing plan and organizational chart

D. Maintenance and support plan

E. Data security and privacy plan

F. Sample violation images and evidence package for both warnings (provided during public awareness campaign) and notices of violations

G. Summary of disputes following issuance of notices of violation, based on past experience, and proposed measures to prevent future disputes. Recommendations include providing short video clips associated with each speeding violation, capturing the vehicle's license plate and flashing beacon within a single image frame, or supplying other solid, verifiable evidence of the violation.

H. Provide a brief narrative describing Respondent's approach to providing services outlined in this solicitation. The proposal shall describe:

   1. How services will commence; proposed sequence of events; timeline; procedures; and the administration of the resultant contract.

   2. Approach to providing tasks outlined in the requested scope of services.

   3. Communication methods; process for quality assurance reviews; and involvement of/with County staff.

   4. Quality assurance and quality control process to identify the speeding violations before sending the violation data to Leon County Sheriff's Office for review and approval.

*Response required

## 12.12. RFP Response - Experience, Performance, Ability, and Resumes - Tab 3*

Respondents must demonstrate an impressive track record in their dealings with the public sector on past projects, and descriptions of prior work accomplishments. This tab should contain the following information for no less than five projects completed in the last ten years of relevant nature to the subject of this RFP.

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

A. Project descriptions and outcome.

B. Financial stability and sufficient staffing capacity.

C. Resumes for key team members and roles involved in this project. Provide a staffing plan that details the responsibilities of proposed personnel and their titles and resumes. This should clearly show supervisory relationships, functional areas of work provided by position, and the physical location of the individuals (i.e., office and city). For firms having more than one office, identify the location of the office that will be assigned primary responsibility for the work. If certain elements of the work will be done at different locations, include a listing of each location and of the staff and work to be performed at each location.

D. Familiarity with Florida Department of Highway Safety and Motor Vehicles reporting requirements.

E. Successful Coordination with local law enforcement agencies.

*Response required

## 12.13. RFP Response - Experience with Comparable Clients - Tab 4*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

A. List five projects within the last ten years from governmental customers, at whose site the vendor provided services similar to what is specified in the Scope of Services to this RFP.

B. Projects shall be active accounts. Please identify the entity name, contact person and backup, phone number, email address, and brief description of project for each project provided.

*Response required

## 12.14. Additional Forms to Fill Out and Submit - Tab 5*

Submit the items on the following list and any other items required by any section of this Invitation for Bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this Invitation for Bids.

Please see Attachments for all the necessary forms for the bidder to complete for this solicitation. Failure to complete or attach the necessary forms will result in the bidder being deemed nonresponsive.

- Respondent and Team Summary Form
- Affidavit Immigration Laws
- Identical Tie Bid Statement
- Non-Collusion Affidavit
- Certification/Debarment Form
- Employment Eligibility (E-Verify)
- Affidavit In Compliance with Section 787.06(14), F.S.

*Response required

RFP Title: SCHOOL ZONE SPEED DETECTION AND ENFORCEMENT PROGRAM
Proposal Number BC-2026-004
Opening Date: undefined, TBD

## 12.15. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION

If necessary, please upload a redacted copy of your submittal.

RFP Title: SCHOOL ZONE SPEED DETECTION AND ENFORCEMENT PROGRAM
Proposal Number BC-2026-004
Opening Date: undefined, TBD

# 13. Cost Proposal

**COST PROPOSAL**

Please reference Section 3.7 of this solicitation. Please submit the Contractor fee per collected fine. The County will collect all fines and pay the Contractor's fee as specified.

| Line Item | Description | Quantity | Unit of Measure | Unit Cost | Total |
|---|---|---|---|---|---|
| 1 | Contractor's fee per collected fine | 1 | ea | | |
| **TOTAL** | | | | | |

# Leon County
# Board of County Commissioners

## Notes for Agenda Item #11

# Leon County Board of County Commissioners
## Agenda Item #11
### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator
Chasity H. O'Steen, County Attorney

**Title:** Status Report Regarding Whistle-blower's Act Protections for Leon County Government and Authorization to Amend Purchasing Policy 96-1

| | |
|---|---|
| **Review and Approval:** | Vincent S. Long, County Administrator<br>Chasity H. O'Steen, County Attorney |
| **Department / Division Review:** | Ken Morris, Assistant County Administrator |
| **Lead Staff / Project Team:** | Chasity H. O'Steen, County Attorney |

**Statement of Issue:**

As requested by the Board, this item provides a status report on the County Whistle-blower's Act protection. Additionally, this item seeks authorization to administratively amend the Purchasing Policy to restore a provision related to the Whistle-blower's Act previously adopted by the Board that was inadvertently omitted from the redline version approved by the Board on October 14, 2025.

**Fiscal Impact**:

This item has no fiscal impact to the County.

**Staff Recommendation**:

Option #1: Accept the status report on the County Whistle-blower's Act protections.

Option #2: Authorize the County Administrator to administratively amend the Purchasing Policy to restore Section 12.09, *Florida Public "Whistle-Blower's Act,"* as previously adopted by the Board.

**Report and Discussion**

**Background:**

As requested by the Board at its meeting on March 10, 2026, this item provides a status report on the County Whistle-blower's Act protection. Additionally, this item seeks authorization to administratively amend the Purchasing Policy to restore a provision related to the Whistle-blower's Act previously adopted by the Board that was inadvertently omitted from the redline version approved by the Board on October 14, 2025.

The public employment "Whistle-blower's Act" (Act) refers to sections 112.3187-112.31895 of the Florida Statutes. The stated purpose of the Act is to prevent agencies and independent contractors from taking retaliatory action against an employee who either:

- Reports, to an appropriate agency, violations of law on the part of a public employer or independent contractor that create a substantial and specific danger to the public's health, safety, or welfare; or
- Discloses information to an appropriate agency alleging improper use of governmental office, gross waste of funds, or any other abuse or gross neglect of duty on the part of an agency, public officer, or employee.

Though the Act is broad and defines "agency" to include not just counties, but all local governments, municipalities, and all agencies of the state, this item only addresses the Act's applicability to Leon County and the County's independent contractors.

**Analysis**:

The Act protects County employees and employees of independent contractors of the County from retaliatory action for disclosing specified information to the appropriate identified official(s). For purposes of the Act, an "employee" means a person who performs services for, under the control and direction of, or contracts with, the County or its independent contractor for wages or other renumeration, and "independent contractor" means a person, other than an agency, engaged in any business and who enters into a contract, including a provider agreement, with the County. A few other individuals are also protected from retaliation pursuant to the Act; namely, individuals who have been requested to participate in an investigation, hearing or other inquiry conducted by any agency or federal government entity, and individuals who refuse to participate in retaliatory adverse action prohibited by the Act.

In order to qualify for protection under the Act, the information disclosed by the County employee or independent contractor employee must be all of the following:

1. Disclosed to either the County's chief executive officer, to their supervisory officials, or other appropriate local official. The term "other appropriate local official" is not defined statutorily, but Florida courts have interpreted the term to be a local official affiliated with the local government entity, not a state or federal official, empowered to investigate complaints and make reports or recommend corrective action; and

2. Information regarding:

   Any violation or suspected violation of any federal, state, or local law, rule, or regulation committed by an employee or agent of the County or independent contractor which creates and presents a substantial and specific danger to the public's health, safety, or welfare, or

   Any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of the County or independent contractor; and

3. Disclosed by the person's own initiative in a written and signed complaint, or must have been provided as part of a request to participate in an investigation, hearing, or other inquiry conducted by any agency or federal government entity.

Various individuals constitute "local officials" with authority to receive or investigate complaints related to Leon County Government.

The authorities and procedures related to receiving or investigating the different types of complaints about the County is provided below. Notably, an allegation of a violation related to any of the following categories is not inherently a whistle-blower complaint; instead, an allegation of any of the following complaint types could be a whistle-blower complaint if the allegations are made by an individual protected by the Act, and the allegations rise to the level of/type of complaint defined in the Act.

i. Office of Human Resources.

   1. The County's Fraud, Waste, and Abuse Hotline.

      a. The County maintains a dedicated hotline phone number, 850-606-5304, and an email address, Fraud_Hotline_Bocc@LeonCountyFl.gov, monitored by County Administration and the Director of Human Resources, where employees and the public may report good faith allegations of suspected instances of fraud, waste, or abuse occurring within County Government.

      b. Administration and Human Resources have adopted procedures, which have been recently updated, for how the County handles complaints of fraud, waste, or abuse, and each complaint received will be documented through an intake process and reviewed for a determination of whether allegations fall under the Act.

   2. Workplace harassment complaints.

      a. Pursuant to Section 2-666, Leon County Code, complaints of workplace harassment, broadly defined therein to include offensive or retaliatory behavior based on any of the list of classes protected by the Code, shall be reported to, and investigated by, the Employee Relations Manager or the Human Resources Director. This provision contains specific language that states that there will be no discrimination or retaliation against individuals who file good-faith

harassment complaints or who participate in the investigation of such complaints.

b. If the complaint of workplace harassment involves a County Commissioner, the reporting can also be made to the Chairman, or if it involves the Chairman, the Vice-Chairman, and in all cases involving a County Commissioner the Human Resources Director will refer the complaint to a private law firm or private entity outside of the County's political jurisdiction to investigate the claim.

3. Violations of Board Adopted Policies. Policy No. 13-2, Domestic Violence, Sexual Violence and Stalking in the Workplace, and Policy No. 03-12, Violence and Intervention Policy, each require employees to report known instances of prohibited acts/behaviors covered by the policies. Each of the policies also generally identifies steps related to investigations by Human Resources or, if appropriate, law enforcement, and addresses administrative leave during any internal or external investigations into such prohibited behaviors.

ii. County Attorney.

1. Article XII, Code of Ethics, Division 2, Standards of Conduct, of the Leon County Code, provides that, except for complaints related to workplace harassment, all complaints of allegations of non-compliance with Division 2 of the Code of Ethics, "Standards of Conduct", shall be reported in writing and filed with the County Attorney. Section 2-653 of the Code further provides that the investigation or prosecution of any such alleged violation(s) shall be as provided by law.

2. Whistle-blower complaints related to County Purchasing.

On November 19, 2024, the Board ratified actions taken at the October 22, 2024, Workshop related to the Leon County Purchasing Policy, No. 96-1. One of those actions was to add a new section to the Purchasing Policy, Section 12.09, entitled *Florida Public "Whistle-blower's Act."* The new section referred to the Act and provided that any reports or disclosure of suspected violations of law or misconduct related specifically to County Purchasing, that meet the criteria of the types of violations defined therein, shall be reported to the Leon County Attorney's Office directly at 850-606-2500. The language is silent as to the investigation of such complaints.

In preparing this item staff discovered that on October 14, 2025, when the Board adopted unrelated revisions to the Purchasing Policy in response to new statutory requirements, the Whistle-blower's Act reference was inadvertently omitted from the redlined version approved by the Board. As a result, as further detailed below, this item seeks authority to administratively amend the Policy to restore the whistle-blower language previously adopted.

3. Article XII, Code of Ethics, Division 3, Lobbyist Regulations, Leon County Code, complaints. Pursuant to Sec. 2-686 of the Leon County Code, allegations related to enumerated violations of the regulations of lobbying activities, such as engaging in lobbying activities without following the registration provisions, shall be

reported in writing to the County Attorney. The County Attorney or designee shall conduct an investigation of such allegations of non-compliance and prepare written findings of the investigation, including corrective measures and penalties to be assessed, if any.

iii. Financial Auditor, Clerk of Court and Comptroller.

1. Pursuant to Section 1.(d), Article VIII, Florida Constitution, and Art. III, Section 3.3, of the Leon County Code, the Leon County Clerk of the Court serves as the auditor of County funds. The Florida Constitution states that "unless otherwise provided by special law approved by vote of the electors or pursuant to Article V, section 16, the clerk of the circuit court shall be ex officio clerk of the board of county commissioners, auditor, recorder and custodian of all county funds."

a. The Clerk, pursuant to the powers outlined above, and as further outlined in the Interlocal Agreement for Financial, Accounting and Auditing Services, entered into by the County and the Clerk of Court on April 21, 2004, the Clerk provides a full range of financial management, accounting, and auditing services related to accounting, financial reporting, insurance processing, treasury management, payroll, billing, accounts receivable and general financial support.

If an employee of the County, or an employee of an independent contractor of the County, alleges they have suffered an adverse employment action prohibited by the Act they may, within 180 days after the prohibited action, bring a civil action in a court of competent jurisdiction.

*Purchasing Policy – Administrative Correction*

This item seeks Board authorization for the County Administrator to administratively amend the Purchasing Policy to restore Section 12.09, *Florida Public "Whistle-Blower's Act,"* as previously adopted by the Board on November 19, 2024. On October 14, 2025, the Board adopted unrelated revisions to the Purchasing Policy in response to new statutory requirements. The whistle-blower section was inadvertently omitted from the redlined version approved by the Board.

The following language ensures the Purchasing Policy remains consistent with prior Board action:

*Section 12.09 FLORIDA PUBLIC "WHISTLE-BLOWER'S ACT"*

*The purpose of Florida's "Whistle-Blower's Act," set forth in Sections 112.3187 – 112.31895, Florida Statutes, is to prevent retaliation against an employee who:*

*A. Reports violations of law by a public employer or independent contractor that create a specific danger to the public's health, safety or welfare, or*

*B. Discloses information alleging improper use of governmental office, gross waste of funds, or any other abuse or gross neglect of duty on the part of an agency, public officer, or employee.*

*To report or disclose suspected violations of law or misconduct, as defined above, in relation to County Purchasing, please contact the Leon County Attorney's Office directly at 850-606-2500.*

In summary, the Whistle-blower's Act protects County employees and employees of independent contractors of the County from retaliatory action for disclosing specified information to the appropriate identified official(s). An allegation of a violation is not inherently a whistle-blower complaint; instead, a complaint could qualify as a whistle-blower complaint if the allegations are made by an individual protected by the Act, and the allegations rise to the level of/type of complaint defined in the Act. The County has various authorities and procedures in place to receive and investigate different types of complaints and evaluate whether the Act applies. Additionally, this item explains that the Whistle-blower's Act provision previously adopted by the Board was inadvertently omitted from the redline version approved by the Board on October 14, 2025, and seeks authorization to administratively amend the Purchasing Policy to restore this provision.

**Options**:

1. Accept the status report on the County Whistle-blower's Act protections.
2. Authorize the County Administrator to administratively amend the Purchasing Policy to restore Section 12.09, *Florida Public "Whistle-Blower's Act,"* as previously adopted by the Board.
3. Do not accept the status report on the County Whistle-blower's Act protections.
4. Do not authorize the County Administrator to administratively amend the Purchasing Policy to restore Section 12.09, *Florida Public "Whistle-Blower's Act,"* as previously adopted by the Board.
5. Board direction.

**Recommendation**:

Options #1 and #2

# Leon County
# Board of County Commissioners

## Notes for Agenda Item #12

# Leon County Board of County Commissioners

## Agenda Item #12

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Status Report on the Florida Department of Health in Leon County

| | |
|---|---|
| **Review and Approval:** | Vincent S. Long, County Administrator |
| **Department / Division Review:** | Ken Morris, Assistant County Administrator<br>Shington Lamy, Assistant County Administrator |
| **Lead Staff / Project Team:** | Abigail Thomas, Director, Office of Human Services and Community Partnerships<br>Shauna Houston, Health Care Services Coordinator |

**Statement of Issue:**

As requested by the Board at the February 10, 2026 meeting, this item provides information on the workforce staffing levels at the Florida Department of Health in Leon County.

**Fiscal Impact:**

This item has no fiscal impact.

**Staff Recommendation:**

Option #1: Accept the status report on the Florida Department of Health in Leon County.

## Report and Discussion

### Background:

As requested by the Board at the February 10, 2026 meeting, this item provides information on the workforce staffing levels at the Florida Department of Health in Leon County (Health Department).

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 Florida Department of Health is a state agency mandated to provide health services, including primary care, communicable disease control, and environmental health. These healthcare services are carried out by state employees working in local health departments in each county. As detailed in the Analysis section, the Health Department in Leon County workforce has fluctuated in recent years due to several factors at the state level including a reduction of personnel following the pandemic and operational changes that shifted programs to other state agencies.

### Analysis:

Pursuant to Florida Statutes, the core functions of the Health Department include primary care services such as family planning, medical screenings, school health services, Women, Infants, and Children (WIC), and children dental services; communicable disease control for the detection of disease outbreaks; and environmental health services to protect the health of the general public by monitoring and regulating activities in the environment which may contribute to the occurrence or transmission of disease.

Currently, the Health Department has approximately 160 state employees to perform its statutorily mandated functions. According to the Health Department, staffing levels have declined since FY 2021 when 237 employees were needed to support the response to the COVID-19 pandemic and provide services which have since been shifted to other state agencies.

During the height of the pandemic, the Health Department increased its staff level to respond to the COVID-19 public health emergency. These positions were essential to supporting case investigation, contact tracing, testing coordination, data reporting, and other response activities associated with pandemic-related public health efforts. However, the pandemic-related positions were temporary. Following the height of the COVID-19 pandemic, health departments throughout the state experienced a reduction in staffing as vaccines were made available and the number of new COVID-19 cases fell along with the demand for testing and monitoring.

In addition, in 2024, the Florida Legislature shifted the Onsite Sewage Program from the Health Department to the Florida Department of Environmental Protection (FDEP) which led to further reduction in personnel. As part of its statutorily mandated environmental health functions, the Health Department provided field-based responsibilities for the Onsite Sewage Program, including permitting and inspections of septic systems. When the program shifted to FDEP, the funding and staff that supported the Onsite Sewage Program also shifted to FDEP.

Despite the staff reduction over the past five years, the Health Department continues to perform its statutorily mandated functions of primary care, communicable disease control, and environmental health services.

**Options:**

1. Accept the status report on the Florida Department of Health in Leon County.
2. Do not accept the status report on the Florida Department of Health in Leon County.
3. Board direction.

**Recommendation:**

Option #1

# Leon County
# Board of County Commissioners

## Notes for Agenda Item #13

# Leon County Board of County Commissioners

## Agenda Item #13

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Midyear Fiscal Year 2026 Commissioner Discussion Items Status Report

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

**Statement of Issue:**

This item seeks Board acceptance of the Fiscal Year (FY) 2026 midyear status report on the Commissioner discussion items that the Commissioners have requested staff follow-up on during the Boards' regular meetings.

**Fiscal Impact:**

This item has no fiscal impact.

**Staff Recommendation:**

Option #1: Accept the Midyear FY 2026 Commissioner Discussion Items Status Report (Attachment #1).

## Report and Discussion

**Background:**

This item seeks Board acceptance of the FY 2026 midyear Commissioner discussion items status report. At each regularly scheduled Board meeting, Commissioners have the opportunity, under Discussion Items by Commissioners, to make requests and/or inquiries of staff. If staff action is requested, the affirmative vote of a majority of the Commissioners present and eligible to vote is required. The County Administrator and the County Attorney then make staff assignments, respectively. The status of such items is then tracked by Administration and reported to the Board semiannually. The County Administrator utilizes the status report year-round as a management tool to ensure the appropriate actions are taken in response to Board direction.

**Analysis:**

For the first half of FY 2026, other than Proclamations, a total of 34 items were generated as a result of Commissioner discussion (Attachment #1).

Of the 34 items generated, 26 items are completed, and eight items are "In-Progress". In addition, of the 14 items remaining from previous fiscal years, 12 items were completed, and two items are "Ongoing".

**Options:**

1. Accept the Midyear FY 2026 Commissioner Discussion Items Status Report (Attachment #1).
2. Do not accept the Midyear FY 2026 Commissioner Discussion Items Status Report.
3. Board direction.

**Recommendation:**

Option #1

Attachment:

1. Midyear FY 2026 Commissioner Discussion Items Status Report

# FY 2025/2026
# Commissioner Discussion Items Status Report
# October 1, 2025 – September 30, 2026

| Meeting Date | Commissioner | Discussion Item | Staff Assigned | Status |
|---|---|---|---|---|
| **April 9, 2024** | Welch | Requested 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 for residents of the Westminster Oaks retirement community. | Admin / Public Works / County Attorney<br>Nawfal Ezzagaghi / Brent Pell / Chasity O'Steen | **Done**<br>*At the request of Chris Wickberg (Westminster Management), the County delayed bringing the item forward to allow more time for internal discussions with residents. Mr. Wickberg emailed staff on September 26, 2025, advising that there is interest in an ordinance allowing golf carts on the road crossing Dempsey Mayo. Agenda Item #11 on February 10, 2026, provided detailed information confirming the requested golf cart crossing locations do not meet the minimum safety standards required for golf cart use on the roadways.* |
| **January 28, 2025** | Maddox | Requested an agenda item to consider renaming the North Florida Fairgrounds in honor of Commissioner Bill Proctor. | Admin / P.L.A.C.E. / County Attorney<br>Nawfal Ezzagaghi / Artie White / Chasity O'Steen | *Ongoing*<br>*Staff are working with the Fairgrounds Association on the lease renegotiations and will advise on the options of renaming the fairgrounds upon conclusion of that process.* |
| **April 8, 2025** | Maddox | Requested a memorial marker honoring State Representative Gwen Cherry. | Community & Media Relations / Public Works<br>Mathieu Cavell / Brent Pell | *Ongoing*<br>*On May 28, 2025, the County initiated the application process for a historical marker with the Florida Department of State (State). Due to the proposed location of the marker, owner approval from the Florida Department of Environmental Protection and Florida State University would be required. A multi-party location agreement was developed and submitted. Subsequently, the location was amended to S. Meridian Street requiring only an agreement between the County and the City. On March 17, 2026, the City provided a fully executed Sign Encroachment and Maintenance Agreement. Final installation is estimated to be complete by November 30, 2026.* |
| **May 27, 2025 Special Meeting** | Proctor | Requested a study on residential and commercial loitering with recommended solutions. | Admin / County Attorney / HSCP<br>Shington Lamy / Chasity O'Steen / Abigail Thomas | **Done**<br>*Agenda Item #13 on February 10, 2026.* |

# FY 2025/2026
# Commissioner Discussion Items Status Report
# October 1, 2025 – September 30, 2026

| Meeting Date | Commissioner | Discussion Item | Staff Assigned | Status |
|---|---|---|---|---|
| **June 10, 2025** | Caban | Requested an agenda item to determine the feasibility of potential public uses for the Woodville Aquaculture Facility and the owner's interest in the potential sale of the property. | Admin / Public Works<br>Nawfal Ezzagaghi / Brent Pell | **Done**<br>*Agenda Item #13 on January 27, 2026.* |
| **July 8, 2025** | O'Keefe | Requested a status report on corrective actions once the Audit Advisory Committee has an opportunity to provide recommendations based on the FY 2023 – 2024 Audit and Financial Statements. | Clerk of Courts<br>Kim Wilder | **Done**<br>*Agenda Item #15 on February 10, 2026.* |
| | Proctor | Requested the County Attorney prepare a report on discrimination practices relative to the provision of sewer services in the Urban Services Area, including properties that lack access to sewer or do not have a City of Tallahassee meter, and to advise the Board on options to close the service gap. | Admin / County Attorney<br>Chasity O'Steen | **Done**<br>*The County Attorney provided the requested information by email to the Board on January 13, 2026.* |
| **September 15, 2025** | Maddox | Provide an update on the minimum requirements for small businesses to contract with the County (i.e., bid process, insurance and bonding requirements, etc.) and outreach efforts for small businesses to learn how to successfully contract with the County. | Admin / MWSBE<br>Nawfal Ezzagaghi / Darryl Jones | **Done**<br>*Information included in Agenda Item #14 on December 9, 2025 (FY 2024 Annual Status Report on the MWSBE Expenditures for Leon County).* |
| | Caban | Assess the contracting allegation related to the Tallahassee Museum and one of its board members. | Admin / Tourism<br>Mathieu Cavell / Kerri Post | **Done**<br>*Agenda Item #17 on February 10, 2026.* |

# FY 2025/2026
# Commissioner Discussion Items Status Report
# October 1, 2025 – September 30, 2026

| Meeting Date | Commissioner | Discussion Item | Staff Assigned | Status |
|---|---|---|---|---|
| **September 15, 2025 (cont.)** | Caban | Work with the homeowners of Williams Landing Road to develop a traffic calming proposal to bring back to the Board for consideration. | Admin / Public Works<br>Nawfal Ezzagaghi / Brent Pell | **Done**<br>*Staff provided an update to the homeowners on current actions along the roadway including enhanced speed limit signage and assessment of nighttime visibility of signs. There are no approved plans to install speed humps on this roadway since the County has not received a petition with the required minimum number of signatures.* |
| | Proctor | Prepare an agenda item on the Leon County Fairgrounds Lease Agreement term negotiations and an overview of the Fair Association including its history, structure, authority, and options for the County to enhance its oversight of the property including any Legislative proposals. | Admin / PLACE<br>Nawfal Ezzagaghi / Artie White | **Done**<br>*Agenda Item #16 on February 10, 2026.* |
| | Maddox | Request for staff to look into excessive loitering reported by constituents at the Marathon Gas Station off Lake Bradford Road. | Admin / HSCP<br>Shington Lamy / Abigail Thomas | **Done**<br>*Staff coordinated with the HOST Deputies and City Code Enforcement to address the concerns. On November 7, 2025, Assistant County Administrator Shington Lamy provided an update via email to the Commissioner. Staff reached out to the citizen who contacted the Commissioner and provided information on how to submit a code complaint with the City through DigiTally as the location is within City limits. In addition, HOST Deputies continue to monitor this location.* |
| | Maddox | Issue an ITB for maintenance and landscaping services for sections of Capital Circle if the Interlocal Agreement with the City of Tallahassee is not executed. | Admin / Public Works<br>Nawfal Ezzagaghi / Brent Pell | **Done**<br>*Agenda Item #11 on January 27, 2026.* |
| **September 23, 2025 (Special Meeting)** | Caban | Directed staff to bring back Issue #7 (clean-up of outdated statutory references in the Charter) related to Charter Amendments as a potential Board-initiated charter amendment. | Admin / County Attorney<br>Nicki Hatch / Chasity O'Steen | **Done**<br>*Agenda Item #19 on March 10, 2026, provided the draft charter amendment and request to schedule a public hearing for May 12, 2026.* |

# FY 2025/2026
# Commissioner Discussion Items Status Report
# October 1, 2025 – September 30, 2026

| Meeting Date | Commissioner | Discussion Item | Staff Assigned | Status |
|---|---|---|---|---|
| **October 14, 2025** | Proctor | Directed staff to partner with the Tallahassee Urban League and the Leon County Sheriff's Office on a media campaign to reduce gun violence. | Admin / Community & Media Relations<br>Mathieu Cavell / Kianna Gilley | **Done**<br>*CMR partnered with the Tallahassee Urban League and Leon County Sheriff's Office to educate residents to never leave firearms in unlocked vehicles to prevent violent crimes. The integrated marketing campaign included promotion via print advertising through the Leon County Link (published in the Tallahassee Democrat, Capital Outlook, and Tallahassee Reports) and social media promotion on the County's social media channels (Facebook, X/Twitter, etc.). In addition, printed campaign materials were distributed at all County library branches and community centers.* |
| | Proctor | Requested a status report on recent changes to open carry gun laws including where open carry is allowed on Leon County properties, including leased properties such as Gene Cox Stadium, and options to increase security at those properties for the safety of employees and the public. | County Attorney / Admin / ORS<br>Chasity O'Steen / Nawfal Ezzagaghi / Maggie Theriot | *In Progress*<br>*On November 3, 2025, the County Administrator shared a memorandum with the Board and all County employees on this topic. Additional information is scheduled to be presented to the Board following the 2026 legislative session.* |
| | O'Keefe | Directed staff to prepare an agenda item and analysis on the Tallahassee Memorial Healthcare Community Health Needs Assessment Report that was recently released to identify any potential actions the County can take to improve the health of County residents. | Admin / HSCP<br>Shington Lamy / Abigail Thomas | **Done**<br>*Agenda Item #12 on March 10, 2026.* |
| | O'Keefe | Requested an agenda item with a draft ordinance to incentivize the construction of affordable housing through a County property tax exemption as provided in the Live Local Act. | Admin / HSCP<br>Shington Lamy / Abigail Thomas | **Done**<br>*Agenda Item #18 on January 27, 2026.* |

**FY 2025/2026**
**Commissioner Discussion Items Status Report**
**October 1, 2025 – September 30, 2026**

| Meeting Date | Commissioner | Discussion Item | Staff Assigned | Status |
|---|---|---|---|---|
| **October 14, 2025 (cont.)** | Cummings | Directed the County Attorney to provide an email to the Board with information on the regulation of cemeteries in Florida including the County's jurisdictional authority related to the gravesite at the Capital City Country Club, and information on the State's gravesite registry process. | County Attorney<br>Chasity O'Steen | **Done**<br>*The County Attorney provided the requested information by email to the Board on November 17, 2025.* |
| | Cummings | Requested information from the County Attorney via email regarding any wrongful death litigation notification the County may have received recently. | County Attorney<br>Chasity O'Steen | **Done**<br>*The County Attorney provided an update via email to the Board on February 18, 2026.* |
| **October 28, 2025 Legislative Workshop** | Caban | Requested a resolution in support of policies requiring convicted sex offenders to be held in custody until sentencing to prevent additional crimes being committed after conviction. Additionally, the resolution should support a legislative bill to be filed and named after a local child (Missy) who was tragically killed by a convicted sex offender who was awaiting sentencing. Finally, the request for an informational agenda item to be presented with coordination from the Public Defender, State Attorney, and County staff if/when the legislative bill is filed. | Admin / County Attorney<br>Nicki Hatch / Chasity O'Steen | **Done**<br>*The Resolution was provided and approved by the Board in agenda item #17 on November 18, 2025, and was included in the County's State Legislative Priorities.* |

**FY 2025/2026**
**Commissioner Discussion Items Status Report**
**October 1, 2025 – September 30, 2026**

| Meeting Date | Commissioner | Discussion Item | Staff Assigned | Status |
|---|---|---|---|---|
| **November 18, 2025** | Minor | Directed staff to include a policy item for consideration of adoption at the next comp plan amendment cycle recommending proposed map amendments in unincorporated Leon County pertaining to 10 acres or more in the Lake Preservation, Residential Preservation, or Rural Land Use categories and proposed expansion to the USA shall be provided to the Board of County Commissioners as an agenda item or in a workshop format prior to the Board considering the amendment in a transmittal or adoption hearing | Admin / Planning<br>Nawfal Ezzagaghi / Artie White / Mike Alfano | **Done**<br>*Agenda item #23 on March 10, 2026. The Board approved the transmittal of the 2026 Cycle Comprehensive Plan Amendments to the State with a second public hearing scheduled on May 12, 2026.* |
| | Proctor | Directed staff to complete an analysis of the pros and cons of a consolidated government, including Fire Services, with an option to include as a referendum November 2026 ballot. | Admin<br>Ken Morris | **Done**<br>*Agenda item #19 on December 9, 2025.* |
| **December 9, 2025** | Proctor | Requested a copy of the CHSP Procedures Manual to review information regarding the appeals process. | Admin / HSCP<br>Shington Lamy / Abigail Thomas | **Done**<br>*The CHSP Procedures Manual was emailed to Commissioner Proctor on December 15, 2026.* |
| | Cummings | In March of 2026, bring back the MOU with the City of Tallahassee on the Community Human Services Partnership to establish minimum funding awards, eliminate funding caps, and perform administrative updates (Option #2 for agenda item #17), and include a status report on which organizations have been funded by CSC Leon. | Admin / HSCP<br>Shington Lamy / Abigail Thomas | **Done**<br>*Agenda Item #17 on March 10, 2026.* |

# FY 2025/2026
# Commissioner Discussion Items Status Report
# October 1, 2025 – September 30, 2026

| Meeting Date | Commissioner | Discussion Item | Staff Assigned | Status |
|---|---|---|---|---|
| **December 9, 2025 (cont.)** | Proctor | Directed the County Administrator to prepare ballot language for Board consideration to proceed with a non-binding referendum to gauge public interest in the possibility of consolidation for November 3, 2026 | Admin / County Attorney<br>Ken Morris / Mathieu Cavell / Chasity O'Steen | **Done**<br>*Agenda Item #18 on March 10, 2026.* |
| | Minor | Directed staff to meet with the individuals who spoke regarding protections for Carr Cemetery | Admin / DSEM<br>Nawfal Ezzagaghi / Scott Brockmeier | **Done**<br>*DSEM staff met with Ms. Althemese Barnes, Reverend Dickey, and other friends and family interested in protections for Carr Cemetery on December 18, 2025. Information was provided regarding current protection of the cemetery included in Article IV, Chapter 10, Leon County Code of Laws. If an application for development is submitted in the future for this parcel, DSEM will evaluate the site for compliance with the regulations that protect the cemetery along with legal access.* |
| | Proctor | Directed 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 | Admin / HSCP<br>Shington Lamy / Abigail Thomas | **Done**<br>*Agenda Item #10 on February 10, 2026.* |
| **January 27, 2026** | Cummings | Requested an agenda item to identify the number of homeless women and children in Leon County and how the County can support their transition to permanent housing. | Admin / HSCP<br>Shington Lamy / Abigail Thomas | *In Progress*<br>*Agenda item anticipated for the June 9, 2026 meeting.* |
| | O'Keefe | Requested a status report regarding the size of the cemetery recently discovered at Tom Brown Park and to include the County's role, as the owner of the property, in preserving the site. | Admin / County Attorney / ORS<br>Nawfal Ezzagaghi / Chasity O'Steen / Maggie Theriot / Amanda Heidecker | *In Progress*<br>*The Florida Department of State Division of Historical Resources is conducting its review. County staff are coordinating with all parties involved to ensure the process progresses as appropriate. Once the State issues its report outlining findings and recommendations, staff will provide an update and outline the next steps.* |

**FY 2025/2026**
**Commissioner Discussion Items Status Report**
**October 1, 2025 – September 30, 2026**

| Meeting Date | Commissioner | Discussion Item | Staff Assigned | Status |
|---|---|---|---|---|
| **January 27, 2026 (cont.)** | Proctor | Requested individual Commissioner tours of the septic to sewer project areas in Woodville. | Admin / Public Works<br>Nawfal Ezzagaghi / Brent Pell | **Done**<br>*Commissioner Proctor completed a tour on February 9, 2026. Vice Chairman O'Keefe completed a tour on February 20, 2026. No additional tours have been requested.* |
| **February 10, 2026** | Caban | Requested an update on the finality of lease negotiations with the North Florida Fair Association within 90 days. | Admin / PLACE<br>Nawfal Ezzagaghi / Artie White | **Done**<br>*Agenda Item #16 on April 14, 2026.* |
| | Cummings | Draft proposed revisions to the FY 26–27 County Tourism Grant Guidelines and work with COCA to implement comparable revisions to COCA's Grant Guidelines for Tourism funded programs to include language restricting grant awards to board members of the entity without a competitive solicitation process, provide clear guidelines and thresholds for circumstances that require a competitive solicitation process, and provide for limited exceptions including sole source vendors. | Admin / Tourism / Purchasing<br>Ken Morris / Mathieu Cavell / Kerri Post / Melanie Hooley | *In Progress*<br>*Tourism is currently finalizing the specific wording of the language to add to the Fiscal Year (FY) 2027 Tourism Event Grant Guidelines to be presented to the TDC at its May 7, 2026 meeting, and then will update the template FY 2027 Tourism Event Grant Agreement. Once the language is finalized, it will be forwarded to COCA for inclusion in its FY 2027 Grant Guidelines for their TDT-funded grant programs.* |
| | O'Keefe | Requested an email from the County Administrator or the County Attorney of what laws are in place to protect tenants in our community against retaliation from landlords. | County Attorney<br>Chasity O'Steen | **Done**<br>*An email with the requested information was sent to the Board by the County Attorney on February 17, 2026.* |
| | Proctor | Directed the County Attorney to prepare a letter from Leon County to the landlord of the properties impacted by the emergency situation demanding repayment of costs incurred by Leon County and requesting abatement of rent during the duration of the emergency event for those residents. | County Attorney<br>Chasity O'Steen | **Done**<br>*Letter sent to Florida Sun Estates II Management from the County Attorney on February 20, 2026. On March 9, 2026, Florida Sun Estates II Management provided a response letter and agreed to reimburse the County for expenses incurred and abate the rent of tenants.* |

**FY 2025/2026**
**Commissioner Discussion Items Status Report**
**October 1, 2025 – September 30, 2026**

| Meeting Date | Commissioner | Discussion Item | Staff Assigned | Status |
|---|---|---|---|---|
| **February 10, 2026 (cont.)** | Caban | Requested staff provide contact information for Legal Services of North Florida to the residents who were impacted by the emergency event. | Community & Media Relations<br>Kianna Gilley | **Done**<br>*Leon County Emergency Management team conducted multiple rounds of calls to the impacted residents at Sun Estates II and provided contact information for both 211 and Legal Services of North Florida. As of February 12, 2026, all residents reported no additional needs at that time.* |
| | Minor | Requested support of the Local Funding Request for Lake Jackson habitat restoration and addition to the County's Legislative priorities. | Admin<br>Nicki Hatch | **Done**<br>*Topic was added to the County's Legislative priorities list and a final report on the 2026 Legislative Session is anticipated to be provided to the Board at the May 12, 2026 meeting.* |
| | O'Keefe | Requested an agenda item proposing a complete streets ordinance and comparison of what currently exists in the Comprehensive Plan. | Admin / PLACE / Planning<br>Nawfal Ezzagaghi / Artie White / Mike Alfano | *In Progress*<br>*Agenda item anticipated by the June 9, 2026 meeting.* |
| | Proctor | Requested a status report of turnover of staff at the Leon County Health Department over the last three years. | Admin / HSCP<br>Shington Lamy / Abigail Thomas | **Done**<br>*Agenda Item #12 on April 14, 2026.* |
| | Proctor | Requested a briefing from staff related to agenda materials from the December 9, 2025 meeting, to ensure he understands the road maps included as Attachment #1 of the Comprehensive Plan Update agenda item. | Admin / PLACE / Planning<br>Nawfal Ezzagaghi / Artie White / Mike Alfano | **Done**<br>*Briefing completed on February 23, 2026.* |
| | Caban | Requested an email update to the Board on the Airport Gateway Project. | Admin / PLACE / Blueprint<br>Nawfal Ezzagaghi / Artie White / Autumn Calder | **Done**<br>*Email update sent from the County Administrator to the Board on February 24, 2026.* |
| **March 10, 2026** | Proctor | Directed staff to schedule a workshop with partners on the topic of the TMH 2025 Community Health Needs Assessment | Admin / HSCP<br>Shington Lamy / Abigail Thomas | *In Progress*<br>*Agenda item requesting approval to schedule this workshop is anticipated for the May 12, 2026 meeting.* |

**FY 2025/2026**
**Commissioner Discussion Items Status Report**
**October 1, 2025 – September 30, 2026**

| Meeting Date | Commissioner | Discussion Item | Staff Assigned | Status |
|---|---|---|---|---|
| **March 10, 2026 (cont.)** | Proctor | Directed staff to develop an inflationary adjustment to establish the Commissioner Office budgets each year. | Admin / OMB<br>Roshaunda Bradley | **Done**<br>*An update will be provided during the April 28, 2026 Budget Workshop.* |
| | Minor | Directed staff to schedule a workshop on the topic of food insecurity once the FAMU Food Council completes its report. | Admin / HSCP<br>Shington Lamy / Abigail Thomas | *In Progress*<br>*The agenda item on food insecurity and access will incorporate the FAMU Food Council Report which is anticipated to be complete at the end of 2026.* |
| | Minor | Requested an agenda item from the County Attorney on current whistleblower protections in place for Leon County employees, contractors, and non-profits that receive County funding. | County Attorney<br>Chasity O'Steen | **Done**<br>*Agenda Item #11 on April 14, 2026.* |
| | O'Keefe | Requested an agenda item on the Charter Amendment considered by the CCRC related to harmful historic public policy decisions so the Board can determine whether to send the issue back to the CCRC for additional consideration. | County Attorney<br>Chasity O'Steen | **Done**<br>*Agenda Item #15 on April 14, 2026.* |
| | Proctor | Directed staff to prepare a Board-initiated Charter Amendment regarding County ordinances superseding City ordinances in instances of conflicts. | Admin / County Attorney<br>Chasity O'Steen / Ken Morris | **Done**<br>*Agenda Item #14 on April 14, 2026.* |
| | Proctor | Directed staff to prepare a Board-initiated Charter Amendment providing for uniform countywide street naming, renaming, and property numbering (addressing) standards to be established by County ordinance which shall prevail in the event of a conflict with municipal ordinances, and schedule the Board's first and only public hearing on May 12, 2026. | Admin / County Attorney / Public Works<br>Nawfal Ezzagaghi / Chasity O'Steen / Brent Pell | *In Progress*<br>*Agenda item anticipated for the May 12, 2026 meeting.* |

# Leon County
# Board of County Commissioners

## Notes for Agenda Item #14

# Leon County Board of County Commissioners

## Agenda Item #14

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator
Chasity H. O'Steen, County Attorney

**Title:** Request to Schedule the First and Only Public Hearing to Consider a Board-Initiated Charter Amendment to Provide for County Ordinances to Supersede City Ordinances

| | |
|---|---|
| **Review and Approval:** | Vincent S. Long, County Administrator<br>Chasity H. O'Steen, County Attorney |
| **Department / Division Review:** | Ken Morris, Assistant County Administrator |
| **Lead Staff / Project Team:** | Nicki Hatch, Assistant to the County Administrator for Legislative and Strategic Initiatives |

**Statement of Issue:**

This item seeks Board authorization to schedule the first and only public hearing on May 12, 2026, to consider placing a Board-initiated Charter Amendment on the November 3, 2026, General Election ballot, providing for County ordinances to supersede City ordinances to the extent permitted by law.

**Fiscal Impact:**

This item has no fiscal impact.

**Staff Recommendation:**

Option #1: Schedule the first and only public hearing to consider a Board-initiated Charter Amendment (Attachment #1) to provide for County ordinances to prevail over City ordinances in the event of conflict, to the extent permitted by law, for May 12, 2026, at 6:00 p.m.

## Report and Discussion

**Background:**

This item seeks Board authorization to schedule the first and only public hearing on May 12, 2026, to consider placing a Board-initiated Charter Amendment on the November 3, 2026, General Election ballot, providing for County ordinances to supersede City ordinances within the City limits to the extent allowed by general law (Attachment #1). The proposed Board-initiated Charter Amendment provides County ordinances adopted after January 1, 2027 shall supersede municipal ordinances, to the extent permitted by law, should a conflict exist within the municipal boundaries.

On September 23, 2025, the Board considered several policy issues to advance to the Citizen's Charter Review Committee (CCRC) to evaluate for potential amendments to the County Charter. The CCRC was not limited in its purview and had full discretion to review any and all relevant issues; however, the Board selected one issue for the CCRC to consider for advancement as a proposed charter amendment - whether the Leon County Charter should provide for County ordinances to prevail over City ordinances in the event of conflict.

To support its consideration, the CCRC received analysis on the County's existing regulatory authority and examples of existing conflicts where County and City ordinances conflict or diverge based on jurisdiction. Among examples provided to the CCRC were the County's and City's differing street renaming ordinances, restrictions on the retail sales of animals, hours of sale for alcohol, and public notice requirements for new developments in neighboring areas. The examples presented to the CCRC do not reflect an exhaustive review of all regulatory conflicts as there are instances where discrepancies may exist but have not raised regulatory or administrative conflicts, and such discrepancies can change over time as County and City regulations are revised; current conflicts for certain matters that exist today may not exist in the future (and vice versa). Following deliberations, the CCRC ultimately did not support advancing a charter amendment providing for County ordinances to prevail over City ordinances.

On March 10, 2026, the Board received an update on the CCRC's deliberations and directed staff to draft a Board-initiated Charter Amendment providing for County ordinances to prevail over City ordinances in the event of conflict, to the extent permitted by law. At that time, the Board requested information regarding the potential impacts on existing County and City ordinances if the electors approved a proposed charter amendment wherein County ordinances prevail over City ordinances in the event of a conflict. This item provides a draft Ordinance for the Board's consideration to place the proposed Charter Amendment on the ballot and provides information regarding the process and limitations County ordinances to prevail over City ordinances in the event of a conflict (Attachment #1).

**Analysis:**

As a charter county, Leon County's authority is derived from Article VIII, Section 1(g) of the Florida Constitution (Constitution) titled "CHARTER GOVERNMENT.":

> "Counties operating under county charters shall have all powers of local self-government not inconsistent with general or special law, or with special law approved by vote of the electors. The governing body of a county operating under a charter may enact county ordinances not inconsistent with general law. The charter shall provide which shall prevail in the event of conflict between county and municipal ordinances."

In accordance with the Constitution, Section 1.6 of the Charter, "Relation to Municipal Ordinances", currently provides that municipal ordinances shall prevail over County ordinances in the event of any conflict within the boundaries of the municipality, except as otherwise provided by law or the Charter. Furthermore, to the extent that a county and municipal ordinance cover the same subject without conflict, then both ordinances shall be effective and supplemental to the other. This section from the original County Chater remained unchanged until 2010.

During the 2009-2010 Citizen Charter Review process, the CCRC advanced a charter amendment to establish countywide minimum environmental regulations which was approved by voters during the 2010 General Election. This was an important issue for the community at that time to address rapid development and apply one set of consistent rules for environmental protection, especially for projects that crossed political jurisdiction boundaries or sought to annex property into the City of Tallahassee (City) for the purpose of avoiding more stringent environmental regulations. Accordingly, Section 1.6.(2) of the Charter provides for the establishment of minimum environmental standards by County ordinances to be effective within unincorporated and incorporated areas of the County. While this provision effectively supersedes municipal ordinances that do not meet the minimum environmental standards established by County ordinance, Section 1.6.(2) of the Charter allows municipalities to establish more stringent environmental protections within the City.

While the County has broad powers under Article VIII, Section 1(g) of the Constitution, Section 2(b) of Article VIII of the Constitution also provides broad authority to municipalities, as follows:

> "Municipalities shall have governmental, corporate and proprietary powers to enable them to conduct municipal government, perform municipal functions and render municipal services, and may exercise any power for municipal purposes except as otherwise provided by law."

Municipal authority as set forth under the Constitution, however, is not applicable to any subject expressly preempted to state or county government by the Constitution or by general law. Similarly, municipal authority may be limited when a subject or specific policy area is preempted by a county charter.

*Comparative Review of Charter Counties*

Among the 18 comparable charter counties in Florida, Leon County is among the majority (11) which provide for county ordinances to prevail in specific circumstances or subject areas. Those 11 charter counties are: Alachua, Broward, Charlotte, Columbia, Leon, Orange, Palm Beach, Pinellas, Sarasota, Seminole, and Volusia. Examples from other county charters that provide for county ordinances to prevail over municipal ordinances in specific circumstances include the regulation of adult entertainment, alcohol sales, and elements of the comprehensive plan.

For Leon County, the establishment of minimum environmental standards is the only subject area whereby a County ordinance prevails over a City ordinance at this time. This was an important issue in 2010 due to rapid development taking place in our community. Voter approval of this amendment to the Charter unified environmental regulations countywide based on environmental features such as water basins and drainage, chronic flooding conditions, and the topography of our

community rather than political jurisdiction boundaries. It also reduced the complexity of having two different sets of environmental standards and the various interpretations of those standards.

Comparatively, seven charter counties provide for municipal ordinances to prevail in the event of any conflict without exception. Those seven charter counties are: Brevard, Clay, Hillsborough, Lee, Osceola, Polk, and Wakulla. As previously stated, most charter counties provide for county ordinances to prevail in specific circumstances. None provide for county ordinances to broadly prevail without exception.

*Preemption v. Conflict*

The United States has a complex legal system, with laws, rules, and regulations enacted at the federal, state, and local levels. Preemption occurs when a higher authority of law displaces the law enacted by a lower authority of law. This occurs when the higher authority is so comprehensive or intends to occupy a field of regulation such that the lower authority cannot regulate in that area. By way of example, in Florida the state has preempted the field of regulation for guns in almost all respects.

By contrast, conflicts occur in situations where there is overlapping jurisdiction and multiple jurisdictions enact laws regarding the same subject matter that make it impossible to comply with both, either in whole or part. Courts try to interpret two conflicting laws in harmony and interpret them in a way that allows both laws to remain in effect when possible. Only when a conflict is direct and it is impossible to harmonize the two laws will one of the laws be deemed to prevail over the other to the extent of the conflict.

In the municipal and county charter context, Article VIII, Section 1(g) of the Constitution ensures that a county charter is the mechanism to establish whether a county ordinance or a municipal ordinance prevails within the municipal limits in the event of a conflict and to the extent otherwise permitted by law. As previously stated, the Leon County Charter provides that City ordinances prevail over County ordinances within the City limits when provisions of a City ordinance and County ordinance conflict, with the exception of minimum environmental standards established by County ordinance.

*Potential Impacts of a Charter Amendment Related to Existing County and City Ordinances*

Should the Board advance a proposed Board-initiated Charter Amendment to provide for County ordinances to prevail over City ordinances in the event of a conflict to the extent permitted by law, and the amendment is approved by the electorate, all City ordinances would not automatically be preempted by County ordinances. As written, the proposed Charter Amendment provides for prospective County ordinances adopted after January 1, 2027, to supersede municipal ordinances to the extent of any conflict within the municipal boundaries. This allows the Board to carefully consider which, if any, individual regulatory areas the County wishes for its ordinances to prevail over City ordinances that are in conflict on a case-by-case basis.

Numerous provisions in the Leon County Code are currently written to apply exclusively to the unincorporated area and, therefore, do not conflict with differing regulatory standards set forth under the City's jurisdiction. Select examples include:

- Article II of Chapter 4 of the Code governing Animal Control only applies in the unincorporated areas unless the County and City execute an interlocal agreement. See Sec.4-28.
- The "Manufactured Housing Regulation" in Division 5 of Chapter 5, Article II of the Code, applies only to manufactured homes in the unincorporated areas.
- Numerous provisions of the Land Development Code (Chapter 10), including Article VII governing Subdivision and Site and Development Plan Regulations and Article IX, Division 6, Sec. 10-9.604 governing the maximum number of billboards allowed, only apply in the unincorporated areas.
- Chapter 13 on Parks and Recreation provide for the general operations and uses specific to County-maintained parks.

The proposed Charter Amendment would also allow the Board to choose not to exercise its regulatory authority within the municipal limits on a case-by-case basis. Additionally, there are regulatory matters in which the County is preempted by the state, such as voting in elections and involuntary annexations, and other matters in which the City has regulatory authority to provide services under state law that the County could not preempt. Furthermore, there are instances where the City and County have entered into interlocal agreements which may prohibit the County from adopting ordinances that contradict or otherwise deviate from terms and conditions in those contracts, including utility franchise and rate agreements.

The City of Tallahassee has authority to provide municipal services under state law which cannot be preempted by County Charter. The County's authority to exercise regulatory authority under Article VIII, Section 1(g) of the Constitution does not include the ability to transfer municipal services to the County or regulate municipal services by adopting a County ordinance. A "transfer of powers" is separately governed by the process set forth in Article VIII, Section 4 of the Constitution, which provides a generalized structure under which powers or functions may be transferred between local governments, including counties and municipalities. Specifically, any function or power of a municipality to be transferred to a county (or vice versa) must first be authorized by law or by resolutions adopted by the affected governing bodies, followed by approval from the electors of both affected governments through a dual referendum. A "dual referendum" requires the residents of the city and the unincorporated area to separately approve the referendum. The City's ownership, administration, and regulation of its utility is one example where a transfer of powers would be required for the County to exercise control over such functions.

*Proposed Charter Amendment and Ballot Language*

A Board-initiated Charter Amendment requires adoption of an ordinance at a public hearing to place the Charter Amendment on the ballot. Attachment #1 provides the draft ordinance and proposed Charter Amendment with ballot language providing for County ordinances to prevail over City ordinances to the extent otherwise permitted by law. For any ballot amendment, Florida Statutes limits the ballot title to 15 words and the ballot language to 75 words. Upon approval by a simple majority vote of the Board, a public hearing would be scheduled on May 12, 2026, for the Board to take public input and formally consider the proposed Charter Amendment. An affirmative vote of a majority plus one of the Board would be needed at the public hearing to place the Board-initiated Charter Amendment on the November 3, 2026, General Election ballot.

**Options:**

1. Schedule the first and only public hearing to consider a Board-initiated Charter Amendment (Attachment #1) to provide for County ordinances to prevail over City ordinances in the event of conflict, to the extent permitted by law, for May 12, 2026, at 6:00 p.m.
2. Do not schedule the first and only public hearing to consider a Board-initiated Charter Amendment to provide for County ordinances to prevail over City ordinances in the event of conflict, to the extent permitted by law.
3. Board direction.

**Recommendation:**

Option #1

Attachment:

1. Draft Ordinance and Proposed Charter Amendment with Ballot Language providing for County Ordinances to Prevail Over City Ordinances in the Event of Conflict, to the Extent Permitted by Law.

**LEON COUNTY ORDINANCE NO. 26-_____**

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING THE HOME RULE CHARTER OF LEON COUNTY, FLORIDA; AMENDING SECTION 1.6, ENTITLED "RELATION TO MUNICIPAL ORDINANCES"; PROVIDING FOR A BALLOT QUESTION TO BE POSED TO THE LEON COUNTY ELECTORATE AT THE GENERAL ELECTION ON NOVEMBER 3, 2026; PROVIDING FOR THE BALLOT QUESTION FORM; PROVIDING FOR FURTHER AUTHORIZATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

## RECITALS

WHEREAS, the Board of County Commissioners desires to enact an ordinance amending Article I, Section 1.6 of the Home Rule Charter of Leon County, Florida, relating to Relation to Municipal Ordinances; and

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

**Section 1. Amendment to Charter.**

Article I, Section 1.6 of the Home Rule Charter of Leon County, Florida, is hereby amended to read as follows:

(1) Except as otherwise provided by law or this Charter, County ordinances adopted after January 1, 2027 shall supersede municipal ordinances ~~shall prevail over County ordinances~~ to the extent of any conflict within the boundaries of the municipality. To the extent that a county ordinance and a municipal ordinance shall cover the same subject without conflict, then both the municipal ordinance and the county ordinance shall be effective, each being deemed supplemental to the other.

(2) *Minimum Environmental Regulations*. County ordinances shall establish minimum standards, procedures, requirements and regulations for the protection of the environment and shall be effective within the unincorporated and incorporated areas of the County. Such standards, procedures, requirements and regulations shall include, but shall not be limited to, tree protection, landscaping, aquifer protection, stormwater, protection of conservation and preservation features, and such other environmental standards as the

Board of County Commissioners determines to be necessary for the protection of the public health, safety, and welfare of the citizens throughout Leon County. Standards shall be designed to place emphasis on supporting healthy natural systems occurring in the environment. However, nothing contained herein shall prohibit a municipality from adopting ordinances, standards, procedures, requirements or regulations establishing a more stringent level of environmental protection within the incorporated area of the County.

**Section 2. Ballot Question to be Presented to Electorate.**

The proposed amendment to the Home Rule Charter of Leon County, Florida, shall be presented to the qualified Leon County electorate by placing the question of whether to adopt the same on the ballot at the general election to be held on November 3, 2026.

**Section 3. Ballot Question Form.**

The question on the ballot shall be substantially in the following form:

**COUNTY ORDINANCES TO SUPERSEDE MUNICIPAL ORDINANCES AS PROPOSED BY THE BOARD OF COUNTY COMMISSIONERS**

Question

Shall the Leon County Charter be amended to provide that County ordinances adopted after January 1, 2027 shall supersede conflicting municipal ordinances, to the extent permitted by law, so that the County may establish uniform countywide regulations and standards on matters affecting residents in both incorporated and unincorporated areas?

Yes for Approval _____

No for Rejection _____

**Section 4. Further Authorization.**

The Board of County Commissioners of Leon County, Florida, is authorized to adopt all resolutions and take all actions necessary in order for this Charter Amendment referendum to be properly placed on the ballot for the general election of November 3, 2026. Said referendum shall be conducted according to the requirements of law governing referendum elections in the State of Florida.

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**Section 5. Severability.**

If any word, phrase, clause, section, or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

**Section 6. Effective Date.**

This ordinance shall take effect upon being filed with the Florida Department of State, but shall be of no further force or effect if the proposed Charter Amendment is not duly approved at the November 3, 2026, General Election. The amendment to the Home Rule Charter of Leon County, Florida, as proposed by this Ordinance, shall become effective January 1, 2027, if the Charter Amendment is approved by a "yes" vote by a majority of those duly qualified electors voting on the question posed at the November 3, 2026, referendum.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this _____ day of _____, 20____.

LEON COUNTY, FLORIDA

By:_____
Christian Caban, Chairman
Board of County Commissioners

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

By:_____

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

By:_____

DRAFT

# Leon County
# Board of County Commissioners

## Notes for Agenda Item #15

# Leon County Board of County Commissioners

## Agenda Item #15

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator
Chasity O'Steen, County Attorney

**Title:** Status Report on a Proposed Charter Amendment to Address Disparities Resulting from Historic Public Policy Decisions

| | |
|---|---|
| **Review and Approval:** | Vincent S. Long, County Administrator<br>Chasity O'Steen, County Attorney |
| **Department / Division Review:** | Ken Morris, Assistant County Administrator<br>Shington Lamy, Assistant County Administrator |
| **Lead Staff / Project Team:** | Nicki Hatch, Assistant to the County Administrator<br>Abigail Thomas, Director, Office of Human Services and Community Partnerships |

**Statement of Issue:**

As requested by the Board, this item presents a proposed Charter Amendment considered by the Citizen Charter Review Committee to address persistent disparities resulting from historic public policy decisions. As described further in the item, the Citizen Charter Review Committee did not advance the proposed Charter Amendment for recommendation to the Board.

**Fiscal Impact:**

This item has no fiscal impact. However, should the Board wish to advance the proposed Charter Amendment, it is anticipated to jeopardize federal funding for County projects based on a recent U.S. Presidential Executive Order regarding diversity, equity, and inclusion. Additionally, SB 1134 approved by the Florida Legislature prohibits counties from adopting and implementing diversity, equity, and inclusion related policies and programs; therefore, the proposed charter amendment could result in significant litigation costs as well as the potential withholding of the County's revenue-sharing funds with the State.

**Staff Recommendation:**

Option #1: Accept the status report on a proposed Charter Amendment to address persistent disparities resulting from historic public policy decisions.

## Report and Discussion

**Background:**

As requested by the Board, this item presents a proposed charter amendment considered by the Citizen Charter Review Committee (Committee) to address persistent disparities resulting from historic public policy decisions (Attachment #1). As described further in the item, the Committee ultimately did not advance the proposed charter amendment for recommendation to the Board. Since that time, additional state and federal actions have sought to further discourage and prohibit efforts related to diversity, equity, and inclusion.

On March 10, 2026, the Board requested an item on the proposed charter amendment considered by the Committee. It is important to note that on that same day, the Florida Legislature also approved SB 1134 which will prohibit local governments from adopting and implementing DEI-related activities such as those proposed in the charter amendment considered by the Committee. The bill provides that a member of a county commission acting in his or her official capacity who violates the prohibitions commits misfeasance or malfeasance in office and is subject to removal. Additionally, on March 26, 2026, President Trump issued an Executive Order (2026 EO) that requires all recipients of federal funding to agree that they will not engage in racially discriminatory DEI activities. The proposed charter amendment would jeopardize millions of dollars in federal grant funding including future FEMA funding as well as the $16.8 million grant awarded to the County for safety improvements on North Monroe Street. As a result, this item recommends the Board accept the status report on the proposed charter amendment previously considered by the Committee and take no further action.

*Citizen Charter Review Committee*

On January 22, 2026, the Committee received an analysis of the County's ongoing efforts to reduce poverty and inequity in the community utilizing empirical data, engaging residents, and significant investment in neighborhoods that have historically experienced poverty (Attachment #2). These efforts have resulted in more than $30 million in human services programs, healthcare, housing, and economic development within the past five years; and more than $300 million on infrastructure projects through Blueprint in high poverty neighborhoods which represents 62% of projects planned and underway at Blueprint.

Furthermore, the agenda item presented to the Committee included an analysis of a proposal by Dr. Bruce Strouble to amend the County Charter by creating a new section that would require the County to establish programs and funding targeted to communities that have experienced historic racial discrimination. The analysis provided that there are no charter counties in Florida that include language related to disparities from historic public policies. County charters are generally reserved for broad issues of governmental authority, structure, and powers—not operational detail or program-specific policy, which is more appropriately implemented through the Board's strategic planning process, budgetary priorities, or policy and ordinance adoption.

The analysis of the proposal also detailed recent and ongoing state and federal efforts to prohibit the adoption and implementation of policies, programs, and services that seek to address historic racial disenfranchisement or diversity, equity, and inclusion (DEI). This included SB 1134 which was actively advancing through the legislative process at that time. SB 1134, in part, prohibits the County from funding, promoting, or taking any official action related to DEI and creates a cause of action that may be brought by a resident against a county that violates the bill. The bill also provides that a member of a county commission acting in his or her official capacity who violates the prohibitions commits misfeasance or malfeasance in office and is subject to removal. Subsequently, the Committee requested staff to prepare a proposed charter amendment and corresponding ballot language requiring the County to assess and address persistent disparities resulting from historic public policy decisions.

On February 19, 2026, the Committee was provided a proposed charter amendment and corresponding ballot language to address persistent disparities resulting from historic public policy decisions in the Charter. As detailed in the Analysis, the language proposed would have required the County to address persistent disparities experienced by individuals and communities from historic public policy decisions based on racial disenfranchisement (i.e., slavery, Jim Crow laws, etc.). The proposed charter amendment was developed based on model language submitted by Dr. Strouble and requested by the Committee. During the meeting, Dr. Strouble provided an alternative proposed charter amendment that removed the term "racial" but continued to associate disenfranchisements and disparities to historic policy decisions such as slavery and segregation. Following considerable discussion regarding state legislation, federal executive orders and rules, and current case law that prohibits the adoption and implementation of policies based on race, the Committee did not advance the proposed charter amendment for recommendation to the Board. The proposed charter amendment failed on a tied vote of members present (9-9).

The following Analysis provides further details on the proposed charter amendment presented by Dr. Strouble during the February 19th meeting that was not advanced by the Committee; recent and ongoing state efforts that prohibit the adoption and implementation of policies related to DEI such as SB 1134 which include penalties that could result in the removal of elected officials; and recent federal actions including the 2026 EO that would jeopardize grant funding to recipients that adopt or implement DEI-related policies and programs.

Therefore, it is recommended that the Board accept the report on the proposed charter amendment considered and ultimately not recommended by the Committee, and take no further action. The County will continue its long-standing commitment to addressing poverty in the community through the utilization of empirical data, active engagement, significant investment, and critical programming in partnership with local stakeholders that enhance the quality of life and economic prosperity of citizens and neighborhoods based on socioeconomic factors and inequities.

## Analysis:

Proposed Charter Amendment

On February 19, 2026, the Committee considered a proposed charter amendment presented by Dr. Strouble provided in Attachment #1 that would have required the County to assess and address

persistent disparities resulting from historic public policy decisions. The Committee did not advance the proposed amendment for recommendation to the Board. The proposed amendment would have included the following:

- Defines "persistent disparities" as individuals or communities whose ancestors were subjected to unconstitutional historic policy decisions that resulted in disenfranchisement and/or disinvestment.
- Defines "historic policy decisions" as the following:
    - Forced or compulsory labor systems in effect prior to 1865 (i.e., slavery);
    - Post-Emancipation systems of coerced labor, including debt peonage and convict leasing;
    - Legally mandated segregation in housing, education, health care, transportation, employment, or public services (i.e., Jim Crow laws);
    - Exclusionary zoning, land use restrictions, or unconstitutional restrictive covenants enforced or sanctioned by Leon County;
    - Mid-century urban renewal, clearance, or redevelopment programs that displaced communities based on unconstitutional criteria under a then-existing Leon County policy; and
    - Documented denial of access to publicly funded services by the County on the basis of unconstitutional statutory classifications.
- Requires the County to conduct historical impact audits every five years to identify individuals and/or communities that experienced disparities from historic policy decisions as defined in the amendment; document the specific policies; assess the present disparities; and provide recommendations for programs, services, and investments (i.e., restoration activities) to "repair or mitigate" the disparities.
- Requires the County to incorporate the findings of the historical impact audits into planning documents such as capital improvement and the comprehensive plan.
- Authorizes the County Commission to establish a Community Restoration Fund dedicated solely to support programs, services, and investments (i.e., restoration activities) that benefit individuals and/or communities that have experienced persistent disparities from historic policy decisions as defined in the amendment.
- Authorizes the County to prioritize access to County-owned land to individuals and/or communities that experienced persistent disparities from historic public policies as defined in the amendment.
- Requires the County Commission to adopt an ordinance to implement the proposed charter amendment that would include the definition of eligibility for individuals and/or communities that experienced disparities from historic public policies; process for eligibility verification; structure for community engagement; and safeguards to ensure any programs, services, or investments remain exclusive to individuals and/or communities that experienced persistent disparities from historic policy decisions as defined in the amendment.

The scope and intent of the proposed Charter Amendment and proposed ballot language are unclear. Some of the "historic policy decisions" are expressly limited to conduct of the County, such as "documented denial of access to publicly funded services by the County on the basis of unconstitutional statutory classifications." Other listed "historic policy decisions" are not expressly limited to conduct of the County and, instead, are broad categories of laws and conduct such as slavery, post-Emancipation systems of coerced labor, and Jim Crow laws. It is unclear whether the intent of these portions of the proposed Charter Amendment is to impose remedial obligations on the County for conduct of private parties or other governmental entities, such as the federal and state government and the City of Tallahassee, or limit such remedial obligations to any identified laws and conduct of the County.

Additionally, the term "race" was included in the first proposal presented to the Committee in January 2026. During the February 19, 2026 Committee meeting, that term was removed from the proposed Charter Amendment in the motion by Dr. Strouble (in Attachment #1) and replaced with the term "unconstitutional" to make the language more benign and less express. However, several of the historic policy decisions identified in the proposed Charter Amendment relate to conduct that impacted protected class categories, such as slavery, Jim Crow laws, and the documented denial of access to publicly funded services by the County on the basis of unconstitutional statutory classifications. As discussed later in this Analysis section, numerous state and federal efforts to prohibit protected class-based policies and programs would create legal impediments to County enforcement, action, or funding related to any such Charter provision.

State and Federal Efforts to Prohibit Protected Class-Based Policies and Programs

*State of Florida Efforts*

As mentioned during the Board's March 10, 2026 meeting, the Legislature passed SB 1134. Unless the Governor vetoes the bill, it will become law and effective on January 1, 2027. This legislation impacts in the County in multiple, substantive respects by prohibiting the County from funding, promoting, directly or indirectly, or taking any official action, including but not limited to, adopting or enforcing ordinances, resolutions, rules, regulations, programs, or policies related to diversity, equity, and inclusion (DEI), which is defined as "any effort to":

- Manipulate or otherwise influence the composition of employees with reference to race, color, sex, ethnicity, gender identity, or sexual orientation other than to ensure that hiring is conducted in accordance with state and federal antidiscrimination laws;
- Promote or provide preferential treatment or special benefits to a person or group based on that person's or group's race, color, sex, ethnicity, gender identity, or sexual orientation; or
- Promote or adopt training, programming, or activities designed or implemented with reference to race, color, sex, ethnicity, gender identity, or sexual orientation.

The identified prohibitions are broad and wide-ranging, and existing ordinances, resolutions, rules, regulations, programs, or policies related to DEI are void as of January 1, 2027.

The legislation goes even further to prohibit the County from expending any funds, regardless of the source, to establish, support, sustain, or staff a DEI office or officer, and from allowing funds to be used by employees, contractors, and others to promote DEI initiatives.

The penalties and potential legal liability for violating the legislation are also severe. If the legislation becomes law, a County Commissioner acting in their official capacity who violates these prohibitions commits misfeasance or malfeasance. Acting in an official capacity is defined as performing or purporting to perform a function, duty, or responsibility assigned by law, rule, or policy to a public officer or public employee, or otherwise exercising or claiming to exercise the authority of such office or employment. There is no intent or negligence language in the legislation, which means that a strict liability standard may apply. Residents may also bring legal actions in circuit court seeking declaratory and injunctive relief, damages, and costs for alleged violations.

While the legislation carves out some exceptions to the prohibited conduct, the enumerated exceptions are very express and include action required for compliance with general or federal law, such as:

- Recognizing or promoting state holidays and special observances designated by state law, including those designated in chapter 683.
- Recognizing or promoting patriotic and national observances recognized by federal law, including those designated in 36 U.S.C. ss. 101-148, or recognizing the events and individuals forming the basis for such observances.
- Promoting or supporting a nonprofit entity that provides single-sex programs for the homeless or education, counseling, and rehabilitation of trauma-involved or at-risk youth.
- Recognizing or honoring the individuals and groups recognized and honored by the monuments, memorials, and museums authorized by chapter 265 or chapter 267, or recognizing the events and individuals forming the basis for such monuments, memorials, or museums.
- Owning, operating, maintaining, funding, or conducting events at monuments and memorials listed in 54 U.S.C. s. 320301 and located in this state.
- Issuing event permits in a content-neutral manner and providing public safety services.

The legislation creates a statute that would require the potential recipients of a County contract or grant to certify before being awarded such contract or grant that they do not and will not use County funds to require employees, contractors, volunteers, vendors, or agents to ascribe to, study, or be instructed using materials related to DEI. As of January 1, 2027, any contract between a county and a diversity, equity, and inclusion officer would be subject to this certification, and all County contracts executed or renewed on or after January 1, 2027, would also be subject to the certification requirement.

If the proposed Charter Amendment in Attachment #1 is adopted and passed by the electors, the provisions of SB 1134 would be applicable. While it is unclear whether a historic audit, in and of itself, would run afoul of the legislation, the legislation would prohibit the County from dedicating

any funding, promoting, directly or indirectly, or taking any official action, including but not limited to, adopting or enforcing ordinances, resolutions, rules, regulations, programs, or policies related to DEI, which as defined includes preferential treatment or special benefits to a person or group based on that person's or group's race, color, sex, ethnicity, gender identity, or sexual orientation.

It should also be noted that Florida Attorney General Uthmeier issued an opinion on January 19, 2026, concluding that state laws requiring race-based state action are presumptively unconstitutional under the Fourteenth Amendment's Equal Protection Clause and Article I, section 2, of Florida's Constitution.

*Federal Efforts and Case Law*

Under the U.S. Constitution, generally programs that differentiate based on race are subject to strict scrutiny, and various statutes generally prohibit programs based on race, color, religion, sex, national origin, familial status, disability, or age, such as federal fair housing laws. Various cases have litigated whether the government may permissibly act to remedy past discrimination. Every case is fact-specific, with few clearly drawn lines. To meet the strict scrutiny test, the government must demonstrate that the law serves a compelling government interest and is narrowly tailored to achieve that interest. The law must also be the least restrictive means available to further that interest. There are recent cases where government programs that used race as an eligibility factor have been enjoined and struck down (see, e.g., *Students for Fair Admissions v. President and Fellows of Harvard College* and *Students for Fair Admissions v. University of North Carolina*, 600 U.S. 181 (2023) (holding that racial preferences in college admissions violate the Fourteenth Amendment and Title VI).

The federal government has also taken action to condition the receipt of federal monies to certifications that the recipients will not adopt or implement DEI. On January 21, 2025, President Trump issued Executive Order 14173, titled "Ending Illegal Discrimination and Restoring Merit-Based Opportunity" (2025 EO), which rescinded long-standing federal contractor requirements related to race and gender-based employment and contracting practices. As a result, some federal agencies have begun including language in grant contracts that require recipients to certify that they do not "operate any programs that advance or promote DEI, DEIA (Diversity, Equity, Inclusion, and Accessibility), or discriminatory equity ideology" or similar language.

More recently, citing to the 2025 EO, the U.S. Attorney General's July 29, 2025 memorandum on unlawful discrimination by federal funding recipients, and 2 CFR § 200.303, the General Services Administration (GSA), which plays a crucial role in the administration of grants to various entities, including local governments such as the County that receive federal support or administer pass-through programs, has proposed a rule change to the SAM.gov registration (SAM) process that would require federal financial assistance recipients to certify that they do not operate programs involving "illegal DEI" practices (GSA Rule).

The comment period for the GSA Rule has closed, and a final rule may become final as soon as June or July 2026. Assuming the GSA Rule is adopted, each registrant will be required to certify compliance with federal antidiscrimination laws and acknowledge that those laws apply to "programs or initiatives that involve discriminatory practices, including those labeled as Diversity, Equity, and Inclusion (DEI) or 'diversity, equity, inclusion, and accessibility' (DEIA) programs." Specifically prohibited practices include:

- Race-based preferences in scholarships, hiring, or promotions;
- Segregation by race or color in trainings, facilities, or program eligibility;
- "Diverse slate" hiring policies and race-based contract selection;
- Training programs that stereotype, exclude, or single out individuals based on protected characteristics, and
- Adverse actions against individuals who raise concerns about such practices.

As proposed, the GSA Rule would also require that registrants attest that they will not knowingly transport, conceal, harbor, shield, hire, or recruit an undocumented person and commit to not funding, subsidizing, or facilitating violence, terrorism, or activities that threaten public safety.

If and when the certification takes effect, the authorized SAM official will be personally signing under two liability frameworks. In the criminal context, pursuant to 18 U.S.C. § 1001, whoever knowingly and willfully makes a materially false statement in any matter within the jurisdiction of the executive branch is subject to up to five years imprisonment and fines. This is personal liability that attaches to the individual who signs, not just the organization. Additionally, pursuant to the False Claims Act, 31 U.S.C. §§ 3729–3733, false certifications material to federal funding decisions can trigger treble damages and per-claim penalties ($13,946–$27,894 per false claim). Private citizens can also initiate qui tam lawsuits under § 3730.

The County receives funding assistance from various federal sources, such as FEMA Public Assistance and HUD CDBG grants, and various other federal awards. Active SAM registration is required to receive any of these funds, and the County is required to renew its SAM registration annually as a condition of receiving federal grant funds.

A new Executive Order, titled "Addressing DEI Discrimination by Federal Contractors", was issued on March 26, 2026 (2026 EO) (Attachment #3). The 2026 EO provides that by April 25, 2026, all executive departments and agencies, including independent establishments, must begin including a new clause specified in the EO 2026 in all procurement contracts, contract-like instruments, and subcontracts at all tiers that requires contractors to agree that they will not engage in "racially discriminatory DEI activities." The term "racially discriminatory DEI activities" is defined as disparate treatment based on race or ethnicity in the recruitment, employment (e.g., hiring, promotions), contracting (e.g., vendor agreements), program participation, or allocation or deployment of an entity's resources, and the term "program participation" is defined as membership or participation in, or access or admission to: training, mentoring, or leadership development programs; educational opportunities; clubs; associations; or similar opportunities that are sponsored or established by the contractor or subcontractor.

The 2026 EO directs the Federal Acquisition Regulatory Council (FAR) within 60 days of the 2026 EO to issue deviation and interim guidance consistent with the 2026 EO, as well as include a clause outlined in the 2026 EO in all federal procurement contracts and solicitations. A failure to comply with the requirements of the clause can result in the cancellation, termination, or suspension of the contract or subcontract (in whole or in part), suspension or debarment of the contractor or subcontractor from federal contracting, and liability under the civil False Claims Act.

Notwithstanding the potential enactment of SB 1134 and other efforts at the state level, numerous Florida local governments have eliminated or suspended their minority- and women-owned business programs so as not to jeopardize millions of dollars in federal grant funds. Specific to the County, in December 2025, the County was awarded a $16.8 million grant from the US DOT for safety improvements on North Monroe Street and is currently coordinating with US DOT on the development of a contract agreement which may impose contractual requirements such as certifications that prohibit DEI-related policies, programs, and services. The new SAM requirement would potentially impact the County's ability to receive federal grant funding under numerous federal programs and agencies.

The proposed Charter Amendment, which fundamentally contemplates action by the County related to the dedication of funding and other activities that would benefit individuals and/or communities based on protected class categories, could lead to constitutional legal challenges and preclude the County from receiving federal grant funds.

Conclusion

As a result of recent and ongoing state and federal actions to prohibit the adoption and implementation of policies related to DEI, it is recommended that the Board accept the report on the proposed Charter Amendment considered, but ultimately not recommended, by the Committee and take no further action. SB 1134 prohibits the County from funding, promoting, or taking any official action related to DEI. The bill provides that a member of a county commission acting in his or her official capacity who violates the prohibitions commits misfeasance or malfeasance in office and is subject to removal from office. Additionally, the federal 2026 EO requires all recipients of federal funding to agree that they will not engage in racially discriminatory DEI activities. This would jeopardize millions of dollars in federal grant funding including future FEMA funding as well as the $16.8 million grant awarded to the County for safety improvements on North Monroe Street.

As mentioned earlier, the County has a long history of addressing poverty and socioeconomic inequities in the community through the utilization of empirical data, active engagement, significant investment, and critical programming in partnership with local stakeholders. These efforts have resulted in more than $30 million in human services programs, healthcare, housing, and economic development within the past five years; and more than $300 million on infrastructure projects through Blueprint in high poverty neighborhoods which represents 62% of projects planned and underway at Blueprint. The County will continue to utilize its data driven approach to enhance the quality of life and increase economic prosperity of citizens and neighborhoods in the community.

**Options:**

1. Accept the status report on a proposed Charter Amendment to address persistent disparities resulting from historic public policy decisions.
2. Do not accept the status report on a proposed Charter Amendment to address persistent disparities resulting from historic public policy decisions.
3. Board direction.

**Recommendation:**

Option #1

Attachments:

1. Proposed Charter Amendment considered and ultimately not recommended by the Leon County Citizen Charter Review Committee on Persistent Disparities Resulting from Historic Public Policy Decisions
2. January 22, 2026 Citizen Charter Review Committee Agenda Item on Addressing Poverty and Racial Inequity in the County Charter
3. March 26, 2026 U.S. Presidential Executive Order, titled "Addressing DEI Discrimination by Federal Contractors"

## Proposed Ballot Title

Leon County Charter Amendment Addressing Persistent Disparities from Historic Public Policy Decisions

## Proposed Ballot Language

Shall the Leon County Charter be amended to require the County to assess and address persistent disparities resulting from **unconstitutional** historic public policy decisions, by requiring the County to conduct historical impact audits; authorize the establishment a Community Restoration Fund dedicated solely to support programs, services, and investments that benefit individuals and/or communities that experienced disparities from historic public policy decisions; and provide for other benefits?

## Proposed Charter Amendment (Alternative)

### Sec. 1.XX – Addressing Persistent Disparities Resulting From Historic Public Policy Decisions

(1) The County shall assess and address persistent disparities resulting from historic public policy decisions as provided for in this section.

(2) Definitions.

(A) Persistent disparities shall mean individuals or communities whose ancestors were subjected to unconstitutional historic policy decisions as described in Section 1.XX (2)(B) that resulted in disenfranchisement and/or disinvestment.

(B) Historic Policy Decisions shall mean any of the following government-imposed policies and/or conditions:

a. Forced or compulsory labor systems in effect prior to 1865;
b. Post-Emancipation systems of coerced labor, including debt peonage and convict leasing;
c. Legally **mandated segregation** in housing, education, health care, transportation, employment, or public services;
d. Exclusionary zoning, land use restrictions, or **unconstitutional** restrictive covenants enforced or sanctioned by Leon County;
e. Mid-century urban renewal, clearance, or redevelopment programs that displaced communities based on **unconstitutional** criteria under a then-existing Leon County policy; and
f. Documented denial of access to publicly funded services by Leon County on the basis of **unconstitutional** statutory classifications.

(C) Restoration Activities shall mean County actions including programs, services, and investments that repair or mitigate persistent disparities directly traceable to the policies described in Section 1.XX (2)(B).

(3) Historic Impact Audit

(A) The County shall conduct a historical impact audit every five (5) years to:

a. Determine which individuals and/or communities meet the criteria in Section 1.XX (2)(A);
b. Document the specific policies that caused long-term inequities;
c. Assess current and persistent disparities linked to those policies;
d. Provide recommendations for targeted restoration activities.

(4) Community Restoration Fund

(A) The County Commission may establish a Community Restoration Fund dedicated solely to support Restoration Activities that benefit individuals and communities identified under Section 1.XX (2)(A). Eligible activities include:

a. Multi-generational housing stability
b. Displacement prevention
c. Community land stewardship
d. Environmental health remediation
e. Restoration of cultural and historical sites
f. Community wealth-building initiatives
g. Health and educational infrastructure
h. Neighborhood reinvestment in historically displaced areas

(5) Integration with Planning and Budgeting

(A) Findings from Historical Impact Audits shall be incorporated into:

a. Capital improvement planning
b. Neighborhood planning
c. Housing strategies
d. Environmental and resilience planning

(6) Priority Access to County-owned Land

(A) The County may grant priority access to County-owned land through leasing, stewardship agreements, or community trusts to individuals or communities that meet the criteria in Section 1.XX (2)(A) for the following:

a. Housing
b. Community agriculture
c. Cooperatives
d. Cultural preservation
e. Economic development
f. Memorial or restorative purposes

(7) Implementation and Compliance

(A) The Board of County Commissioners shall enact an ordinance defining the criteria for individual and/or community eligibility, processes for verifying eligibility, structures for community participation in decision-making, and safeguards to ensure restoration activities remain targeted to individuals or communities under Section 1.XX (2)(A).

# Citizen Charter Review Committee

## Agenda Item #2

### January 22, 2026

**To:** 2025-2026 Leon County Citizen Charter Review Committee

**From:** Vincent S. Long, County Administrator

**Title:** Considerations for Addressing Poverty and Racial Inequity in the County Charter

| | |
|---|---|
| **Review and Approval:** | Vincent S. Long, County Administrator |
| **Department / Division Review:** | Ken Morris, Assistant County Administrator<br>Shington Lamy, Assistant County Administrator |
| **Lead Staff / Project Team:** | Abigail Thomas, Director, Office of Human Services and Community Partnerships |

**Summary:**

At its December 4, 2025 meeting, the Citizen Charter Review Committee requested an agenda item to consider amending the Leon County Charter to address communities and neighborhoods impacted by poverty and racial inequities. This item provides the requested analysis including information on the County's ongoing efforts to address poverty and historic inequity through programs, policies and partnerships in the community.

**Staff Recommendation:**

Option #1: Accept the report on Leon County's commitment and ongoing efforts to tackle poverty and historic inequities in the community.

## Report and Discussion

**Background:**

At its December 4, 2025 meeting, the Citizen Charter Review Committee (Committee) requested an agenda item to consider amending the Leon County Charter to address communities and neighborhoods impacted by poverty and racial inequities. This item provides the requested analysis including information on the County's ongoing efforts to address poverty and historic inequity through programs, policies and partnerships in the community.

During the December 4th meeting, Dr. Bruce Strouble distributed a handout that proposed the establishment of a new section in the County Charter that would require the County to establish programs and funds based on communities that have experienced historic racial discrimination (Attachment #1). Subsequently, the Committee requested an agenda item to further consider the proposal for a potential charter amendment. The principal tenets of the proposal, as described further in the Analysis section, are as follows:

- *Acknowledgment of historic local and state policies that created "generational disadvantage to specific communities" which the proposal identifies as black residents and neighborhoods.*
- *Conduct periodic historical disparity audits to identify geographic areas where historic public policies (i.e., slavery, Jim Crow segregation, redlining, etc.) presently produce inequities.*
- *Establish a Community Restoration Fund dedicated to investing exclusively in areas identified in the audit. Investment would include infrastructure, housing stabilization, environmental remediation, neighborhood revitalization, community wealth-building & economic mobility programs, and community healing.*
- *Ensure County budgets, planning documents, and capital projects include a clear framework for reducing disparities identified in the audits.*
- *Prioritize access to County-owned lands for historically burdened communities for agriculture, housing, cooperatives, and restorative development.*

The primary goal of the proposed charter amendment is to provide exclusive resources and services to neighborhoods that experienced past and historic racial discrimination in the community (i.e., slavery, Jim Crow, etc.). However, recent and ongoing state and federal efforts have sought to prohibit the adoption and implementation of policies, programs, and services that seek to address historic racial disenfranchisement or diversity, equity, and inclusion (DEI). Some federal agencies now require state and local governments to certify that they do not operate any programs that advance or promote DEI as a condition to receive federal grant funding which has led to the suspension and elimination of said programs.

As presented in the item, Leon County currently has a long history of working to reduce poverty and inequity in the community. The County regularly utilizes empirical data developed by federal and state agencies such as the U.S. Census, Shimberg Center for Housing Studies, and the Florida Department of Health to identify, engage, and invest in local neighborhoods that have historically

experienced poverty. As a result, since 2021, the County has strengthened its efforts to address poverty through the investment of more than $34 million in human services programs, healthcare, housing, and economic development, to improve the lives of residents in neighborhoods such as Bond, Frenchtown, Griffin Heights, and South City. At the same time, the County has dedicated $319 million through the Blueprint Intergovernmental Agency (Blueprint) on infrastructure investments in high poverty neighborhoods.

As requested by the Committee, an analysis of Dr. Strouble's proposal is provided along with greater detail on the County's efforts to reduce poverty in neighborhoods based on empirical data and community needs. This includes information on recent and ongoing state and federal efforts to prohibit the adoption and implementation of policies, programs, and services based on historic racial disenfranchisement, diversity, equity, and inclusion. With exception to the narrowly tailored Minority and Women Business Enterprise program explained later in this item, County's programs and services are not specific to, or solely intended for, historically disenfranchised populations. However, the programs often support residents and areas of the County generally considered historically disenfranchised.

The County has been successful in addressing poverty and inequities in accordance with state and federal laws and without an amendment to the County Charter. Adopting a charter amendment to establish programs and funding based on historic racial disenfranchisement could put the County's federal and state funding in jeopardy, as well as pose legal challenges to the County that are presented in the Analysis. Therefore, it is recommended that the Committee not pursue a charter amendment. Alternatively, the Committee may wish to provide a policy recommendation to the Board encouraging the continuation of the County's long-standing commitment to reducing poverty in the community. The recommendation would be included as part of the Committee's report for Board consideration.

**Analysis:**

The Leon County Charter provides for the structure, organization, and authority of County government. The County Charter does not express specific policy priorities which are achieved through the Board's strategic planning process, budgetary priorities, or policy and ordinance adoption. However, this item provides the requested analysis for the Committee to consider addressing poverty and racial inequities through the County Charter as well as information on the County's ongoing efforts to address these issues through programs, policies and partnerships in the community.

The County utilizes empirical data developed by federal and state agencies to identify, engage, and invest in local neighborhoods that have historically experienced poverty. A variety of data regularly identify the census tracts of Frenchtown and Griffin Heights, located in the 32304 zip code, as high poverty neighborhoods. In September 2025, the Board was provided a report that detailed the County's efforts to address poverty and inequities in the community with an emphasis on the 32304 zip code (Attachment #2). The report commenced with data that indicated 32304 has the following:

- The highest poverty rate in the community (49.4% compared to 18.1% countywide)
- The lowest homeownership rate (13% compared to 52% countywide)
- The highest uninsured rate (12.9% compared to 7.7% countywide)
- One of the lowest median household incomes ($30,823 compared to $66,000 countywide)
- One of the highest unemployment rates (8% compared to 4.4% countywide)

In addition to Frenchtown and Griffin Heights, the neighborhoods and census tracts with poverty rates higher than the County average include: Bond, Providence, and South City. The neighborhoods are all located within the City of Tallahassee (City) limits. As a result, the County regularly collaborates with the City and other local partners to develop, fund, and support a variety of programs, services, events, and initiatives to address poverty and inequity in the neighborhoods.

The County actively supports the implementation of the City's Neighborhood First Program which aims to reduce crime, enhance quality of life, and increase economic prosperity in Bond, Frenchtown, Griffin Heights, Providence, and South City. While the efforts do not specifically focus on racial inequities, the neighborhoods have a higher population of minorities compared to the overall County population. Additionally, 75% of residents served by human service agencies through the County and City's Community Human Services Partnership program live in these neighborhoods. Therefore, the programs and services presented in the following section provide critical resources in the neighborhoods with the highest minority populations in the community.

County Efforts to Reduce Poverty and Inequities

Leon County currently has a long history of working to reduce poverty and inequity in the community. The following highlights the County's ongoing efforts to improve the lives of residents in neighborhoods that have historically experienced poverty and inequities through human services, healthcare, housing, economic development, and infrastructure improvements. Further details are provided in Attachment #2, which includes the report that was provided to the Board in September 2025.

*Human Services*

Leon County has been steadfast in its commitment and investment in human service programs that improve the quality of life of our residents. Over the past several years, the County has strengthened efforts in neighborhoods that have historically experienced poverty, including in the 32304 zip code, by expanding access to human services through the following:

- In 2019, the County, in partnership with the City, established the Community Human Services Partnership (CHSP) Promise Zone Category which invests $1.1 million each funding cycle to provide direct services such as food, legal aid, after school care, and healthcare to high poverty neighborhoods. For more than 30 years, the County and City have planned, coordinated, and invested in human services through CHSP, which utilizes a competitive grant process to fund essential human services programs delivered by local not-for-profit organizations.

- Over the past several years, the County and City have partnered with Second Harvest of the Big Bend (Second Harvest) to install four temperature-controlled 24/7 food lockers at Good News Outreach in Frenchtown, Neighborhood Medical Center on South Monroe, Hartsfield Elementary School, and Sabal Palm Elementary School. The lockers have distributed over 17,000 meals to more than 3,200 residents.
- In 2024, the County expanded its partnership with 2-1-1 Big Bend to provide annual direct funding in the amount of $112,500 for the 24-hour Helpline and the Lyft transportation program to address the need for greater knowledge of available resources and transportation. According to 2-1-1, over 4,000 Lyft rides were coordinated in FY 2025. Residents of the 32304 zip code accounted for nearly 830 Lyft rides (22%), the second highest of any zip code behind 32301. Further, the 32304 zip code continues to represent the largest share (31%) of 2-1-1 Helpline call volume.

*Healthcare Services*

As presented earlier, residents of the 32304 zip code are most likely to be uninsured in the community. For over two decades, the County has led the effort to ensure residents have access to high quality health care through the following:

- The County invests over $1.75 million annually through the Healthcare Services Program (i.e., CareNet) to provide primary care, dental care, mental health services, assistance with prescription medications, and specialty care to uninsured residents. The County partners with Apalachee Center, Bond Community Health Center (Bond), Neighborhood Medical Center (NMC), FAMU Pharmacy, and WeCare. As reported by the healthcare partners, 32304 residents represent the highest percentage of patients served (30%) in the community.
- The County partners with Bond and NMC to provide primary care, dental care, and health screenings through the mobile health units. The mobile units regularly visit Springfield Apartments in Griffin Heights, Walker Ford Community Center in the Bond Community, and other community hubs to expand access to health care services. Mobile units provide health care services two to three times per week, and at least two Saturdays a month throughout Leon County.

*Affordable Housing*

Access to safe and affordable housing is another critical tool in addressing poverty and inequity. Homeownership is the primary vehicle for wealth creation and promotes neighborhood stability and therefore the County has taken the following actions:

- In 2019, the County, in partnership with the City, established the Tallahassee-Leon County Community Land Trust (CLT) through the Tallahassee Lenders' Consortium to construct new homes for low-income households that will remain affordable in perpetuity. As part of the partnership, the County donates properties deemed suitable for affordable housing to the CLT to construct new homes. The CLT has completed eight homes thus far on County donated land, including four homes in Griffin Heights.

- In 2022, the County entered into an interlocal agreement with the City to utilize County State Housing Initiative Partnership (SHIP) funds to invest in the construction of new homes in Neighborhood First Program neighborhoods. As a result, the County has invested more than $900,000 for the construction of 13 homes with County SHIP funds in Neighborhood First communities, including six recently completed homes in the Providence and Griffin Heights neighborhoods.
- In 2025, the County contracted with Legal Services of North Florida in the amount of $50,000 annually to provide legal assistance to help low-income families clear title and resolve heirs' property issues, which is anticipated to serve 20 families annually with a focus on high poverty neighborhoods.

Additionally, the highest affordable housing need in the community is affordable rental units for very low-income households. As a result, the County has invested a majority of its affordable housing funds for rental development over the previous five years within 32304 and other zip codes with high poverty rates. Such investments include:

- $5.8 million in direct funding and more than $198 million in bonding for affordable housing rental projects in high poverty communities that have or will build more than 1,200 units within the next 12 to 18 months (Attachment #3).
- $500,000 annually in affordable rental development for very-low and extremely-low income households which includes residents in the 32304 zip code through the combination of SHIP, general revenue, and the County's portion of the newly established affordable housing program in the Office of Economic Vitality (OEV).
- $175,000 to the Tallahassee Housing Authority to develop a master plan for the Springfield Apartments in Griffin Heights.

*Financial Empowerment and Economic Development*

As presented earlier, unemployment in high poverty neighborhoods is higher than the Countywide average. In addition, businesses in the neighborhoods report a lack of access to capital due to limited banking institutions in their communities. As a result, the County has taken considerable action to address the disparities, including the following:

- Partnering with FAMU Federal Credit Union in 2021 to establish the SmartSteps Microloan Program to provide financial capital to historically marginalized entrepreneurs to build their businesses. The County allocated $2.5 million to establish the program, with FAMU Federal Credit Union contributing a $250,000 match. To date, SmartSteps has distributed over $1 million in microloans to 51 Black, minority, and women-owned businesses. Approximately 36% of loans have gone to businesses located in 32304, more than any other zip code. As a revolving loan program, repaid funds are reinvested to support additional MWSBE businesses.
- Ongoing partnership with Tallahassee State College (TSC) to support the emergency medical technician (EMT) program, including the dual enrollment program located on the campus of Godby High School which is the primary high school for the 32304 zip code. This program provides students in 32304 with the skills and professional certification to

work as an EMT upon graduation. Since the program launched in 2023, 23 students have completed the training with an additional 10 students currently enrolled for the 2025-2026 school year.

- Partnering with the Capital City Chamber of Commerce (Capital City Chamber) in 2022 to support the Bank On Tallahassee Initiative which improves access to banks and credit unions for low-income households and helps reduce barriers for households with previous credit issues. This led to the development of a Financial Empowerment Blueprint approved by the Board (Attachment #4) that memorializes the County's ongoing efforts to spur economic growth in neighborhoods that have historically experienced poverty.

*MWSBE Program*

In addition to programs addressing the human services and financial empowerment needs in the community, the County has long operated a narrowly defined race- and gender-based Minority and Women Business Enterprise (MWBE) program to enhance procurement opportunities with the County for small businesses. The program provides an incentive for small businesses to access County procurement opportunities within certain contracting categories (construction, architecture & engineering, professional services, materials and supplies) where minority- and women-owned businesses have historically been underrepresented in the procurement process so long as there is sufficient availability of said businesses to compete for County contracts. Today, the program operates as a joint office of the County and City under the Office of Economic Vitality.

The MWBE program operates based on the legal defensibility of a disparity study prepared by a third-party which must demonstrate factual predicate evidence of significant disparity and the program must be narrowly tailored to satisfy the legal foundation for administering a race- and gender-based procurement program. Based on the market data provided by the disparity study, the program assigns aspirational goals for contracting with MWBEs by procurement category. The aspirational goals cannot be mandated by the County. The following represents the latest annual reporting figures from FY 2024 on the County's MWBE utilization:

- The County spent approximately $2.2 million with minority-owned vendors which was 148% of the aspirational goal as determined by the disparity study.
- The County spent approximately $7.5 million with women-owned vendors which was 579% of the aspirational goal as determined by the disparity study.

*Infrastructure Investments*

Investment in infrastructure is also essential to the quality of life and economic prosperity in neighborhoods and communities that have historically experienced poverty and inequities. Therefore, the County and City have made significant infrastructure investments in zip codes with the highest poverty rates through Blueprint. In fact, 20 of the 32 Blueprint projects (62%) planned or underway are local in 32301, 32303, 32304, and 32305, for a total investment of $319 million.

As provided in the September 2025 report to the Board (Attachment #2), these projects include:

- $23 million for the construction of the Magnolia Drive Trail that builds sidewalks, installs underground electric utilities, connects South City and surrounding neighborhoods to public transit and employment centers.
- $20 million for stormwater improvements, multi-use trails, and community space that will connect the Bond, Callen, Liberty Park, Lee Manor, and Providence neighborhoods.
- $9 million for the Orange-Meridian Placemaking project which is constructing a new park on the Southside while improving stormwater drainage.
- More than $1.5 million for the ongoing development of the South City Transit Center and improvements in the South City neighborhood.

These projects reflect the County's commitment to identify and engage the neighborhoods and make critical investments that improve the quality of life and economic prosperity for the residents.

Analysis of Proposed Leon County Charter Amendment

As demonstrated, the County has a long and ongoing history of reducing poverty and inequity in the community. These efforts do not require an amendment to the County Charter. As mentioned earlier, the Committee requested further analysis to consider Dr. Strouble's proposal that would create a new section in the County Charter that requires the County to establish programs and funds based on communities that have experienced historic racial discrimination. The following presents the specifics of the proposal and reiterates the policies, programs, services, and investment that align with the proposal that are already being implemented by the County:

*Acknowledgment of historic local and state policies that created "generational disadvantage to specific communities" which the proposal identifies as black residents and neighborhoods.*

On February 20, 2024, the Board adopted a resolution to acknowledge and apologize for the history of slavery and racism in Leon County (Attachment #5). Resolution 24-11 acknowledges racial inequities that occurred in the County and provides an apology for "the enslavement and segregation of African Americans in the community. The Resolution expressed the Board's commitment to acknowledge and remember the errors that took place while also celebrating the strides that our community has made toward racial equality. It is important to note that the Board of County Commissioners did not have a policy making role in many of these historic inequities such as the segregation of schools, land use decisions within the City limits, lending decisions by private institutions, or operational control of law enforcement actions. However, as detailed throughout this analysis, the County has intentionally led the effort to respond to the impact of racial inequities on poverty in the community.

*Conduct periodic historical disparity audits to identify geographic areas where historic public policies (i.e., slavery, Jim Crow segregation, redlining, etc.) presently produce inequities.*

The County regularly conducts data driven analysis to respond to the most pressing needs in the community, including poverty and inequity. The County utilizes empirical data developed by federal and state agencies such as the U.S. Census, Shimberg Center for Housing Studies, and the

Florida Department of Health to identify, engage, and invest in local neighborhoods that have historically experienced poverty. As mentioned earlier, the data has identified neighborhoods such as Bond, Frenchtown, Griffin Heights, and South City with: the highest poverty rates, median household income below the County average, high percentage of residents without a high school diploma, and zoned for schools that have historically struggled to meet benchmarks for key educational attainment such as kindergarten readiness.

These neighborhoods also have census tracts with a higher percentage of minorities than other parts of the community. However, it is the empirical data with poverty indicators that the County utilizes for addressing poverty and inequities rather than the racial composition of the neighborhoods. This ensures County programs, services, and investments are consistent with state and federal restrictions on race-related programming presented further in the item.

*Establish a Community Restoration Fund dedicated to investing exclusively in areas identified in the audit. Investment would include infrastructure, housing stabilization, environmental remediation, neighborhood revitalization, community wealth-building & economic mobility programs, and community healing.*

As described through the item and Attachment #2, the County continues to make significant investment in addressing poverty and inequities in the community. Since 2021, the County has invested more than $34 million to improve the lives of residents in neighborhoods such as Bond, Frenchtown, Griffin Heights, and South City through human services programs, healthcare, housing, and economic development. At the same time, another $319 million has been dedicated through Blueprint for infrastructure investments in high poverty neighborhoods.

Additionally, through an interlocal agreement with the City, the Frenchtown/Southside Community Redevelopment Agency (CRA) was established to revitalize the neighborhoods within its boundaries which include Frenchtown and South City. Through the partnership with the City, the County dedicates approximately $4.2 million in annual property tax revenues to the CRA to make critical investments in the neighborhoods in the areas of affordable housing, economic development, and neighborhood revitalization.

*Ensure County budgets, planning documents, and capital projects include a clear framework for reducing disparities identified in the audits.*

The County's commitment to addressing poverty and inequities is well documented and reflected in its annual investment, policies, and plans adopted by the Board. In addition to the more than $34 million invested since 2021 in human services programs as well as $319 million dedicated through Blueprint for infrastructure investments in high poverty neighborhoods, the County's annual budget includes:

- $7.7 million annually in healthcare for uninsured and underinsured low-income residents.
- $4.2 million annually to the Frenchtown/Southside CRA to invest and revitalize neighborhoods including Frenchtown and South City.
- $1.3 million annually in CHSP for human services for which 75% of funding serves residents in high poverty neighborhoods.

- $1.5 million annually to increase and preserve the stock of affordable housing for low-income households.

Additionally, through the Tallahassee-Leon County Comprehensive Plan, the County and City have adopted policies and made capital investments to spur long-term economic growth in high poverty neighborhoods. Incorporated into the Comprehensive Plan is the Southside Action Plan (SAP) which is a robust three-phased approach to creating balanced and equitable growth in those areas designated within the SAP boundary of southern Leon County. The boundary includes Bond, Frenchtown, Griffin Heights, Providence, and South City neighborhoods. The primary goal of the policy is to encourage quality land development and redevelopment within the area to support equitable population growth, establish an environment that incentivizes retention and expansion of business and employment opportunities, and to attain an income mix comparable to the remainder of the urbanized County.

Over the past five years, more than $1.13 billion in public and private investments have been made within the SAP area, which includes an increase in available affordable housing; expansion of businesses and employment centers; and infrastructure improvements. The infrastructure improvements have included road resurfacing, new sidewalks, and access to sewer service. These improvements have been critical to attracting greater private investment to enhance the quality of life and economic opportunities for residents within the SAP area.

*Prioritize access to County-owned lands for historically burdened communities for agriculture, housing, cooperatives, and restorative development.*

As shared earlier, in 2019, the County, in partnership with the City, established the Tallahassee-Leon County Community Land Trust (CLT) to construct new homes for low-income households that will remain affordable in perpetuity. As part of the partnership, the County donates properties deemed suitable for affordable housing to the CLT to construct new homes. The homes are sold to low-income households that have the credit and financial history, but not the capital. The CLT has completed eight homes thus far on County donated land, including four homes in the Griffin Heights neighborhood.

In addition to affordable housing, the County's Sustainability Office operates the Leon County Community Garden Program to provide technical assistance, materials, and grants to support residents in establishing or revitalizing community gardens throughout the County. Eligible locations for grants include vacant County-owned land, school campuses, and other community spaces. Grants of up to $1,000 are available to support garden development and sustainability efforts. Within the past two years, the Community Garden Program has supported the establishment of eight community gardens in neighborhoods such as South City, Frenchtown, and Griffin Heights.

Although the CLT and Community Garden Program have targeted and benefited households and neighborhoods that have historically experienced poverty and inequities, the County does not prioritize programs and services based on race and/or ethnicity. As mentioned throughout the item, the County utilizes empirical data to identify households and neighborhoods most impacted

by poverty, and subsequently develops and implements programs and services to improve their quality of life and enhance their economic security.

Federal and State Efforts to Prohibit Policies and Investment Based on Historic Discrimination

The primary goal of the proposed charter amendment is to provide exclusive resources and services to neighborhoods that experienced past and historic racial discrimination in the community (i.e., slavery, Jim Crow, etc.). However, recent and ongoing state and federal efforts have sought to prohibit the adoption and implementation of policies, programs, and services that seek to address historic racial disenfranchisement or DEI. The definition of DEI in Presidential Executive Orders and legislation have generally included employment, policies, programs, and services that "promote or provide preferential treatment or special benefits to a person or group based on race, color, sex, ethnicity, gender identity, or sexual orientation."

At the state level, Florida passed the Individual Freedom Act in 2022 to restrict training related to systemic racism and identity in schools and workplaces. In addition, several bills have been filed for the 2026 Legislative session that would prohibit local governments from adopting or funding DEI-related policies and programs. The proposed legislation also seeks to void any current DEI policies and programs that are currently in place, remove elected officials from office that violate the prohibition, and authorize residents to sue local governments that adopt, implement and/or fund DEI-related policies and programs.

At the federal level, Executive Order 14173 issued on January 21, 2025, rescinded long-standing federal contractor requirements related to race and gender-based employment and contracting practices. Additionally, several federal departments have begun including language in grant contracts that require recipients to certify that they do not "operate any programs that advance or promote DEI, DEIA (Diversity, Equity, Inclusion, and Accessibility), or discriminatory equity ideology". As a result, many Florida local governments have already eliminated or suspended their minority- and women-owned business programs so not to jeopardize millions of dollars in federal grant funds. In December 2025, the County was awarded a $16.8 million grant from the U.S. Department of Transportation (US DOT) for safety improvements on North Monroe Street. The County is currently coordinating with US DOT on the development of a contract agreement which may impose similar provisions that prohibit DEI-related policies, programs, and services. Therefore, the adoption of the proposed charter amendment is not recommended as it could immediately jeopardize federal funding recently awarded to the County.

Alternative Option for the Charter Review Committee

The County has been successful in addressing poverty and inequities in accordance with state and federal laws and without specific programs or provisions in the County Charter. Further, the adoption of the proposed charter amendment is not recommended as it could immediately jeopardize federal funding recently awarded to the County. Alternatively, the Committee may wish to provide a policy recommendation to the Board encouraging the continuation of the County's long-standing commitment to reducing poverty in the community. The recommendation would be brought back to the Committee for final approval to be included as part of the Committee's report to the Board.

**Options:**

1. Accept the report on Leon County's commitment and ongoing efforts to tackle poverty and historic inequities in the community.
2. Direct staff to prepare a policy recommendation to the Board encouraging the continuation of the County's long-standing commitment to reducing poverty in the community.
3. Committee direction.

**Recommendation:**

Option #1

Attachments:

1. Harmful Public Policy and Charter Reform Handout provided by Dr. Bruce Strouble, December 4, 2025
2. September 15, 2025 Status Report on Efforts to Address Poverty and Inequities in 32304
3. Rental Development Projects Funded by Leon County
4. Leon County Financial Empowerment Blueprint
5. Leon County Resolution 24-11

**2026 WL 840534 (White House)**

The White House

Office of Communications

# ADDRESSING DEI DISCRIMINATION BY FEDERAL CONTRACTORS

March 26, 2026

***1** Presidential Actions

Executive Orders

By the authority vested in me as President by the Constitution and the laws of the United States of America, including the Federal Property and Administrative Services Act (40 U.S.C. 101 *et seq*.) (FPASA), it is hereby ordered:

Section 1. Policy and Purpose. My Administration has made significant progress in ending racial discrimination in American society, including so-called "diversity, equity, and inclusion" (DEI) activities in which employees, applicants, or contracting parties are treated differently, separated, or singled out based on their race or ethnicity, rather than treated equally and objectively based on their merit and without regard to their immutable characteristics. Despite this progress, some entities continue to engage in DEI activities and often attempt to conceal their efforts to do so.

DEI activities are not only unethical and often illegal, but also cause inefficiencies, waste, and abuse within entities that engage in such practices. Specifically, DEI activities impose artificial costs in hiring, promotion, and operations by precluding implementation of merit-based principles; creating excessive workforce turnover by elevating immutable characteristics over job performance; and jeopardizing the sort of employee collaboration and problem-solving that is essential to fostering efficient and high-quality work. DEI activities also create unnecessary costs by reducing the pool of available labor by artificially limiting companies to hiring or promoting certain individuals, suppliers, or intermediaries based on their race or ethnicity. These costs are inevitably passed on to the Federal Government when it contracts with companies who engage in racially discriminatory DEI activities, or who use subcontractors who do so.

It is therefore the policy of the United States to promote economy and efficiency in Federal contracting by preventing racial discrimination.

Sec. 2. Definitions. (a) For the purposes of this order, "racially discriminatory DEI activities" means disparate treatment based on race or ethnicity in the recruitment, employment (e.g., hiring, promotions), contracting (e.g., vendor agreements), program participation, or allocation or deployment of an entity's resources.

(b) "Program participation" means membership or participation in, or access or admission to: training, mentoring, or leadership development programs; educational opportunities; clubs; associations; or similar opportunities that are sponsored or established by the contractor or subcontractor.

Sec. 3. Requirements for Federal Contractors. Within 30 days of the date of this order, executive departments and agencies, including independent establishments subject to FPASA, 40 U.S.C. 102(4)(A) (agencies), shall, to the extent permitted by law, ensure that contracts and contract-like instruments, including contractors' subcontracts and subcontractors' lower-tier subcontracts, include the following clause:

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***2** "In connection with the performance of work under this contract, [the contractor/appropriate party (contractor)] agrees as follows:

1. The contractor will not engage in any racially discriminatory DEI activities, as defined in section 2 of the Executive Order of March 26, 2026 (**Addressing DEI Discrimination by Federal Contractors**);

2. The contractor will furnish all information and reports, including providing access to books, records, and accounts, as required by the contracting agency pursuant to the Executive Order of March 26, 2026 (**Addressing DEI Discrimination by Federal Contractors**), for purposes of ascertaining compliance with this clause;

3. In the event of the contractor's or a subcontractor's noncompliance with this clause, this contract may be canceled, terminated, or suspended in whole or in part, and the contractor or subcontractor may be declared ineligible for further Government contracts;

4. The contractor will report any subcontractor's known or reasonably knowable conduct that may violate this clause to the contracting department or agency and take any appropriate remedial actions directed by the contracting department or agency;

5. The contractor will inform the contracting department or agency if a subcontractor sues the contractor and the suit puts at issue, in any way, the validity of this clause; and

6. The contractor recognizes that compliance with the requirements of this clause are material to the Government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code (False Claims Act).".

Sec. 4. Penalties. (a) The Director of the Office of Management and Budget shall issue guidance to contracting agencies to ensure compliance with this order. Consistent with any such guidance provided, contracting agencies shall:

(i) cancel, terminate, suspend, or cause to be cancelled, terminated, or suspended, any contract or contract-like instrument, or any portion or portions thereof, for failure of the contractor or subcontractor to comply with the clause described in section 3 of this order; and

(ii) take appropriate action to suspend and debar contractors or subcontractors for such failures to comply.

(b) The Director of the Office of Management and Budget, in coordination with the Attorney General, the Assistant to the President for Domestic Policy, and the Chairman of the Equal Employment Opportunity Commission, shall identify economic sectors that pose a particular risk of entities engaging in racially discriminatory DEI activities based on current or past conduct and issue additional guidance to contracting agencies regarding best practices to ensure compliance with this order within such sectors.

(c) Within 120 days of the date of this order, each agency head shall review the agency's implementation of section 3 of this order and report to the Assistant to the President for Domestic Policy regarding its compliance with that section. Thereafter, each agency head shall regularly review and take appropriate measures to ensure such compliance.

***3** (d) The Attorney General, in consultation with relevant contracting agencies, shall:

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(i) consider whether to bring actions under the False Claims Act against any contractors or subcontractors that violate the clause described in section 3 of this order; and

(ii) ensure prompt review of civil actions brought by private persons under 31 U.S.C. 3730(b)(1) concerning Federal contracts or subcontracts, including by rendering a decision on whether to proceed with an action under 31 U.S.C. 3730(b)(4), to the maximum extent practicable, within the 60-day period described in 31 U.S.C. 3730(b)(2).

Sec. 5. Regulations and Implementation. (a) The Federal Acquisition Regulatory Council, to the extent permitted by law, shall amend the Federal Acquisition Regulation to:

(i) provide for inclusion in Federal procurement, solicitations, and contracts subject to this order the clause described in section 3 of this order; and

(ii) remove any provisions that conflict or are inconsistent with the clause described in section 3 of this order.

(b) The Federal Acquisition Regulatory Council shall, within 60 days of the date of this order, issue deviation and interim guidance under subpart 1.4 of the Federal Acquisition Regulation, as appropriate and consistent with applicable law, regarding agency implementation of the clause described in section 3 of this order before completion of the amendments under subsection (a) of this section.

Sec. 6. Severability. If any provision of this order, or the application of any provision to any person or circumstance, is held to be invalid, the remainder of this order and the application of its provisions to any other persons or circumstances shall not be affected thereby.

Sec. 7. General Provisions. (a) Nothing in this order shall be construed to impair or otherwise affect:

(i) the authority granted by law to an executive department, agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) The costs for publication of this order shall be borne by the Department of Justice.

DONALD J. TRUMP

THE WHITE HOUSE,

March 26, 2026.

**2026 WL 840534 (White House)**

**End of Document**

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# Leon County
# Board of County Commissioners

## Notes for Agenda Item #16

# Leon County Board of County Commissioners

## Agenda Item #16

**April 14, 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 Fairgrounds Lease Renegotiation

| | |
|---|---|
| **Review and Approval:** | Vincent S. Long, County Administrator<br>Chasity H. O'Steen, County Attorney |
| **Department / Division Review:** | Ken Morris, Assistant County Administrator<br>Nawfal Ezzagaghi, Assistant County Administrator<br>Artie White, Director, PLACE |
| **Lead Staff / Project Team:** | Autumn Calder, Director, Blueprint<br>Michael Alfano, Director, Planning<br>Kyle Kemper, Senior Assistant County Attorney<br>Mathieu Cavell, Director, Community Relations and Resilience |

**Statement of Issue:**

This item provides a status report on the lease negotiations with the North Florida Fair Association, Inc. (NFFA) associated with the Blueprint Fairgrounds Beautification and Improvements project.

**Fiscal Impact:**

This item has no immediate fiscal impact. However, the options presented here will have varying impacts on the scope, budget, and timing of the Blueprint Fairgrounds Beautification and Improvements project.

**Staff Recommendation:**

Option #1: Maintain the existing lease agreement with the North Florida Fair Association through December 31, 2067.

## Report and Discussion

**Background:**

This item provides a status report on the lease negotiations with the North Florida Fair Association, Inc. (NFFA or Association) associated with the Blueprint Fairgrounds Beautification and Improvements project. Consistent with the Board's direction from February 10, 2026, staff presented proposed lease terms to the NFFA. This item presents the results of those negotiations, including a counterproposal from the NFFA requesting fee simple ownership (full, unrestricted title) of approximately 60 acres of County-owned property, and provides options for the Board's consideration.

### The Blueprint Project

On February 29, 2024, the Blueprint Intergovernmental Agency (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. This IA-approved project represents the culmination of years of study, stakeholder engagement, and master planning to realize the potential of the County-owned Fairgrounds property as a community asset. Phase 1 focuses on essential upgrades — including utilities, stormwater, restrooms, facility renovations, site preparation for the redevelopment of the property frontage and future-phase amenities, and overall beautification — to establish a reliable foundation for future improvements and long-term redevelopment.

This project 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.*

At its February 10, 2026 meeting, the Board considered a comprehensive item (Attachment #1) prepared by staff on the Fairgrounds that provided the history of the property, prior County evaluations and redevelopment studies, an overview of the Blueprint project, and proposed lease terms for renegotiation with the NFFA. Importantly, the item identified the limitations the existing lease places on development — including the requirement that the County and NFFA jointly approve any improvements to the site — and recommended revised terms to balance Fair operations and programming under the NFFA with County site control necessary to construct the project and facilitate future redevelopment opportunities to realize the full public benefit of the project given the significant planned public investment. The Board unanimously directed staff to proceed with lease negotiations on the terms presented and to return within 90 days with a status report.

**The Lease Framework**

The County owns the Fairgrounds property, approximately 107 acres of which are leased to the NFFA under a 1995 Modified Lease Agreement at $1 per year through December 31, 2067. The lease grants the NFFA exclusive possession and broad operational authority over the leased premises. Any improvements, development, or changes to the site require mutual consent from the NFFA and the County (Section 9 of the lease agreement), meaning neither the County nor the NFFA can unilaterally approve improvements to the site. The County's ability to terminate or modify the lease is narrowly constrained — absent NFFA bankruptcy, dissolution, or failure to conduct an annual fair, the County does not have the legal grounds to terminate the lease. Gene Cox Memorial Stadium and the UF/IFAS Leon County Extension parcels are not subject to the lease with the NFFA.

As the February 10 item noted, the County and the NFFA agreed to the terms of the existing lease, and 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. It should be noted that in 2002, and again in 2005, the NFFA expressed a willingness to cooperate with the County to redevelop the Fairgrounds and relocate fair operations to another site, so long as the Association was kept whole.

**Proposed Lease Terms**

Since February, staff has met with NFFA representatives on several occasions in good faith to present and discuss the following proposed lease terms approved by the Board:

- **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:** Release approximately 50 acres not utilized for fair operations to the County, providing site control and development authority for outparcels (portions of the property identified in the Master Plan for future development) designated for mixed-use, infrastructure, or recreational purposes.
- **Joint Operations of the Community Building:** Establish a shared-use framework for a new 20,000-square-foot community building, with County operational oversight and NFFA guaranteed access and priority scheduling.
- **NFFA Membership and Governance:** Amend the NFFA bylaws to include six County and departmental representatives as ex-officio voting members (non-elected members appointed by the County to serve with full voting rights) on the 15-member NFFA Board.
- **County Naming Rights:** Grant the County naming rights for the Fairgrounds property and buildings.
- **Relocation Provision:** Include a provision allowing fair operations to be relocated to another site upon mutual agreement.
- **Revision to Lease Term:** Amend the current term, which expires December 31, 2067, to a shorter term with potential renewals.

**The North Florida Fairgrounds Today**

The North Florida Fairgrounds is a regional fairground serving several counties, operating as the site for the annual North Florida Fair and hosting year-round exhibitions and events including gun and knife shows, Market Days, dog competitions, model railroad shows, and community support events. The NFFA also supports youth development and agricultural education through partnerships with local 4-H and FFA programs, including scholarships and competitive events. A 2021 market feasibility assessment found that visitors to the Fairgrounds contribute approximately $79.2 million in annual economic impact to the local economy.

The NFFA is a private 501(c)(3) nonprofit corporation organized under Chapter 616, Florida Statutes (the state law governing fair associations), and operates entirely separate and apart from the County. It is governed by a 15-member Board of Directors and is self-funded, receiving no cash funding from Leon County or the City of Tallahassee. According to its most recent audited financial statement (calendar year 2023), the NFFA maintains a strong financial position with approximately $2.67 million in cash and investments and carries no debt. The Association employs six full-time permanent staff and approximately 100 seasonal employees during the annual fair. According to the NFFA, the Association has invested more than $2 million in capital improvements to the Fairgrounds over the past ten years.

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. Facilities and infrastructure, much of which was constructed in the 1950s, have received only modest reinvestment. A 2022 Blueprint site analysis identified widespread natural wear, with roofs, exterior walls, mechanical systems, and electrical components requiring varying levels of repair across multiple buildings.

In 2025, the NFFA Board experienced a significant transition in membership. Five Board members, including the President, resigned following a disagreement over an expensive retirement gift for the prior General Manager that was paid for by NFFA funds and vendor donations. The NFFA hired a new Executive Director (formerly General Manager) who assumed the role in August 2025. Presently, the NFFA Board has 11 members with vacancies expected to be filled soon.

**NFFA Response to Lease Negotiations**

Prior to the Board's February 10 meeting, the NFFA submitted a letter to the Board dated February 6, 2026 (Attachment #3), stating that:

> *"The North Florida Fair Association does not see value in entering into lease negotiations based on the proposals presented and remains satisfied with the current lease arrangement. Additionally, the Association respectfully requests that the County Commission consider options that would allow the Association to regain possession of the land — formally recognizing the role it has played as steward and caretaker for more than 50 years."*

Following the February 10 meeting, at which the Board directed staff to proceed with lease negotiations and return within 90 days with a status report, staff met with NFFA representatives on multiple occasions to present and discuss terms of a renegotiated lease. The NFFA largely

declined the County's proposed terms and instead offered a counterproposal representing the Association's own Board-approved position on the future of the Fairgrounds property.

The following summarizes the NFFA's response to each provision. Broadly, the NFFA has stated that its "*primary and consistent objective throughout these discussions is to secure ownership of the property necessary to continue fulfilling our mission.*"

- **Site Control and Development Authority:** Release approximately 50 acres not utilized for fair operations to the County for Phase 1 implementation and outparcel development. This provision was central to the Blueprint project — without site control over areas designated in the Master Plan for infrastructure, mixed-use development, and public amenities, the project cannot be constructed as currently designed.
  - *NFFA Response:* Did not agree. The NFFA stated it is only interested in discussions leading to the Association obtaining title to approximately 60 acres, including the outparcels along South Monroe Street, designated for future development. The NFFA acknowledged the County would retain the remaining acreage.
- **Revision to Lease Term:** Amend the current term, expiring December 31, 2067, to a shorter term with potential renewals. A revised term would allow the County to periodically reassess the relationship and ensure lease conditions reflect current public needs.
  - *NFFA Response:* Did not agree. The NFFA is not interested in shortening the current lease term.
- **County Naming Rights:** Grant the County naming rights for the Fairgrounds property and buildings. As owner of the property and funder of planned improvements, the County sought recognition consistent with its investment.
  - *NFFA Response:* Did not agree. The NFFA indicated it is open to discussions about naming opportunities but is not inclined to grant exclusive naming rights to the County.
- **NFFA Membership and Governance:** Include six County and departmental representatives as ex-officio voting members (non-elected members appointed to serve with full voting rights) on the 15-member NFFA Board. Expanded County representation was intended to assist with coordination on programming, shared-use spaces, and the long-term redevelopment of the site.
  - *NFFA Response:* Did not agree. The NFFA offered a compromise of four members — one representative from Leon County Extension Services and three additional individuals appointed by the County — rather than the six directed by the Board.
- **Joint Operations of the Community Building:** Establish a shared-use framework for a new 20,000-square-foot community building, with County operational oversight and NFFA guaranteed access and priority scheduling.
  - *NFFA Response:* Did not agree. The NFFA expressed support for constructing a community building, provided it is located on the 60 acres the Association seeks to own, and be funded through Blueprint or alternative sources. As proposed by the NFFA, the NFFA would own, operate, and maintain the facility, with the County receiving scheduling rights — reversing the proposed arrangement in which the County would maintain operational oversight. As outlined in the infrastructure surtax analysis

in Option #2, surtax funds could not be used to construct a privately owned community building.

- **Relocation Provision:** Allow fair operations to be relocated to another site upon mutual agreement. This provision would preserve flexibility for both parties should a more suitable site become available.
  - *NFFA Response:* Agreed, however not a preference. The NFFA is not opposed to relocation if a suitable site with comparable facilities can be identified, however expressed a strong preference to remain on the current property.
- **Support Continuity of NFFA Operations and Programming:** Maintain NFFA's Fairgrounds operations and provide for the Association to continue its operational and programming responsibilities.
  - *NFFA Response:* Agreed.

On March 27, 2026, the NFFA submitted a letter to the Board (Attachment #2) formalizing that position, stating that the Association "*is only interested in engaging in discussions that will ultimately lead to the NFFA obtaining title to approximately 60 acres of the land currently utilized to host the annual North Florida Fair*." The NFFA acknowledged that the County would retain ownership of the remaining acreage.

To reiterate, any changes to the existing lease require the NFFA's agreement. As outlined above, the NFFA has largely declined the County's proposed terms. The County cannot unilaterally modify or terminate the lease absent bankruptcy, dissolution, or failure to conduct the annual fair.

Given the NFFA's position, this item presents three options for Board consideration that are further explained in the Analysis section. Option #1 would make no changes to the existing lease, maintaining the current relationship through the lease's expiration on December 31, 2067. Option #2 responds to the NFFA's counterproposal for fee simple ownership of approximately 60 acres. As explained in further detail below, infrastructure surtax funds are restricted to facilities on publicly owned land, so conveyance of the requested acreage would preclude the use of Blueprint funding on the conveyed property. However, the Board could consider a conditional conveyance that requires the NFFA to invest in and improve the property consistent with an updated NFFA-led master plan, maintain year-round programming, and meet other conditions established by the Board — with a reversionary clause ensuring the property returns to the County if those commitments are not met.

Option #3 would direct staff to pursue a local bill restructuring the governance of the NFFA. Under this option, changes include County oversight of the NFFA's budget and financial operations, County appointment or approval of board members, and establishment of a new governance structure including direct governance by the Board of County Commissioners.

## Analysis:

Given the outcome of negotiations, this item presents three options for the Board's consideration. Each option is accompanied by a detailed discussion of its legal, financial, and policy implications so the Board can evaluate each path independently. The options reflect the range of alternatives available to the County: maintaining the current lease that expires in 2067 (Option #1), exploring

a conditional conveyance responsive to the NFFA's counterproposal (Option #2), and pursuing a legislative restructuring of the NFFA's governance (Option #3).

## Options for Board Consideration

### Option #1: Maintain the Existing Lease

*Maintain the existing lease agreement with the North Florida Fair Association through December 31, 2067.*

**Status Quo**

- NFFA continues operating the fair and year-round programming under the current lease through 2067.
- County retains ownership but cannot develop the leased premises without the NFFA's consent.
- Blueprint project cannot be implemented as currently designed without site control the NFFA has declined to grant.

**Non-Leased Property**

- Approximately 8 acres for Gene Cox Memorial Stadium fall outside the NFFA lease.
- In coordination with the Blueprint IA, the County could pursue improvements on this parcel without the NFFA's consent.
- Gene Cox improvements are subject to existing agreements with the Leon County School Board.
- Joint-use parking for Gene Cox Memorial Stadium is subject to the NFFA lease and improvements thereto would require NFFA’s consent.
- Capital Park, while subject to the NFFA lease, represents an area where the NFFA may be amenable to future improvements.

**Future Relocation**

- NFFA has indicated it is not opposed to relocation provided the Association is kept whole — a position expressed in 2002 and again in 2005.
- This option does not, at any time, preclude the Board seeking a legislative appropriation to fund the relocation of the Fairgrounds.

**Blueprint IA**

- Based on the Board's direction, staff may need to return to the Blueprint IA Board to consider changes to the project's scope, timeline, or budget.

### Option #2: Convey 60 Acres to the NFFA Subject to Conditions

*Direct staff to work with the North Florida Fair Association to facilitate the NFFA's presentation of an updated NFFA long-range master plan to the Board within six to twelve months, to include the NFFA's capital improvement program and financing strategy. Upon review of the updated NFFA master plan, the Board would consider whether to approve a conditional conveyance of approximately 60 acres for fair operations subject to the NFFA meeting Board-established milestones.*

**The NFFA Counterproposal.** Should the Board wish to consider the NFFA's counterproposal, the following provides context for the Association's position and the terms discussed during negotiations:

- The NFFA's request is grounded in its view of the historical context of purchasing the Fairgrounds property in 1949 and deeding it to the County in 1954 "*with the clear intent that the County Commission would hold the property for its intended purpose: the preservation and operation of the Annual North Florida Fair*".
- Under the NFFA's proposal, the County would retain approximately 47 acres of the currently leased premises, which would contain Capital Park, with the balance consisting of undeveloped land.
- The NFFA has maintained a long-range master plan since 1991 contemplating a 40,000-square-foot exhibition building, a 3,000-seat amphitheater, and landscape enhancements (Attachment #4); the Executive Director has confirmed the plan remains applicable and that ownership would position the NFFA to pursue grants, private fundraising, and other funding sources.
- Any conveyance would require termination of the existing lease in its entirety — the lease cannot be partially terminated — and the parties would need to establish a new framework for shared operations and site access, in particular parking and stormwater, etc.

**Infrastructure Surtax**

- The NFFA's counterproposal contemplated using infrastructure surtax for improvements identified by the NFFA on privately owned land, which is not legally permissible.
- Section 212.055(2)(d), Florida Statutes, restricts surtax proceeds to public facilities owned by a governmental entity.
- According to Blueprint legal counsel, if the County conveys the requested 60 acres, the property becomes privately owned and Blueprint funding could not legally be spent on privately owned facilities.
- The NFFA, while it serves a public purpose under Chapter 616, is a private 501(c)(3) nonprofit — not a unit of government, taxing authority, or public agency.

**Reversionary Interest**

- Under Florida law, land contributed by a county to a fair association reverts to the county if the association dissolves, goes bankrupt, or fails to conduct an annual fair. Reversion can also be addressed contractually in any conveyance from the County to the NFFA.
- Beyond these statutory and contractual protections, the County could establish additional conditions on any conveyance — such as requirements for capital investment, maintenance standards, or continued year-round programming — with the property reverting to the County if those conditions are not met.
- The specific terms and legal structure of any reversionary provisions would be approved by the Board.

**Blueprint Project**

- The Blueprint Master Plan envisions strategic public investments to transform the Fairgrounds into a mixed-use community asset — including pad-ready redevelopment parcels along North Monroe Street, upgraded infrastructure, and new public facilities designed to spur long-term economic activation.
- Conveyance of 60 acres would have two significant effects: infrastructure surtax funds could not be used on privately owned facilities, and the NFFA — not the County — would control all future redevelopment decisions on that parcel.
- However, conveyance could also establish a coordinated investment framework in which the NFFA's private investment in its property aligns with and complements the County's strategic public investment on the retained parcels, with both parties working toward the shared goal of activating the full Fairgrounds site.

**Coordinated Investment**

- The County would retain Gene Cox Memorial Stadium, Capital Park, and the remaining Fairgrounds acreage.
- Surtax funds could be directed toward improvements on County-retained parcels — stadium upgrades, park improvements, parking, stormwater, and utility infrastructure — subject to the Blueprint IA Board approving changes to the project's scope, timeline, or budget.
- Existing agreements involving Gene Cox (School Board) and Capital Park (City of Tallahassee) would need to be addressed.
- Any conveyance would be structured to preserve the County's reversionary interest.

**Cost Relief**

- Conveyance would relieve the County of property insurance premiums on the NFFA's improvements, building and grounds maintenance, and premises liability.
- These are recurring public expenditures on a site that generates $1 per year in rent.

**Option #3: Legislative Restructuring of NFFA Governance**

*Direct staff to pursue legislative options regarding the governance of the Association, and to engage the County's legislative delegation to develop a local bill for the 2027 session amending Chapter 616, Florida Statutes, as it applies to the NFFA. Under any restructured governance, the annual North Florida Fair and year-round programming would continue.*

**Chapter 616 — State Law Governing Fair Associations**

- Chapter 616, Florida Statutes, authorizes the formation of nonprofit corporations to conduct public fairs and defines their relationship with county governments.
- Under this framework, fair associations operate independently of county government with self-selected boards — the County has no role in NFFA governance and no mechanism under current law to change that.
- The NFFA is organized under this chapter and operates under the oversight of the Florida Department of Agriculture and Consumer Services.

- Notably, the statute provides that a fair association's money and property are public property, and that upon dissolution, remaining property is distributed to the county or a municipality within the county.

**What a Local Bill Could Address**

- Legislation that applies only to Leon County — could restructure the NFFA's governance.
- Possible changes include County oversight of the NFFA's budget and financial operations, County appointment or approval of board members, and establishment of a new governance structure including direct governance by the Board of County Commissioners.
- The bill would be developed with County legislative staff and filed through the Leon County delegation for the 2027 session.

**Lease Implications**

- A legislative change to Chapter 616 would address governance — not the underlying lease — and could not directly alter lease terms without raising constitutional concerns.
- However, a reconstituted NFFA under County governance would have the authority to evaluate and realize the full potential of the Fairgrounds property as a community asset while maintaining Fairgrounds operations.

**Summary**

The existing lease constrains both parties. The County cannot develop the property without the NFFA's consent, and the NFFA has not made significant capital investments in the Fairgrounds infrastructure — a position the Association attributes to not owning the land. At the same time, the NFFA has expressed a clear interest in improving the property should it obtain ownership, supported by its approximately $2.67 million in cash reserves with no debt, and a demonstrated 75 years of continuous operation, a commitment to the annual fair and year-round programming that contributes approximately $79.2 million in annual economic impact to the regional economy. The Board's long-term interest is in realizing the highest possible potential of this approximately 120-acre public asset — and the options presented here reflect the range of paths available to achieve that goal.

Under any of the options presented, the annual North Florida Fair would continue to operate and serve the community. The central question for the Board is one of long-term governance, investment, and site control. While infrastructure surtax funds cannot be used on privately owned land, Option #2 provides a framework for coordinated public and private investment that could activate the full site over time. Staff is seeking the Board's direction on a preferred path forward.

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**Options:**

1. Maintain the existing lease agreement with the North Florida Fair Association through December 31, 2067.
2. Direct staff to work with the North Florida Fair Association to facilitate the NFFA's presentation of an updated NFFA long-range master plan to the Board within six to twelve months, to include the NFFA's capital improvement program and financing strategy. Upon review of the updated NFFA master plan, the Board would consider whether to approve a conditional conveyance of approximately 60 acres for fair operations subject to the NFFA meeting Board-established milestones.
3. Direct staff to pursue legislative options regarding the governance of the Association, and to engage the County's legislative delegation to develop a local bill for the 2027 session amending Chapter 616, Florida Statutes, as it applies to the NFFA. Under any restructured governance, the annual North Florida Fair and year-round programming could continue.
4. Board direction.

**Recommendation:**

Option #1

Attachments:

1. February 10, 2026, Agenda Item — "Fairgrounds Beautification and Improvement Project Update with Board Direction on Lease Renegotiation"
2. NFFA Letter dated March 27, 2026 (Miranda Muir, Executive Director)
3. NFFA Letter dated February 6, 2026 (Miranda Muir, Executive Director)
4. NFFA Long Range Master Plan, Executive Summary (Bullock, Smith & Partners, July 1991)

# 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<br>Nawfal Ezzagaghi, Assistant County Administrator<br>Artie White, Director, Planning, Land Management & Community Enhancement (PLACE) |
| **Lead Staff / Project Team:** | Autumn Calder, Director, Blueprint<br>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

Miranda Muir, Executive Director
North Florida Fair Association, Inc.
441 Paul Russell Rd.
Tallahassee, FL 32301

March 27, 2026

Leon County Board of Commissioners
301 S. Monroe St., 5th Floor
Tallahassee, FL 30301

RE: Lease Negotiations and Future Ownership of Fairgrounds Property

For more than 80 years, the North Florida Fair Association (NFFA) has served as a cornerstone of the Leon County community, promoting agriculture, supporting youth education, and providing a gathering place for residents across the region. What began as a vision to celebrate and sustain our agricultural heritage has grown into one of the largest regional fairs in the Southeast, welcoming more than 125,000 guests annually.

At the heart of the NFFA's mission is a deep and ongoing commitment to youth development. Through partnerships with local 4-H and FFA programs, the Fair provides educational opportunities, competitive events, and meaningful experiences that help shape the next generation of agricultural leaders. Over the years, the NFFA has awarded significant financial support through premiums, scholarships, and program funding—helping countless young people pursue their educational and career goals.

Beyond agriculture, the fairgrounds serve as a vital community asset year-round. The property hosts a wide range of events, from educational programs and livestock shows to festivals, fundraisers, and public gatherings, making it one of the most active and accessible community spaces in the region. The NFFA has also worked in partnership with Leon County to support and facilitate the development of key public facilities on the property, including the Leon County Cooperative Extension Offices, Gene Cox Memorial Stadium, and Capital Park.

This legacy of service is rooted in the original investment made by the NFFA in 1949, when 142 acres were purchased with the express purpose of advancing agriculture, education, and community engagement. In 1954, the property was deeded to Leon County—without financial exchange—with the understanding that the land would be preserved to carry forward this mission. The Board of Directors at that time placed its trust in the County's leadership to steward this community asset for generations to come.

Today, that mission remains unchanged. However, after careful consideration, the NFFA Board of Directors believes that the best way to ensure long-term sustainability and

continued growth of our impact is to regain ownership of a portion of the property. As such, we wish to clearly communicate that we are only interested in engaging in discussions that will ultimately lead to the NFFA obtaining title to approximately 60 acres of the land currently utilized to host the annual North Florida Fair.

Since the original conveyance, the NFFA has operated under a lease agreement and has worked in close collaboration with Leon County to enhance and improve the property for public benefit. These efforts have resulted in lasting community assets and have strengthened the partnership between our organizations.

At this time, the Board believes it is in the best interest of the organization to regain ownership of a portion of the property—specifically, a minimum of 60 acres—to ensure the continued advancement of our mission. The NFFA recognizes that Leon County would retain ownership of the remaining acreage. It was further discussed that, in the event the NFFA were to cease operations, ownership of the conveyed property would revert to Leon County.

We understand that Leon County and Blueprint staff have expressed interest in the development of a community building on the property. The NFFA is supportive of constructing such a facility within the 60 acres to be retained by the Fair, if Blueprint or alternative funding sources are secured for its development. Under this concept, the NFFA would assume responsibility for ownership, operation, and maintenance of the facility, while Leon County would have scheduling rights with appropriate advance planning.

In regard to governance, the NFFA has considered the inclusion of County-appointed representatives on its Board of Directors. While there is no desire to expand the Board by six additional members, the NFFA is open to a compromise that would allow four elected members. This could include one representative from Leon County Extension Services and three additional individuals recommended by the County.

The Board has also discussed naming rights for future facilities. While the NFFA is open to conversations regarding naming opportunities, we are not inclined to grant exclusive naming rights to Leon County.

The possibility of relocation has also been considered. The NFFA is not opposed to relocation if a suitable site can be identified and comparable facilities developed. However, our strong preference remains to retain ownership of a portion of the current property, allowing us to remain connected to the community we have served for more than 80 years while making long-anticipated improvements and enhancements.

Finally, the NFFA Board of Directors is not interested in shortening the term of the current lease. Our primary and consistent objective throughout these discussions is to secure ownership of the property necessary to continue fulfilling our mission.

We look forward to continuing these discussions in a productive and collaborative manner and appreciate your consideration of our position.

Respectfully submitted,



Miranda Muir
Executive Director
North Florida Fair Association, Inc.

Miranda Muir, Executive Director
North Florida Fair Association, Inc.
441 Paul Russell Rd.
Tallahassee, FL 32301

February 6, 2026

Leon County Board of Commissioners
301 S. Monroe St., 5th Floor
Tallahassee, FL 30301

RE: Fairgrounds Lease Agenda Item 16, February 10, 2026

Dear Chair and Members of the County Commission,
Thank you for the opportunity to submit this response for inclusion in the public record regarding the agenda item related to the North Florida Fairgrounds lease.

The North Florida Fair Association respectfully offers the following information to provide historical context, operational clarity, and perspective as discussions continue regarding the Fairgrounds and any potential lease considerations.

**Historical Background**
The North Florida Fair Association purchased approximately 142 acres in 1949 to establish a permanent home for the North Florida Fair. In 1954, the Association deeded the land to Leon County *in trust*, with the clear intent that the County Commission would hold the property for its intended purpose: the preservation and operation of the Annual North Florida Fair.

Since that time, and with the cooperation and support of the Association, several parcels have been removed from the Fairgrounds to create additional County assets that benefit the broader community, including the UF/IFAS Extension Building and Gene Cox Stadium. These decisions were made in good faith and with the understanding that the Fairgrounds would remain a cohesive and viable site for the Fair and other large-scale annual events.

Currently, the North Florida Fair Association leases approximately 109 acres of the original property. A substantial portion of this acreage is essential to hosting and supporting major annual events such as the North Florida Fair and Market Days.

**Stewardship, Operations, and Financial Responsibility**
Over the past ten years, the North Florida Fair Association has invested more than **$2 million** in capital improvements to the Fairgrounds. The Association is responsible for the

general upkeep and maintenance of the buildings and grounds, including payment of all electric and water utilities.

Day-to-day operations are managed by a full-time, dedicated staff. Each year, an additional temporary workforce of more than 100 individuals supports the Annual North Florida Fair. As employees of the Association, these individuals meticulously care for the property, with all operational and maintenance funding generated through the Association's own fundraising efforts.

The North Florida Fair Association is a **501(c)(3) nonprofit organization** that is entirely self-funded and receives **no cash funding** from Leon County or the City of Tallahassee.

**Community and Regional Contributions**

The North Florida Fair provides significant economic, educational, and cultural benefits to Tallahassee and the greater North Florida region. In addition to the annual Fair, the Association hosts year-round events that generate tourism, support local businesses, provide family-friendly recreation, and advance agricultural and educational initiatives—all while maintaining County-owned facilities at no cost to taxpayers.

A 2025 study by Johnson Consulting found that for every $1 invested in fairgrounds, more than $9 is generated in economic return. On average, over 29% of the U.S. population attends a fair each year—exceeding the combined attendance of Major League Baseball and the National Football League. According to the IAFE Impacts National Report Summary (September 2025), fairs in the Southeast generate a $6.1 billion annual economic impact. The North Florida Fair Association is proud to contribute to and amplify that impact within our community.

**Recent Proposals and Associated Concerns**

The Association has participated in good-faith discussions with County leadership and Blueprint and has taken part in multiple workshops focused on potential beautification and improvements to the Fairgrounds. While recent proposals *could* function from a planning perspective, they offer little to no benefit to the North Florida Fair Association.

Proposed plans would eliminate the Association's access to and oversight of nearly **62 acres** of currently leased land, forcing popular annual events to become smaller and more constrained. At a time when attendance at these events is reaching all-time records, limiting available space appears counterproductive and inconsistent with supporting thriving community gatherings.

Additionally, the loss of acreage would hinder the Association's ability to host the Annual North Florida Fair at its current scale and restrict future growth. Proposals that include County or third-party oversight of off-season rentals—particularly within a proposed new

pavilion—would directly impact a critical non-fair revenue stream that supports Fair operations and ongoing facility maintenance.

**Future Vision of the North Florida Fair Association**

Prior to the Blueprint initiative, the Association was actively developing an internal master plan focused on long-term building and grounds improvements. This effort was paused to engage collaboratively in the Blueprint process. Future goals include expanded facilities, the ability to host large regional events, increased economic impact, enhanced educational programming, youth engagement, and broader community outreach.

While the North Florida Fair Association has recently undergone leadership changes, our voice remains strong and our vision bold. We continue working toward creating a vibrant meeting place woven into the fabric of the Southside community. In recent years, we have strengthened partnerships with organizations such as the South City Foundation, Second Harvest Food Bank, and One Blood Tallahassee. We also continue to provide educational scholarships to area students and prioritize employing local residents for seasonal positions rather than outsourcing traveling event corporations.

In 2026, the Association will again bring large regional events to Tallahassee, including the North Florida Classic Cluster Dog Show and the Big Bend Model Railroad Association Show, while supporting the development of new events such as the North Florida Renaissance Faire and the Fuji BJJ Tallahassee Spring Championship—a nationwide martial arts competition. By improving our facilities and grounds, we aim to attract large-scale events that draw diverse audiences and contribute significantly to Tallahassee's economic vitality and cultural identity.

The North Florida Fair Association is not only prepared, but excited, to expand its role in bringing vibrant, family-friendly events to South Monroe, supporting local businesses, strengthening community ties, and creating greater opportunities for youth and agricultural education.

**Position on Lease Negotiations**

At this time, the North Florida Fair Association does not see value in entering into lease negotiations based on the proposals presented and remains satisfied with the current lease arrangement. Additionally, the Association respectfully requests that the County Commission consider options that would allow the Association to regain possession of the land—formally recognizing the role it has played as steward and caretaker for more than 50 years and ensuring that the Fair, its history, and its commitment to the community continue for generations to come.

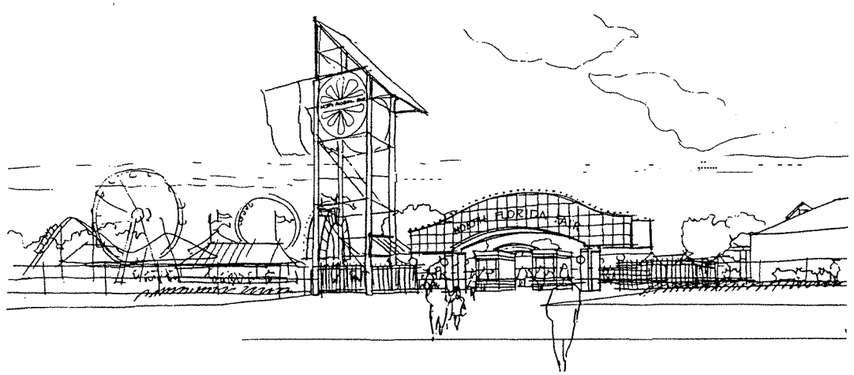
The North Florida Fair Association remains committed to transparency, collaboration, and the preservation of this important community asset. We appreciate your consideration and welcome continued dialogue that honors the original intent of the land donation and supports the long-term sustainability of the Fairgrounds.

Respectfully submitted,



Miranda Muir
Executive Director
North Florida Fair Association, Inc.

# Long Range Master Plan for the
# *North Florida Fair*
*Tallahassee, Florida*



*Prepared for:*

**North Florida Fair Associati,on**
*Tallahassee,Florida*

*Prepared by:*

**Bullock,Smith & Partners,Inc.**
*Knoxville I Nashville, Tennessee*

*Executive Summary - July 16, 1991*



Posted on April 6, 2026

# Long-Range Master Plan for the NORTH FLORIDA FAIR

Tallahassee, Florida

Prepared for:

**NORTH FLORIDA FAIR ASSOCIATION**

Tallahassee, Florida

Master Planners:

**BULLOCK, SMITH & PARTNERS, INC.**

Knoxville/Nashville, Tennessee

**EXECUTIVE SUMMARY - July 16, 1991**



Posted on April 6, 2026

Bullock
Smith
& Partners

On behalf of the North Florida Fair Association, we of Bullock, Smith & Partners, Inc. are pleased to submit this brief overview of the North Florida Fair long range master plan.

- The North Florida Fairground has the potential to increase it's year around use and to become more fully developed as a regional events center.

- The long-range master plan calls for the addition of:
  - festive architectural enhancements including decorative screen walls, gateways, portals, a theme tower and fountains;
  - 40,000 square foot multi-purpose exhibition building which can be constructed in phases of approximately 10,000 square feet each;
  - landscaping and below-grade concessionaire hookups along the Promenade;
  - 3,000 seat amphitheater with a covered stage;
  - relocated midway with concessionaire hookups which can also be used for recreational vehicles, mobile home shows and similar events;
  - relocated swine barn.

- The projected construction costs for all master plan improvements ranges from $4.75 million for $7 million. The plan can be developed in 5 phases and numerous sub-phases; the first of which is the construction of the decorative screen walls.

- With the exception of storm water, no other environmental issues are known.

- Impacts on area roads are the major Concurrency Management System concerns.

- The existing acreage is adequate to accommodate the Fair and the facility's use as a year around events center. However, acreage should not be further reduced.

- The following graphics show the long range master plan, an aerial perspective, two character sketches, thematic enhancements, and a phasing diagram.

Paul Russel Road

Service

Restrooms

Paved Parking

ftived Service

Outdoor Exhibits

Agricultur

Offices

Events

Poultry/ Petting Zoo

Goats

Cattle

Livestotk Expansion

phase 1

phase 3

40,000 sf Exhibition Building

phase 2

phase 4

West Gate

Fountain

Concessions

Entry Court

East Gate

Paved Parkin

Restroom

Theme Tower

Amphitheater

Commercial Exhibits

4H

Events

Service

Midway

Lawn Parking

Midway Gate

South Monroe Street

NORTH FLORIDA FAIR: MASTER PLAN

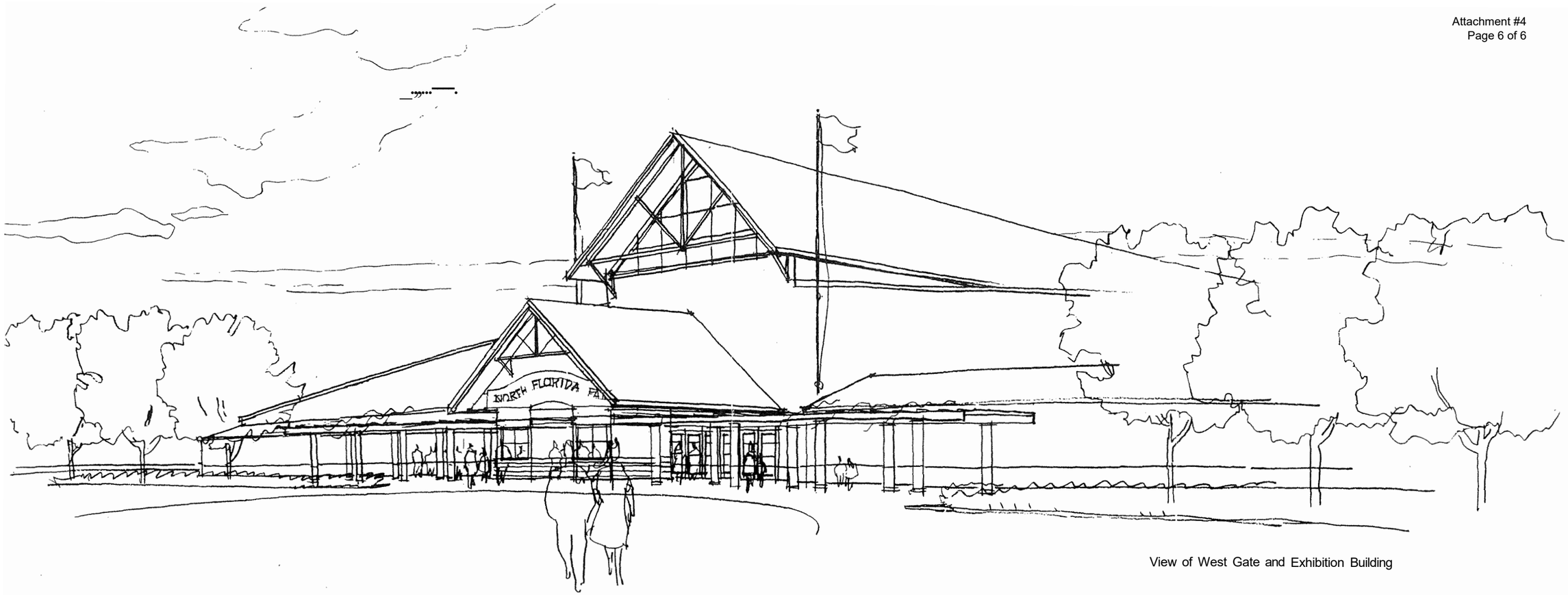
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Bullock Smith & Partners

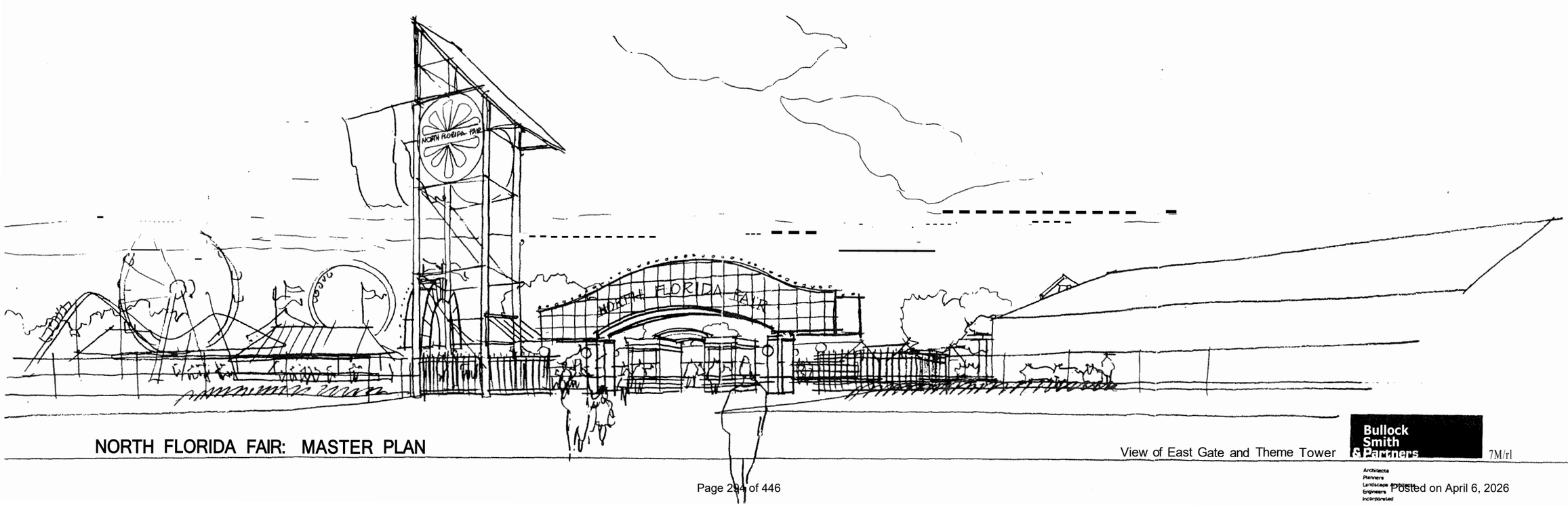
Architects
Planners
Landscape Architects
Engineers



Posted on April 6, 2026




View of West Gate and Exhibition Building




NORTH FLORIDA FAIR: MASTER PLAN

View of East Gate and Theme Tower

Bullock Smith & Partners
Architects
Planners
Landscape Architects
Engineers
Incorporated

7M/rl



Posted on April 6, 2026

# Leon County
# Board of County Commissioners

## Notes for Agenda Item #17

# Leon County Board of County Commissioners

## Agenda Item #17

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Commissioner Appointments to the Value Adjustment Board

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

**Statement of Issue:**

This item seeks the full Board's appointment of two Commissioners to the Value Adjustment Board, and the selection of one of the two Commissioners as the Chair of the Value Adjustment Board.

**Fiscal Impact:**

This item has no fiscal impact.

**Staff Recommendation:**

Option #1: Appoint two Commissioners to the Value Adjustment Board for two-year terms ending April 30, 2028.

Option #2: Select one of the two Commissioners appointed to the Value Adjustment Board to serve as the Chair of the Value Adjustment Board.

## Report and Discussion

**Background:**

Leon County Policy No. 11-2, "Commissioner Membership on Boards, Committees, Councils, and Authorities", delineates the authority to appoint members of the Board of County Commissioners to various boards, committees, councils, and authorities (collectively, Committees), and the terms of those appointments. Consistent with this policy, this item seeks the full Board's appointment of two Commissioners to the Value Adjustment Board (VAB) and the appointment of one of these Commissioners to serve as Chair.

**Analysis:**

**Value Adjustment Board (VAB)**

Purpose: The VAB settles disputes between taxpayers and the Property Appraiser relating to denials of exemptions/classifications and market values. If the property owner feels the property's assessment, classification, or exemption is incorrect, a petition can be filed with the VAB. The VAB approves and hires Special Magistrates to conduct quasi-judicial hearings and render recommendations to the VAB for review. The VAB issues the final decisions.

Composition: Pursuant to Section 194.015, Florida Statutes, the VAB is composed of five members:

- Two County Commissioners, elected by the Board of County Commissioners, one of whom shall be selected as Chair of the VAB by the Board of County Commissioners;
- One School Board member, elected by the School Board;
- One citizen appointed by the Board of County Commissioners. The citizen must own homestead property within the County; and
- One citizen appointed by the School Board. The citizen must own a business occupying commercial space located within the school district. A citizen member may not be a member or an employee of any taxing authority, and may not be a person who represents property owners in any administrative or judicial review of property taxes.

This item seeks the full Board's appointment of two Commissioners to the VAB, and the Board's selection of one of these two appointed Commissioners to serve as the Chair of the VAB. Per Policy No. 11-2, Commissioners appointed to the VAB serve two-year terms.

Currently, Chairman Caban and Commissioner Maddox serve on the VAB, with Commissioner Maddox serving as the Chair of the VAB. All Commissioners are eligible for appointment.

Vacancies: The terms of VAB members Chairman Caban and Commissioner Maddox expire on April 30, 2026.

*Table #1 Commissioner Appointments to the Value Adjustment Board*

| Current Members | Terms Expire | Recommended Action |
|---|---|---|
| Christian Caban<br>Nick Maddox | 4/30/2028 | Appoint **two** Commissioners to two-year terms ending April 30, 2028, **and** select one of the two as the Chair of the VAB. |

**Options:**

1. Appoint two Commissioners to the Value Adjustment Board for two-year terms ending April 30, 2028.
2. Select one of the two Commissioners appointed to the Value Adjustment Board to serve as the Chair of the Value Adjustment Board.
3. Board direction.

**Recommendation:**

Options #1 and #2

# Leon County
# Board of County Commissioners

## Notes for Agenda Item #18

# Leon County Board of County Commissioners
## Agenda Item #18
### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Full Board Appointments to the Minority, Women & Small Business Enterprise Citizen Advisory Committee, the Tallahassee-Leon County Planning Commission, and the Tallahassee Sports Council

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

**Statement of Issue:**

This item seeks the full Board's consideration for the appointment of eligible applicants to the Minority, Women & Small Business Enterprise Citizen Advisory Committee, the Tallahassee-Leon County Planning Commission, and the Tallahassee Sports Council.

**Fiscal Impact:**

This item has no fiscal impact.

**Staff Recommendation:**

Option #1: Reappoint one citizen, Carol Rippee, to the Architecture / Construction / Engineering Seat on the Tallahassee-Leon County Minority, Women & Small Business Enterprise Citizen Advisory Committee for a two-year term ending on April 30, 2028.

**Applicant requests a waiver of the conflicting employment relationship as disclosed in Form 4A. Should the Board choose to reappoint Ms. Rippee, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.*

Option #2: Appoint one citizen to the At-Large Seat on the Tallahassee-Leon County Minority, Women & Small Business Enterprise Citizen Advisory Committee for a two-year term ending on April 30, 2028.

Option #3: Appoint one eligible applicant to the Tallahassee-Leon County Planning Commission for the remainder of a three-year term ending on June 30, 2026.

Option #4: Appoint two citizens to At-Large seats on the Tallahassee Sports Council for three-year terms ending on April 30, 2029.

## Report and Discussion

**Background:**

This item seeks the full Board's consideration for the appointment of citizens to the Minority, Women & Small Business Enterprise Citizen Advisory Committee, the Tallahassee-Leon County Planning Commission, and the Tallahassee Sports Council.

Pursuant to Policy No. 03-15, "Board-Appointed Citizen Committees" (Policy), a General Business item is presented to fill vacancies for full Board appointments of citizens to Authorities, Boards, Committees, and Councils.

**Analysis:**

**Minority, Women, and Small Business Enterprise (MWSBE) Citizen Advisory Committee**

In 2017, the Board of County Commissioners and the Tallahassee City Commission approved consolidating the County and City Advisory Committees for the respective MWSBE Programs into one single committee for improved efficiency and support, under the Tallahassee-Leon County MWSBE Division of the Office of Economic Vitality, and pursuant to Joint Resolution R17-03 / 17-R-11, established the joint Tallahassee-Leon County Minority, Women, and Small Business Enterprise Citizen Advisory Committee (MWSBE CAC).

Purpose: The MWSBE CAC monitors the progress of the MWSBE program and is responsible for reviewing and recommending policy alternatives, as well as providing programmatic recommendations relative to certification appeals and Good Faith Efforts.

Composition: The MWSBE CAC has eleven members who are appointed as follows:

- Four members appointed by the Board of County Commissioners
- Four members appointed by the City Commission
- One member appointed by the Big Bend Minority Chamber of Commerce
- One member appointed by the Capital City Chamber of Commerce
- One member appointed by the Greater Tallahassee Chamber of Commerce

Of the four Board appointed members, at least one shall have expertise in the field of architecture, construction, or engineering. This requirement is currently fulfilled by member Carol Rippee. Members serve for two-year terms, with no member serving more than three consecutive full terms.

Diversity of Current Membership:

| Total Seats | Vacant Seats | Gender | Race |
|---|---|---|---|
| 11 | 0 | Female – 8<br>Male – 3 | Black – 5<br>White – 3<br>Hispanic – 2<br>Not Available – 1 |

Vacancies: The terms of Board appointed MWSBE CAC members Carol Rippee and Danielle Andrews will expire on April 30, 2026. Ms. Rippee has identified a familial relationship with a contractor performing work for the County and has completed the Disclosure Form 4A providing information as to the conflicting employment relationship. Should the Board choose to appoint Ms. Rippee, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote. Her application, Form 4A, and attendance record are included as Attachment #1. Ms. Andrews has served one full term and is also seeking reappointment. Her application, resume, and attendance record are included as Attachment #2. All eligible applicants are listed in Table #1.

*Table #1: Minority, Women, and Small Business Enterprise Citizen Advisory Committee*

| **Vacancy** *Status* | **Term Expiration** | **Eligible Applicant** **Application Attachment #** | **Gender – Race** | **Recommended Action** |
|---|---|---|---|---|
| Carol Rippee *Architecture / Construction / Engineering Seat* *Served 1 full term* *Seeking reappointment* | 4/30/2026 | 1. Carol Rippee* | Female – White | Reappoint **one** citizen, Carol Rippee, to the Architecture / Construction / Engineering Seat for a two-year term ending on April 30, 2028. |
| Danielle Andrews *At-Large Seat* *Served 1 full term* *Seeking reappointment* | 4/30/2026 | 2. Danielle Andrews<br>3. Lora Lowe** | Female – Black<br>Female – White | Appoint **one** citizen to the At-Large Seat for a two-year term ending on April 30, 2028. |

* *Applicant requests a waiver of the conflicting employment relationship as disclosed in Form 4A. Should the Board choose to reappoint Ms. Rippee, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.*

***Lora Lowe has also applied for an At-Large Seat on the Tallahassee Sports Council (TSC) and cannot be appointed to both Committees. If Ms. Lowe is appointed to the MWSBE CAC, she is not eligible for appointment to the TSC.*

Due to recent legislation (SB 1134) approved by the Florida Legislature and anticipated to be signed by the Governor related to diversity, equity, and inclusion, additional information will be brought back to the Board during the budget process related to the impacts on the MWSBE program and CAC. The effective date for the new legislation is January 1, 2027.

**Tallahassee-Leon County Planning Commission**

Purpose: The Tallahassee – Leon County Planning Commission was established by interlocal agreement on September 26, 1967, between Leon County and the City of Tallahassee. This Agreement designated the Planning Commission as the entity responsible for comprehensive area wide planning within the City of Tallahassee and Leon County. The Planning Commission is also designated as the Local Planning Agency (LPA) that reviews amendments to the Comprehensive Plan. Duties and responsibilities of the Planning Commission and the LPA are set forth in the Planning Commission bylaws as well as the interlocal agreement and local land development codes for the City and County.

Composition: The Planning Commission has seven total members: three members appointed by the Board, three members appointed by the City, and one member selected by the School Board and approved and appointed jointly by the Board and the City Commission. The members serve three-year terms and may be reappointed. County appointed members are limited to 3 consecutive full terms per Policy No. 03-15. Vacancies are filled for the remainder of the unexpired term. Leon County Code Section 10-2.321(c) states that membership shall be composed of citizens who reside in different areas of the County. Under represented areas of the County shall be taken into consideration when filling vacancies on the Planning Commission.

Diversity of Current Membership:

| Total Seats | Vacant Seats | Gender | Race | Zip Codes |
|---|---|---|---|---|
| 7 | 1 | Female – 1<br>Male – 5 | Black – 1<br>White – 5 | 32303 – 3<br>32308 – 3 |

Vacancies: Planning Commission Member Jovona Parker resigned effective January 28, 2026. Her term is set to expire on June 30, 2026. The eligible applicants for consideration of appointment for the remainder of the unexpired term are listed in Table #3.

*Table #2: Tallahassee – Leon County Planning Commission*

| **Vacancy**<br>*Status* | **Term Expiration** | **Eligible Applicant**<br>**Application Attachment #**<br>**Applicant zip code** | **Gender – Race** | **Recommended Action** |
|---|---|---|---|---|
| Jovona Parker<br>*Served one partial term resigned* | 6/30/2026 | 4. Martin Chavez (32317)<br>5. Christic Henry (32301)<br>6. Jesus Quinones (32311)<br>7. Jacinda Turner (32317)<br>8. Corina White (32311)<br>9. Stephanie Wilson (32301)<br>10. Ashley Leland (32303) | Male – Hispanic<br>Female – Black<br>Male – Hispanic<br>Female – Black<br>Female – Black<br>Female – Black<br>Female – Black | Appoint **one** eligible applicant for the remainder of a three-year term ending June 30, 2026. |

**Tallahassee Sports Council (TSC)**

Purpose: The purpose of the TSC is to focus on the economic benefits of visitor-generating events to support sports tourism for the betterment of the Tallahassee-Leon County community.

Composition: At its October 10, 2023 meeting, the Board approved enabling resolution R23-36 reestablishing the TSC. The TSC is composed of 17 members:

- 10 members designated by their appointing organizations:
  - Florida A&M University, Athletics
  - Florida A&M University, Campus Recreation
  - Florida State University, Athletics
  - Florida State University, Campus Recreation
  - Leon County Division of Parks & Recreation
  - Leon County Schools
  - Tallahassee State College Athletics
  - Tallahassee/Leon County Civic Center
  - Tallahassee Orthopedic & Sports Physical Therapy
  - City of Tallahassee Parks, Recreation, and Neighborhood Affairs
- One County Commissioner; and
- Six at-large members appointed by the full Board. The at-large members are citizens who have demonstrated experience and interest in aspects of sports within Leon County.

Currently, Commissioner Maddox serves as the Board's representative on the TSC.

The At-Large members serve three-year terms and may not serve more than three consecutive full terms. Vacancies are filled for the remainder of the unexpired term.

Diversity of Current Membership:

| Total Seats | Vacant Seats | Gender | Race |
|---|---|---|---|
| 17 | 0 | Male – 10<br>Female – 6<br>N/A – 1 | White – 12<br>Black – 4<br>Asian – 1 |

Vacancies: The terms of TSC members Michael Fleischacker and Jennifer Meadows are due to expire on April 30, 2026. Mr. Fleischacker and Ms. Meadows have each served one full term and both members are seeking reappointment. Their applications and attendance records are included as Attachments #11 and #12, respectively. All eligible applicants are listed in Table #4.

*Table #4: Tallahassee Sports Council*

| **Vacancy** *Status* | **Term Expiration** | **Eligible Applicants** **Application Attachment #** | **Gender – Race** | **Recommended Action** |
|---|---|---|---|---|
| Michael Fleischacker<br>*Served 1 full term*<br>*Seeking reappointment*<br><br>Jennifer Meadows<br>*Served 1 full term*<br>*Seeking reappointment* | 4/30/2026 | 11. Michael Fleischacker<br>12. Jennifer Meadows<br>13. Elbert Glenn<br>14. Antwan Owens<br>15. Lora Lowe* | N/A – N/A<br>Female – White<br>Male – Asian<br>Male – Black<br>Female – White | Appoint **two** citizens to At-Large seats for three-year terms expiring on April 30, 2029. |

**Lora Lowe has also applied to for the At-Large Seat on the MWSBE CAC and cannot be appointed to both Committees. If Ms. Lowe is appointed to the MWSBE CAC, she is not eligible for appointment to the TSC.*

**Options:**

1. Reappoint one citizen, Carol Rippee, to the Architecture / Construction / Engineering Seat on the Tallahassee-Leon County Minority, Women & Small Business Enterprise Citizen Advisory Committee for a two-year term ending on April 30, 2028.

   **Applicant requests a waiver of the conflicting employment relationship as disclosed in Form 4A. Should the Board choose to reappoint Ms. Rippee, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.*
2. Appoint one citizen to the At-Large Seat on the Tallahassee-Leon County Minority, Women & Small Business Enterprise Citizen Advisory Committee for a two-year term ending on April 30, 2028
3. Appoint one eligible applicant to the Tallahassee-Leon County Planning Commission for the remainder of a three-year term ending on June 30, 2026.
4. Appoint two citizens to At-Large seats on the Tallahassee Sports Council for three-year terms ending on April 30, 2029.
5. Board direction.

**Recommendation:**

Options #1 through #4

Attachments:

1. Carol Rippee application, Form 4A, and attendance record
2. Danielle Andrews application, resume, and attendance record
3. Lora Lowe application and resume
4. Martin Chavez application and resume

5. Christic Henry application and resume
6. Jesus Quinones application and resume
7. Jacinda Turner application and resume
8. Corina White application and resume
9. Stephanie Wilson application and resume
10. Ashley Leland application and resume
11. Michael Fleischacker application and attendance record
12. Jennifer Meadows application, resume, and attendance record
13. Elbert Glenn application and resume
14. Antwan Owens application and resume
15. Lora Lowe application and resume

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS
# CITIZEN COMMITTEE APPLICATION
# MINORITY, WOMEN, & SMALL BUSINESS ENTERPRISE CITIZEN ADVISORY COMMITTEE

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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. Carol Rippee | **Date:** 3/17/2026 8:29:01 AM

| | | | |
|---|---|---|---|
| **Home Address:** | 1466 Lloyds Cove Rd<br>Tallahassee, FL 32312 | **Do you live in Leon County?** | Yes |
| | | **Do you live within the City limits?** | No |
| | | **Do you own property in Leon County?** | Yes |
| **Home Phone:** | (850) 509-6565 | **Do you own property in the Tallahassee City Limits?** | Yes |
| **Primary Email:** | carol@rippeeconstruction.com | **How many years have you lived in Leon County?** | 42 |

***(EMPLOYMENT INFORMATION)***

| | | | |
|---|---|---|---|
| **Employer:** | Rippee Construction | **Work Address:** | 2107 Delta Way<br>Tallahassee , FL 32312 |
| **Occupation:** | Construction Manager | | |
| **Work/Other Phone:** | (850) 668-6805 | **Work Email:** | carol@rippeeconstruction.com |

***(OPTIONAL)***

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

**Race:** White **Gender:** F **Age:** 71

**District:** District IV **Disabled?** No

***(RESUME AND REFERENCES)***

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

| | | | |
|---|---|---|---|
| **Name:** | Elizabeth Langston | **Name:** | Callie Neal |
| **Address:** | 3410 North Lakeshore Drive<br>Tallahassee Fl 32312 | **Address:** | 1500 Lloyds Cove Rd |
| **Phone:** | (850) 385-1561 | **Phone:** | (850) 509-8939 |

**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.

Certified public accountant in the state of Florida, certified general contractor in the state of Florida, masters degree in Accounting from Florida State University, started women owned construction company in 1995 which is now managed by my daughter Callie Neal and specializes in educational facilities. I support Theater Tallahassee and have been a board member. Rippee construction supports Lively VoTech school as we feel that the trades need to be championed. We donate scholarships, graduation T-shirts, construction plans to learn from, and guest speakers when asked.

***(COMMITTEE QUESTIONNAIRE)***

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* *Yes*

If yes, on what Committee(s) are you a member? *MWSBE*

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

If Yes, on what Committee(s) have you served? *MWSBE*

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

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

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

If yes, please explain *My son, David Rippee Jr.,owns a construction company that bids city and county construction projects*

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

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

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

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

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

Members on this committee must be resident of Leon County.

Members must have experience in the membership eligibility listed below. Please indicate your area of expertise.

- [x] Architecture

  Please explain: *Ability to read plans and provide value engineering.*

- [x] Construction

  Please explain: *Ability to construct any building with the proper plans.*

- [x] Engineering

  Please explain: *Experience with construction of large plumbing, fire sprinkler, HVAC, and electrical installations.*

☐ Community Member at-large

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

Signature: Ms. Carol Rippee

The application was electronically sent: 3/17/2026 8:29:01 AM

# FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

| LAST NAME - FIRST NAME - MIDDLE INITIAL | OFFICE / POSITION HELD |
|---|---|
| Rippee, Carol M. | Owner / Project Manager |
| MAILING ADDRESS<br>1466 Lloyds Cove Rd | AGENCY OR ADVISORY BOARD<br>MWSBE |
| CITY ZIP COUNTY<br>Tallahassee, 32312 Leon | ADDRESS OF AGENCY |

## 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

   (X) A child of the reporting person, whose name is David Rippee Jr..

2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:

   (X) Supplying the following realty, goods, and/or services: Hard bids construction projects.

   ( ) 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:

   Omnicon, 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:

   Family relationship only - Mother and Grandmother


[CONTINUED ON REVERSE SIDE]

## PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable.*

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:

   ( ) The reporting person;

   ( ) The spouse of the reporting person, whose name is _____; or

   ( ) A child of the reporting person, whose name is _____.

2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

   _____.

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

   _____
   (NAME OF ENTITY) (ADDRESS OF ENTITY)

4. The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:
   ( ) Officer; ( ) Partner; ( ) Associate; ( ) Sole proprietor; ( ) Stockholder; ( ) Director; ( ) Owner of in excess of 5% of the assets or capital stock in such business entity; ( ) Employee; ( ) Contractual relationship with the business entity; ( ) Other, please describe:

## SIGNATURE

| SIGNATURE | DATE SIGNED | DATE FILED |
|---|---|---|
|  | 3/18/2026 | |

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.

# *MWSBE CAC Attendance Record*

**Committee Name**: Minority, Women, and Small Business Enterprise Citizen Advisory Committee

**Committee Member Name:** Carol Rippee

| 9/6/2023 | 11/14/2023 | 2/22/2024 | 5/1/2024 | 7/24/2024 | 10/16/2024 |
|---|---|---|---|---|---|
| N/A | N/A | N/A | N/A | X | A/E |

| 2/5/2025 | 5/21/2025 | 8/21/2025 | 10/15/2025 | 2/11/2026 |
|---|---|---|---|---|
| X | A/E | X | X | X |

***X – Member in attendance***
***A/E – Member absent/excused***
***MC – Meeting cancelled***
***N/A – Not Applicable***

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS
# CITIZEN COMMITTEE APPLICATION
# MINORITY, WOMEN, & SMALL BUSINESS ENTERPRISE CITIZEN ADVISORY COMMITTEE

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.**

**Applications will be discarded if no appointment is made after two years.**

**Name:** Mrs. Danielle Andrews | **Date:** 3/16/2026 9:19:48 PM

| | | | |
|---|---|---|---|
| **Home Address:** | 2111 Harriet Drive<br>Tallahassee, FL 32303 | **Do you live in Leon County?** | Yes |
| | | **Do you live within the City limits?** | No |
| | | **Do you own property in Leon County?** | Yes |
| **Home Phone:** | (727) 433-2402 | **Do you own property in the Tallahassee City Limits?** | No |
| **Primary Email:** | danielleandrews0217@gmail.com | **How many years have you lived in Leon County?** | 8 |

***(EMPLOYMENT INFORMATION)***

| | | | |
|---|---|---|---|
| **Employer:** | Realty One Group Next Generation | **Work Address:** | 1648-B Metropolitan Circle<br>Tallahassee, FL 32303 |
| **Occupation:** | Broker/Owner | | |
| **Work/Other Phone:** | (850) 391-7337 | **Work Email:** | danielle@rognextgeneration.com |

***(OPTIONAL)***

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

**Race:** Black or African American **Gender:** F **Age:** 31

**District:** District II **Disabled?** No

***(RESUME AND REFERENCES)***

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

| | | | |
|---|---|---|---|
| **Name:** | Carrie Edgerson | **Name:** | |
| **Address:** | 4481 Rivers Landing Drive Tallahassee, FL 32303 | **Address:** | |
| **Phone:** | (309) 340-2222 | **Phone:** | |

**Resume Uploaded?** Yes

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

***(COMMITTEE QUESTIONNAIRE)***

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* *Yes*

If yes, on what Committee(s) are you a member? *MWSBE and AHAC*

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

If Yes, on what Committee(s) have you served? *MWSBE & AHAC*

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

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

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

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

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

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

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

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

Members on this committee must be resident of Leon County.

Members must have experience in the membership eligibility listed below. Please indicate your area of expertise.

- [ ] Architecture
- [ ] Construction
- [ ] Engineering
- [X] Community Member at-large

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

Signature: Mrs. Danielle Andrews

The application was electronically sent: 3/16/2026 9:19:48 PM

# Danielle Andrews, Ed.S

ENTREPRENEURSHIP TEACHING FACULTY I

## Profile

Accomplished business leader with Education Specialist Degree and proven, hands-on business management skills. Expert talents in innovation, training, coaching, and leadership. Exceptional capacity for building relationships, strategy, and networking.

## Employment History

### Broker/Owner, Realty ONE Group Next Generation, Tallahassee

JUNE 2022 — PRESENT

- Supervise an office of more than 30 Real Estate Agents
- Develop and facilitate training program for Real Estate Agents
- Increase retention by always looking for ways to serve our agents and reinforce a culture of collaboration, connection, and care
- Assist our Real Estate Agents in the ongoing development of sales processes, forms, and procedures to enhance our transaction management service and client experience.

### Director of Diversity & Inclusion, Florida Department of Agriculture and Consumer Services, Tallahassee

JUNE 2019 — JUNE 2022

- Added inclusion as a core value of the department
- Implemented diversity training throughout the department of all 4,000 employees
- Coordinated with division leadership to assess practices for inclusionary measures

### Online Adjunct Instructor , Ashford University, Chandler

OCTOBER 2018 — MAY 2020

- Conducted each class according to the approved syllabus and responded to student emails within 24 hours
- Maintained course grades in the LMS and submitted grades at the applicable times, as applicable to assignment
- Supported students by engaging them in class, answering questions in a timely manner, and referring them for additional support when necessary
- Provide online classroom instruction

### Training Specialist, Florida Department of Agriculture and Consumer Services, Tallahassee

JUNE 2018 — JUNE 2019

- Worked closely with the Personnel Department to identify training needs, develop curriculum, and ensure that training programs align with the company's goals and objectives
- Conducted enterprise soft skill trainings for the departments employees via in-person and online training methods
- Maintained ownership of all data and assessment tools related to training and development
- Evaluated the effectiveness of training programs and make recommendations for improvement

## Details

Tallahassee, Florida
(727) 433-2402
danielleandrews0217@gmail.com

## Skills

- Ability to Work in a Team
- Complex Problem Solving
- Time Management Skills
- Business Management
- Business Development Strategies
- Leadership Skills
- Strategic Thinking
- Interpersonal Communication Skills
- Multitasking Skills



Posted on April 6, 2026

### Middle Grades Social Studies Teacher, Orange County Public Schools, Orlando

AUGUST 2016 — JUNE 2018

- Develop differentiated instructional strategies which meet the needs of students
- Developed engaging lesson plans that enhanced students' understanding and appreciation of social studies topics
- Developed and implemented a culturally-responsive teaching approach that improved student behavior and engagement
- Worked with parents and guardians to ensure students received the necessary support to succeed

### Middle Grades Social Studies Instructor, Crossroad Academy Charter School, Quincy

AUGUST 2014 — JUNE 2016

- Facilitated meaningful discussions and debates that promoted student understanding of complex topics
- Conducted meaningful assessments that identified individual student needs and provided personalized feedback
- Provided individual and small group instruction to students with learning disabilities and special needs
- Developed and implemented a culturally-responsive teaching approach that improved student behavior and engagement

## Education

### Education Specialist in Educational Leadership, Arkansas State University, Jonesboro

OCTOBER 2016 — AUGUST 2018

### Masters in Education Policy and Evaluation, Florida State University, Tallahassee

AUGUST 2014 — DECEMBER 2015

### Bachelors in Political Science, University of Central Florida, Orlando

AUGUST 2012 — AUGUST 2014

## Professional Licensure and Certifications

### Florida Real Estate Broker

SEPTEMBER 2020 — PRESENT

### Georgia Real Estate Broker

OCTOBER 2023 — PRESENT

### Alabama Real Estate Broker

JUNE 2023 — PRESENT

### Alabama Real Estate Instructor

APRIL 2024 — PRESENT

### Florida Real Estate Faculty

AUGUST 2023 — PRESENT

### Florida Real Estate Sales Associate



Posted on April 6, 2026

SEPTEMBER 2016 — SEPTEMBER 2020

## Professional Associations

**Alpha Kappa Alpha Sorority, Incorporated**

**National Association of Realtors**

**Florida Realtors**

**Georgia Association of Realtors**

**Alabama Association of Realtors**

**Tallahassee Board of Realtors**

**Southwest Georgia Board of Realtors**

**Southeast Alabama Association of Realtors**

## Community Involvment

**Secretary for the Nu Omega Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated, Madison**

JANUARY 2024 — PRESENT

**Board of Directors President for Maternal and Perinatal Services, Inc., Tallahassee**

JANUARY 2024 — PRESENT

**University of Central Florida Black Alumni Association Scholarship Committee Member**

SEPTEMBER 2023 — PRESENT

**Broker Engagement Committee Member for the National Association of Realtors**

**Equal Opportunity Committee Chair for the Tallahassee Board of Realtors**

**Professional Development Committee Member for Florida Realtors, Orlando**

AUGUST 2023 — PRESENT

**Member Resources Committee Member for the Tallahassee Board of Realtors, Tallahassee**

JANUARY 2023 — PRESENT

**Professional Development Committee Member for the Tallahassee Board of Realtors, Tallahassee**

JANUARY 2023 — PRESENT

**Regional Recommendations Committee Member for Alpha Kappa Alpha Sorority, Incorporated, Orlando**

AUGUST 2022 — PRESENT



Posted on April 6, 2026

# *MWSBE CAC Attendance Record*

**Committee Name**: Minority, Women, and Small Business Enterprise Citizen Advisory Committee

**Committee Member Name:** Danielle Andrews

| 9/6/2023 | 11/14/2023 | 2/22/2024 | 5/1/2024 | 7/24/2024 | 10/16/2024 |
|---|---|---|---|---|---|
| N/A | N/A | N/A | N/A | N/A | X |

| 2/5/2025 | 5/21/2025 | 8/21/2025 | 10/15/2025 | 2/11/2026 |
|---|---|---|---|---|
| X | X | X | X | X |

***X – Member in attendance***
***A/E – Member absent/excused***
***MC – Meeting cancelled***
***N/A – Not Applicable***

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS
# CITIZEN COMMITTEE APPLICATION
# MINORITY, WOMEN, & SMALL BUSINESS ENTERPRISE CITIZEN ADVISORY COMMITTEE

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.**

**Applications will be discarded if no appointment is made after two years.**

**Name:** Mrs. Lora Lyn Lowe

**Date:** 3/27/2025 2:45:00 PM

| | | | |
|---|---|---|---|
| **Home Address:** | 2613 Stonegate Drive<br>Tallahassee, FL 32308 | **Do you live in Leon County?** | Yes |
| | | **Do you live within the City limits?** | No |
| | | **Do you own property in Leon County?** | Yes |
| **Home Phone:** | (850) 321-1731 | **Do you own property in the Tallahassee City Limits?** | Yes |
| **Primary Email:** | lowe1052@yahoo.com | **How many years have you lived in Leon County?** | 10 |

***(EMPLOYMENT INFORMATION)***

| | | | |
|---|---|---|---|
| **Employer:** | The Palace Saloon | **Work Address:** | 1303 Jackson Bluff Road<br>Tallahassee, FL 32308 |
| **Occupation:** | Owner | | |
| **Work/Other Phone:** | (850) 321-1731 | **Work Email:** | lowe1052@yahoo.com |

***(OPTIONAL)***

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

**Race:** White **Gender:** F **Age:** 48

**District:** District II **Disabled?** No

***(RESUME AND REFERENCES)***

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

| | | | |
|---|---|---|---|
| **Name:** | Jennifer Mills | **Name:** | Nella Dickens |
| **Address:** | 3232 Cranleigh Drive<br>Tallahassee, FL 32309 | **Address:** | 3329 Bodmin Drive<br>Tallahassee, FL 32317 |
| **Phone:** | (850) 284-2176 | **Phone:** | (850) 566-3369 |

**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 on the Board of Directors for First Tee of Tallahassee.

***(COMMITTEE QUESTIONNAIRE)***

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

Members on this committee must be resident of Leon County.

Members must have experience in the membership eligibility listed below. Please indicate your area of expertise.

- [ ] Architecture
- [ ] Construction
- [ ] Engineering
- [x] Community Member at-large

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

Signature: Mrs. Lora Lyn Lowe

The application was electronically sent: 3/27/2025 2:45:00 PM

# Lora Lowe

Lowe1052@yahoo.com · 2613 Stonegate Dr. Tallahassee, Florida · 850-321-1731

## Objective

Seeking a career transition from hospitality to the medical field, aiming to apply my strong customer service, communication, and organizational skills in a healthcare setting. Dedicated to acquiring the necessary training to become a proficient in any medical field, ensuring compassionate patient care and operational excellence.

## Education

### Florida State University

1999 Bachelors of Science

## Experience

### The Palace Saloon | Tallahassee, Florida

**CEO August 2008 – present**

I am currently employed with The Palace saloon as the CEO and Operating Manager. Dealing with everyday tasks from inventory control, employee scheduling and marketing. Working with many programs such as POS systems, Microsoft Suite and Windows.

### Pockets Pool and Pub, Inc | Tallahassee, Florida

**General Manager August 1999 - August 2008**

I was the General Manager of Pockets Pool and Pub, managing a 14,000 sq ft facility. Running the everyday operations of a full restaurant and bar. Controlling inventory, handling payroll, maintaining staff and their certifications and marketing.

## Skills

- Microsoft Office Productivity Suite
- Windows Operating System 10, 8, 7
- Office 365
- Apple iOS
- POS Systems
- Professional Communication
- Troubleshooting
- Payroll
- Scheduling
- Marketing
- Sales
- Inventory management

## Community

I currently assist in fundraisers in the Tallahassee area to raise money for Breast Cancer and Childhood Cancer research. I have coached several years of city league baseball. I also participate in small fundraisers year around. I volunteer at the local schools.

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS
# CITIZEN COMMITTEE APPLICATION
# PLANNING COMMISSION

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.**

**Applications will be discarded if no appointment is made after two years.**

**Name:** Mr. Martin Chavez | **Date:** 2/25/2026 8:13:19 PM

| | | | |
|---|---|---|---|
| **Home Address:** | 4205 Landry Ln<br>Tallahassee, FL 32317 | **Do you live in Leon County?** | Yes |
| | | **Do you live within the City limits?** | Yes |
| | | **Do you own property in Leon County?** | Yes |
| **Home Phone:** | (850) 320-3608 | **Do you own property in the Tallahassee City Limits?** | Yes |
| **Primary Email:** | martinsamuelchavez@gmail.com | **How many years have you lived in Leon County?** | 30 |

***(EMPLOYMENT INFORMATION)***

| | | | |
|---|---|---|---|
| **Employer:** | Self Employed | **Work Address:** | 3303 Thomasville Rd<br>201, Tallahassee, FL 32317 |
| **Occupation:** | Realtor | | |
| **Work/Other Phone:** | (850) 320-3608 | **Work Email:** | martinchavezrealtor@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:** Hispanic or Latino **Gender:** M **Age:** 30

**District:** District I **Disabled?** No

***(RESUME AND REFERENCES)***

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

| | | | |
|---|---|---|---|
| **Name:** | JoAnn Jacobs | **Name:** | Shannon Guse |
| **Address:** | 3029 Tipperary Dr Tallahassee Fl 32309 | **Address:** | 1253 N Duval St Tallahassee Fl 32303 |
| **Phone:** | (850) 556-2220 | **Phone:** | (850) 694-2685 |

**Resume Uploaded?** Yes

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

***(COMMITTEE QUESTIONNAIRE)***

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics

Are you willing to file a Financial Disclosure Form? *Yes*

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

Signature: *Mr. Martin Chavez*

The application was electronically sent: 2/25/2026 8:13:19 PM

**MARTIN SAMUEL CHAVEZ**

4205 Landry Lane • Tallahassee, FL 32317
850-320-3608 • martinsamuelchavez@gmail.com
LinkedIn: linkedin.com/in/martinsamuelchavez

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**OBJECTIVE**

Appointment to the Tallahassee-Leon County Planning Commission, contributing professional experience in real estate, land use awareness, regulatory compliance, and community engagement to support responsible growth and long-term planning.

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**COMMUNITY LEADERSHIP**

**Volunteer – Elder Care Services, Meals on Wheels**
Delivered meals to homebound seniors and supported community well-being initiatives.

**Volunteer – AARP Florida**
Participated in outreach and community events

**Community Outreach Coordinator & Youth Leader – iGrow: Whatever You Like**
Assisted in development of two community farms serving a low-income neighborhood.

**Student Ambassador – Tallahassee Community College**
Represented the college at recruitment and community events.

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**PROFESSIONAL EXPERIENCE**

**Real Estate Agent / Realtor®** – Tallahassee, FL
01/2021 – Present

- Represent buyers, sellers, landlords, and investors in residential real estate transactions
- Advise clients on zoning considerations, neighborhood trends, development impacts, and growth patterns
- Analyze market data and property values to support informed decision-making
- Coordinate with lenders, inspectors, surveyors, appraisers, and contractors
- Assist property owners with leasing strategies and housing compliance

**Senior Science Laboratory Assistant** – Tallahassee Community College
09/2019 – 01/2021

- Prepare and manage instructional laboratories across multiple scientific disciplines
- Maintain and implement standard operating procedures and compliance documentation
- Supervise and train laboratory assistants
- Ensure regulatory adherence, safety standards, and operational efficiency

**Crime Laboratory Technician** – Florida Department of Law Enforcement
01/2019 – 09/2019

- Process biological evidence for DNA analysis and storage
- Maintain strict chain-of-custody procedures
- Research and enter data within criminal justice database systems

**Laboratory Assistant** – Tallahassee Community College
08/2015 – 10/2018

- Prepared laboratory materials and maintained safe, organized workspaces

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**EDUCATION**

**Bachelor of Science in Biological Sciences**, Minor in Chemistry
Florida State University

**Associate in Arts (Honors)**, Biology & Chemistry
Tallahassee Community College

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**CORE COMPETENCIES**

Land Use Awareness • Housing & Development Trends • Regulatory Compliance
Data Analysis • Public Communication • Community Engagement

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS
# CITIZEN COMMITTEE APPLICATION
# PLANNING COMMISSION

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.**

**Applications will be discarded if no appointment is made after two years.**

**Name:** Mrs. Christic A Henry

**Date:** 2/27/2026 11:02:36 AM

| | | | |
|---|---|---|---|
| **Home Address:** | 3121 Pontiac Drive<br>Tallahassee, FL 32301 | **Do you live in Leon County?** | Yes |
| | | **Do you live within the City limits?** | Yes |
| | | **Do you own property in Leon County?** | Yes |
| **Home Phone:** | (850) 509-5559 | **Do you own property in the Tallahassee City Limits?** | Yes |
| **Primary Email:** | christic@kingdomfirstrealty.com | **How many years have you lived in Leon County?** | 32 |

***(EMPLOYMENT INFORMATION)***

| | | | |
|---|---|---|---|
| **Employer:** | Kingdom First Realty | **Work Address:** | 1315-A East Lafayette Street<br>Tallahassee, FL 32301 |
| **Occupation:** | Managing Broker/President | | |
| **Work/Other Phone:** | (850) 671-4663 | **Work Email:** | christic@kingdomfirstrealty.com |

***(OPTIONAL)***

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

**Race:** Black or African American **Gender:** F **Age:** 49

**District:** District I **Disabled?** No

***(RESUME AND REFERENCES)***

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

| | | | |
|---|---|---|---|
| **Name:** | Todd Sperry | **Name:** | Sha'Ron James |
| **Address:** | 401 Office Plaza Drive, Tallahassee, FL 32301 | **Address:** | 215 S Monroe St Ste 601, Tallahassee, FL 32301 |
| **Phone:** | (850) 544-2822 | **Phone:** | (850) 264-9021 |

**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.

Here is the **top-tier finalist version** — tightened for clarity, flow, and quiet authority. This version reads polished, experienced, and appointment-ready when reviewed alongside other applicants:

**Statement of Qualifications – Christic A. Henry**

I bring more than 23 years of professional and civic leadership experience grounded in a commitment to thoughtful growth, strong neighborhoods, and authentic community engagement. I believe effective planning is achieved when sound policy, practical experience, and the lived perspectives of residents work together to guide responsible decision-making.

I currently serve as Chair of the Tallahassee Housing Authority, a Member of the Tallahassee Chamber of Commerce Board of Directors, and a Member of Leadership Tallahassee's Board of Governors. My prior service includes Immediate Past President of the Greater Apalachee Ridge Estates Neighborhood Association and Past President of the Council of Neighborhood Associations of Tallahassee–Leon County, where I collaborated with residents, local government, and community partners to address issues impacting neighborhood vitality and quality of life.

As President of Kingdom First Realty, Inc., and a licensed real estate professional serving Leon County for over two decades, I bring practical insight into housing, land use, redevelopment, and the real-world impacts of planning decisions on families and communities. I seek to serve on the Tallahassee–Leon County Planning Committee to support balanced, transparent growth that respects community character while creating sustainable opportunities for future generations. I aim to contribute a steady, collaborative perspective that strengthens public trust and helps ensure development outcomes benefit neighbors and the broader community alike.

***(COMMITTEE QUESTIONNAIRE)***

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* *Yes*

If yes, on what Committee(s) are you a member? *Tallahassee Housing Authority Board od Commissioners City of Tallahassee Utilities Citizens Advisory Committee*

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

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

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

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

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

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

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

Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics

Are you willing to file a Financial Disclosure Form? *Yes*

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

Signature: *Mrs. Christie A Henry*

The application was electronically sent: 2/27/2026 11:02:36 AM



## Mission:

**Making MAGIC happen, everyday.**

## Vision:

**Informed, economically viable, and empowered communities.**

## SUMMARY

Real property consultant, community organizer, and equity ambassador with a passion for developing strong communities built upon authentic voice, legitimate engagement, and stakeholder empowerment.

## ACCOMPLISHMENTS

- **Lead & Founded** multiple local service organizations.
- **Developed & Launched** a number of impactful grassroot initiatives.
- **Secured** funding for infrastructure in underserved communities.
- **Facilitated** community collaborations to build consensus around contentious policy issues.

## LEADERSHIP SKILLS

- **Team Building**
- **Policy Analysis**
- **Strategic Planning**
- **Fund Development**
- **Economic Development**
- **Community Collaborations**
- **Marketing Communications**

# CHRISTIC HENRY

**ADVOCATE | COMMUNITY ORGANIZER | REAL ESTATE PROFESSIONAL**

(850) 509-5559

kfrconsultingservices@gmail.com

## PROFESSIONAL EXPERIENCE

### Community Engagement Specialist

**04/2018 to Current**

**KFR Consulting Services – Tallahassee, FL**

Developed collaboratives and redevelopment councils. Produced research, reports, and work plans for local community service organizations. Ongoing efforts to secure funding, resources and support for youth and economic development initiatives for citizens of Tallahassee's Southside and Leon County.

**Major Accomplishments:**

- Managed Health Impact Assessment, sense of place projects and community leadership training.
- Initiated the "partnership approach" to enhance collaboration and foster authentic engagement for community initiatives, events, and local projects.
- Led the South City Foundation in the creation of their initial comprehensive Community Engagement & Integration Plan.
- Currently serving as principal community engagement liaison on the following projects in development: Capital Cascades Segment 4, South Side Transit Center, North Florida Fairground Master Plan, and South Side Bus Route Study Project (StarMetro).

---

### President/Managing Broker

**06/2003 to Current**

**Kingdom First Realty, Inc. – Tallahassee, FL**

Directed financial, operational, and marketing structures to improve operating efficiency. Managed recruitment of staff, training, and performance evaluations. Developed innovative sales and marketing strategies.

**Major Accomplishments:**

- Generated over $3.5M in annual sales for 15+ years;
- Management of over 21 Million in rental and leased assets throughout the Big Bend region;
- Developed community-wide housing education campaigns



## AFFILIATIONS

- Rotary Club of Tallahassee Southside
- NAACP Tallahassee Branch
- National Association of Real Estate Brokers
- Tallahassee AREA Chapter of NAREB
- National Association of Realtors
- Florida Association of Realtors
- Tallahassee Board of Realtors
- Club 25 Women of Tallahassee

## CERTIFICATIONS

- Certified Residential Specialist
- Professional Community Engagement Facilitator
- Professional Community Integration Facilitator
- Certified Foreclosure & Default Intervention Specialist

## EDUCATION

**Bachelor of Science:** Political Science
**Florida State University**
- Minor in Communications
- Nonprofit Management

**Associate of Arts:** General Studies
**Tallahassee Community College**
- Minor in Communications
- Nonprofit Management

# COMMUNITY LEADERSHIP IMPACT

## Past President + Current Program Chair

Council of Neighborhood Associations of Tallahassee & Leon County

- Facilitated Neighborhood Awards Recognition Cycle and CONA Annual Neighborhood Awards event.
- Served as CONA's Blueprint 2000 Citizen Advisory Committee representative to the Leon County Sales Tax Committee where we advocated for over $900 million public dollars in infrastructure and community-based development funding to be invested in Leon County for 20 years, with over $350 million committed to investment for projects in Tallahassee's South Side
- Facilitated the launch of the Capital Area Neighborhood Network Initiative, a collaborative approach to community advocacy and resident leadership development in Southside Tallahassee.

## Founder

Southside Redevelopment Advisory Council, Inc. and the Soul of Southside Arts and Humanities Festival

- Raised over $350,000 in in-kind and cash sponsorships to execute the first community festival in and for Tallahassee's Southside
- Leadership of 20+ community planning team to guide successful implementation of inaugural festival event;
- Post-reporting to various funding agencies and organizations based upon criteria of funds use, economic impact, regional reach and local communications/marketing.

## President

Greater Apalachee Ridge Estates Neighborhood Association, Inc.

- Raised over $250,000 in in-kind and cash sponsorships to upgrade neighborhood technology learning center facility.
- Developed and convened partnerships with public and private organizations to support equipment upgrade and technology infrastructure improvements.
- Facilitated strategic planning and board development initiatives to support and sustain the work of the neighborhood association.
- Working in partnership with local and grassroots organizations to develop communal learning and access environment utilizing public and adjacent spaces.

**References available upon request.**

(850) 509-5559

kfrconsultingservices@gmail.com

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS
# CITIZEN COMMITTEE APPLICATION
# PLANNING COMMISSION

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.**

**Applications will be discarded if no appointment is made after two years.**

**Name:** Mr. Jesus Emanuel Quinones | **Date:** 2/26/2026 9:54:19 AM

| | | | |
|---|---|---|---|
| **Home Address:** | 4070 Cottage Wood Trail<br>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:** | (939) 202-0402 | **Do you own property in the Tallahassee City Limits?** | No |
| **Primary Email:** | jesus.quinones105@gmail.com | **How many years have you lived in Leon County?** | 5 |

***(EMPLOYMENT INFORMATION)***

| | | | |
|---|---|---|---|
| **Employer:** | State of Florida | **Work Address:** | 07 E Madison Street<br>Tallahassee, FL 32311 |
| **Occupation:** | Deputy Bureau Chief | | |
| **Work/Other Phone:** | | **Work Email:** | jesus.quinones@commerce.fl.gov |

***(OPTIONAL)***

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

**Race:** Hispanic or Latino **Gender:** M **Age:** 30

**District:** District V **Disabled?** No

***(RESUME AND REFERENCES)***

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

| | | | |
|---|---|---|---|
| **Name:** | Leah Langston | **Name:** | Angela Fykes |
| **Address:** | 2727 Leary Lane Tallahassee FL, 32303 | **Address:** | 1126 Brafforton Dr, Tallahassee, FL 32311 |
| **Phone:** | (850) 544-9742 | **Phone:** | (850) 768-2283 |

**Resume Uploaded?** Yes

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

***(COMMITTEE QUESTIONNAIRE)***

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics

Are you willing to file a Financial Disclosure Form? *Yes*

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

Signature: *Mr. Jesus Emanuel Quinones*

The application was electronically sent: 2/26/2026 9:54:19 AM

# JESUS QUINONES CARRERO

jesus.quinones105@gmail.com | (939)-202-0402 | Tallahassee, FL

## Summary

Highly reliable professional with over five years of expertise across various roles for organizations in the public and nonprofit sectors. Background includes Disaster Recovery, CDBG-DR grant management, Public Policy, Government Relations, Nonprofit Management, and Public Administration.

## Experience

### **Deputy Bureau Chief – Bureau of Business Economic Recovery** | Florida Department of Commerce – Tallahassee, FL | 08/2025 – present

- Directs strategic implementation of HUD-funded Community Development Block Grant-Disaster Recovery (CDBG-DR) programs, overseeing compliance with federal requirements.
- Manages multi-billion-dollar disaster recovery portfolios supporting infrastructure, mitigation, and economic revitalization projects across the State.
- Supervised teams of program managers to ensure that disaster recovery programs are being administered in a timely manner.
- Coordinates with federal and state partners including HUD and FDEM to streamline program delivery and resolve potential risks to project completion.
- Implemented performance tracking systems to monitor KPIs, expenditure rates, and benchmarks, improving drawdown efficiency and program compliance.
- Advised executive leadership on policy decisions, legislative impacts, and disaster recovery funding allocations.
- Represents the Bureau in briefings, public meetings, and interagency working groups.

### **Program Manager – Hazard Mitigation Grant Match and Workforce Recovery** | Florida Department of Commerce – Tallahassee, FL | 01/2025 – present

- Provides leadership and direction to a team of five grant managers helping ensure program success.
- Supports the Deputy Bureau Chief of Economic Recovery in managing two key departmental programs.
- Develops and implements training and mentoring programs, promotes staff career development, and implements all performance evaluation functions.
- Engages internal and external stakeholders to align priorities, resolve issues, and maintain strong relationships, ensuring continuing success of departmental programs.
- Recruits, interviews, and makes recommendations for hiring all positions within the team.
- Represents the Department at local public hearings and meetings, local and state committees, and with various interest groups.
- Ensures program compliance with Federal, State, and organizational policies and regulations.
- Performs other management and administrative tasks as assigned, including conducting policy research.

**Policy Analyst and Compliance Coordinator** | Florida Department of Commerce – Tallahassee, FL | 06/2024 – 01/2025

- Assisted the Compliance Manager and served as lead for unit staff in all aspects to help achieve the unit's overall objectives.
- Provided consultative services and technical assistance to the Office of Long-Term Resiliency (OLTR) staff on issues related to compliance and monitoring.
- Conducted desktop and onsite monitoring on activities and expenditures of assigned projects to ensure compliance with federal regulations, state guidelines, and contract requirements.
- Prepared reports and analyses for teams to determine appropriate program action to resolve any issues related to program noncompliance.
- Performed specialized work assignments such as conducting research and providing technical assistance to program staff for issues related to Davis-Bacon Labor Standards and other related Acts.
- Additional duties and responsibilities include regular monitoring and audits of disaster recovery programs, procedures, policies, and documents to identify any possible risks that could lead to noncompliance with federal regulations.

**Policy Analyst** | Florida Department of Commerce – Tallahassee, FL | 07/2021 – 06/2024

- Wrote and developed the State Action Plans for Disaster Recovery, Citizen Participation Plans, and Implementation Plans required for the allocation of CDBG-DR grant funds from the Department of Housing and Urban Development.
- Coordinated with program staff in the Office of Long-Term Resiliency to write and develop the CDBG-DR Policy Manuals, Policies and Procedures, and Guidelines for each disaster-specific grant.
- Performed regular internal monitoring of Disaster Recovery program documents and policies and procedures as deemed pertinent.
- Provided technical assistance to sub-recipients for the development of program documents to ensure that sub-recipients are in compliance with Federal regulations.
- Participated in community leader and citizen stakeholder meetings across the state to gather input on any remaining unmet needs across the impacted communities to help guide the development of programs to assist them with the use of CDBG-DR grant funds.
- Served as the Language Access Coordinator and translated crucial program documents for the general public and provided Spanish interpretative services as needed.
- Performed specialized work assignments such as conducting research to ensure compliance with Federal regulations, and bill analyses during Florida's legislative session.

## Education and Training

**Master of Public Administration**
University Of Central Florida | Orlando, FL | 2021

**Bachelor of Arts: Economics**
University Of Puerto Rico - Mayaguez | Mayaguez, PR | 2018

- Magna cum laude graduate
- Honor Roll in the College of Arts and Sciences

## Skills

- Team Leadership
- Policy Analysis
- Project Management
- Program planning and execution
- Conflict Resolution
- Decision-Making
- Delegation
- Spanish Language Proficiency
- Problem Solving
- Effective Communication
- Public Speaking and Presentation
- Legislative Advocacy

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS
# CITIZEN COMMITTEE APPLICATION
# PLANNING COMMISSION

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.**

**Applications will be discarded if no appointment is made after two years.**

**Name:** Ms. Jacinda Sharisse Turner | **Date:** 3/12/2026 12:05:52 AM

| | | | |
|---|---|---|---|
| **Home Address:** | 1292 Avondale Way<br>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?** | No |
| **Home Phone:** | (850) 509-6121 | **Do you own property in the Tallahassee City Limits?** | No |
| **Primary Email:** | turnerjacinda@yahoo.com | **How many years have you lived in Leon County?** | 19 |

***(EMPLOYMENT INFORMATION)***

| | | | |
|---|---|---|---|
| **Employer:** | Florida A&M University | **Work Address:** | 668 Robert and Trudie Perkins Way<br>Tallahassee , FL 32317 |
| **Occupation:** | Program Coordinator | | |
| **Work/Other Phone:** | (850) 599-3474 | **Work Email:** | jacinda.turner@famu.edu |

***(OPTIONAL)***

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

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

**District:** District II **Disabled?** No

***(RESUME AND REFERENCES)***

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

| | | | |
|---|---|---|---|
| **Name:** | Phyllis Watson | **Name:** | Allan Tavares |
| **Address:** | 668 Robert & Trudie Perkins Way | **Address:** | |
| **Phone:** | (850) 599-3474 | **Phone:** | (407) 668-9225 |

**Resume Uploaded?** Yes

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

***(COMMITTEE QUESTIONNAIRE)***

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

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

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

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

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

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

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

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

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

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

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

Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics

Are you willing to file a Financial Disclosure Form? *Yes*

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

Signature: *Ms. Jacinda Sharisse Turner*

The application was electronically sent: 3/12/2026 12:05:52 AM

# JACINDA TURNER

850-509-6121
turnerjacinda@yahoo.com
Tallahassee, FL

## PROFESSIONAL PROFILE

I am a results-driven operations and business management professional with expertise in team leadership, process optimization, and contract management. Skilled in financial tracking, strategic planning, and leveraging technology for efficiency. Seeking a project management or operations role to apply my strengths in workflow optimization and business strategy.

## PROFESSIONAL EXPERIENCE

**Owner Operator | Sharisse Enterprises LLC** July 2020 - December 2024

- Designed and produced skincare products through in-depth research, ingredient testing, and recipe creation.
- Developed visually compelling marketing materials consistent with brand identity.
- Increased brand awareness and sales by engaging customers at markets, trade shows, and online platforms.
- Managed inventory, fulfilled orders, and processed transactions using POS systems.

**Operations Manager | Marriott Village Orlando** May 2019 - Nov 2021

- Led operations for four restaurant outlets and the recreation department at a multi-branded hotel with a team of 90.
- Created financial tracking tools to monitor daily business health, identify trends, and adjust strategies accordingly.
- Forecasted staffing needs and business volume weeks in advance to ensure optimal team performance.
- Innovated operational strategies to enhance business capture rates and drive profitability.
- Successfully reopened all operations post-COVID, revising training protocols and ensuring compliance with new safety guidelines.

**Outlet Manager | Orlando World Center Marriott** Jan 2016 - May 2019

- Contributed to the successful launch of a $6.5M revenue-generating restaurant.
- Managed a team of 40, including managers-in-training and supervisors, to ensure top-tier service and operational efficiency.
- Introduced new processes that improved profitability and guest satisfaction.
- Strengthened vendor relationships to optimize supply chain and reduce operational costs.
- Led the rollout of a mobile app, generating an additional $5,000 in weekly revenue.
- Championed employee initiatives that boosted staff morale and retention.
- Implemented new processes and procedures to increase profit and guest satisfaction

## EDUCATION

Bachelor of Science - University of Central Florida
Hospitality Management
Minor in Entrepreneurship

## CERTIFICATIONS

Notary
Real Estate Professional

## SKILLS

- **Project & Operations Management:** Workflow optimization, contract management, team leadership
- **Data Analysis & Reporting:** Excel (pivot tables, charts, VLOOKUP, INDEX-MATCH), financial tracking, KPI dashboards
- **Process Automation & Efficiency:** Power Query, CRM management, AI-driven marketing tools
- **Financial & Business Strategy:** Budgeting, forecasting, profit & loss analysis
- **Writing & Communication:** Proficient writing, business communication, marketing content creation


Posted on April 6, 2026

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS
# CITIZEN COMMITTEE APPLICATION
# PLANNING COMMISSION

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**Applications will be discarded if no appointment is made after two years.**

**Name:** Mrs. Corina Marie White | **Date:** 2/26/2026 4:00:05 AM

| | | | |
|---|---|---|---|
| **Home Address:** | 3708 Rockbrook Dr Apt D<br>Tallahassee, FL 32311 | **Do you live in Leon County?** | Yes |
| | | **Do you live within the City limits?** | Yes |
| | | **Do you own property in Leon County?** | Yes |
| **Home Phone:** | (858) 354-0282 | **Do you own property in the Tallahassee City Limits?** | Yes |
| **Primary Email:** | corina.white59306@gmail.com | **How many years have you lived in Leon County?** | 28 |

***(EMPLOYMENT INFORMATION)***

| | | | |
|---|---|---|---|
| **Employer:** | State of Florida - FLHSMV | **Work Address:** | 2900 Apalachee Parkway<br>Tallahassee , FL 32311 |
| **Occupation:** | Directo of Data Analytics | | |
| **Work/Other Phone:** | (850) 617-2662 | **Work Email:** | corinawhitw@flhsmv.gov |

***(OPTIONAL)***

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

**Race:** Black or African American **Gender:** F **Age:** 28

**District:** District I **Disabled?** No

***(RESUME AND REFERENCES)***

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

| | | | |
|---|---|---|---|
| **Name:** | Joyous Booker | **Name:** | Marie Senat |
| **Address:** | 985 Crawfordville Trace<br>Tallahassee, Florida 32305 | **Address:** | 2047 Wahalaw Nene<br>Tallahassee, Florida 32301 |
| **Phone:** | (858) 533-2179 | **Phone:** | (850) 345-2337 |

**Resume Uploaded?** Yes

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

***(COMMITTEE QUESTIONNAIRE)***

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics

Are you willing to file a Financial Disclosure Form? *Yes*

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

Signature: *Mrs. Corina Marie White*

The application was electronically sent: 2/26/2026 4:00:05 AM

# CORINA WHITE

3708 Rockbrook Dr Apt D
Tallahassee, FL 32311
Corina.white59306@gmail.com
850-354-0282

## PROFESSIONAL SUMMARY

Dynamic and results-driven Data Analytics Director who leads high-performing teams and driving datacentric business strategies. Expert in transforming complex data into actionable insights through advanced analytics, machine learning, and business AI intelligence tools. Proven track record of collaborating with senior leadership to define KPIs, optimize processes, and enhance decision-making. Currently building data governance frameworks, implementing scalable data solutions, and fostering a culture of data-driven decision-making. Adept at communicating data insights to diverse stakeholders, ensuring alignment with organizational goals, and delivering measurable business impact. Passionate about mentoring teams and advancing data analytics capabilities to drive continuous improvement and innovation.

## EMPLOYMENT HISTORY

***DATA ANALYTICS DIRECTOR*** – STATE OF FLORIDA (HIGHWAY SAFETY & MOTOR VEHICLES – PERFORMANCE MANAGEMENT)
September 2024 - Present

- Lead and grow the department's data analytics program by championing Tableau adoption, supporting onboarding and training, managing the Tableau environment, and fostering community building.
- Collaborates with Executive leadership to define key performance indicators (KPIs) and data-driven goals, enabling sound decision-making across departments like BPS and BAR while transforming complex data into compelling narratives, to support findings towards client initiatives and business growth.
- Integrated advanced analytics tools and technologies (e.g., SQL, Tableau) to enhance reporting, dashboards, and visualization capabilities for stakeholders and connect with the Office of Communications on any associated graphics and final product design for some FLHSMV safety campaigns
- Identifies learning paths for subordinates to pilot test, providing direction and clear performance standards and formal appraisals in conjunction with ensuring compliance with company policies and procedures, state and federal laws and regulations.
- Researched and monitored bills with Legislative Affairs to track movements throughout the House & Senate while conducting in-depth analysis of potential impact on key stakeholders.

***PROFESSIONAL ACCOUNTANT SPECIALIST*** – STATE OF FLORIDA (FINANCIAL SERVICES - TREASURY)
April 2023 – September 2024

- Develop and implement efficient financial systems, leading to a 5% reduction in reporting errors and improved data consistency while maintaining precise financial records and conducting thorough audits, ensuring compliance with state regulations and preventing discrepancies.
- Reviews automated bank reconciliation processes within JP Morgan Positive Pay Program to detect fraud on state accounts using FLAIR and the JP Morgan Positive Pay System, resulting in enhanced data visualization and better decision-making for management.
- Composed and reconciled monthly financial statements and reports using data research and implemented processes through BNY Mellon, Florida PALM, and Clearwater.
- Analyzes and composes complex financial data from Bloomberg into statements to enhance reporting accuracy through Clearwater and PALM to review and validate all settled cash statements and tickets from Treasury Operations investment teams.
- Manages the Certificate of Deposit program for monthly bid wins and reports earnings to Treasury's Funds Management & Investments teams.

***ADMINISTRATIVE ASSISTANT*** – STATE OF FLORIDA (EXECUTIVE OFFICE OF THE GOVERNOR - ADMINISTRATION)
January 2021 – April 2023

- Optimized travel reimbursement processes for incurred allowances and expenses, reducing processing time by 15% for EOG travelers and Florida State Officials using the Statewide Travel Management System.
- Governed state contracts through FACTS by entering, updating, and maintaining contract records to ensure accurate statewide reporting and compliance with compliance procurement and contract management requirements
- Processes prompt payments manually through FLAIR, My Florida Market Place, and AOD for routine services, agreements, advance payments, and contracts affiliated with the Governor's Office and the Governor's Mansion
- Implemented a new reconciliation system for PCard charges, enhancing accuracy and accountability for the Governor's Office and Mansion expenses while analyzing fiscal data for accuracy, resulting in a 10% increase in budget efficiency for the Governor's Office.
- Managed cash receipts and prepared comprehensive monthly accounting reports, supporting the Director of Accounting with precise financial data and preparing daily warrants and vouchers, ensuring compliance with statewide purchasing card standards

.

***ACCOUNTANT III*** – STATE OF FLORIDA (HIGHWAY SAFETY & MOTOR VEHICLES - ACCOUNTS PAYABLE)
April 2019 – January 2021

- Curated a phenomenal relationship with FHP (Florida Highway Patrol) to ensure accuracy in financial records by verifying payments, encumbrances, purchase orders, and accruals, and

prepared financial processes, reducing reconciliation time by 20% through efficient management of MFMP and Statewide Travel Management System transactions.

- Implemented financial controls alongside the Bureau Chief, reducing errors by 15% and ensuring compliance with state regulations, and helped to improve financial reporting accuracy by updating and assigning standard accounting codes, enhancing journal transfer efficiency.

- Manages, audits, and reconciles all accounting transactions from MFMP and the Statewide Travel Management System through FLAIR, and prepared a comprehensive accounting records and reports, providing valuable insights to support financial decision-making processes.

- Receives, reviews, and approves transactions through the Bank of America Pcard WORKS system following the Pcard Purchasing Guidelines and State Expenditures.

***CLERK –*** STATE OF FLORIDA (HIGHWAY SAFETY & MOTOR VEHICLES – ACCOUNTS PAYABLE)
December 2018 – March 2019

- Pre-audited fiscal vouchers for procedural correctness, identifying discrepancies and ensuring accurate financial reporting by streamlining document scanning processes, resulting in more accurate public records management and record keeping.

- Streamlined document scanning and inventory management, ensuring accurate public records and enhancing efficiency by conducting pre-audit reviews of fiscal vouchers, ensuring compliance and accuracy in financial documentation processes.

- Supported team coordination by managing inbound calls and messages, facilitating effective communication and information flow.

***SENIOR FINANCIAL ANALYST I –*** FLORIDA STATE UNIVERSITY
June 2016 – December 2018

- Prepared monthly budget variance analyses and executive financial briefings using advanced Excel models and FSU's OMNI/PeopleSoft Financials modules for budgeting, general ledger, and grants.

- Designed interactive dashboards to track operating expenditures, grant utilization, auxiliary fund performance, and capital project spending using internal BI tools and Excel visualization features.

- Supported annual audit preparation by reconciling complex general ledger accounts, validating supporting documentation, and coordinating with auditors to ensure compliance with university and state regulations.

- Built multi-year forecasting models to project program funding needs, tuition revenue trends, and long-range infrastructure and capital improvement costs.

- Cleaned, standardized, and validated large financial datasets extracted from OMNI/PeopleSoft to improve reporting accuracy, strengthen internal controls, and support regulatory compliance.
- Collaborated with budget directors and department managers to prepare financial scenarios for internal planning and legislative budget request submissions.

***TECHNICAL ACCOUNTING MANAGER –*** FLORIDA STATE UNIVERSITY
May 2014 – May 2016

- Processed accounts payable and receivable transactions within OMNI/PeopleSoft, ensuring compliance with university fiscal policies and state regulations governing public funds.
- Performed monthly reconciliations for bank accounts, grants, auxiliary funds, and purchasing-card activity, resolving discrepancies through journal entries and coordination with central accounting.
- Assisted senior accountants with month-end close, year-end accruals, and preparation of annual financial statements submitted to the State University System.
- Developed Excel-based tracking tools to monitor departmental budgets, vendor payments, procurement activity, and encumbrances recorded in PeopleSoft.
- Supported internal audits, compliance reviews, and grant monitoring activities by preparing documentation and ensuring adherence to funding requirements.
- Coordinated with procurement and disbursement services to ensure proper coding, approval routing, and compliance with university purchasing rules.

***DATA & REPORTING ANALYST –*** RAYMOND JAMES FINANCIAL
August 2013 – April 2014

- Produced operational dashboards and performance scorecards for finance and operations leadership using Excel, SQL-driven datasets, and internal BI tools.
- Queried large transactional databases using SQL to extract, clean, validate, and reconcile financial data used for reporting and regulatory submissions.
- Automated recurring reports in Excel, reducing manual reporting workloads by approximately 20% and improving data consistency.
- Partnered with accounting and finance teams to translate complex datasets into actionable insights for management reviews, forecasting discussions, and operational planning.
- Identified data quality issues and recommended enhancements to reporting workflows and data governance processes.

***FINANCE ACCOUNTING SPECIALIST –*** FLORIDA INTERNATIONAL UNIVERSITY
May 2012 – July 2013

- Assisted staff accountants with reconciliations, invoice processing, journal entries, and budget preparation activities using Workday Financials and Excel.

- Entered and validated financial transactions within internal accounting systems to maintain audit readiness and compliance with university and state guidelines.
- Built ad-hoc Excel reports used for departmental forecasting, expenditure reviews, and grant monitoring.
- Conducted quality checks on transaction records to ensure compliance with state and federal funding guidelines, including documentation requirements for grants and restricted funds.
- Supported year-end close activities by preparing schedules, reconciling accounts, and organizing supporting documentation for auditors.

## EDUCATION

**Florida International University**
Master of Business Administration (MBA) -2025

**Florida State University**
Master of Science in Accounting & Finance - 2022

**Saint Leo University**
Bachelor of Applied Science in Accounting - 2021

**Tallahassee Community College**
Bachelor of Business Administration – 2019
Associate of Arts – 2018

## LICENSES & CERTIFICATIONS

**Project Leadership**
Project Management Institute (PMI) – 2026

**SQL Programming**
National Association of State Boards of Accountancy (NASBA) – 2025

**Business Analyst & Project Manager Collaboration**
National Association of State Boards of Accountancy (NASBA) – 2025

**Business Analysis**
International Institute of Business (IIBA) – 2024

**Career Essentials in Data Analysis**
Microsoft – 2024

**Career Essentials in System Administration**
Microsoft - 2024

**Data Analytics**

National Association of State Boards Accountancy (NASBA) – 2024

**Tableau Administrator**
Tableau – 2023

**Bloomberg license & Keycards** – 2022 (essential for investment ticketing)
**JPMorgan license & Keycards** – 2022 (essential for banking reconciliation)

## SKILLS

| | | | |
|---|---|---|---|
| Microsoft Applications | Data & Statistics Analysis | Data Cleaning & Visualization | SQL Database Management |
| Accounting Principles & FL Statues | Investments & Bank Reconciliation | Purchasing Cards & Travel Reimbursements | Time Management & Organization |
| Data Warehousing & Optimization | Investment Analysis & Cash Management | Resource Management & Delegation | Portfolio Analysis & Risk Management |
| Communication & Collaboration | Problem Solving & Meticulousness | Omni PeopleSoft & Workday | Report Writing & Presentation |

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS
# CITIZEN COMMITTEE APPLICATION
# PLANNING COMMISSION

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.**

**Applications will be discarded if no appointment is made after two years.**

**Name:** Ms. Stephanie Wilson | **Date:** 2/23/2026 9:44:28 PM

| | | | |
|---|---|---|---|
| **Home Address:** | 2770 Spring Forest Road<br>Tallahassee, FL 32301 | **Do you live in Leon County?** | Yes |
| | | **Do you live within the City limits?** | Yes |
| | | **Do you own property in Leon County?** | Yes |
| **Home Phone:** | (850) 274-1664 | **Do you own property in the Tallahassee City Limits?** | Yes |
| **Primary Email:** | steannwilson@gmail.com | **How many years have you lived in Leon County?** | 35 |

***(EMPLOYMENT INFORMATION)***

| | | | |
|---|---|---|---|
| **Employer:** | HCA/Parallon | **Work Address:** | |
| **Occupation:** | Sr. Project Manager | | |
| **Work/Other Phone:** | (850) 523-2123 | **Work Email:** | stephanie.wilson@parallon.com |

***(OPTIONAL)***

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

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

**District:** District I **Disabled?** No

***(RESUME AND REFERENCES)***

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

| | | | |
|---|---|---|---|
| **Name:** | Antionette Gardner Williams | **Name:** | |
| **Address:** | 6241 Nabb Ct, Tallahassee, Florida | **Address:** | |
| **Phone:** | (850) 545-7376 | **Phone:** | |

**Resume Uploaded?** Yes

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

***(COMMITTEE QUESTIONNAIRE)***

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics

Are you willing to file a Financial Disclosure Form? *Yes*

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

Signature: *Ms. Stephanie Wilson*

The application was electronically sent: 2/23/2026 9:44:28 PM

# Stephanie Wilson

2770 Spring Forest Road, Tallahassee, Florida (850)274-1664, stepwilsfm@gmail.com

## Summary

Results-oriented professional with 20+ years of progressive leadership experience in human resource and support service organizations. Successful in building and motivating teams to achieve operational success. Track record of leading and representing organizations in day-to-day activities related to budget, personnel, planning and relationship building.

## Core Qualifications

- Policy/Program Development
- Project Management
- Change Management
- Supervision and Training
- Compliance Management
- Cross Functional Team Management
- Records Management
- Facilities Management
- Strategic Planning

## Professional Experience

***Sr. Project Manager*** — ***12/2024-Present***
HCA Healthcare - North Florida Division — Tallahassee, Florida

3500 Acute care licensed beds in 15 hospitals, ranging in size from 44-beds to 523 beds, with $5.15B in annual net revenue, $1.3B EBIDTA, 10,500 colleagues, 7500 medical active staff physicians, 41 Graduate Medical Education programs with 526 trainees and 3 statutory hospitals.

- Authoring project documentation such as charters, communication plans, and project schedules
- Strategic engagement with division and facility executive leaders and staff to organize teams to develop, execute and monitor project management plans.
- Effective collaboration across multiple stakeholder groups in HCA, Parallon Business Units, Service Centers,
- Division and HCA Facility groups to ITG achieve project scope objectives.
- Drafting executive level project communication and reporting on facility operations strategy.
- Ensuring project management standards of ethics integrated throughout the project life-cycle.

**HCA KEY PROJECTS**
Auburndale Free Standing Emergency Department
Market Brand Interior Sign and Logo Remediation
Orlando Cardiology Outcomes Based Payments
West Marion Regulatory Brand Marketing

***Chief Strategic Business Operations*** — ***10/2022-11/2024***
FLHSMV-Information System Administration — Tallahassee, Florida

- Proactively identify and manage risks, issues and develop solutions.
- Facilitate and manage multiple stakeholder(s) and team member(s) relationships to accomplish project goals.
- Identify and manage project scope of services as a measure to ensure alignment with organizations overall vision.
- Organize project activities into manageable work efforts for team member success.
- Collaborate with managers to identify effective approaches to completing the plan work.
- Provide oversight of the IT management team.
- Provide input in the development and facilitation of project charters.

***Administrative Services Manger*** ***06/2011 –10/2022***
FLDOE-Vocational Rehabilitation Tallahassee, Florida

- Responsible for planning, coordination, review and submission of the agency's state plan, long range planning activities and legislative budget activities.
- Ensure the preparation and completion of high quality outcomes as required by federal and state requirements.
- Responsible for reporting and monitoring organization systems, policies and procedures to ensure all employees comply with federal and state regulations.
- Involvement in the development of toolkits to support the field staff operations
- Organize project activities in concise and manageable actions to ensure effective implementation.
- Responsible for developing administrative policies and procedures related to facilities, purchasing, HR, and information technology.
- Ensure operations training (travel training, systems).
- Lead project manager for operational process improvement and new process initiatives within the division's personnel, IT, Facilities, Finance and Accounting and Budget units.
- Responsible communications, execution and recovery efforts related to natural disasters, covid-19 policy development and execution for 97 private and state locations throughout the state of Florida.
- Lead a team of 6 facility operation managers responsible for building maintenance management, leasing and space utilization, records retention, purchasing, emergency management, security and safety initiatives for 97 offices throughout the State of Florida.
- Collaborate with Sr. Management in the development and management of strategic planning.
- Serve as advisor to Sr. Leadership.

***Senior Management Analyst II*** ***03/2010 – 06/2011***
FLDOE-Vocational Rehabilitation Tallahassee, Florida

- Primary division lead for the data center consolidation project moving the division's data center to the FSU Northwest Data Center.
- Planned the development of the application responsible for accurately recording time and attendance efforts for Federal and State reporting.
- Primary point of contact for federal and state programmatic audit reviews for quality assurance, compliance and annual reporting.
- Responsible for coordinating statewide special projects and strategic planning initiatives related to Information Technology, American Recovery and Reinvestment Act Funding and Administrative Services.

***Deputy Director*** ***03/2001 – 03/2010***
FDOE-Blind Services Tallahassee, Florida

- Managed administrative staff, prepared performance work plans and assigned specific duties as necessary.
- Directed and coordinated activities for all administrative services units including developing legislative budget requests, financial payments and grant accounting, IT, personnel, training and development, emergency management and leasing.
- Provided leadership, guidance and supervision to managers directly responsible for delivery of customer services at the Division's Residential Rehabilitation Center and the Braille and Talking Library book facilities.
- Oversaw all personnel processes including determining staffing requirements, and interviewing, hiring, termination, disciplinary actions and training new employees.
- Assisted the Division Director with the day to day direction of the division and served as the interim Director in his absence.
- Directed and coordinated activities related to leasing and contractual agreements for new offices, building modifications, and analysis of space allocation for 15 district offices, the Braille and Talking Book library, and the Residential Rehabilitation Center.

## Education and Training

**Master of Science: Architectural Studies; concentration in Facilities Management**
Florida Agricultural & Mechanical University
Tallahassee, Florida

**Bachelor of Arts: English; concentration in Literature**
Florida State University
Tallahassee, Florida

**Associate of Arts: Liberal Arts**
Tallahassee Community college
Tallahassee, Florida

## Certifications

- Project Management Professional (PMP), ID 2559486
- Therapeutic Life Coaching

## Community Engagement

- One Gadsden Foundation Inc, Volunteer
- Junior Achievement USA, Volunteer Instructor
- Leon County Schools, Leon Volleyball Booster Board Member
- Tabernacle Missionary Baptist, Volunteer Program Coordinator

**Professional References**

**Stephanie Wilson**
**2770 Spring Forest Road**
**(850) 274-1664**
Stepwilsfm@gmail.com

Allison Flanagan,CRC
(501) 517-2875
Allison.Flanagan@vaybrantconsulting.com

Antionette, Williams, Ph.D.
(850) 545-7376

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS
# CITIZEN COMMITTEE APPLICATION
# PLANNING COMMISSION

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.**

**Applications will be discarded if no appointment is made after two years.**

**Name:** Ms. Ashley Elanie Leland | **Date:** 3/13/2026 11:00:53 PM

| | | | |
|---|---|---|---|
| **Home Address:** | 3851 Cranford Court<br>Tallahassee, FL 32303 | **Do you live in Leon County?** | Yes |
| | | **Do you live within the City limits?** | No |
| | | **Do you own property in Leon County?** | No |
| **Home Phone:** | (850) 336-9550 | **Do you own property in the Tallahassee City Limits?** | No |
| **Primary Email:** | ashley.leland@yahoo.com | **How many years have you lived in Leon County?** | 42 |

***(EMPLOYMENT INFORMATION)***

| | | | |
|---|---|---|---|
| **Employer:** | Children's Home Society of Leon | **Work Address:** | 2002 Old St Augustine Rd<br>Building A suite 50, Tallahassee, FL 32303 |
| **Occupation:** | Family and Community Engagement Coordinator | | |
| **Work/Other Phone:** | (850) 336-9550 | **Work Email:** | ashley.leland@yahoo.com |

***(OPTIONAL)***

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

**Race:** Black or African American **Gender:** F **Age:** 42

**District:** District IV **Disabled?** No

***(RESUME AND REFERENCES)***

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

| | | | |
|---|---|---|---|
| **Name:** | David O'Keefe | **Name:** | Mayor John Dailey |
| **Address:** | Tallahassee, FL | **Address:** | john_dailey@comcast.net |
| **Phone:** | (850) 606-5365 | **Phone:** | (850) 491-7384 |

**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 currently work with the Children's Home Society, where I support family and community-focused initiatives. I also serve on the Leon County Sheriff's Office (LCSO) Foundation Board and have previously served on the Brehon Family Services Board, contributing to efforts that support children and families in the community.

Through these roles, I have developed strong leadership, communication, and community engagement skills, as well as experience collaborating with local stakeholders.

I am interested in serving on this committee because I am passionate about continuing to support and advocate for families and helping create meaningful, community-driven impact.

***(COMMITTEE QUESTIONNAIRE)***

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* *Yes*

If yes, on what Committee(s) are you a member? *Leon County Sheriff Foundation*

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

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

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

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

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

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

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

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

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

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

Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics

Are you willing to file a Financial Disclosure Form? *Yes*

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

Signature: *Ms. Ashley Elanie Leland*

The application was electronically sent: 3/13/2026 11:00:53 PM

# ASHLEY LELAND

850-336-9550 | ashley.leland@yahoo.com | Tallahassee, FL

## Professional Summary

Dynamic and mission-driven community leader with extensive experience in family and community engagement, regulatory compliance, and grassroots advocacy. Known for launching support initiatives, building strategic partnerships, and driving outreach programs that uplift underserved populations. Skilled in fostering trust, mobilizing resources, and amplifying community voices through inclusive and equity-centered approaches.

## Core Competencies

- Community Engagement
- Grassroots Advocacy
- Stakeholder Collaboration
- Program Development
- Regulatory Compliance
- Crisis Response
- Strategic Funding Oversight
- Budget Evaluation
- Resource Allocation
- Fiscal Governance

## Education

- **Florida A&M; University** – Bachelor's Degree, Social Work
- **Tallahassee State College** – Associate of Arts

## Professional Experience

**Children's Home Society – Family Resource Center** | Family & Community Engagement Coordinator (Aug 2024–Present)

- Lead outreach initiatives to understand neighborhood needs and promote equitable access to family resources.
- Facilitate cross-sector collaboration among families, agencies, and stakeholders to drive inclusive engagement.

**Political Campaigns** | Consultant / Volunteer (Feb 2020–Present)

- Serve as liaison between campaign teams and local constituencies to strengthen voter engagement.
- Design and implement grassroots outreach strategies that mobilize community support.

**Oasis Center for Women and Girls** | Intake Counselor (Jan 2023–Jul 2024)

- Developed and launched a free after-hours counseling program for mothers and caregivers facing hardship.
- Connected clients with licensed therapists, resources, and childcare support.

**Business and Professional Regulations** | Regulatory Specialist III (Aug 2017–Jan 2023)

- Oversaw compliance and quality assurance for services affecting licensed professionals across the state.
- Managed complex regulatory processes and collaborated with interdisciplinary teams to improve outcomes.

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS
# CITIZEN COMMITTEE APPLICATION
# TALLAHASSEE SPORTS COUNCIL

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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. Michael David Fleischacker | **Date:** 3/5/2026 4:02:45 PM

| | | | |
|---|---|---|---|
| **Home Address:** | 1115 Rosewood Drive<br>Tallahassee, FL 32301 | **Do you live in Leon County?** | Yes |
| | | **Do you live within the City limits?** | Yes |
| | | **Do you own property in Leon County?** | Yes |
| **Home Phone:** | (850) 544-4397 | **Do you own property in the Tallahassee City Limits?** | Yes |
| **Primary Email:** | flyman2545@yahoo.com | **How many years have you lived in Leon County?** | 20 |

***(EMPLOYMENT INFORMATION)***

| | | | |
|---|---|---|---|
| **Employer:** | Prime Therapeutics | **Work Address:** | 1115 Rosewood Drive<br>Tallahassee, FL 32301 |
| **Occupation:** | Pharmacy Tech | | |
| **Work/Other Phone:** | (850) 815-3921 | **Work Email:** | michael.fleischacker@primetherapeutics.com |

***(OPTIONAL)***

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

**Race:** **Gender:** **Age:**

**District:** **Disabled?**

***(RESUME AND REFERENCES)***

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

| | | | |
|---|---|---|---|
| **Name:** | Phil Bacon | **Name:** | |
| **Address:** | 3131 Lonnbladh Rd<br>Tallahassee, Florida 32308 | **Address:** | |
| **Phone:** | (850) 509-7294 | **Phone:** | |

**Resume Uploaded?** No

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

***(COMMITTEE QUESTIONNAIRE)***

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* *Yes*

If yes, on what Committee(s) are you a member? *Sport Consul*

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

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

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

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

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

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

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

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

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

Members on this committee shall have have demonstrated experience and interest in aspects of sports within Leon County, and must meet one of the following criteria

- [ ] Employee of FAMU Athletics
- [ ] Employee of FAMU Campus Recreation
- [ ] Employee of FSU Athletics
- [ ] Employee of FSU Campus Recreation
- [ ] Representative from the Leon County School Board
- [ ] Employee of Leon County Schools Activities & Athletics
- [ ] Employee of the Tallahassee Community College Athletics
- [ ] Employee of Tallahassee-Leon County Civic Center
- [ ] Employee of Tallahassee Orthopedic & Sports Physical Therapy

- [x] County resident who has demonstrated experience and interest in aspects of sports within Leon County

Please explain: *I have worked to bring multiple bowling tournaments to Tallahassee.*

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

Signature: Mr. Michael David Fleischacker

The application was electronically sent: 3/5/2026 4:02:45 PM

# *Tallahassee Sports Council Attendance Record*

**Committee Name**: Tallahassee Sports Council

**Committee Member Name:** Michael Fleischacker

| 1/30/2024 | 5/1/2024 | 7/9/2024 | 9/9/2024 | 11/6/2024 | 2/4/2025 |
|---|---|---|---|---|---|
| X | X | X | A/E | X | X |

| 5/6/2025 | 7/8/2025 | 9/9/2025 | 11/4/2025 | 2/3/2026 | |
|---|---|---|---|---|---|
| A/E | X | X | X | X | |

***X – Member in attendance***
***A/E – Member absent/excused***
***MC – Meeting cancelled***
***N/A – Not Applicable***

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS
# CITIZEN COMMITTEE APPLICATION
# TALLAHASSEE SPORTS COUNCIL

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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. Jennifer Scott Meadows | **Date:** 3/9/2026 11:43:29 AM

| | | | |
|---|---|---|---|
| **Home Address:** | 2063 Sandcastle Dr<br>Tallahassee, FL 32308 | **Do you live in Leon County?** | Yes |
| | | **Do you live within the City limits?** | Yes |
| | | **Do you own property in Leon County?** | No |
| **Home Phone:** | (850) 590-2227 | **Do you own property in the Tallahassee City Limits?** | Yes |
| **Primary Email:** | mdwsjj@yahoo.com | **How many years have you lived in Leon County?** | 26 |

***(EMPLOYMENT INFORMATION)***

| | | | |
|---|---|---|---|
| **Employer:** | TLH Track & Field Officials Association, Inc. | **Work Address:** | 2063 Sandcastle Dr<br>Tallahassee, FL 32308 |
| **Occupation:** | Track & Field Official | | |
| **Work/Other Phone:** | | **Work Email:** | mdwsjj@yahoo.com |

***(OPTIONAL)***

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

**Race:** White **Gender:** F **Age:** 62

**District:** District III **Disabled?** No

***(RESUME AND REFERENCES)***

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

| | | | |
|---|---|---|---|
| **Name:** | Sean McGarry | **Name:** | Richard Messenger |
| **Address:** | 2102 lynn ave<br>Ft. Wayne IN | **Address:** | 530 Valley Chapel Rd<br>Weston, WV 26452-8037 |
| **Phone:** | (260) 418-9450 | **Phone:** | (304) 476-8410 |

**Resume Uploaded?** Yes

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

***(COMMITTEE QUESTIONNAIRE)***

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* *Yes*

If yes, on what Committee(s) are you a member? *Tallahassee Sports Council*

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

If Yes, on what Committee(s) have you served? *Tallahassee Sports Council*

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

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

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

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

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

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

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

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

Members on this committee shall have have demonstrated experience and interest in aspects of sports within Leon County, and must meet one of the following criteria

- [ ] Employee of FAMU Athletics
- [ ] Employee of FAMU Campus Recreation
- [ ] Employee of FSU Athletics
- [ ] Employee of FSU Campus Recreation
- [ ] Representative from the Leon County School Board
- [ ] Employee of Leon County Schools Activities & Athletics
- [ ] Employee of the Tallahassee Community College Athletics
- [ ] Employee of Tallahassee-Leon County Civic Center

- [ ] Employee of Tallahassee Orthopedic & Sports Physical Therapy
- [x] County resident who has demonstrated experience and interest in aspects of sports within Leon County

Please explain: *President of TLH Track & Field Officials Association. Inc.*

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

Signature: Ms. Jennifer Scott Meadows

The application was electronically sent: 3/9/2026 11:43:29 AM

**Ms. Jennifer Scott Meadows (JJ)**
2063 Sandcastle Drive Tallahassee, FL 32308
Cell (850) 590-2227
E-mail: mdwsjj@yahoo.com

## Experience:

**Florida State University Track & Field and Cross Country Programs**
**2008 - Present**

***Officials Coordinator***

2026 is my 14th year coordinating officials for the Florida State University Track & Field and Cross Country programs. This responsibility includes working with FSU athletic administration, sports information, coaches, facilities and training staff throughout the year. Coordinating with the FSU athletic facilities team to ensure venues and equipment are safe and set up properly. Recruitment, selection, and assignment of officials for all FSU Track & Field and Cross Country events. Securing lodging, apparel, hospitality for officials and timing companies. As the President of the TLH Track & Field Officials Association, Inc. I coordinate with board members on budget, payments and equipment purchases, rental and storage.

Have worked with Visit Tallahassee Sports Tourism staff since the inception of the Apalachee Regional Park (ARP), recruiting and coordinating officials for Cross Country races at the ARP Park including USATF, NCAA, (ACC, SWAC) NJCAA, NAIA & FSHAA meets. Also assist the VTST with pre-event planning, setup and officiating the meets. Coordinate with USA Track & Field National office staff and USATF Florida Association staff when VTST hosts USATF Cross Country Championship meets at Apalachee Reginal Park.

Recruited and coordinated officials for the City of Tallahassee Parks & Recreation Department in support of the Capital City Senior Games Track & Field Meet as well as serving as the head meet official.

Assist local AAU & USATF Youth Meet Director with recruitment of officials as well as officiating the local youth meets for the past 15 years.

**NCAA Atlantic Coast Conference Track & Field and Cross Country Championships**
**October 2017 – Present**

***ACC Supervisor of Officials for Track & Cross Country***

Serving as an Independent Contractor with the Atlantic Coast Conference (ACC) as the Supervisor of Officials for Track & Cross Country. Coordinate with the ACC Director of Championships as well as other ACC staff and host University staff to recruit top level Certified Officials for Track and Cross Country Events. Make assignments for Officials to specific Track & Field and Cross Country events. Work in coordination with the ACC staff and host University to secure lodging, apparel, hospitality for officials and timing companies.

Assisted former ACC Officials Coordinator with ACC Track & Field Championships held in at FSU-Tallahassee in 2015 & 2016, also Cross Country Championship in 2015.

**NCAA Soth West Athletic Conference Track & Field and Cross Country Championships**
**October 2023 – Present**

***SWAC Officials Coordinator***

Serving as an Independent Contractor with the South West Athletic Conference (SWAC) as the Officials Coordinator for Track & Cross Country. Coordinate with the SWAC Director of Championships as well as other SWAC staff and host University staff to recruit top level Certified Officials for Track and Cross Country Events. Make assignments for Officials to specific Track & Field and Cross Country events. Work in coordination with the SWAC staff and host University to secure lodging, apparel, hospitality for officials and timing companies.

Coordinated officials for 2022 SWAC Cross Country Championships at Apalachee Regional Park in Tallahassee, FL.

## Track & Field and Cross Country Certifications and Experience:

#029215 USA Track & Field Florida Association, Master Level Certified Official. USATF Member #1404275180
20 years of officiating experience working with athletes, coaches, trainers, sports information, timing and facilities staff of all levels, youth to NCAA to professional. USATF National Championship Level experience with Field Lynx timing system.

Worked 2022 World Athletics Championships, Eugene, OR
Many USATF National Track & Field and Cross Country Championship meets.
Numerous NCAA and NAIA National Championship Track & Field meets.

| | |
|---|---|
| USATF Florida Association Cross Country Chair | Sep. 2023 - present |
| President of the TLH Track & Field Officials Association, Inc. | January 2019 – present |
| Officials Coordinator, Florida State University Track & Field Officials Association (old name) | 2012 – present |
| Member of the Florida State Track & Field Officials Association (old name) | 2008 - present |
| Supervisor of Track & Field and Cross Country Officials, NCAA Atlantic Coast Conference (ACC) | 2017- present |

| | |
|---|---|
| #26803 FHSAA, Florida High School Athletic Association Certified Official | 2010-2013 |
| Member CFTOA, Central Florida Track Officials Association | 2010-2013 |
| Leon High School Head Throws Coach, Florida Department of Education #11692000, | 2010-2013 |

## Professional Work: (retired)

Geographic Information Systems (GIS) Field Support Manager for the City of Tallahassee Underground Utility & Public Infrastructure Department. The Utility includes extensive use of GIS, GPS and Mobile Work Management for Water, Sewer, Natural Gas and Stormwater infrastructure. Responsibility includes management of the GIS program, field and office staff, projects and coordination with other City Utility functional areas.

## Education:

Florida State University May 1987
Master of Science in Geography, Specialization in Environmental Resources and Stormwater
Masters Thesis *'A Multivariate Analysis of Stormwater Runoff in Leon County Florida'*

Florida State University April 1985
Bachelor of Science in Geography, Minor in Biology

GIS Certification Institute – Certified GIS Professional #00014538

## References:

**Mr. Richard Messenger**
**Atlantic Coast Conference, Track and Field Running and Combined Events Referee**
**USATF Officials Certification Chairman – West Virginia Association**
***(Personal & Professional)***
530 Valley Chapel Rd.
Weston, WV 26452
304-476-8410
rmessenger32@gmail.com

**Coach Bob Braman – Head Coach Florida State University Track & Field and Cross Country**
***(Personal & Professional)***
FSU Athletics Department
403 Stadium Dr. West, Room D0107
Tallahassee, FL 32306
850-544-1751
rbraman@fsu.edu

**Mike Armstrong – USATF Officials Chairman**
***(Personal & Professional)***
USATF Arkansas Association
479.530.4086

usatf.officials.chair@gmail.com

**Gordon Bocock – USATF Officials Chairman - Kentucky Association**
***(Personal & Professional)***
101 Owens Ferry Road
Somerset, Kentucky 42503
606-271-0714
coachbo@twc.com

# *Tallahassee Sports Council Attendance Record*

**Committee Name**: Tallahassee Sports Council

**Committee Member Name:** Jennifer Meadows

| 1/30/2024 | 5/1/2024 | 7/9/2024 | 9/9/2024 | 11/6/2024 | 2/4/2025 |
|---|---|---|---|---|---|
| X | A/E | X | X | X | A/E |

| 5/6/2025 | 7/8/2025 | 9/9/2025 | 11/4/2025 | 2/3/2026 | |
|---|---|---|---|---|---|
| X | A/E | X | X | X | |

***X – Member in attendance***
***A/E – Member absent/excused***
***MC – Meeting cancelled***
***N/A – Not Applicable***

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS
# CITIZEN COMMITTEE APPLICATION
# TALLAHASSEE SPORTS COUNCIL

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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. Elbert Glenn (preferred) Elmer | **Date:** 1/7/2025 10:13:30 AM

| | | | |
|---|---|---|---|
| **Home Address:** | 130 Thistlewood Court<br>Tallahassee, FL 32312 | **Do you live in Leon County?** | Yes |
| | | **Do you live within the City limits?** | Yes |
| | | **Do you own property in Leon County?** | Yes |
| **Home Phone:** | (850) 559-0189 | **Do you own property in the Tallahassee City Limits?** | Yes |
| **Primary Email:** | glennelmer@hotmail.com | **How many years have you lived in Leon County?** | 45 |

***(EMPLOYMENT INFORMATION)***

| | | | |
|---|---|---|---|
| **Employer:** | Retired- State of Florida | **Work Address:** | 130 Thistlewood Court<br>Tallahassee, FL 32312 |
| **Occupation:** | Financial Administrator | | |
| **Work/Other Phone:** | (850) 559-0189 | **Work Email:** | gelmer58@icloud.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:** Asian **Gender:** M **Age:** 66

**District:** District I **Disabled?** No

***(RESUME AND REFERENCES)***

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

| | | | |
|---|---|---|---|
| **Name:** | Todd Mobley | **Name:** | Laura R Anderson |
| **Address:** | 114 Lakewood Drive Thomasville, GA 31792 | **Address:** | 6133 Eastfield Trl Tallahassee, FL 32317 |
| **Phone:** | (229) 221-6732 | **Phone:** | (850) 509-6289 |

**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.

having participated in local sports programs since 1984, i have seen a significant drop off in amateur sports events, specifically adult softball, since 2000. My relationships that have been built over the years with "softball people" across the nation could provide a path to revive the sport locally and bring in regional and national adult softball events. My own team has players from Alabama, Florida, Georgia, and Virginia (i am the onlyone from Tallahassee). These relationships could prove to be beneficial.

***(COMMITTEE QUESTIONNAIRE)***

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

Members on this committee shall have have demonstrated experience and interest in aspects of sports within Leon County, and must meet one of the following criteria

- [ ] Employee of FAMU Athletics
- [ ] Employee of FAMU Campus Recreation
- [ ] Employee of FSU Athletics
- [ ] Employee of FSU Campus Recreation
- [ ] Representative from the Leon County School Board
- [ ] Employee of Leon County Schools Activities & Athletics
- [ ] Employee of the Tallahassee Community College Athletics
- [ ] Employee of Tallahassee-Leon County Civic Center
- [ ] Employee of Tallahassee Orthopedic & Sports Physical Therapy
- [x] County resident who has demonstrated experience and interest in aspects of sports within Leon County

Please explain: *Have participated as a coach, player, and umpire/referee in local sports (adult softball, adult flag football, and youth flag football) since 1984. Currently play softball locally occasionally but play regularly on a regional basis (Southeast US)*

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

Signature: Mr. Elbert Glenn (preferred) Elmer

The application was electronically sent: 1/7/2025 10:13:30 AM

ELBERT GLENN ELMER
130 Thistlewood Court, Tallahassee, FL 32312 Ph. 850-559-0189
**Email Address: glennelmer@hotmail.com**

A highly credible and quality focused manager with extensive experience in accounting, auditing, and contract/grant management in a fast paced and deadline driven enterprise level environment. Strong analytical and problem-solving skills that are crucial to determining the most effective solutions and recommendations. Proven as a leader and manager of change. Demonstrate strong work ethic, professionalism, and integrity in carrying out daily duties. Able to work and communicate effectively with individuals from all levels.

# EXPERIENCE

### MAY 2021 TO JULY 2024

### DEPARTMENT OF ELDER AFFAIRS/DIVISION OF FINANCE AND SUPPORT SERVICES

#### FINANCIAL ADMINISTRATOR

- Manage and oversee an administrative support team of twelve professional positions that are tasked with various responsibilities:
    - contract payment processing,
    - revenue management,
    - disbursements,
    - payroll processing
    - reconciliation of accounts
    - yearend processing,
    - Annual financial reporting to OPB and SFRS,
    - Required financial reporting to federal counterparts,
    - Assisting the Auditor General and Federal auditors during audits and investigations,
    - Providing constant training and mentoring to program staff regarding their fiscal responsibilities,

- Assist the Department's Chief Financial Officer (CFO) by:
    - Developing and maintaining policies and procedures of financial activities,
    - Mapping business process to identify gaps in controls and inefficiencies,
    - Assisting program areas with contract and grant management issues that will impact the Department's ability to process payment,
    - Assist program areas in becoming more familiar and engaged with the fiscal responsibilities that come with managing state and federal financial assistance,
    - Assist the CFO with special projects as needed
    - Assist and provide guidance to all other functional units in the Division on issues related to contracts/grant development and management, payments, monitoring, procurement, recruitment, and provide leadership/supervisory mentoring as needed.

- Assist the Department by serving on the Background Screening Review Panel to evaluate questionable provider staff background screening results.

- Assist EOG's Office of Policy and Budget/EOG as needed on special Grant Management related projects.

## AUGUST 2018 TO MAY 2021
## EXECUTIVE OFFICE OF THE GOVERNOR/DIVISION OF EMERGENCY MANAGEMENT/BUREAU OF RECOVERY
### ADMIN AND PLANS OFFICER

- Manage and oversee an administrative team of twenty-one professional positions that are tasked with various responsibilities:
    - contract management,
    - developing scope of work and deliverables for contracts,
    - developing grant agreements for disaster funding,
    - monitoring FEMA's disaster recovery grant funding,
    - monitoring and managing DEM's systems access control for Division staff, statewide applicants and contractor staff,
    - business process mapping,
    - recovery plans development and maintenance,
    - develop budget projections for Legislative Budget Requests,
    - Bureau's budget maintenance/tracking (FY 18/19 = $1.2+ billion and FY 19/20 = 2.3 billion),
    - maintaining and updating staffing plans,
    - developing and implementing Bureau policies and procedures,
    - developing, submitting, and managing reimbursement requests of Division's management and admin costs from FEMA for disaster related expenses,
    - identifying disaster funding that is owed back to the state and invoicing applicants or offsetting those amounts against other funds due the same applicant,
    - Coordinate training and training needs for Bureau staff.
- Serve as liaison between the Bureau and Finance & Accounting.
- Recruit, interview, and hire staff for the Bureau as needed. Develop staff by providing an environment for staff to succeed by exposing them to opportunities to learn concepts and apply these same concepts to their everyday duties.
- Overall, serve in an "Admin Director" role for the Bureau, ensuring coverage of all administrative duties within the Bureau, assisting Bureau management and Executive management as needed.
- Serve as a planner at the Recovery Desk in the State Emergency Operations Center during disaster activation
- Deploy to Counties during and post disaster to assist local government officials with organizing and conducting damage assessments in impacted areas, which is vital to local governments qualifying for federal assistance.
- Deploying at various times during the COVID 19 pandemic to deliver test kits and testing supplies to various "hotbed" locations throughout the state.
- Participate in the nationwide State Grant Leads calls to gain insight and information to changes in federal laws and policy and how other states are addressing those changes to better manage changes for our state.

## MAY 2003 TO JULY 2018
## FL DEPARTMENT OF FINANCIAL SERVICES/BUREAU OF AUDITING

### JULY 2009 TO JULY 2018
### FINANCIAL ADMINISTRATOR

- Manage and supervise an audit team of nine professional positions responsible for providing oversight to state agencies use of taxpayer dollars in a time sensitive, detailed, and multitasking environment.
- Recruit, interview, hire, and discipline staff as needed. Evaluate and record staff performance based on previously established criteria. Develop staff by providing an environment for staff to succeed by exposing them to opportunities to learn concepts and apply these same concepts to their everyday duties.
- Develop policies and procedures for evaluating state agencies compliance with existing laws and rules related payment processing and the development of contract and grant agreements, to include accountability and transparency requirements.
- Provide technical assistance to state agencies to resolve systemic payment processing issues and work closely with state agencies management to identify solutions to contract/grant deficiencies. Often resulted in providing training to state agency staff.
- Assist the Bureau Chief and Assistant Chief in assuring the Constitutional and Statutory duties of the Bureau are being fulfilled by reviewing and evaluating policies and procedures for Statutory compliance and relevancy to current DFS goals and objectives.
- Participate in various roles on projects (including lead) at the Bureau level and Enterprise level. ASPIRE, FL Palm, FACTS development, CAS development, re-write and update of Reference Guide for State Expenditures (lead), developed and conducted Advancing Accountability –Contract/Grant Management training (lead), State Agency merger transitions, and State University Devolvement transition are just a few of the projects.
- Draft and develop language for proposed legislation and rules. Draft and publish Agency Addressed Memoranda providing clarification and guidance to State Agencies.
- Was tasked by Division Management to revive the dormant Florida Grant Consortium Workgroup. Formed and chaired the FGC Advisory Panel which consisted of six members of various agencies. Developed and executed the charter and began conducting workshops in October of 2015. The mission was to provide a forum that promoateed accountability of state and federal funds by increasing awareness of statutory requirements and encouraging best practices in grants and grant management.
- With the success of the FGC organization, I also became involved with the nationwide State Grant Leads organization that provided interaction and sharing of information among State Grant leaders in all states and territories of the United States. State Grant Lead program participants from various states began participating in the FGC workshops virtually to gain knowledge and information.

**FEBRUARY 2008 TO JULY 2009**

## SENIOR MANAGEMENT ANALYST II

- Designed, developed, and conducted internal and statewide training as identified by management.
- Conducted in-depth reviews of problematic payments or agreements and presented findings to state agencies. Assisted agencies in identifying solutions to findings.
- Analyzed legislative bills and attended legislative committee meetings for management.
- Attended and participated in executive management meetings with lobbyists, service providers, and legislators to address payment and/or agreement accountability issues.
- Assisted on multiple Bureau level and Enterprise level projects in supporting roles and lead roles.

**NOVEMBER 2006 TO FEBRUARY 2008**

## PROFESSIONAL ACCOUNTANT SUPERVISOR

- Supervised and managed an audit team of eight positions responsible for providing oversight to state agencies use of taxpayer dollars in a time sensitive, detailed, and multi-tasking environment. Included recruitment, hiring, training, and evaluating performance of staff.
- Designed, developed, and conducted statewide training as identified by management. Advancing Accountability for State Agencies (required for the FCCM certification), Advancing Accountability for Providers, and Steps for Success/Contract Monitoring are some of the enterprise level classes developed and taught. Conducted presentations at various conferences (NIGP, FPPO, AGA, FGFOA, Coalition Against Sexual Violence, Coalition Against Domestic Violence, Front Porch Initiative, and Minority Health are examples) across the state, providing information on payment processing requirements, contract and grant agreement accountability, service provider accountability, contract/grant monitoring, and best practices in contract/grant management (largest group 395 attendees).
- Conducted in-depth reviews of problematic payments or agreements and presented findings to state agencies. Assisted agencies in identifying solutions to findings.
- Analyzed legislative bills and attended legislative committee meetings for management.
- Attended and participated in executive management meetings with lobbyists, service providers, and legislators to address payment and/or agreement accountability issues.
- Assisted on multiple Bureau level and Enterprise level projects in supporting roles and lead roles.

**MAY 2003 TO NOVEMBER 2006**

## PROFESSIONAL ACCOUNTANT SPECIALIST

- Developed the expanded payment audit process and conducted expanded audits on sampled contract and grant payments to evaluate compliance with applicable laws and rules.
- Communicated audit findings to state agencies and assisted in identifying acceptable solutions to deficiencies. Worked closely with state agency procurement staff (including State Purchasing) to address procurement issues and assist with identifying acceptable solutions.
- Consulted with and assisted the Office of Fiscal Integrity with investigations that resulted from audit findings.
- Designed, developed, and conducted statewide contract and grant management training (Advancing Accountability) as identified by management.

- Assisted in various roles on projects as directed by management.

### SEPTEMBER 2001 TO MAY 2003
### ACCOUNTING SERVICES SUPERVISOR II, FL DEPARTMENT OF CHILDREN AND FAMILIES

- Supervised a contract disbursement staff of thirteen accountants responsible for processing payments for over 1000 contracts and grants for twelve districts, DCF Central office and State Hospitals. Included recruitment, hiring, training, and evaluating performance of staff.
- Consulted with and assisted program staff/management to resolve payment issues identified by accounting staff.
- Provided payment processing training to agency program area staff.
- Worked closely with agency procurement staff to ensure compliance with procurement laws and rules.
- Worked closely with Contract Administration to ensure Agency policies accurately reflected and complied with state laws and rules.
- Worked closely with the Office of the State Comptroller to ensure proper interpretation of state and federal laws and rules.

### NOVEMBER 1998 TO SEPTEMBER 2001
### ACCOUNTANT II, FL DEPARTMENT OF LAW ENFORCEMENT

- Audited and processed disbursements for contract and lease agreements.
- Reviewed contracts and leases for compliance with applicable laws and rules and worked closely with Procurement and Contract sections to resolve issues.
- Processed “Flash” money requests for sting and undercover operations. Extremely confidential and required immediate and discreet action.
- Assisted with projects as directed by management.

***DETAILS TO WORK HISTORY PRIOR TO NOVEMBER 1998 CAN BE PROVIDED UPON REQUEST***

#### APRIL 1996 TO NOVEMBER 1998
### ACCOUNTANT I, FL DEPARTMENT OF LABOR

#### MAY 1991 TO DECEMBER 2005
### SENIOR UMPIRE/REFEREE (SEASONAL), CITY OF TALLAHASSEE

#### MAY 1994 TO APRIL 1996
### FISCAL ASSISTANT II, FL DEPARTMENT OF ENVIRONMENTAL PROTECTION

#### JUNE 1993 TO MAY 1994
### FISCAL ASSISTANT I, FL DEPARTMENT OF LABOR

# EDUCATION/TRAINING

## EDUCATION

**MAY 1983 – NOVEMBER 2000**

### TALLAHASSEE COMMUNITY COLLEGE

23 semester credit hours – Criminal Justice

## TRAINING

**JUNE 2007**

### DEPARTMENT OF MANAGEMENT SERVICES

**CONTRACT MANAGEMENT IN FLORIDA**

**NIGP CONTRACT ADMINISTRATION**

**MARCH 2004**

### GOVERNMENT FINANCE OFFICERS ASSOCIATION

**COSTING/OUTSOURCING GOVERNMENT SERVICES**

**FEBRUARY 2009**

### GEORGE WASHINGTON UNIVERSITY

**WRITING STATEMENTS OF WORK**

**JULY 2009**

### US DEPARTMENT OF JUSTICE

**RED FLAGS OF COLLUSION**

**JANUARY 2019**

### DEPARTMENT OF MANAGEMENT SERVICES

**FLORIDA CERTIFIED CONTRACT MANAGEMENT CERTIFICATION**

# KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of Florida Statutes, FL Administrative Code, State and Federal Financial Assistance, FLAIR, MyFloridaMarketPlace (MFMP), FACTS, CAS, and CFO rules and requirements.
- Extensive knowledge of contract and grant management requirements and best practices.
- Extensive presentation experience. Designed and developed multiple enterprise level trainings (and materials) on contract and grant management, monitoring, payment processing, etc., with the largest being an FGFOA audience documented at 395 attendees.
- Extensive knowledge of personnel rules and procedures.
- Extensive knowledge of FL procurement laws and rules.
- Extensive experience in supervising and managing staff and groups.
- Excellent communication skills.
- Able to adapt to change, handle difficult situations, and thrive in a team environment.
- Excellent problem solving skills.

# ACTIVITIES

- Florida Certified Contract Manager December 2007 – June 2023
- Selected in early 2015 to revive the Florida Grant Consortium and serve as the Chairman of the Consortium Advisory Panel. Organize and conduct quarterly workshops. Over 100 attendees for each workshop.
- Currently participate in the nationwide State Grant Leaders group initially organized by Rhode Island OMB, currently facilitated by Illinois.
- Conducted presentations at various conferences (NIGP, FAPPO, AGA, FGFOA, Coalition Against Sexual Violence, Coalition Against Domestic Violence, Front Porch Initiative, and Minority Health are examples) across the state, providing information on payment processing requirements, contract and grant agreement accountability, service provider accountability, contract/grant monitoring, and best practices in contract/grant management.
- 1991-1995 – served as a volunteer lead for the Capital City Chili Cookoff fundraiser benefitting the Open Doors Daycare Center.
- Coach/player – Big Bend Senior Softball Team made up of players from across Alabama, Georgia, and Florida (50+ team State Champs 2022, 60+ State Champs 2023); coaching and playing locally since 1985, travel tournament play monthly since 2015 (Florida, Alabama, Georgia, Hawaii)
- Umpire/referee for City of Tallahassee (seasonal) for adult softball, adult flag football, and youth flag football. Approximately 1994-2001.

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS
# CITIZEN COMMITTEE APPLICATION
# TALLAHASSEE SPORTS COUNCIL

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact 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. Antwan Owens | **Date:** 2/20/2025 5:15:57 PM

| | | | |
|---|---|---|---|
| **Home Address:** | 1732 Augustine Pl<br>Tallahassee, FL 32301 | **Do you live in Leon County?** | Yes |
| | | **Do you live within the City limits?** | Yes |
| | | **Do you own property in Leon County?** | No |
| **Home Phone:** | (850) 228-6504 | **Do you own property in the Tallahassee City Limits?** | No |
| **Primary Email:** | antwanowens@icloud.com | **How many years have you lived in Leon County?** | 20 |

***(EMPLOYMENT INFORMATION)***

| | | | |
|---|---|---|---|
| **Employer:** | Scripps Sports | **Work Address:** | |
| **Occupation:** | Media Executive | | |
| **Work/Other Phone:** | | **Work Email:** | |

***(OPTIONAL)***

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

**Race:** Black or African American **Gender:** M **Age:** 26

**District:** District I **Disabled?** No

***(RESUME AND REFERENCES)***

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

| | | | |
|---|---|---|---|
| **Name:** | Paul Aloise | **Name:** | Kristopher Harris |
| **Address:** | 909 E Park Ave, Tallahassee, Florida 32301 | **Address:** | |
| **Phone:** | (772) 485-9259 | **Phone:** | (850) 408-5135 |

**Resume Uploaded?** Yes

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

***(COMMITTEE QUESTIONNAIRE)***

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

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

Members on this committee shall have have demonstrated experience and interest in aspects of sports within Leon County, and must meet one of the following criteria

- [ ] Employee of FAMU Athletics
- [ ] Employee of FAMU Campus Recreation
- [ ] Employee of FSU Athletics
- [ ] Employee of FSU Campus Recreation
- [ ] Representative from the Leon County School Board
- [ ] Employee of Leon County Schools Activities & Athletics
- [ ] Employee of the Tallahassee Community College Athletics
- [ ] Employee of Tallahassee-Leon County Civic Center
- [ ] Employee of Tallahassee Orthopedic & Sports Physical Therapy
- [x] County resident who has demonstrated experience and interest in aspects of sports within Leon County

Please explain: *I am Antwan Owens who was born and raised here in Tallahassee, Florida. Participating through all Leon County sports initiatives since I was a child. With the help of Leon County, I was able to secure a full ride scholarship to Georgia Tech, where I was a two-time team captain, all-conference selection, and graduate in 3.5 years. Following that I was able to become an All-American athlete at Jackson State under Deion Sanders and become the first ever collegiate athlete to ever sign an NIL endorsement deal in history. I played professionally for a few years and now I'm back here in Tallahassee working to get accepted into Florida State College of Law while completing my master's degree that I began at Jackson State. All the while balancing educating local youth athletes on the importance of an education and connecting them with colleges.*

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

Signature: Mr. Antwan Owens

The application was electronically sent: 2/20/2025 5:15:57 PM

# ANTWAN OWENS

850-228-6504
antwanowens@icloud.com

## SUMMARY

Results-oriented Business Development and Strategic Communications specialist with over 7 years of experience providing comprehensive support to organizations, companies, and individuals. I possess advanced skills in communication, marketing, strategic planning, brand development, and economic development. My expertise lies in identifying and capitalizing on new opportunities, fostering and maintaining robust relationships, and skillfully negotiating and closing deals. With a proven track record of driving growth and enhancing brand visibility, I am committed to delivering innovative solutions that align with organizational goals and contribute to long-term success.

## EDUCATION

**Florida State University, Tallahassee, FL**
Masters of Science in Public Policy and Administration
August 2025

**Georgia Institute of Technology, Atlanta GA**
Bachelors of Science in History of Technology and Society
May 2021

## VOLUNTEERING

- Director of Campus Relations for Governor-Candidate Stacey Abrams 2022 Campaign. Leading to a 19% increase in voter registration for ages 18-25.
- 2022-2024 Board ambassador for GRO, local non-profit that helps educate and enrich lives of the community through financial literacy and philanthropic work.
- As Team Captain of Jackson State football team, initiated the “Water Me Grow” campaign which helped give the community of Jackson, Mississippi access to clean water.
- As the team Captain of the Georgia Tech Football team, visited local children’s hospitals and food banks in the area.

## ACCOMPLISHMENTS

- 2023 Forbes Magazine 30 Under 30 Honoree 3x All-ACC Academic Team
- 4x Georgia Tech Letter Winner Club Member 2x Georgia Tech Football Captain
- 2021 Jackson State Football Captain
- The first-ever collegiate athlete to sign a deal with NIL Endorsement.
- Featured in Warner Brothers documentary “Securing the Bag,” discussing the importance of NIL and it’s impact.

## PROFESSIONAL EXPERIENCE

### Account Executive
The E.W. Scripps Company | March 2024 - Present
- Helped launch sales efforts for newly acquired partnerships of Scripps Sports by actively prospecting and closing new business advertisers, driving revenue growth, and expanding market presence.
- Managed all aspects of the sales process, from initial outreach to contract negotiation and closing, ensuring a smooth and efficient workflow while maintaining strong client relationships.
- Assisting clients of the NHL, WNBA, NWSL, and Big Sky Football television broadcasts with integrated media solutions, I customized strategies to fit their unique advertising goals and requirements.

### Multimedia Account Executive
Tampa Bay Business Journal | June 2023-January 2024
- Acted as the primary liaison between clients and the Tampa Bay Business Journal, understanding client business objectives and developing tailored multimedia advertising KPIs to drive success, resulting in an 18% increase in desk size within a year.
- Ranked in the top 10% of Account Executives for 2023 by generating new business through proactive prospecting and identifying potential clients.
- Delivered compelling presentations and pitches for multimedia advertising solutions, negotiated contracts, and successfully closed deals, consistently meeting or exceeding sales targets while managing a $600K+ desk.
- Stayed up to date on industry trends, competitor activities, and market shifts, utilizing this insight to recommend strategic advertising optimizations for clients, leading to a 130% increase in engagement.

### Constituents Communications Specialist
City Of Atlanta Mayor's Office | July 2022 - June 2023
- Developed and implemented communication strategies to support organizational objectives, tailoring messages to target audiences and collaborating with departments to address community needs.
- Produced high-quality written and visual content for the City of Atlanta Mayor's Office, ensuring alignment with the organization’s tone and brand across various channels.
- Worked with Media and PR teams to create press releases, articles, blog posts, social media updates, and internal communications to promote key initiatives.
- Managed media relations, including preparing press releases, responding to media inquiries, and monitoring media coverage to optimize communication strategies.

### Assistant Director of Business Development
Press Sports: The Athlete Network|Internship|May 2018-July 2020
- Traveled to Metro Atlanta high schools to present the utilization of the Press Sports application, enhancing successful college sports recruiting for student-athletes.
- Supported and collaborated with executive staff on various projects, duties, and responsibilities to ensure alignment with organizational goals.
- I worked cross-functionally to multitask various job duties with different athletes, adapting gracefully to ever-changing circumstances and needs.

# LEON COUNTY BOARD OF COUNTY COMMISSIONERS
# CITIZEN COMMITTEE APPLICATION
# TALLAHASSEE SPORTS COUNCIL

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.**

**Applications will be discarded if no appointment is made after two years.**

**Name:** Mrs. Lora LYn Lowe

**Date:** 3/27/2025 2:55:19 PM

| | | | |
|---|---|---|---|
| **Home Address:** | 2613 Stonegate Drive<br>Tallahassee, FL 32308 | **Do you live in Leon County?** | Yes |
| | | **Do you live within the City limits?** | No |
| | | **Do you own property in Leon County?** | Yes |
| **Home Phone:** | (850) 321-1731 | **Do you own property in the Tallahassee City Limits?** | Yes |
| **Primary Email:** | lowe1052@yahoo.com | **How many years have you lived in Leon County?** | 10 |

***(EMPLOYMENT INFORMATION)***

| | | | |
|---|---|---|---|
| **Employer:** | The Palace Saloon | **Work Address:** | 1303 Jackson Bluff Road<br>Tallahassee, FL 32308 |
| **Occupation:** | owner | | |
| **Work/Other Phone:** | (850) 321-1731 | **Work Email:** | lowe1052@yahoo.com |

***(OPTIONAL)***

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

**Race:** White **Gender:** F **Age:** 48

**District:** District II **Disabled?** No

***(RESUME AND REFERENCES)***

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

| | | | |
|---|---|---|---|
| **Name:** | Jennifer Mills | **Name:** | Nella Dickens |
| **Address:** | 3232 Cranleigh Dr<br>Tallahassee, FL 32309 | **Address:** | 3329 Bodmin Moor Dr<br>Tallahassee, FL 32317 |
| **Phone:** | (850) 284-2176 | **Phone:** | (850) 566-3369 |

**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 also on the Board of Directors Of First Tee of Tallahassee.

***(COMMITTEE QUESTIONNAIRE)***

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

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

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

Members on this committee shall have have demonstrated experience and interest in aspects of sports within Leon County, and must meet one of the following criteria

- [ ] Employee of FAMU Athletics
- [ ] Employee of FAMU Campus Recreation
- [ ] Employee of FSU Athletics
- [ ] Employee of FSU Campus Recreation
- [ ] Representative from the Leon County School Board
- [ ] Employee of Leon County Schools Activities & Athletics
- [ ] Employee of the Tallahassee Community College Athletics
- [ ] Employee of Tallahassee-Leon County Civic Center
- [ ] Employee of Tallahassee Orthopedic & Sports Physical Therapy
- [x] County resident who has demonstrated experience and interest in aspects of sports within Leon County

Please explain: *I have volunteered for Little League and Babe Ruth. I have coached Baseball and softball, not only for city teams but for a school as well. I am on the Board of Directors for First Tee of Tallahassee and before that volunteered with them helping raise money. I have been involved with Gulf Winds Track by sponsoring a race. Helped athletes get college scholarships.*

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

Signature: Mrs. Lora LYn Lowe

The application was electronically sent: 3/27/2025 2:55:19 PM

# Lora Lowe

Lowe1052@yahoo.com · 2613 Stonegate Dr. Tallahassee, Florida · 850-321-1731

## Objective

Seeking a career transition from hospitality to the medical field, aiming to apply my strong customer service, communication, and organizational skills in a healthcare setting. Dedicated to acquiring the necessary training to become a proficient in any medical field, ensuring compassionate patient care and operational excellence.

## Education

### Florida State University

1999 Bachelors of Science

## Experience

### The Palace Saloon | Tallahassee, Florida

**CEO August 2008 – present**

I am currently employed with The Palace saloon as the CEO and Operating Manager. Dealing with everyday tasks from inventory control, employee scheduling and marketing. Working with many programs such as POS systems, Microsoft Suite and Windows.

### Pockets Pool and Pub, Inc | Tallahassee, Florida

**General Manager August 1999 - August 2008**

I was the General Manager of Pockets Pool and Pub, managing a 14,000 sq ft facility. Running the everyday operations of a full restaurant and bar. Controlling inventory, handling payroll, maintaining staff and their certifications and marketing.

## Skills

- Microsoft Office Productivity Suite
- Windows Operating System 10, 8, 7
- Office 365
- Apple iOS
- POS Systems
- Professional Communication
- Troubleshooting
- Payroll
- Scheduling
- Marketing
- Sales
- Inventory management

## Community

I currently assist in fundraisers in the Tallahassee area to raise money for Breast Cancer and Childhood Cancer research. I have coached several years of city league baseball. I also participate in small fundraisers year around. I volunteer at the local schools.

# Leon County
# Board of County Commissioners

## Notes for Agenda Item #19

# Leon County Board of County Commissioners

## Agenda Item #19

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

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

| | |
|---|---|
| **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:**

As required by Florida Statutes, this item requests the Board conduct the first and only public hearing to consider adopting a Resolution that includes an inventory list of properties which the County or any dependent special district within its boundaries holds fee simple title and which is deemed appropriate for affordable housing. The proposed Resolution would add five County-owned parcels to the inventory list of properties deemed appropriate for affordable housing.

**Fiscal Impact:**

This item has no fiscal impact.

**Staff Recommendation:**

Option #1: Conduct the First and Only Public Hearing and adopt the Resolution that includes the Inventory List of Properties Appropriate for Affordable Housing (Attachment #1).

## Report and Discussion

**Background:**

As required by Florida Statutes (F.S.), this item requests the Board conduct the first and only public hearing to consider adopting a Resolution (Attachment #1) that includes an inventory list of properties which the County or any dependent special district within its boundaries holds fee simple title and which is deemed appropriate for affordable housing.

Section 125.379, F.S., requires each Florida county to prepare an inventory list, no less than every three years, of all real property within its jurisdiction to which the County or any dependent special district within its boundaries holds fee simple title, which is appropriate for use as affordable housing and, following a public hearing, to adopt a Resolution that includes an inventory list of such properties. Staff contacted the dependent special districts located within Leon County and has been advised that there are no new parcels suitable for affordable housing since the 2025 update. This item recommends the Board adopt a proposed Resolution to add five County-owned parcels to the inventory list of properties deemed appropriate for affordable housing.

The Board most recently adopted its inventory list of Affordable Housing Parcels with the adoption of Resolution No. R25-14 at a public hearing on April 8, 2025. While 125.379(1), F.S., only requires each Florida county to prepare an inventory list no less than every three years, staff routinely provides an annual inventory list to support the County's affordable housing efforts.

Upon the Board's adoption of the new Resolution, the County forwards the list of parcels to the Tallahassee Lender's Consortium (TLC) for future affordable housing project consideration. The TLC may request that the County donate parcels on the County's inventory list to build homes and/or multifamily developments that will remain affordable in perpetuity through the Leon County-Tallahassee Community Land Trust (CLT). Any County-owned parcels that TLC does not request for conveyance are then offered to other nonprofit affordable housing partners in the community. If no housing organization is interested in the properties, the parcels are marketed for sale by the County's Real Estate Division, with the net proceeds provided to the Housing Finance Authority (HFA).

**Analysis:**

For properties which the County hold a fee simple title and is determined to be appropriate for affordable housing pursuant to Florida Statutes and the County's Real Estate Policy (Policy No. 16-5), staff presents an agenda item for Board consideration on an annual basis in order to keep the inventory list of affordable housing parcels current. Upon the Board's adoption of the Resolution containing the inventory list of affordable housing parcels, the properties are deemed Certified Affordable Housing Parcels, and the Real Estate Policy provides a streamlined process for the sale of those parcels in accordance with the statutory guidelines.

The sale or lease of affordable housing parcels are subject to the Real Estate Policy's appraisal report requirements and the County Administrator's scope of authority. In addition, pursuant to Section 125.379(2), F.S., and the Real Estate Policy, such sale or lease is subject to the following limitations:

- The proceeds of such sale must be used to purchase real estate for the development of affordable housing or to increase the County's fund earmarked for affordable housing;
- The sale may proceed with a restriction that requires the development of such affordable housing parcel as permanent affordable housing;
- The sale may proceed as a donation of such affordable housing parcel to a nonprofit housing organization for the construction of permanent affordable housing; or
- The affordable housing parcel may be made available by the County for use in the production and preservation of permanent affordable housing, including, but not limited to, the lease of such affordable housing parcel pursuant to any of the County's affordable housing programs.

After the Board updates and approves the Affordable Housing List, staff provides the list of parcels suitable for affordable housing to TLC, a nonprofit organization, which is a key partner assisting the County's efforts to increase the affordable housing inventory. In 2020, the County and the City of Tallahassee partnered with TLC to establish the Leon County-Tallahassee Community Land Trust (CLT). The CLT is a critical tool for the expansion and preservation of affordable housing. Under the CLT model, a nonprofit organization acquires, manages and retains ownership of land on which housing units are built. The CLT then sells homes or rents multi-family housing development units to lower income households. The land is preserved under a 99-year ground lease which is held by the CLT. Because the land is leased by the CLT and held separately from the home, the price of the home is limited to the value of the structure, which ensures the home remains affordable. The CLT model restricts the sale price of single-family homes to ensure that they remain affordable. The CLT model also ensures units in a multifamily development remain affordable. Currently, TLC operates the only CLT in this area. Properties owned and provided by the County are utilized by CLT to continue the County's efforts to increase affordable housing inventory.

The Real Estate Policy provides that the HFA has the right of first refusal to cooperate with the County in the sale or lease of the County's affordable housing parcels by contributing to the County's costs associated with preparing the affordable housing parcels for sale or lease. In exchange, the net sale proceeds (after deducting the County's direct costs) are paid to the HFA for affordable housing programs and services. The current arrangement with the HFA was established in 2018. As of February 11, 2026, 148 parcels have been sold with $1,023,434 in proceeds being transferred to the HFA to assist with affordable housing initiatives. The HFA also provides $75,000 annually to the Leon County Housing Division to assist with the housing repair program. These funds are also available for providing tax credit matching funds to eligible affordable housing projects.

The following provides an update on transactions and parcel recommendations since the Board last adopted the affordable housing inventory list in April 2025.

- The Real Estate Division coordinated the sale of 1 Certified Affordable Housing Parcel, allowing the County to provide $4,700 to the HFA.

- 12 Certified Affordable Housing Parcels remain on the inventory list from previous years. Of the remaining parcels, seven parcels remain allocated for the Community Land Trust.
- The Community Land Trust requested the transfer of four parcels (of the seven parcels previously allocated parcels for the Community Land Trust) to develop affordable housing. The four parcels (1307 Southern Street and three on Idaho Street) will be conveyed via County Deed pursuant to the County's current agreement with the Community Land Trust.
- This item recommends the Board adopt a proposed Resolution to add five parcels to the inventory. The additional properties appear as Parcels 1 through 5 on Exhibit "A" to the proposed Resolution (Attachment #1).

Pursuant to 125.379, F.S., staff contacted the five dependent special districts within Leon County, and there is no change from 2025. The City of Tallahassee Community Redevelopment Agency (CRA) continues to own one parcel, and the Tallahassee Housing Authority (THA) owns three parcels that were identified in 2025 for affordable housing. Both the CRA and THA advised their respective parcels will, or are, being developed for affordable housing. Should the Board approve the Resolution, the County's parcels will be added to the inventory list designated for affordable housing and will be made available for disposition. The four parcels owned by dependent special districts are also included in the affordable housing inventory list as required by 125.379, F.S.

The Board's adoption of the 2026 Affordable Housing List will help promote the County's affordable housing programs and continue to provide a streamlined process for tax roll re-establishment. Additionally, it encourages the ongoing cooperation of the Housing Finance Authority by offering the opportunity to collaborate with the County in selling these affordable housing parcels.

This public hearing has been noticed and advertised in accordance with Florida Statutes (Attachment #2).

**Options:**

1. Conduct the First and Only Public Hearing and adopt the Resolution that includes the Inventory List of Properties Appropriate for Affordable Housing (Attachment #1).
2. Conduct the First and Only Public Hearing and do not adopt the Resolution that includes the Inventory List of Properties Appropriate for Affordable Housing.
3. Board direction.

**Recommendation:**

Option #1

Attachments:

1. Resolution Adopting the inventory list of properties appropriate for affordable housing, with Exhibit A – Affordable Housing List
2. Notice of Public Hearing

**LEON COUNTY RESOLUTION NO. 26-__**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, PURSUANT TO SECTION 125.379, FLORIDA STATUTES, ADOPTING AN INVENTORY LIST OF ALL REAL PROPERTY WITHIN ITS JURISDICTION TO WHICH THE COUNTY OR ANY DEPENDENT SPECIAL DISTRICT HOLDS FEE SIMPLE TITLE THAT IS APPROPRIATE FOR USE AS AFFORDABLE HOUSING.**

## RECITALS

WHEREAS, pursuant to section 125.379, Florida Statutes, the County must prepare an inventory list no less frequently than every three years of all real property to which the County or any dependent special district within its boundaries holds fee simple title which is appropriate for use as affordable housing, including the address and legal description of each such property and whether it is vacant or improved; and

WHEREAS, the Leon County Board of County Commissioners (the "Board") must review such inventory list at a public hearing and may revise it at the conclusion of the public hearing; and

WHEREAS, the Board last held a public hearing on April 8, 2025, and adopted Resolution 25-14 deeming two (2) additional properties appropriate for use as affordable housing, bringing the total number of affordable housing parcels to thirteen (13) County-owned parcels at that time; and

WHEREAS, since the adoption of Resolution 25-14, County staff has coordinated and completed the successful sale of one (1) affordable housing parcel; and

WHEREAS, twelve (12) County-owned affordable housing parcels remain from the April, 2025, inventory list; and

WHEREAS, five (5) additional County-owned parcels are now designated appropriate for use as affordable housing and are hereby added to the inventory list; and

WHEREAS, the collective list of affordable housing parcels has been prepared for presentation to the Board for its review at a public hearing at the regularly scheduled Board meeting on April 14, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, assembled in regular session this April 14, 2026, that pursuant to Section 125.379, Florida Statutes, the Board having reviewed at a public hearing the Certified Affordable Housing List attached hereto as Exhibit "A", which includes all properties to which the County or any dependent special district within its boundaries holds fee simple title which is appropriate for use as affordable housing, and the Board having considered any and all comments received from the public for such public hearing and having made such revisions as deemed appropriate, the Board hereby adopts the Affordable Housing Inventory List and directs that the County-owned properties on such list be disposed of in accordance with Section 125.379, Florida Statutes, and the Board's Real Estate Policy No. 16-5.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 14th day of April, 2026.

LEON COUNTY, FLORIDA

By:_____
Christian Caban, Chairman
Board of County Commissioners

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

By:_____

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

By:_____

# EXHIBIT A

## County-owned Certified Affordable Housing List

| Parcel | Tax ID | Legal Description | Address | Vacant/ Improved |
|---|---|---|---|---|
| 1 | 4124550000520 | SEC. 24-T1S-R1W OAK CREST LOT 52 OR 246/160 | Oak Crest Blvd | Vacant |
| 2 | 4124550000720 | SEC. 24-T1S-R1W OAK CREST LOT 72 DB 108/145 | Oak Crest Blvd | Vacant |
| 3 | 4124550000030 | OAK CREST LOT 3 DB 189/4118 | Blackthorn Trl | Vacant |
| 4 | 4124050000080 | BLACKJACK RIDGE UNRECORDED LOT 8 OR 1325/844 2011/445 | 4704 Crossway Ct | Vacant |
| 5 | 320883A0351 | WOODRUN EAST UNIT 2 8 1S 1E 0.42 AC. LOT 35 BLOCK A (SOUTHERLY PART) OR 1092/1135 1416/438 | Chateau Ln | Vacant |
| 6 | 213107 B0250 | DEERTREE HILLS 31 1N 1W LOT 25 BLOCK B OR 1755/1617 2320/1986 1987 2480/2293 | 1911 Sika Deer Drive | Vacant |
| 7 | 4308206850000 | 8 1S 3W .47 AC IN NE 1/4 OF SW 1/4 OR 1637/1620 1838/2289 | Blountstown Highway | Vacant |
| 8 | 212664 L0080 | SPRING VALLEY LOT 8 BLOCK L OR 536/158 1365/1571 1369/861 | Calloway St | Vacant |
| 9 | 4.30703E+12 | UNREC PLAT BARFIELD PROP 7 1S 3W .37 A LOT 1 TRACT 1 OR 1858/115 1955/2064 | Luther Hall Rd | Vacant |
| 10 | 243025 G0110 | BOXWOOD ESTATES 19 29 & 30 2N 1W 1.12 A LOT 11 BLOCK G OR 1395/1808 1479/930 931 1510/767 OR 1792/2253 2187/41 | 5098 Meadowlark Ln | Vacant |
| 11 | 3104130000010 | ST AUGUSTINE SQUARE UNREC 4 1S 1E LOT 1 OR 353/69 1545/631 2389/1666 | Castelnau Ct | ^Vacant |
| 12 | 3104130000170 | ST AUGUSTINE SQUARE UNREC 4 1S 1E LOT 17 OR 353/69 1545/619 2389/1663 | Castelnau Ct | ^Vacant |
| 13 | 2126206320000 | 26 1N 1W .13 A IN NE 1/4 OF NW 1/4 OR SW 1/4 OR 232/207 (IN BLOCK B OF THOMAS SUB) | Kitt St | ^Vacant |
| 14 | 412680 I0010 | YONS LAKESIDE ESTATES 2ND ADDITION LOT 1 BLOCK I OR 405/578 878/1747 1310/1457 | 1307 Southern St | ^Vacant |
| 15 | 2126202120000 | 26 1N 1W .12 A IN SE 1/4 OF NW 1/4 DB 51/447 OR 228/259 | Idaho St | ^Vacant |
| 16 | 2126202140000 | 26 1N 1W .14 A IN SE 1/4 OF NW 1/4 OR 254/605 1102/1748 | Idaho St | ^Vacant |
| 17 | 2126202130000 | 26 1N 1W .13 A IN SE 1/4 OF NW 1/4 DB 51/502 | Idaho St | ^Vacant |

**^ Certified Affordable Housing Parcel allocated to the Community Land Trust**

Dependent Special District Parcels identified on next page

| City of Tallahassee Community Redevelopment Agency-owned Certified Affordable Housing Parcels | | | | |
|---|---|---|---|---|
| Parcel | Tax ID | Legal Description | Address | Vacant/ Improved |
| 1 | 2136500516165 | LOT F, SUBDIVISION OF LOT 51, NORTHWEST ADDITION TO THE CITY OF TALLAHASSEE, AS PER MAP OR PLAT THEREOF RECORDED IN DEED BOOK "HH", PAGE 591, OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA. | 518 W. Georgia St | Vacant |

| Tallahassee Housing Authority-owned Certified Affordable Housing Parcels | | | | |
|---|---|---|---|---|
| Parcel | Tax ID | Legal Description | Address | Vacant/ Improved |
| 2 | 2126200890000 | 26 IN 1N 1W IN N 1/2 OR 1645/572 | Old Bainbridge RD | Vacant |
| 3 | 3107209840000 | SECTION 7 T1S R1E OR 548/60 LESS 2334/1539 (ROW) DB 57/124 OR 451/428 | 900 Bates DR | Improved |
| 4 | 3107209810000 | 7 1S 1E IN SW 1/4 OF NE 1/4 OR 490/19 LESS OR 2334/1521 ROW AND OR 3140/389 ROW | 2703 Country Club DR | Improved |

Leon County
Government

# NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of County Commissioners of Leon County, Florida, will conduct a public hearing on Tuesday, April 14, 2026, at 6:00 p.m., or as soon thereafter as such matter may be heard, in the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider adoption of a resolution, in accordance with Section 125.379, Florida Statutes, that includes an inventory list of all real property within its jurisdiction to which the County or any dependent special district within its boundaries holds fee simple title which is appropriate for use as affordable housing.

Leon County will also broadcast the public hearing on Comcast channel 16, the Leon County Florida channel on Roku, and the County's Facebook page (https://www.facebook.com/LeonCountyFL/), YouTube channel (https://www.youtube.com/user/LeonCountyFL), and web site (www.LeonCountyFL.gov).

All interested parties are invited to present their comments at the public hearing at the time and place set out above.

Interested parties may also provide virtual real-time public comments during the public hearing. After the Board of County Commissioner's agenda is posted online, interested parties wishing to provide virtual real-time public comments must complete and submit the registration form provided at https://www2.leoncountyfl.gov/coadmin/agenda/ by 8:00 p.m. on Monday, April 13, 2026. Following submittal of the registration form, further instructions for participating in the meeting will be provided. Persons needing assistance with registering or providing real-time comments may contact County Administration via telephone at (850) 606-5300. Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., entitled "Addressing the Board," and Article IX., Section F., entitled "Decorum," shall remain in full force and effect.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record

should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact, on behalf of the Chairman, Mathieu Cavell at Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301 or CMR@leoncountyfl.gov, by written request at least 48 hours prior to the proceeding. Telephone: (850) 606-5300, 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of the Resolution may be inspected as part of the agenda package on the County's website (https://www2.leoncountyfl.gov/coadmin/agenda/). To receive copies of the Resolution by other means, such as email, mail, or facsimile transmittal, contact County Administration at (850) 606-5300.

Advertise: April 2, 2026

Publication Dates:
04/02/2026 12:01 PM

# Leon County
# Board of County Commissioners

## Notes for Agenda Item #20

# Leon County Board of County Commissioners

## Agenda Item #20

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** First and Only Public Hearing to Approve the Munree Cemetery Museum Type "C" Site and Development Plan Application

| | |
|---|---|
| **Review and Approval:** | Vincent S. Long, County Administrator |
| **Department / Division Review:** | Ken Morris, Assistant County Administrator<br>Nawfal Ezzagaghi, Assistant County Administrator<br>Scott Brockmeier, Director, DSEM |
| **Lead Staff / Project Team:** | Ryan Culpepper, Director, Development Services Division<br>Ana Richmond, Development Services Administrator, Development Services Division |

**Statement of Issue:**

This item requests the Board conduct the first and only quasi-judicial Public Hearing and approve the Munree Cemetery Museum Type "C" site and development plan application. The project site is located on the west side of Edenfield Road, approximately 340 feet north of Mahan Drive, 300 feet south of Barfield Road within the Residential Preservation (RP) zoning district with a Historic Preservation Overlay, which allows a museum as a community facility, and requires review and approval by the Board at a public hearing.

**Fiscal Impact:**

This item has no fiscal impact.

**Staff Recommendation:**

Option #1: Conduct the first and only Public Hearing for the Munree Cemetery Museum Type "C" site and development plan application and approve the application with conditions based on the findings of fact and conclusions of law included herein and those established within the Development Review Committee's record, as well as any evidence received at the public hearing.

## Report and Discussion

**Background:**

This item requests the Board conduct the first and only public hearing and approve the Munree Cemetery Museum Type "C" site and development plan application. An excerpt of the full site plan (Sheet C-2) is included as Attachment #1. This is submitted for consideration of approval in accordance with the recommendations presented in the staff report to the Development Review Committee (DRC) (Attachment #2). The applicant is proposing to construct a 1,081 square foot museum with supporting infrastructure. This public hearing is **quasi-judicial** in nature. Legal considerations for this public hearing are provided in more detail in the "Analysis" section.

The project site is located on the west side of Edenfield Road, approximately 340 feet north of Mahan Drive and 300 feet south of Barfield Road (Attachment #3). The parcel is located inside the Urban Service Area (USA), is designated Residential Preservation (RP) on the Future Land Use Map of the Tallahassee-Leon County Comprehensive Plan, is within the Residential Preservation (RP) zoning district, and includes a Historic Preservation Overlay (HPO), which reflects the historical significance of the Munree Cemetery Site.

The Munree Cemetery site is historically significant, pre-dating the Civil War (1861-1865) and containing historic burial places for African Americans who lived and worked on plantations associated with the Welaunee Plantation. Over the years, the cemetery became unmaintained and overgrown. In 2009, concerned members of the local African American community formed the Munree Cemetery Foundation to acquire the property. In 2011, the clean-up of the site began, and archeological investigations revealed upwards of 250 burial sites, most of which were unmarked and discovered using ground-penetrating radar and other means of detection. In 2020, the cemetery was designated as a Florida Heritage Site by the Florida Department of State Division of Historical Resources, and a historical marker was erected on the site. The Florida Historical Marker Program recognizes historic resources, persons, and events that are significant in the areas of architecture, archaeology, Florida history, and traditional culture by placement of historic markers and plaques at sites of historical and visual interest to visitors. The purpose of the program is to increase public awareness of the rich cultural heritage of the state and to enhance the enjoyment of historic sites in Florida by its citizens and tourists.

Cemeteries, like museums, are classified as community service facilities and are permitted in the RP (Residential Professional) zoning district only as a special exception use. This designation means that a cemetery is not allowed "by right." Instead, it must undergo a formal special exception review to ensure it meets specific criteria designed to protect the character of the neighborhood and ensure compatibility with surrounding residential properties. Special exception uses also require Type "C" site plan review, which includes a minimum of three (3) public meetings/hearings: the Application Review Meeting (ARM), a DRC meeting, and final disposition by the Board of County Commissioners at a public hearing. Type "C" reviews can only proceed through the Final Design Plan Approval (FDPA) review track as outlined in Subsection 10-7.402(5)b. of the Land Development Code (LDC), which requires concurrent review and approval of a site and development plan and an Environmental Management Permit (EMP).

The proposed project has completed the County's required site plan review process, including multiple public meetings and evaluations by technical review staff. Throughout the process, the application was reviewed for consistency with the Comprehensive Plan and compliance with applicable land development regulations. Based on these reviews, the project has been found to be consistent with these requirements. On March 4, 2026, the DRC found the application complete and recommended that the project proceed to the Board for approval with conditions.

**Analysis:**

The subject property is located within a Residential Preservation (RP) zone with a Historic Preservation Overlay, where Section 10-6.617 of the LDC permits the proposed museum as a community service use, subject to RP development standards including setbacks, buffering, pedestrian connectivity, parking, lighting, and signage requirements.

The proposed development complies with these standards as follows:

1. *Building Setbacks.*

   The site is located within the Hickory Hill Farms subdivision and shall comply with the setbacks of 25 feet in the front, 15 feet on the side interior, 25 feet on the side corner and 50 feet in the rear.

   *The proposed building meets all minimum setback requirements.*

2. *Buffer Standards.*

   The RP zoning district requires a minimum of a Type "B" landscape buffer, and an 8-foot-high opaque wooden fence is required to visually screen the use from the adjacent residential properties.

   *The landscape plan includes a 25-foot Type 'B" Buffer adjacent to residential parcels with a buffer fence; therefore, the Site and Development Plan has addressed this standard.*

3. *Sidewalks.*

   New development within the USA shall be designed and constructed to implement a pedestrian mobility system that facilitates access to residential development, business establishments, community facilities, and other non-residential land uses, and provides safe and convenient linkage between developments and between the public and private street system.

   *The site and development plan includes sidewalks along Edenfield Road as well as an ADA sidewalk connection between the proposed museum and the new sidewalk along the property boundary.*

4. *Parking Standards.*

   Section 10-7.545(b) of the LDC delegates to the County Administrator or designee the authority to specify the required number of parking spaces where Schedule 6-2 is silent. Schedule 6-2 does not provide a required number of parking spaces for a museum as the

use is not identified in the schedule. The applicant has provided a parking justification plan using the Institute of Traffic Engineers Trip (ITE) Trip Generation Manual 7th Edition, to determine the number of trips a cemetery generates daily. Based on the size of the cemetery on the site, the applicant has provided three regular parking spaces and one ADA parking space.

*Based on the scale of the proposed use, the site layout provides sufficient parking.*

5. *Lighting Standards.*

   All exterior lighting shall have recessed bulbs and filters that conceal the source of illumination. No wall or roof-mounted flood or spot lights used as general grounds lighting are permitted. Security lighting is permitted. Parking lighting shall be spaced a maximum of 50 feet apart and shall not exceed 20 feet in height.

   *The site plan includes a note to allow safety lighting around the building only and the applicant has proposed no lighting in the parking lot. As a result, the site and development plan meets all lighting standards.*

6. *Signage.*

   Any new sign shall be designed and placed in accordance with Division 4 of the LDC and only one ground sign and one wall sign shall be allowed.

   *The site and development plan includes one ground sign in compliance with these standards.*

*Environmental review:*

The proposed development complies with environmental standards as follows:

1. *Natural Features Inventory (NFI).*

   A Natural Features Inventory was completed prior to site plan submittal to identify and document existing natural resources on the site, such as flood zones and protected trees, ensuring these features are considered and preserved in the site design.

2. *Stormwater Management.*

   The site is designed with a retention system that captures stormwater on-site and allows it to soak into the ground, accounting for the additional runoff generated by development and improving water quality.

3. *Conservation Easement.*

   A conservation easement is provided to protect on-site natural features, including flood-prone areas.

4. *Tree Protection.*

   Identified protected (Patriarch) trees are preserved in accordance with applicable standards.

5. *Environmental Management Plan (EMP).*

   The EMP has been reviewed and incorporated into the site design. Remaining deficiencies have been included as conditions in the DRC's recommendation for site plan approval.

DRC Recommendation to the Board

On March 4, 2026, the DRC recommended that the Board approve the application with conditions, as reflected in the DRC minutes (Attachment #3). The DRC found that the application satisfies the criteria necessary for approval, subject to the recommended conditions.

The conditions of site and development plan approval recommended by the DRC are as follows:

1. **Environmental Management Permit (EMP):**

   Final site plan shall reflect compliance with all EMP requirements.

2. **Technical Revisions:**

   The site plan shall incorporate all required revisions and technical updates identified in the attached staff reports from the ARC (Attachment #2).

Public Notification

Notice of the public hearing on the proposed site and development plan application was duly advertised as required by Florida Statute (Attachment #4).

Legal Considerations

The review of this item is **quasi-judicial** in nature, and, therefore, ex parte communications should be avoided. Should a Commissioner receive any ex parte communication, such communication must be placed on the record. If any verbal ex parte communications are received, a memorandum stating the substance of the verbal communications received, and the verbal response made, shall be placed on the record. Any ex parte communications received after distribution of this agenda will be presented for the record in the public hearing. Disclosure can also be made on the record at the public hearing before the Board takes action on the item.

The deadline to submit documentary evidence for consideration by the Board is Friday, April 10, 2026, at noon, pursuant to the LDC. All documentary evidence submitted after this deadline shall not be considered by the Board or made part of the record. Documentary evidence for this purpose is defined as evidence in a physical or digital form, including, but not limited to, expert reports, photographs, documents, affidavits, memoranda, graphs/charts, maps, aerial photographs, and surveys.

In approving, approving with conditions, or denying the application, the Board is to determine that the application is or is not consistent with the procedural requirements of Section 10-7.402(5) and the following criteria:

1. Whether the applicable zoning standards requirements have been met.
2. Whether the applicable provisions of the Environmental Management Act have been met.

3. Whether the requirements of the LDC and other applicable regulations or Ordinances which impose specific requirements on site and development plans and development have been met.

Should the Applicant prevail in meeting all procedural requirements as well as showing that the application is consistent with the Comprehensive Plan, any denial of the application must include a determination that maintaining the existing conditions furthers a legitimate public purpose and must be supported by competent substantial evidence placed on the record. "Competent substantial evidence" is that which is "sufficiently relevant and material that a reasonable mind would accept it as adequate to support the conclusion reached." *De Groot v. Sheffield*, 95 So. 2d 912, 916 (Fla. 1957). Further, evidence relied upon must be fact-based, real, material, pertinent and relevant.

Upon approval, approval with conditions, or denial of this application, a written final determination of the Board will be rendered with the Clerk to the Board.

**Options:**

1. Conduct the first and only public hearing for the Munree Cemetery Museum Type "C" site and development plan application and approve the application with conditions based on the findings of fact and conclusions of law included herein and those established within the Development Review Committee's record, as well as any evidence received at the public hearing.
2. Conduct the first and only public hearing for the Munree Cemetery Museum Type "C" site and development plan application and do not approve the application with conditions.
3. Board direction.

**Recommendation:**

Option #1

Attachments:

1. Excerpt of the Site and Development Plan for Munree Cemetery Museum (Sheet C-2)
2. Development Services Staff Report
3. Development Review Committee Meeting Minutes
4. Location Map
5. Notice of Public Hearing

Feb 17, 2026 - 4:43PM

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## LEGEND

- PROPERTY BOUNDARY LINE
- EXISTING BUILDING SETBACKS
- RIGHT-OF-WAY
- ADJACENT LOT BOUNDARY LINES
- PERIMETER LANDSCAPE AREA
- UNCOMPLIMENTARY LAND USE BUFFER
- PROPOSED SIDEWALK AREA
- PROPOSED CONCRETE AREA
- PROPOSED ASPHALT PAVEMENT AREA
- EXISTING GRAVE AREA
- EXISTING PAVEMENT AREA
- PROPOSED CONSERVATION EASEMENT AREA
- PROPOSED LEON CO. PUBLIC WORKS DEPT. SIDEWALK MAINTENANCE EASEMENT

## UTILITY PROVIDERS

ELECTRICAL: CITY OF TALLAHASSEE

WATER: CITY OF TALLAHASSEE

SEWER: CITY OF TALLAHASSEE

GRAPHIC SCALE

30 0 15 30 60 120

( IN FEET )
1 inch = 30 ft.

## GENERAL NOTES

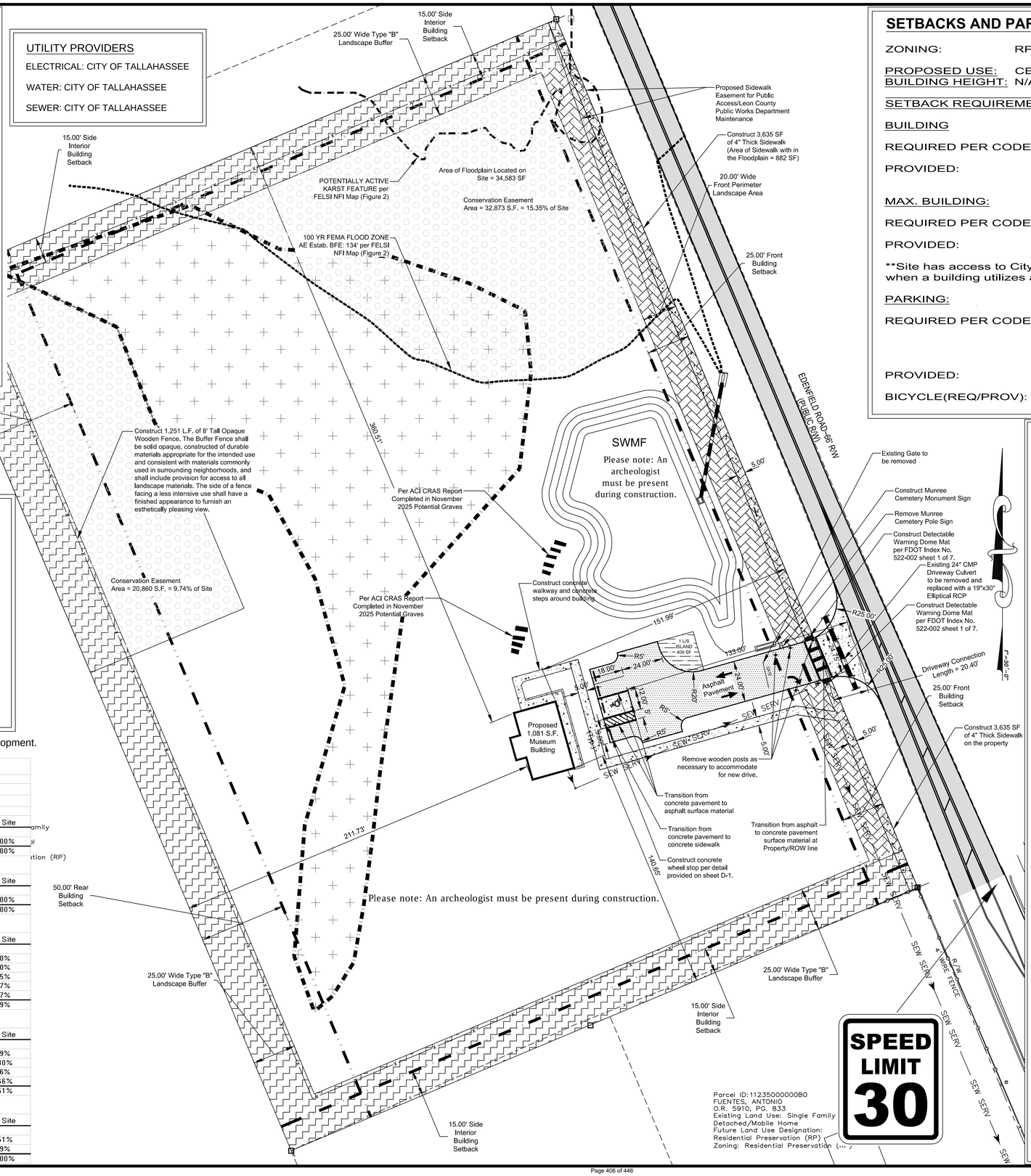
1. Safety lighting around building only no lighting in parking lot.
2. If prehistoric or historic artifacts, such as pottery or ceramics, stone tools, metal implements, dugout canoes or any other physical remains that could be associated with the Native American Cultures or early colonial or American Settlement are encountered at any time within the project site area, the permitted project shall cease all activities involving subsurface disturbance in the immediate vicinity of such discoveries. The permittee or designated representative shall contact the Florida Department of State, Division of Historical Resources, Review and Compliance Section, at (850) 245-6333 or (800) 847-7278, as well as Leon County Environmental Services. Project activities should not resume without written authorization.
3. Any road or lane closure of existing county road will require a permit from LCPW per policy no. 17-1 and will need an MOT plan.

Please note: No delivery vehicles will be needed for this development.

## SITE STATISTICS

**Project:** Munree Cemetery
**Tax I.D. No.:** 11-23-50-000-1

| | FT² | Acres | % of Site |
|---|---|---|---|
| **Parcel Area:** | | | |
| Parcel No. 11-23-50-000-1 | 214,203 | 4.92 | 100.00% |
| Total Site Area | 214,203 | 4.92 | 100.00% |
| **Pre-Development Pervious Area:** | FT² | Acres | % of Site |
| Wooded/Greve Site/Grass Area | 214,203 | 4.92 | 100.00% |
| Total Pervious Area Pre-Development | 214,203 | 4.92 | 100.00% |
| **Post-Development Impervious Area:** | FT² | Acres | % of Site |
| Museum Building | 1,081 | 0.02 | 0.50% |
| Concrete Sidewalk | 3,635 | 0.08 | 1.70% |
| Concrete Pavement Vehicular Use Area | 324 | 0.01 | 0.15% |
| Asphalt Pavement Vehicular Use Area | 4,009 | 0.09 | 1.87% |
| Concrete Walkway & Concrete Steps up to building | 579 | 0.01 | 0.27% |
| Total Impervious Area Post-Development | 9,628 | 0.22 | 4.49% |
| **Post-Development Pervious Area:** | FT² | Acres | % of Site |
| Landscape Islands | 409 | 0.01 | 0.19% |
| Perimeter Landscape | 41,332 | 0.95 | 19.30% |
| Pond (included as impervious in stormwater design) | 11,485 | 0.26 | 5.36% |
| Wooded/Greve Site/Grass Area | 151,349 | 3.47 | 70.66% |
| Total Pervious Area Post-Development | 204,575 | 4.70 | 95.51% |
| **Site Statistics Summary (Post-Development)** | FT² | Acres | % of Site |
| Total Pervious Area Post-Development: | 204,575 | 4.70 | 95.51% |
| Total Impervious Area Post-Development: | 9,628 | 0.22 | 4.49% |
| Total Site Area | 214,203 | 4.92 | 100.00% |




## SETBACKS AND PARKING REQUIREMENTS

ZONING: RP (RESIDENTIAL PRESERVATION)

PROPOSED USE: CEMETERY MUSEUM COMMUNITY SERVICES
BUILDING HEIGHT: N/A

| SETBACK REQUIREMENTS: | FRONT | SIDE | SIDE CORNER | REAR |
|---|---|---|---|---|
| BUILDING | | | | |
| REQUIRED PER CODE: | 25' | 15' | N/A | 50' |
| PROVIDED: | 151.99' | 360.51', 140.65' | N/A | 211.73' |

| MAX. BUILDING: | AREA |
|---|---|
| REQUIRED PER CODE: | N/A** |
| PROVIDED: | 3,100 SF / 1.73 AC |

**Site has access to City of Tallahassee water and sewer. The building size is limited when a building utilizes a septic system for sanitary sewer.

| PARKING: | SPACES | H/C |
|---|---|---|
| REQUIRED PER CODE: | No requirement in LDC for museum or cemetery Provide parking study using ITE Parking Generation or info from similar sites. | 1 |
| PROVIDED: | 3 | 1 |
| BICYCLE(REQ/PROV): | (X/ X ) | |

## SITE PLAN REQUIREMENTS

1. THE SCOPE OF WORK ASSOCIATED WITH THIS PROJECT IS TO CONSTRUCT A 1,081 SQUARE FOOT MUSEUM AT AN EXISTING CEMETERY SITE.
2. CONSTRUCTION WILL BEGIN WHEN ALL APPLICABLE PERMITS HAVE BEEN ISSUED. CONTACT THE LEON COUNTY ENVIRONMENTAL INSPECTOR TO SCHEDULE A PRE-CONSTRUCTION CONFERENCE PRIOR TO BEGINNING CONSTRUCTION.
3. CONSTRUCTION IS ANTICIPATED TO BE COMPLETED WITHIN ONE YEAR FROM THE DATE OF COMMENCEMENT.
4. CLEARING IS ALLOWED FOR INSTALLATION OF SEDIMENTATION AND EROSION CONTROLS. CLEARING SHALL BE LIMITED TO WITHIN FIVE (5) FEET OF THE CONTROLS.
5. BEFORE APPLYING FOR A BUILDING PERMIT, BUILDING PLANS MUST BE REVIEWED AND APPROVED BY THE ELECTRIC, SOILD WASTE AND CROSS-CONNECTION CONTROL COORDINATORS. THE DEVELOPER WILL BE RESPONSIBLE FOR FURNISHING AND INSTALLING ALL ON-SITE ELECTRICAL CONDUIT AND TRANSFORMER PADS, IF APPLICABLE.
6. NO PUBLIC STREETS ARE PROPOSED FOR THIS PROJECT.
7. ALL A.D.A. AND ACCESSIBILITY REQUIREMENTS MUST BE MET. REFER TO THE GRADING PLAN FOR DETAILS.
8. ALL PAVEMENT MARKINGS AND SIGNAGE SHALL CONFORM TO THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES AND FDOT STANDARDS. LOCAL PERMITS MUST BE OBTAINED FOR ALL COMMERCIAL SIGNS.
9. ALL MANHOLES, VALVES AND VALVE BOXES SHALL BE BROUGHT UP TO FINISHED GRADE AND SHALL BE CLEARLY VISIBLE OR OTHERWISE MARKED FOR EASY IDENTIFICATION.
10. NO MUD OR SEDIMENTS SHALL BE TRACKED ON CITY, COUNTY OR STATE ROADS. THE CONTRACTOR SHALL MAINTAIN A GRAVEL CONSTRUCTION ENTRANCE OR EQUAL TO PREVENT CONSTRUCTION VEHICLES FROM TRACKING MUD ONTO PUBLIC ROADS.
11. SEDIMENTATION AND EROSION CONTROLS SHALL BE MAINTAINED FOR THE LIFE OF THE PROJECT. REFER TO THE DETAILS.
12. AT TIME OF PERMITTING, TREE CALCULATIONS SHALL BE PROVIDED.
13. IF THE STORMWATER FACILITY IS COUNTED TOWARD LANDSCAPE CREDIT, IT SHALL BE LANDSCAPED IN ACCORDANCE WITH THE APPROVED LANDSCAPE PLAN AND THE REQUIREMENTS OF THE LEON COUNTY LAND DEVELOPMENT REGULATIONS.
14. UPON COMPLETION OF CONSTRUCTION, THE OWNER SHALL APPLY FOR A STORMWATER OPERATING PERMIT FOR ALL STORMWATER MANAGEMENT FACILITIES.
15. SOLID WASTE AND RECYCLING WILL BE PROVIDED BY ROLL OFF CONTAINER.
16. ALL SIGNAGE SHALL COMPLY WITH CODE REQUIREMENTS. ANY REQUIRED PERMITS WILL BE OBTAINED PRIOR TO PLACING SIGNS.
17. SIDEWALKS AND ACCESSIBLE PARKING SHOULD BE ADA AND FDOT COMPLIANT.
18. FIRE APPARATUS ROADS SHALL HAVE AN UNOBSTRUCTED VERTICAL CLEARANCE OF NOT LESS THAN 13 FT. 6 IN. (4.1 M) NFPA 1, 18.2.3.5.1.2, EIGHTH EDITION OF THE FLORIDA FIRE PREVENTION CODE.
19. DURING THE BUILDING PLAN REVIEW PROCESS, LOCATION AND REQUIREMENTS OF PROPOSED FIRE PROTECTION COMPONENTS MAY BE AMENDED INCLUDING, BUT NOT LIMITED TO, COORDINATION WITH FIRE SPRINKLER CONTRACTORS. IF APPLICABLE, HYDRAULIC CALCULATIONS WILL BE REVIEWED AS PART OF THE BUILDING PLAN SUBMITTAL PROCESS. PLEASE CONTACT BABETTE FERRIS AT (850) 728-5073 IN FIRE PLANS REVIEW FOR ADDITIONAL INFORMATION.
20. CONSTRUCTION WITHIN THE R/W OF EDENFIELD ROAD WILL REQUIRE APPROVAL BY LCPW. ANY UTILITY WORK IN COUNTY R/W (EDENFIELD ROAD) WILL REQUIRE A RIGHT-OF-WAY PLACEMENT PERMIT FROM LEON COUNTY PUBLIC WORKS. BE ADVISED THAT THESE PERMITS ARE ONLY VALID FOR 90 DAYS AND WILL BE ISSUED IN THE NAME OF THE UTILITY PROVIDER.
21. ANY ROAD OR LANE CLOSURE OF THE PUBLIC R/W MUST CONFORM TO LEON COUNTY POLICY 17-1.
22. THE APPLICANT WILL BE RESPONSIBLE FOR ANY AND ALL MAINTENANCE/REPAIR IN PERPETUITY OF SEWER SERVICE LINE BEING INSTALLED IN THE "PRIVATE SEWER EASEMENT" ASSOCIATED WITH THIS PROJECT.
23. ALL DISTURBANCE IN THE RIGHT OF WAY SHALL BE SODDED.

BLACKHAWK ENGINEERING, INC.
24173 FLEISCHMANN RD. TALLAHASSEE, FLORIDA 32308
PHONE: (850) 224-4295 + FAX: (850) 386-4295
SUPPORT@BLACKHAWKENGINEERS.COM + STATE CERT. #26881

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PROJECT: MUNREE CEMETERY MEMORIAL MUSEUM
TITLE: SITE PLAN
CLIENT: MIRACLES 3 INCORPORATED

| DESIGNED BY | DRAWN BY | CHECKED BY | DATE | SCALE |
|---|---|---|---|---|
| MSC | MAK | MSC | 02/17/26 | 1" = 30'-0" |

MARK S. COOPER, P.E.
FLA LICENSE #52601
BLACKHAWK ENGINEERING, INC.
(850) 224-4295
MARK@BLACKHAWKENGINEERS.COM

PROJECT NUMBER: 24BH-032M

SHEET NUMBER: C-2



Posted on April 6, 2026



**LEON COUNTY-**
Department of Development Support & Environmental Management

**DEVELOPMENT REVIEW COMMITTEE MEETING**
**Hybrid In-person and Virtual Meeting**
**March 4, 2026, starting at 10:00 a.m.**

## STAFF RECOMMENDATION: Proceed to BOCC for final disposition

| | |
|---|---|
| **DSEM COORDINATOR**: | Ana Richmond, Development Services Administrator |
| **PROJECT NAME:** | Munree Cemetery Museum |
| **PROJECT ID NUMBER**: | LSP25017 |
| **PARCEL ID NUMBER:** | 11-23-50- -000-1 |
| **ACREAGE:** | 5.05 +/- acres |
| **LEVEL OF REVIEW**: | Type "C" Site and Development Plan |
| **PROPERTY OWNER** | Munree Cometary Foundation, Inc. |
| **APPLICANT:** | Blackhawk Engineering |
| **APPLICANT'S AGENT:** | Mark Cooper, PE \| Blackhawk Engineering |
| **CURRENT ZONING:** | Residential Preservation (RP) with Historic Preservation Overlay |
| **FUTURE LAND USE:** | Residential Preservation (RP) |
| **INTENSITY:** | 0.005 SF/acre |
| **LOCATION:** | West side of Edenfield Road, approximately 340 feet north of Mahan Drive; 300 feet south of Barfield Road |
| **ROADWAY ACCESS:** | Edenfield Road (Leon County Minor Collector) |
| **UTILITY PROVIDER:** | Cit of Tallahassee Utilities |
| **APPROVAL BODY:** | Board of County Commissioners in accordance with the provision of §10-7.405 of the Land Development Code (Type "C" Review) |

| CONDITIONS OF APPROVAL (ONE MOTION) | |
|---|---|
| **1** | **EMP:** The FDPA Track requires concurrent review and approval of the site plan and EMP. All EMP deficiencies shall be addressed prior to final site plan approval. |
| **2** | **Outstanding Deficiencies and Technical Revisions:** The site plan submittal shall be revised to address all remaining deficiencies and technical amendments identified in the Accela markups and in the attached staff reports from the Application Review Committee. |

## PROJECT SUMMARY

**The first ARM for this project was held on July 16, 2025. The second ARM was held on December 17, 2025.**

### PROJECT HISTORY.

The parcel is a legal lot of record within the Hickory Hill Farms subdivision recorded in Plat Book 3, Page 4 and is denoted as "Reserved for Cemetery." The site is the location of a cemetery pre-dating the Civil War (1861-1865) and contains historic graves associated with the Welaunee Plantation.

A Permitted Use Verification (PUV), VC23089, was issued as conditional on June 6, 2023. A Natural Features Inventory (NFI) LEA23034 was approved with conditions on September 12, 2023. A Preliminary Certificate of Concurrency (LCM250016) was issued for this project on July 1, 2026. Environmental Management Permit LEM25026 associated with this development is currently under review. The first ARM was held on July 16, 2025.

### PROPOSED SCOPE OF WORK.

The applicant is seeking to construct an approximately 1,081 square foot museum for the purposes of educating the public regarding the historic nature of the cemetery. The cemetery is identified on the plat for the Hickory Hills Farm subdivision (Plat Book 3, Page 4) and is also identified on Tallahassee-Leon County GIS. The Historic Preservation Overlay (HPO) for the site was approved by the Board of County Commissioners in 2011. The HPO designation is consistent with a museum, which is allowed as a community facility.

## OVERVIEW OF DEVELOPMENT REVIEW TYPE

Pursuant to Section 10-7.402, Table 10-7.1, the proposed residential development would require review through the County's Type "C" site and development plan review process. The threshold for Type "C" reviews in the RP zoning district is the development of 100 or more dwelling units. Type "C" reviews require a minimum of three (3) public meetings/hearings: the Application Review Meeting (ARM), a Development Review Committee (DRC) meeting, and a Board of County Commission (BOCC) Public Hearing. The BOCC makes the final disposition on projects that qualify for Type "C" review. Type "C" reviews can only proceed through the Final Design Plan Approval (FDPA) review track as outlined in subsection 10-7.402.5(b) of the LDC, which requires a site and development plan and an Environmental Management Permit be reviewed and approved concurrently.

## SUBDIVISION AND SITE AND DEVELOPMENT PLAN REGULATIONS

Development Services staff along with other members of the Application Review Committee (ARC) have reviewed this application to determine compliance with applicable provisions of the Leon County Land Development Code (LDC) [Leon County Code of Laws, Chapter 10] and Tallahassee-Leon County Comprehensive Plan. In undertaking this review, emphasis has been placed on evaluating whether this application meets Site and Development Plan Criteria in accordance with §10-7.407 of the LDC, which requires that a site and development plan comply with three (3) general standards:

- Whether the applicable zoning standards and requirements have been met.
- Whether the applicable provisions of the Environmental Management Act have been met.
- Whether the requirements of this chapter and other applicable regulations or ordinances, which impose specific requirements on site and development plans and development, have been met.

## APPLICATION REVIEW COMMITTEE STAFF FINDINGS

***Consistency Finding #1 – Residential Preservation (Policy 2.2.3, Future Land Use Element):*** *The application has been determined to be consistent with the Tallahassee-Leon County Comprehensive Plan. The Residential Preservation district is characterized by existing homogeneous residential areas within the community which are predominantly accessible by local streets.* ***Please refer to the memorandum from Tallahassee-Leon County Planning Department (Attachment #1).***

***Concurrency (Section 10-3.105a):*** *Sufficient capacity of concurrency facilities must be determined viable to meet level of service standards for the existing population, vested development, and for the proposed development. A Preliminary Certificate of Concurrency (LCM250016) was issued for this project on July 1, 2026.* ***Please refer to the memorandum from Ryan Guffey, Concurrency Management Planner (Attachment #2).***

***Consistency Finding #3 –Environmental Management (Article IV):*** *The application has been determined consistent with the Environmental Management Act, provided the recommended revisions outlined in the Environmental Services staff report are reflected in the final site plan submittal.*

> ***Deficiency:*** *The FDPA Track requires concurrent review and approval of the site plan and EMP. All EMP deficiencies shall be addressed prior to final site plan approval.*

*A Natural Features Inventory (NFI) (LEA23034) was issued on April 13, 2020. Two Environmental Management Permits (EMP) have been reviewed and issued for the overall development site. An EMP (LEM2000076) was issued on September 12, 2023. The corresponding EMP for this project (LEM25026) is currently under review.* ***Please refer to the memorandum from the Environmental Services Division (Attachment #3).***

***Consistency Finding #4 – Residential Preservation (RP) Zoning District (Section 10-6.617):*** *The purpose and intent of the RP zoning district is to allow for neighborhood-scale development in a manner that is sensitive to the character of existing residential areas. Community Services are "Special Exceptions" and require review and approval by the Board of County Commissioners (Type "C" review). A PUV Certificate [VC223089] was issued as conditional on June 6, 2023. The applicant is pursuing the Final Design Approval (FDPA) review track with a Type "C" Site and Development Plan application.*

***Consistency Finding # 5 - General Layout & Design Standards (§10-7.502):*** *The proposed site plan shall comply with the general layout and design standards of this section. These design standards pertain to streets, driveways, lots and lot designs, stormwater management areas, pedestrian and bikeways and facilities, proposed utility locations including easements, public/private street designations, utility systems and protection of natural features.* ***Please refer to the memorandum from Leon County Public Works (Attachment #4).***

***Consistency Finding #6 - Buffer Standards (§10-7.522):*** *A buffer zone is a landscaped strip along parcel boundaries that serve a buffering and screening function between uses and zoning districts. The RP zoning requires a minimum of a Type "B" landscape buffer and an 8-foot-high opaque wooden fence is required to visually screen the use from the adjacent residential properties. The landscape plan includes a 25-foot Type 'B" Buffer adjacent to residential parcels with a buffer fence*

***Consistency Finding #7 - Water, Sewer & Electric Utilities (§10-7.523 - §10-7.526):*** *City of Tallahassee Utilities has provided conceptual approval of the utility service plan.* ***Please refer to approved Utility Service Plan (Attachment #5).***

***Consistency Finding #8 - Fire Protection Facilities (§10-7.527):*** *The City of Tallahassee Fire Department has provided approval of fire protection facilities.* ***Please refer to the memorandum from Tallahassee Fire Department (Attachment #6).***

***Consistency Finding #9 - Sidewalks (§10-7.529):*** *New development within the urban services area (USA) shall be designed and constructed to implement a pedestrian mobility system that facilitates access to residential development, business establishments, community facilities and other non-residential land uses, and provides safe and convenient linkage between developments and between the public and private street system. The site and development plan includes sidewalks along Edenfield Road as well as an ADA sidewalk connection between the proposed museum and the new sidewalk along the property boundary.*

***Consistency Finding #10 - Number of Off-Street Parking Spaces (§10-7.545; – Includes Schedule 6-2.):*** *Section 10-7.545 of the LDC (Schedule 6-2) does not provide a required number of parking spaces for a museum as the use is not identified in the schedule. The applicant has provided a parking justification using the Institute of Traffic Engineers Trip (ITE) Trip Generation Manual 7th Edition, to determine the number of trips a cemetery generates daily. Based on the size of the development the applicant has provided three regular parking spaces and one ADA parking space. Given the scope of the project the parking appears appropriate for the site.* ***Please refer to the memorandum from Leon County Public Works (Attachment #4).***

***Consistency Finding #11 – Aquifer Protection (Article X, Div. 1):*** *The Aquifer Protection Division has provided clearance for the project.* ***Please see the attached approval letter and memorandum from the Aquifer Protection (Attachment #7).***

***Consistency Finding #12– Uniform Street Naming and Property Numbering System (Article Xi):*** *The building will be addressed at the time of building permit.* ***Please see the attached approval letter and memorandum from the Addressing Unit (Attachment #8).***

## PUBLIC NOTIFICATIONS AND RESPONSES

| **NOTIFICATIONS** | |
|---|---|
| **AGENDA POSTED ON COUNTY WEBSITE** | 2/20/2026 |
| **LEGAL ADVERTISEMENT IN THE DEMOCRAT** | 2/25/2026 |
| **SIGNS POSTED ON PROPERTY** | 2/242026 |
| **NOTIFICATION MAILED TO PROPERTY OWNERS*** | 2/19/2026 |
| ***PROPERTY OWNERS AND BUSINESS ASSOCIATIONS (REGISTERED WITH THE COUNTY) WITHIN 800 FEET OF THE PROPOSAL SITE** | |
| **MAILING STATS** | |
| **NOTICES MAILED** | 66 |
| **NOTICES RETURNED** | |
| **RESPONSES:**<br>*All previous comments have been uploaded to ProjectDox | |

## REPORT ATTACHMENTS

1. Memorandum from the Tallahassee Leon County Planning Department (TLCPD)
2. Memorandum from Concurrency Management
3. Memorandum from the Environmental Services Division
4. Memorandum from the Leon County Public Works Department
5. Memorandum from the City of Tallahassee Utilities
6. Memorandum from the City of Tallahassee Fire Department
7. Memorandum from the City of Tallahassee Aquifer Protection Division
8. Memorandum from the Addressing Division

PLANNING DEPARTMENT
a division of PLACE

# *MEMORANDUM*

**TO:** Ana Richmond, Leon County Development Services
**FROM:** Marcus Lloyd, Tallahassee-Leon County Planning Department
**DATE:** March 2, 2026
**SUBJECT:** Munree Cemetery (LSP25017) –
March 4, 2026, Development Review Committee

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**AGENT:** Mark Cooper
**PARCEL ID:** 11-23-50 0001
**ZONING:** Residential Preservation (RP)/ Historical Preservation Overlay (HPO)
**FUTURE LAND USE:** Residential Preservation (RP)

**Planning Department Findings:**

1) The proposal is for the establishment of a 1081 sf museum and supporting infrastructure on a 4.99-acre property. The property has access to Edenfield Road, a Minor Collector Roadway under Leon County Maintenance Jurisdiction.

2) The property was placed in the Historical Preservation Overlay (HPO) and placed on the Local Register of Historical Places in 2011, approved by Leon County Ordinance 11-12.

3) The proposed use is consistent with the Tallahassee-Leon County Comprehensive Plan, including the allowed uses of the Residential Preservation (RP) Future Land Use Map FLUM Category (Policy 2.8.8 [L]).

4) The project is inside the Urban Service Area (USA) as delineated by the Comprehensive Plan.

**Planning Department Recommendation:**

The Planning Department recommends approval without conditions.

Certificate Number: LCM250016
Date Issued: 7/1/25
Expiration Date: 10/1/25

LEON COUNTY
PRELIMINARY CERTIFICATE OF CONCURRENCY

Applicant.....Michael A. Kane, EI
Owner.....Munree Cemetery Foundation/Peter Mettler
Project Name.....Munree Cemetery
Project Location.....Edenfield Road, North of 5028 Mahan Drive, West Side of Edenfield
Current Zoning.....Residential Preservation (RP)
Future Land Use Description.....Residential Preservation (RP)
Parcel ID Number.....11-23-50 0001

Type of Land Use

1,081 Sq. Ft. Museum with Historic Cemetery, located in a Historic Preservation Overlay*

Conditions:

This Preliminary Certificate of Concurrency is issued pursuant to Article III of Chapter 10 of the Leon County Code of Laws. Based upon the information submitted by the applicant, this certifies that a development with the land use densities and intensities specified at the location specified above will have adequate infrastructure capacity tentatively reserved for water, wastewater, solid waste, recreation, mass transit, stormwater, and transportation to serve the needs of development. School capacity is not reserved at the time of the issuance of a Preliminary Certificate of Concurrency. Concurrency applicants for residential development after June 6, 2008 are required to provide proof from the Leon County School Board that school concurrency has been satisfactorily addressed.

The information provided by the applicant has not been verified as accurate by staff. Upon notification from the Development Services Division that a complete application for a Development Order is received from the applicant, staff will begin the assessment of the information received from the applicant. This permit in no way gives the proposed development any final authorization to develop, nor does it absolve the applicant from fulfilling the requirements of any Federal, State, County, or City Laws or regulations related to land use or land development.

Ryan Guffey, AICP CEP — 7/1/25

Development Services Division — Date

*Project exempted from concurrency application fee, due to overlay

# Leon County Government
## INTEROFFICE MEMO

**Ana** March 3, 2026

**TO:** Ana Richmond, AICP
Development Services Administrator

**THROUGH:** Deji Ajose-Adeogun, P.E.
Environmental Review Supervisor, Environmental Services Division

**FROM:** Michael Hogan
Senior Stormwater Design Analyst, Environmental Services Division

**SUBJECT:** Munree Cemetery Memorial Museum Type C FDPA Review Track
Development Review Committee: LSP25-017
Parcel ID: 11-23-50- -0001

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Environmental Services has reviewed your project for consistency with the Environmental Management Act in Section 10 of the Leon County Land Development Code (LDC). Below are our recommendations, comments, and helpful information to guide you through the review process.

**Staff recommends approval with the following conditions.**

***Environmental Review Processes:***

1. A Natural Features Inventory has been approved. Reference LEA23-034
2. Environmental Management Permit (EMP) has been submitted and is under review. Reference LEM25-026.
3. A Class II Driveway Connection Permit is included within the EMP submittal.

***General Findings, Comments, Requirements:***

1) The environmental issues must be fully addressed.
2) The sidewalk cross sections on Sheet C-9 shall illustrate the distance between the edge of the ditch and the sidewalk (min 2-ft) in adherence to the requirements of the Drop-Off hazards for pedestrians.
3) The sidewalk easement appears to over lap the conservation easement, reference Sheet C-4
4) The length for the SWMF discharge pipe was not located within the plan set.
5) The front perimeter landscape buffer of 20-ft width may be reduced to 10-ft width within the Urban Services Area (USA), reference LDC Sec. 10-4.347(1)a. Please note, the width of sidewalk shall not be included within the 20 or 10-ft width of the perimeter buffer.
6) In association with the tree impacts without mitigation (please remove Technical Removal annotation) the Engineer of Record, applicant, and adjacent property owner (Antonio Fuentes) shall provide a letter recognizing the liability.
    i) Please provide a copy of the corresponding off-site sewer easement (fully executed) for review.

***General Comments:***
It should be noted that non-inclusion in this letter of a Leon County Land Development Regulation\Requirement does not constitute an exemption from compliance with the requirement

**DATE:** March 3, 2026

**TO:** Ana Richmond, Development Services Administrator

**FROM:** Zachary Lassiter, Design Analyst (phn: 850-606-1544)

**SUBJECT:** LSP25017 – Munree Cemetery Museum
PID: 11-23-50-0001
Public Works Comments for March 4, 2026, DRC Meeting

Public Works has reviewed the subject project, and recommends approval with the following conditions:

Conditions

1) Currently the sidewalk is shown on the applicant's property within both a sidewalk easement and a conservation easement. This overlap of non-compatible easements must be addressed by either adjusting the limits of the conservation easement or the location of the sidewalk to be completely within the R/W. Please coordinate with Environmental staff for resolution of this issue.
2) EMP plan set and calculations are still under review and may result in additional comments or conditions.
3) Utility work within the R/W of Edenfield Rd. will require a Right of Way Placement Permit through Leon County Public Works. These permits are only valid for 90 days and should be applied for closer to the time of the actual utility work.
4) Off-site easements are required to be executed prior to final site plan approval.

City of Tallahassee
Your Own Utilities℠

#1 Public Utility in America

Electric & Gas Utility | 2602 Jackson Bluff Road | Tallahassee | FL | 32304 | 850-891-4968

Date: February 27, 2026

To: Anastasia Richmond

From: Tina Drose, COT Electric – Power Delivery Engineering
2602 Jackson Bluff Road, Tall, FL 32304
Tina.Drose@Talgov.com

Subject: LSP25017 – Munree Cemetery – Edenfield Road (112350 0001)

The existing property is located within the City of Tallahassee – Electric Utility's service territory. Either single phase or three phase power is available to the proposed development from Edenfield Road with three phase being available to the qualified applicant.

The type, size and location of the electric facilities required to serve this development will be determined at the time of COT Electric Utility permitting. The applicant must submit plans to the Electric Utility. Please note the lead time for a three-phase pad mount transformer is one to two years from the date of order. Your transformer cannot be ordered until a full set of electric plans has been received by the Electric Utility.

Please contact Tina Drose (850-891-5016) or Cesar Irizarry (850-891-5042) to coordinate the electric service prior to a Leon County Building/Electrical permit to determine a point of service.

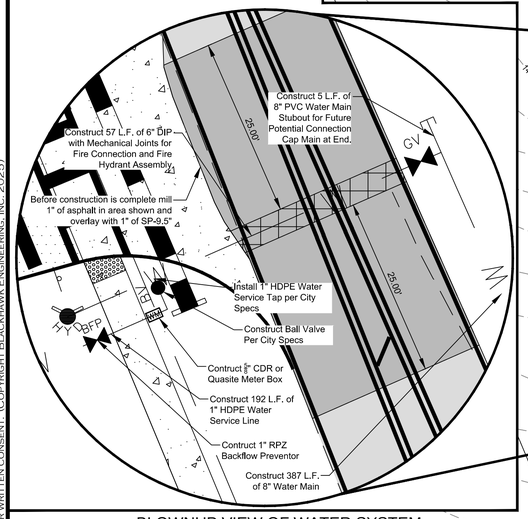
DEC 01, 2025 9:34AM

## CONCEPT PLAN APPROVED

The conceptual design and layout shown on these drawings are approved. Sizes, exact locations, and other details are not approved and are to be determined by the engineer of record during design. Changes to the approved Concept Plan shall be submitted to Underground Utilities & Public Infrastructure Engineering for review and approval.

This approval is for the Concept Plan only and shall not be used for construction. This approval is valid for one year.

Underground Utilities & Public Infrastructure Engineering — Date




BLOWNUP VIEW OF WATER SYSTEM
SCALE: 1" = 10'-0"

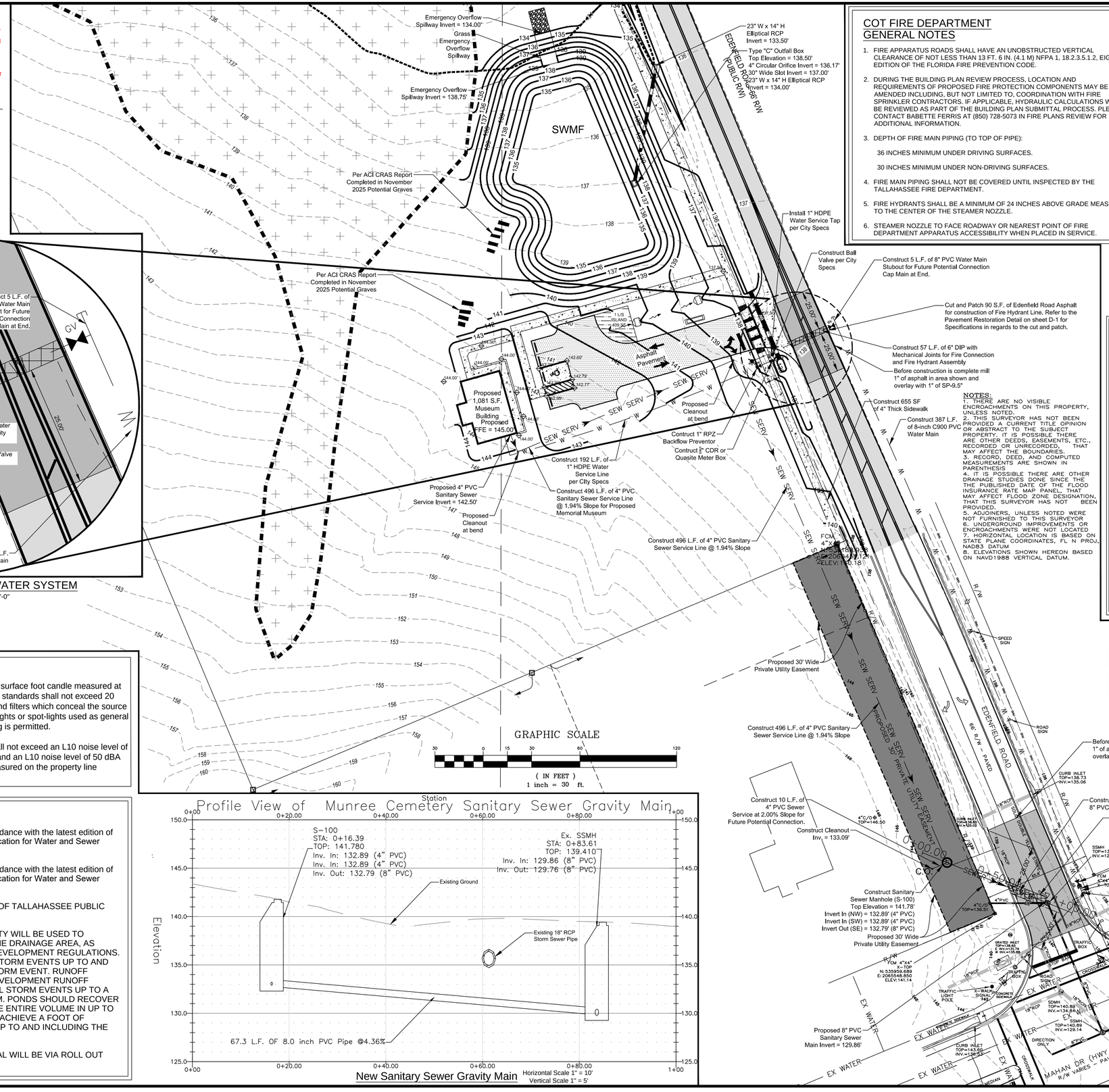
Note:

night time lighting shall not exceed 0.5 vertical surface foot candle measured at the property line six feet above grade. Lighting standards shall not exceed 20 feet in height and shall have recessed bulbs and filters which conceal the source of illumination. No wall or roof mounted flood-lights or spot-lights used as general grounds lighting are permitted. Security lighting is permitted.

the noise source of the CP zoned property shall not exceed an L10 noise level of 60 dBA in the daytime (7:00 am to 10:00 pm) and an L10 noise level of 50 dBA in the night time (10:00 pm to 7:00 am) as measured on the property line abutting the source.

## UTILITIES

1. WATER: All construction must be in accordance with the latest edition of the “City of Tallahassee Technical Specification for Water and Sewer Construction”
2. SEWER: All construction must be in accordance with the latest edition of the “City of Tallahassee Technical Specification for Water and Sewer Construction”
3. ELECTRIC: TO BE PROVIDED BY CITY OF TALLAHASSEE PUBLIC WORKS.
4. STORMWATER: STORMWATER FACILITY WILL BE USED TO PROVIDE 1&1/8" TREATMENT OVER THE DRAINAGE AREA, AS REQUIRED BY LEON COUNTY LAND DEVELOPMENT REGULATIONS. PRE-POST RATE CONTROL FOR ALL STORM EVENTS UP TO AND INCLUDING THE 25-YEAR 24-HOUR STORM EVENT. RUNOFF VOLUMES IN EXCESS OF THE PRE-DEVELOPMENT RUNOFF VOLUME SHALL BE RETAINED FOR ALL STORM EVENTS UP TO A 100-YEAR, 24-HOUR DURATION STORM. PONDS SHOULD RECOVER HALF THE VOLUME IN 7 DAYS AND THE ENTIRE VOLUME IN UP TO 30 DAYS. FINALLY, EACH POND MUST ACHIEVE A FOOT OF FREEBOARD IN ALL STORM EVENTS UP TO AND INCLUDING THE 100 YEAR 24 HOUR EVENT.
5. SOLID WASTE: SOLID WASTE DISPOSAL WILL BE VIA ROLL OUT CONTAINERS.




GRAPHIC SCALE
30 0 15 30 60 120
( IN FEET )
1 inch = 30 ft.




New Sanitary Sewer Gravity Main — Horizontal Scale 1" = 10' Vertical Scale 1" = 5'

## COT FIRE DEPARTMENT GENERAL NOTES

1. FIRE APPARATUS ROADS SHALL HAVE AN UNOBSTRUCTED VERTICAL CLEARANCE OF NOT LESS THAN 13 FT. 6 IN. (4.1 M) NFPA 1, 18.2.3.5.1.2, EIGHTH EDITION OF THE FLORIDA FIRE PREVENTION CODE.
2. DURING THE BUILDING PLAN REVIEW PROCESS, LOCATION AND REQUIREMENTS OF PROPOSED FIRE PROTECTION COMPONENTS MAY BE AMENDED INCLUDING, BUT NOT LIMITED TO, COORDINATION WITH FIRE SPRINKLER CONTRACTORS. IF APPLICABLE, HYDRAULIC CALCULATIONS WILL BE REVIEWED AS PART OF THE BUILDING PLAN SUBMITTAL PROCESS. PLEASE CONTACT BABETTE FERRIS AT (850) 728-5073 IN FIRE PLANS REVIEW FOR ADDITIONAL INFORMATION.
3. DEPTH OF FIRE MAIN PIPING (TO TOP OF PIPE):
   36 INCHES MINIMUM UNDER DRIVING SURFACES.
   30 INCHES MINIMUM UNDER NON-DRIVING SURFACES.
4. FIRE MAIN PIPING SHALL NOT BE COVERED UNTIL INSPECTED BY THE TALLAHASSEE FIRE DEPARTMENT.
5. FIRE HYDRANTS SHALL BE A MINIMUM OF 24 INCHES ABOVE GRADE MEASURED TO THE CENTER OF THE STEAMER NOZZLE.
6. STEAMER NOZZLE TO FACE ROADWAY OR NEAREST POINT OF FIRE DEPARTMENT APPARATUS ACCESSIBILITY WHEN PLACED IN SERVICE.




SITE LOCATION MAP
NTS

## LEGEND

| | |
|---|---|
| SEWER | PROPOSED SANITARY SEWER LINE |
| SEW SERV | PROPOSED SANITARY SEWER SERVICE LINE |
| W | PROPOSED WATER LINE |
| | EXISTING STORMWATER PIPES |
| | PROPOSED STORMWATER PIPES |
| | PROPOSED PRIVATE UTILITY EASEMENT |
| | PROPOSED SIDEWALK AREA |
| | PROPOSED CONCRETE AREA |
| | PROPOSED ASPHALT PAVEMENT AREA |
| | EXISTING GRAVE AREA |
| | EXISTING PAVEMENT AREA |
| | PROPOSED CONSERVATION EASEMENT AREA |

**NOTES:**
1. THERE ARE NO VISIBLE ENCROACHMENTS ON THIS PROPERTY, UNLESS NOTED.
2. THIS SURVEYOR HAS NOT BEEN PROVIDED A CURRENT TITLE OPINION OR ABSTRACT TO THE SUBJECT PROPERTY. IT IS POSSIBLE THERE ARE OTHER DEEDS, EASEMENTS, ETC., RECORDED OR UNRECORDED, THAT MAY AFFECT THE BOUNDARIES.
3. RECORD, DEED, AND COMPUTED MEASUREMENTS ARE SHOWN IN PARENTHESIS
4. IT IS POSSIBLE THERE ARE OTHER DRAINAGE STUDIES DONE SINCE THE THE PUBLISHED DATE OF THE FLOOD INSURANCE RATE MAP PANEL, THAT MAY AFFECT FLOOD ZONE DESIGNATION, THAT THIS SURVEYOR HAS NOT BEEN PROVIDED.
5. ADJOINERS, UNLESS NOTED WERE NOT FURNISHED TO THIS SURVEYOR
6. UNDERGROUND IMPROVEMENTS OR ENCROACHMENTS WERE NOT LOCATED
7. HORIZONTAL LOCATION IS BASED ON STATE PLANE COORDINATES, FL N PROJ, NAD83 DATUM
8. ELEVATIONS SHOWN HEREON BASED ON NAVD1988 VERTICAL DATUM.

## SYMBOLS & ABBREVIATIONS

Δ – CENTRAL ANGLE
AC – ACRES ± CH – CHORD
O.R. – OFFICIAL RECORD BOOK
D.B. – DEED BOOK PG. – PAGE
FCM – FOUND CONCRETE MONUMENT
FIR – FOUND IRON ROD (5/8" UNLESS NOTED.)
F.I.R.M. – FLOOD INSURANCE RATE MAP
FIP – FOUND IRON PIPE
FPP – FOUND PINCHED IRON PIPE
FNC – FOUND NAIL AND CAP
L – ARC LENGTH
SDMH – STORM DRAIN MANHOLE
SSMH – SANITARY SEWER MANHOLE
C/O – CLEANOUT
P.O.C. – POINT OF COMMENCEMENT
P.O.B. – POINT OF BEGINNING
R – RADIUS OR RANGE
R/W – RIGHT OF WAY
SEC. – SECTION
SIR – SET 5/8" IRON ROD/CAP #6590
SNC – SET NAIL AND CAP #6950
UNREC. – UNRECORDED
LB. – LICENSED BUSINESS
T – TOWNSHIP OR TANGENT
FIRC – FOUND IRON ROD WITH CAP (#?)
C.O.T. – CITY OF TALLAHASSEE
– SIGN
– UTILITY POLE
GV – GAS LINE MARKER
T – TELEPHONE PEDESTAL
– FIRE HYDRANT
WV – WATER VALVE

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BLACKHAWK ENGINEERING, INC.
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PHONE: (850) 224-4295 ✦ FAX: (850) 386-4295
SUPPORT@BLACKHAWKENGINEERS.COM ✦ STATE CERT. # 26881

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PROJECT: MUNREE CEMETERY MEMORIAL MUSEUM
TITLE: UTILITY PLAN
CLIENT: MIRACLES 3 INCORPORATED

| DESIGNED BY | DRAWN BY | CHECKED BY | DATE | SCALE |
|---|---|---|---|---|
| MSC | MAK | MSC | 12/01/25 | 1" = 30' 0" |

MARK S. COOPER, P.E.
FLA LICENSE #52601
BLACKHAWK ENGINEERING, INC.
24173 FLEISCHMANN RD.
MARK@BLACKHAWKENGINEERS.COM

PROJECT NUMBER: 24BH-032M
SHEET NUMBER: C-6



Posted on April 6, 2026

**TALLAHASSEE FIRE DEPARTMENT**
**SITE PLAN REQUIREMENTS**

| | |
|---|---|
| Project Name: | Munree Cemetery Type C |
| Parcel ID # | 11-23-50-0001 |
| | LSP 25017 |
| AGENT: | Blackhawk Engineering |
| PLANNER: | Anastasia Richmond |
| DATE: | February 24, 2026 |

The required width of a fire department access road shall not be obstructed in any manner, including the parking of vehicles. *NFPA 1, 18.2.4.1.1, Eighth Edition of the Florida Fire Prevention Code.*

Prior to construction of buildings or facilities, an approved water supply, capable of providing the required fire flow for fire protection shall be established where hydrants are first installed or that the development is served by existing functioning hydrants located within 400 feet from the closest point on the building as the fire truck would drive. *NFPA 1, 18.5.3, Eighth Edition of the Florida Fire Prevention Code.*

If unsupervised and isolated above ground fuel storage tanks are to be located on the property prior to or during construction, City of Tallahassee Plans Review staff must be contacted prior to tank installation. *NFPA 1, 66.21.7.2.1 and 66.21.7.2.2, Eighth Edition of the Florida Fire Prevention Code.*

1. During the building plan review process, location and requirements of proposed fire protection components may be amended including, but not limited to, coordination with fire sprinkler contractors. If applicable, hydraulic calculations will be reviewed as part of the building plan submittal process. Please contact Babette Ferris at (850) 728-5073 in Fire Plans Review for additional information.

2. The Tallahassee Fire Department has no additional site plan related comments regarding this proposed project.

# Aquifer Protection Site Review Clearance Form

City of Tallahassee Your Own Utilities

LEON

## Site Information

Site Name: **Munree Cemetery Museum**

Team: Aquifer Protection

Location: Edenfield Road, South of Barfield Rd

Tax ID: -1-12-350-0001

Status: TYPE A SITE PLAN

AgendaDate: 7/15/2025

Date of Site Visit: Tuesday, July 15, 2025

Inspected by: Caitlyn Owens

*Important: It is the permittee's responsibility to provide the documentation indicated in the checked sections below. Aquifer Protection Clearance will be issued only after the required documentation is provided to: Aquifer Protection Section, 3805 Springhill Road, Tallahassee, FL, 32305-6502; Phone (850)891-1227. If additional wells, borings, or Regulated Substances not described below are discovered by the permittee during site clearing or other permitted activities, the permittee shall comply with the appropriate provisions in Leon County Land Development Code Article X Aquifer/Wellhead Protection and shall notify the Aquifer Protection Section of actions taken to comply with these provisions.*

## Aquifer Protection Items Found on Site And Action Required:

☐ Unused Well(s) Number Of Wells: 0

*The unused well(s) must be properly abandoned by a licensed well contractor following Northwest Florida Water Management District guidelines {(850)539-5999}. The NWFWMD inspection report will required as proof of proper abandonment. [Authority -- Leon County Code Section 10-10.307(a)(1) and Chapter 40A-3.531(1), (2)(b), (4), and (5), Florida Administrative Code.]*

LSP25017

☐ Geotechnical Borings

*The geotechnical borings must be properly abandoned. Borings less than 25 feet deep may be back-filled with the original or other clean soil. Borings deeper than 25 feet shall be grouted with neat cement from bottom to top. A signed statement from the geotechnical consultant that the borings have been properly abandoned will be considered adequate proof of action completion. [Authority -- Leon County Code Section 10-10.307(c)]*

☐ Regulated Substances/Waste

*The on-site waste described above must be disposed of properly. On-site waste which could present a hazard to water resources if improperly handled (including solvents, paints, pesticides, waste oil, batteries, fluorescent lights or other mercury containing devices, etc.) must be removed from the site by either a Department of Environmental Protection-approved hazardous waste transporter, recycler, or in many cases may be transported by the permittee to the Leon County Hazardous Waste Center, located at the Leon County Landfill. If the Hazardous Waste Center is used, they must be contacted for approval and delivery scheduling 850-606-1803 prior to the contractor removing the waste from the site. Regardless of the approved method of disposal chosen the permittee must obtain receipts documenting the proper disposal of the waste. Copies of waste receipts will be required as proof that waste was properly disposed. [Authority -- Leon County Code Section 10-10.106 and 40 CFR 261 subpart D, 40 CFR 261 appendix VIII, 40 CFR 302, 302.4 pesticides F.S. Ch. 487, listed in F.A.C Chs. 5E-2 or 5E-9].*

☑ Other:

An in office investigation as well as an onsite investigation were conducted for this project. There appears to be a Solution Sinkhole located on the North end of the project, and the below record states that it is INACTIVE. Aquifer Protection has no issues with the proposed project, AP clearance is granted for permitting purposes. https://geodata-tlcgis.opendata.arcgis.com/datasets/tlcgis::potential-karst-features-3/explore?location=30.474416%2C-84.194445%2C16.68

## Aquifer Protection Clearance

*This Clearance form will be singed by a member of the Aquifer Protection Section when all actions identified above have been completed completed. The final environmental inspection will not be conducted and the permit will not be issued until the Aquifer Protection Clearance is completed.*

Aquifer Protection Clearance: **Caitlyn Owens** Date: **7/15/2025**

**From:** Lisa Scott
**To:** Anastasia Richmond
**Subject:** RE: LSP25017 Munree Cemetery Museum Addressing Comments
**Date:** Tuesday, September 9, 2025 11:43:49 AM
**Attachments:** image001.png

Ana,

There are no address related concerns with the approval of this project. A new address will be assigned off Edenfield Road when a building permit has been submitted.

Thank you.

Lisa Scott
Addressing Coordinator
Leon County Development Support and Environmental Management
435 N. Macomb Street, 2nd Floor Tallahassee, FL 32301
**(850) 606-1352** /work **(850) 606-1301** /fax
scottl@leoncountyfl.gov

*People Focused. Performance Driven.*

Please note that under Florida's Public Records laws, most written communications to or from County staff or officials regarding County business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.



# DEVELOPMENT REVIEW COMMITTEE
# MEETING MINUTES
# March 4, 2026

DRC Members: Scott Brockmeier, Development Support and Environmental Management Director
Brent Pell, Public Works Director
Russell Snyder, Land Use Planning Division Administrator, PLACE

The meeting was held in-person and was also available virtually via Teams and was called to order by Scott Brockmeier at 10:00 AM.

## NEW BUSINESS:

**Munree Cemetery Museum Type C Site and Development Plan:**
Ana Richmond, Development Services Administrator, provided an overview of the proposed project, which consists of construction of a 1,081 square foot museum for the purpose of educating the public on the historical nature of the cemetery, and associated supporting infrastructure on a 4.99 acre property. As a Type C site and development plan, the Board of County Commissioners has final disposition. Staff recommends the Board of County Commissioners approve the proposed project with the conditions noted in the Development Services Staff Report.

Mr. Brockmeier opened the floor for public comment, but there were no questions/comments.

Russell Snyder made a motion to recommend the Board of County Commissioners approve the Munree Cemetery Museum Type C Site and Development Plan with the conditions noted in the Development Services Staff Report. Brent Pell seconded the motion, all voted in favor and the motion passed.

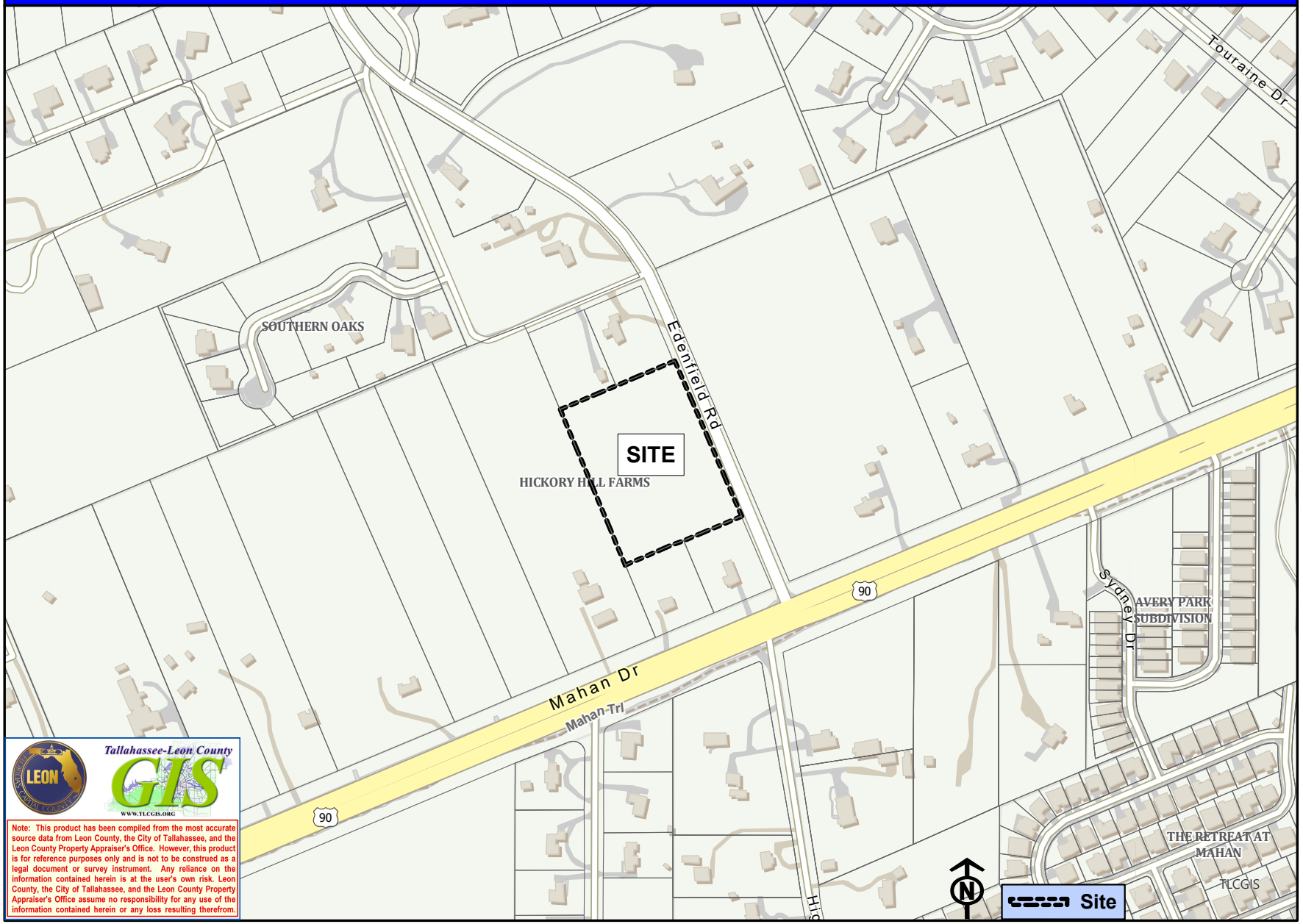
**Plat Review and Approval for Bradford Hills Outparcels Phase 1:**
Ms. Richmond also provided the overview of the plat request, which consists of two parcels, one undeveloped and one developed with a coffee shop, within the Bradford Hills Dutch Bros. Commercial Subdivision. Staff recommends approval of the final plat with the condition that the applicant corrects staff markups as indicated through memorandums provided through the plat process.

Mr. Brockmeier opened the floor for public comment, but there were no questions/comments.

Mr. Pell made a motion to approve the plat with the condition that the applicant will correct the markups as indicated in the memorandums provided through the plat review process before the plat is routed for final signature. Mr. Snyder seconded the motion, all voted in favor and the motion passed.

The meeting adjourned at 10:16 AM.

# Munree Cemetery Museum

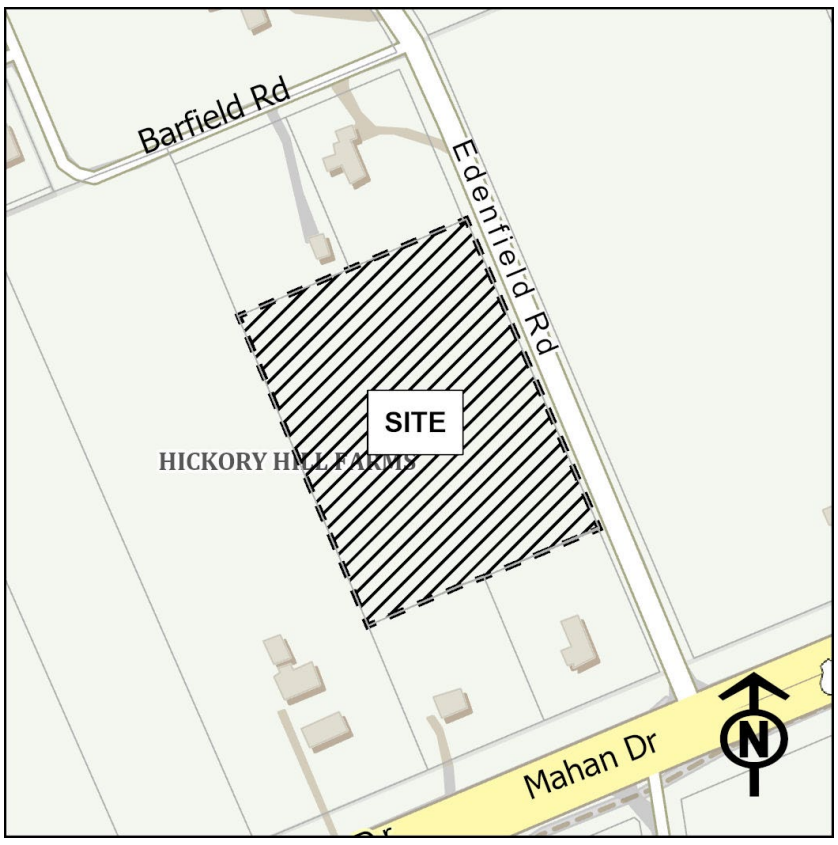


# PUBLIC HEARING
# LEON COUNTY BOARD OF COUNTY COMMISSIONERS

## APRIL 14, 2026 – 6:00 P.M.

### LEON COUNTY COURTHOUSE
### 5TH FLOOR COMMISSION CHAMBERS
### TYPE "C" SITE AND DEVELOPMENT PLAN

| | |
|---|---|
| Project: | Munree Cemetery Museum |
| Project ID#: | LSP25017; Type "C" Site Plan |
| Applicant: | Blackhawk Engineering |
| Agent: | Mark Cooper, P.E. \| Blackhawk Engineering |
| Parcel ID#: | 11-23-50- -000-1 |
| Location: | West side of Edenfield Road, approximately 340 feet north of Mahan Drive; 300 feet south of Barfield Road (See Map Below) |
| Description: | The applicant proposes the development of a 1,081 SF museum with supporting infrastructure. |




Leon County will also broadcast the public hearing on Comcast channel 16, the Leon County Florida Channel on Roku, and the County's Facebook page (https://www.facebook.com/LeonCountyFL/), YouTube channel (https://www.youtube.com/user/LeonCountyFL), and web site (www.LeonCountyFL.gov). All interested parties are invited to present their comments at the public hearing at the time and place set out above.

Interested parties may also provide virtual real-time public comments during the public hearing. Interested parties wishing to provide virtual real-time public comments must complete and submit the registration form provided at https://www2.leoncountyfl.gov/coadmin/agenda/ by 8:00 p.m. on Monday, December 12, 2022. Following submittal of the registration form, further instructions for participating in the meeting will be provided. Persons needing assistance with registering or providing real-time comments may contact County Administration via telephone at (850) 606-5300. Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., entitled "Addressing the Commission", and Article IX., Section F., entitled "Decorum", shall remain in full force and effect.

The deadline to submit documentary evidence for consideration by the Board is Friday, April 10, 2026 at noon pursuant to the LDC. All documentary evidence submitted after this deadline should not be considered by the Board or made part of the record. Documentary evidence for this purpose is defined as evidence in a physical or digital form, including, but not limited to, expert reports, photographs, documents, affidavits, memoranda, graphs/charts, maps aerial photographs, and surveys.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: (850) 606-5300 or (850) 606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

For further information, contact County Administration at (850) 606-5300 or the Department of Development Support and Environmental Management at (850) 606-1300.

# Leon County
# Board of County Commissioners

## Notes for Agenda Item #21

# Leon County Board of County Commissioners

## Agenda Item #21

### April 14, 2026

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Zoning Classification for 2.74 Acres Located Approximately 640 Feet SW of the Intersection of Tram Road and Capital Circle SE from the Medium Density Residential (MR-1) Zoning District to the General Commercial (C-2) Zoning District

| | |
|---|---|
| **Review and Approval:** | Vincent S. Long, County Administrator |
| **Department / Division Review:** | Ken Morris, Assistant County Administrator<br>Nawfal Ezzagaghi, Assistant County Administrator<br>Artie White, Director, Planning, Land Management & Community Enhancement (PLACE)<br>Mike Alfano, Director, Planning Department |
| **Lead Staff / Project Team:** | Russell Snyder, Administrator of Land Use Planning<br>Marcus Lloyd, Senior Planner |

**Statement of Issue:**

This item requests the Board conduct the first and only public hearing to consider an Ordinance amending the Official Zoning Map from the Medium Density Residential (MR-1) Zoning District to the General Commercial (C-2) Zoning District for 2.74 acres of real property located approximately 640 feet SW of the intersection of Tram Road and Capital Circle SE (Attachment #1). The proposed Ordinance would change the allowable uses from medium-density residential uses to uses that accommodate compact, mixed-use commercial development at a major intersection. This proposed rezoning is being pursued to remove split zoning from the subject properties following a 2026 boundary settlement that reconfigured the lot lines for these properties (See Attachment #1, Exhibit A).

**Fiscal Impact:**

This item has no fiscal impact.

**Staff Recommendation:**

Option #1: Conduct the first and only public hearing and adopt the proposed Ordinance amending the Official Zoning Map to change the zoning classification from the Medium Density Residential (MR-1) zoning district to the General Commercial (C-2) zoning district (Attachment #1), based on the findings of fact and conclusions of law of the Planning Commission, this report, and any evidence submitted at the hearing hereon.

## Report and Discussion

**Background:**

This item requests the Board conduct the first and only public hearing to consider a change to the Official Zoning Map from the Medium Density Residential (MR-1) zoning district to the General Commercial (C-2) zoning district for 2.74 acres of real property located approximately 640 feet SW of the intersection of Tram Road and Capital Circle SE (CCSE). The proposed Ordinance, including a location map, is included as Attachment #1. ***This public hearing is quasi-judicial in nature.*** More information regarding quasi-judicial hearings is provided in the Analysis section.

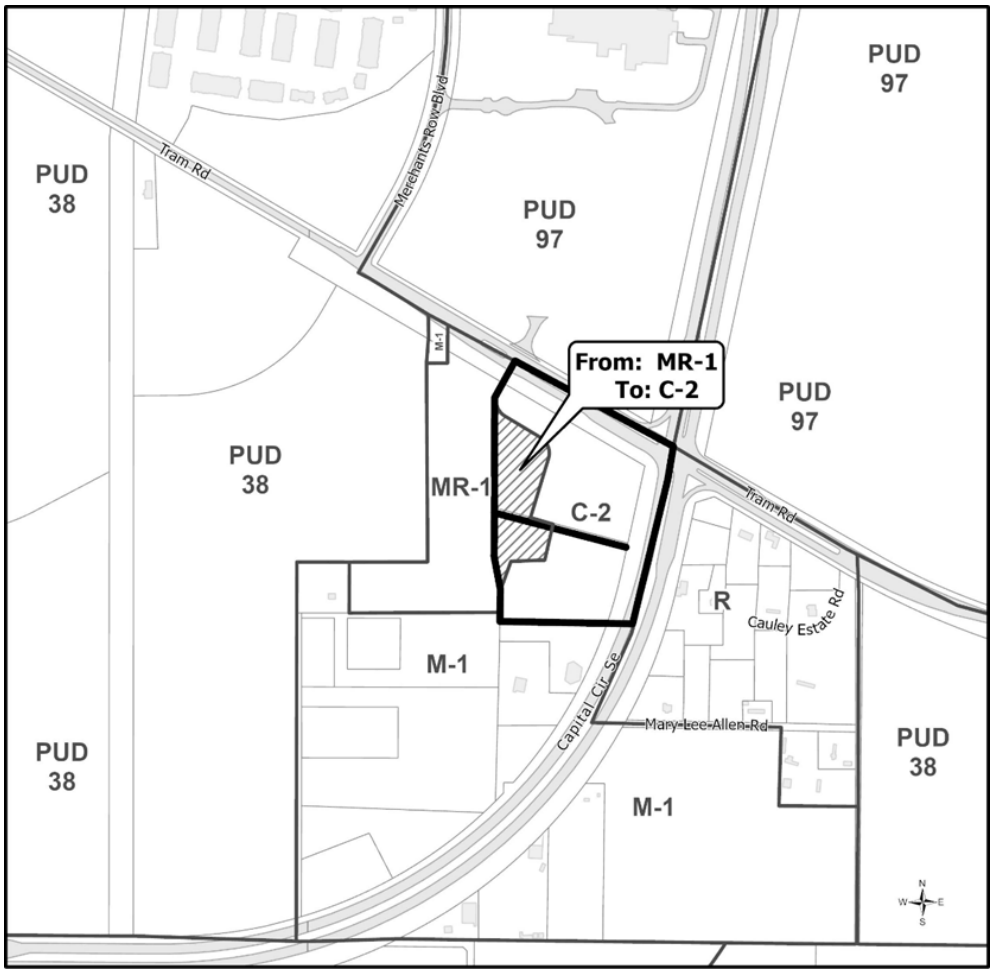
The subject property is designated as Sub-Urban Mixed-Use Commercial (SUBMUC) on the Future Land Use Map (FLUM), which establishes long-term land use designations consistent with the goals of the 2050 Tallahassee-Leon County Comprehensive Plan.

On December 12, 2022, the Board voted to adopt Ordinance #22-22, rezoning two properties (Parcel IDs 312120611000 and 3121206070000) located on the southwest corner of the intersection of CCSE and Tram Road to C-2 zoning. At the same meeting, the Board voted to adopt Ordinance Number #22-21, rezoning the adjacent western parcel (Parcel ID 3121206010000) to MR-1 zoning.

On February 12, 2026, a boundary settlement application was completed by the property owner of the above referenced parcels, which conveyed 2.74 acres from the MR-1 zoned parcel to the C-2 zoned parcels. As a result of this boundary settlement, the C-2 zoned parcels (Parcel IDs 312120611000 and 3121206070000) currently have split zoning, with the western portion of the properties being zoned MR-1 and the eastern portion being zoned C-2. The rezoning action before the Board for consideration is seeking to remove this split zoning, and would rezone the western portion of these two parcels to C-2, as depicted in Figure #1.

*The remainder of this page intentionally left blank.*

*Figure #1: Proposed zoning change with surrounding zoning districts*




The owner is Mossy Head, LLC and the agent is Holtzman Vogel, PLLC.

**Historic Zoning:**

**Original Zoning:** Prior to adoption of the City of Tallahassee Zoning, Site Plan and Subdivision Regulations in 1992, the subject property was zoned Agricultural (A-2). The A-2 district allowed for single-family, two-family, and mobile home residential uses along with golf courses, churches and schools, nursing homes and the retail sales of agricultural products.

**1992:** The Official Zoning Map for Leon County was adopted by Ordinance #92-11 to implement the 1990 Tallahassee-Leon County Comprehensive Plan. The subject properties were rezoned Mixed Use B.

**1998**: Leon County implemented "Site-Specific Zoning", and the subject properties were rezoned to M-1.

**2006**: The City and County made several revisions to the future land use plan. One change revised the comprehensive plan to replace the Mixed-Use Future Land Use Categories (FLUC) with the Suburban FLUC. This Suburban FLUC designation replaced Mixed Use-B for the subject and surrounding properties.

**December 12, 2022:** The two parcels fronting the intersection of Capital Circle SE and Tram Rd (Parcel IDs 3121206070000 and 3121206110000) were rezoned from M-1 to C-2 to form a portion of a commercial node and allow small-scale commercial activities. The parcel to the west (PID: 3121206010000) was rezoned from M-1 to MR-1 to allow for medium density residential options near commercial land uses.

**January 23, 2026:** The adopted Land Use and Mobility Elements Update to the 2050 Tallahassee-Leon County Comprehensive Plan became effective, redesignating the FLUC for the subject properties from Suburban to Sub-Urban Mixed Use Commercial.

**March 3, 2026:** The Planning Commission voted unanimously (6 – 0) to find the proposed Ordinance consistent with the comprehensive plan, and to recommend approval to the Board of County Commissioners.

Planning Commission Discussion

On March 3, 2026, the Planning Commission held a public hearing on this item and voted 6 – 0 to find the application consistent with the Comprehensive Plan and recommend that the Board of County Commissioners adopt the proposed Ordinance. There were no speakers on the item.

## Analysis:

In accordance with Section 10-6.205(b)(13) (Procedures for ordinance and official zoning map amendments; generally) of the Code of Laws of Leon County, Florida, the Board of County Commissioners shall consider the following factors in its review of zoning map amendment applications:

1. ***Comprehensive Plan.*** *Is the proposal consistent with all applicable policies of the county's adopted Comprehensive Plan?*

   Yes. The subject property is designated as Sub-Urban Mixed-Use Commercial on the FLUM. According to Land Use Policy 2.8.10 (Attachment #2), the intent is to establish activity centers and mixed-use nodes that provide community wide or regional commercial activities and housing. This land use category promotes the efficiency of the transportation system through consolidation of trips and discouragement of the unabated sprawl of commercial activities. Recreational opportunities, cultural activities, commercial goods and services should be located nearby to complement residential uses. For infill development and redevelopment projects, a variety of residential types, employment, office, and commercial uses should be incorporated.

This Sub-Urban Mixed Use Commercial FLUC was created as part of the 2050 Comprehensive Plan update, replacing the previously established Suburban FLUC. Both categories recognize existing development patterns while also recognizing areas that could provide commercial and mixed-use development to accommodate the needs of a growing population. The proposed rezoning encourages infill development at the node of a major intersection near large scale residential developments. This property is located at a major intersection.

Staff is currently evaluating necessary code updates to align existing zoning districts with the newly created FLUCs. As part of this effort, the C-2 zoning district will be proposed as an implementing zoning district for the Sub-Urban Mixed-Use Commercial FLUC. Based on staff analysis of the C-2 district and the Sub-Urban Mixed-Use Commercial FLUC, C-2 is an appropriate implementing zoning district due to its allowed uses, density, and intensity. A status update on this code update effort will be presented to the Board for consideration and direction at their July 14, 2026, meeting.

2. ***Conformance with the Land Development Regulations.*** *Is the proposal in conformance with any applicable substantive requirements of the land development regulations, including minimum or maximum district size?*

Yes. The proposed rezoning conforms to the land development requirements of the C-2 zoning district. In accordance with Section 10-6.647 of the Leon County Land Development Code (LDC) (Attachment #3), this zoning district shall apply to areas with direct access to major collector or arterial roadways located within convenient traveling distance to several neighborhoods, wherein small groups of retail commercial, professional, office, community and recreational facilities and other convenience commercial activities are permitted in order to provide goods and services that people frequently use in close proximity to their homes.

The proposed rezoning of the subject property to expand the existing C-2 zoning would complement the existing nearby developments of Southwood and the Capital Circle Office Complex. These areas contain wide-scale residential, office, and public facility community developments and this rezoning would provide increased commercial development opportunities to serve the people who live or work nearby. The subject property is located at the intersection of two arterial roadways, Tram Road and Capital Circle SE, which provide adequate roadway infrastructure to accommodate any of the uses allowed within the C-2 zoning district. City of Tallahassee water and sanitary sewer services are available to the site.

A residential density of up to 16 dwelling units per gross acre may be permitted within the C-2 zoning district, provided that it is located on the second floor of a mixed-use structure. Non-residential development allowed within this district includes office, retail services, and community facilities with an allowable intensity of 12,500 square feet of non-residential gross building floor area per acre and commercial and/or office uses. Individual buildings may not exceed 50,000 gross square feet.

A comparison of existing and proposed uses in the MR-1 and C-2 zoning districts is provided in Table #1, and a comparison of the allowable density and intensity is contained in Table #2.

*Table #1: Comparison of Existing and Proposed Permitted Uses*

| **Table #1: Comparison of Existing and Proposed Permitted Uses** | | |
|---|---|---|
| **Permitted Uses** | **Zoning Districts** | |
| | **MR-1** | **C-2** |
| Antique shop | | X |
| Automotive service, including car wash | | X |
| Bait and tackle shops | | X |
| Bank and other financial institution | | X |
| Camera and photographic stores | | X |
| Cocktail lounges and bars | | X |
| Community Services, elementary, middle, or high schools. Libraries or vocational schools are prohibited. | X | |
| Community Services related to permitted principal uses, including libraries, religious facilities, police and fire facilities, elementary, middle and high schools. | | X |
| Day care centers | X | X |
| Gift, novelty and souvenir shops | | X |
| Golf courses | X | X |
| Indoor amusements (bowling, billiards, skating, etc.) | | X |
| Indoor theaters (including amphitheaters) | | X |
| Laundromats, laundry and dry cleaning pick-up | | X |
| Mailing services | | X |
| Medical and dental offices, services, laboratories and clinics | | X |
| Motor vehicle fuel sales | | X |
| Multiple family dwellings | X | |
| Non-medical offices and services, including business and government offices and services | | X |
| Non-store retailers | | X |
| Nursing homes and other residential care facilities | X | |
| Passive and active recreational activities/facilities | X | X |
| Personal service (barber shops, fitness club, etc.) | | X |
| Photocopying and duplicating services | | X |
| Rental sales of DVDs, videotapes and games | | X |

**Table #1: Comparison of Existing and Proposed Permitted Uses**

| Permitted Uses | Zoning Districts | |
|---|---|---|
| | MR-1 | C-2 |
| Rental of tools, small equipment, or party supplies | | X |
| Repair service, non-automotive | | X |
| Residential (any type) provided it is located on the second floor or above a building containing commercial or office uses on the first floor. | | X |
| Restaurants, with or without drive-in facilities | | X |
| Retail bakeries | | X |
| Retail computer, video, record, and other electronics | | X |
| Retail department, apparel, and accessory stores | | X |
| Retail drug stores | | X |
| Retail florists | | X |
| Retail food and grocery | | X |
| Retail furniture, home, appliances, accessories | | X |
| Retail home/garden supply, hardware and nurseries | | X |
| Retail jewelry store | | X |
| Retail needlework shops and instructions | | X |
| Retail newsstands, books, greeting cards | | X |
| Retail office supplies | | X |
| Retail optical and medical supplies | | X |
| Retail package liquors | | X |
| Retail pet stores | | X |
| Retail picture framing | | X |
| Retail sporting goods, toys | | X |
| Retail trophy store | | X |
| Shoes, luggage, and leather goods | | X |
| Single-family attached dwellings | X | |
| Single-family detached dwellings | X | |
| Social fraternal and recreational clubs, lodges including assembly halls | | X |
| Studio for photography, music, art, dance, voice | | X |
| Tailoring | | X |
| Two-family dwelling | X | |
| Veterinary services including veterinary hospitals | | X |
| Zero-lot line single-family detached dwellings | X | |

*Table #2: Density and Intensity Comparison*

| Zoning District | Maximum Residential Density and Height | Maximum Non-Residential Building Size | Allowable Density for Subject Site (2.74 acres) | Allowable Non-Residential Intensity for Subject Site (2.74 acres) |
|---|---|---|---|---|
| **C-2 (Proposed)** | 16 du/ac; Max. Height: 3 Stories | 12,500 square feet of gross building floor area per acre Max. Height: 3 stories. | 43 dwelling units (Mixed use only) | 34,250 sf of Commercial |
| **MR-1 (Existing)** | 16 du/ac Max. Height: 3 stories | 20,000 square feet of gross building floor area per acre Max. Height: 3 stories. | 43 dwelling units | 0 sf of Commercial |
| | | **Net Change in Use** | **No Change** | **+34,250 sf of Commercial** |

3. ***Changed Conditions.*** *Have the land use and development conditions changed since the effective date of the existing zoning district regulations involved, which are relevant to the properties?*

   Yes. In the 1990s, the zoning in the area to the north, east, and west of the subject properties was Critical Planning Area (CPA), which required master planned development. Since that time, the area has been transformed significantly by the mixed-use, residential, commercial, and office development within the Southwood Planned Unit Development (PUD)/DRI, Capital Circle Office Center PUD/DRI, and the nearby Colin English Properties PUD. The subject property is not located within a DRI, or other master planned area.

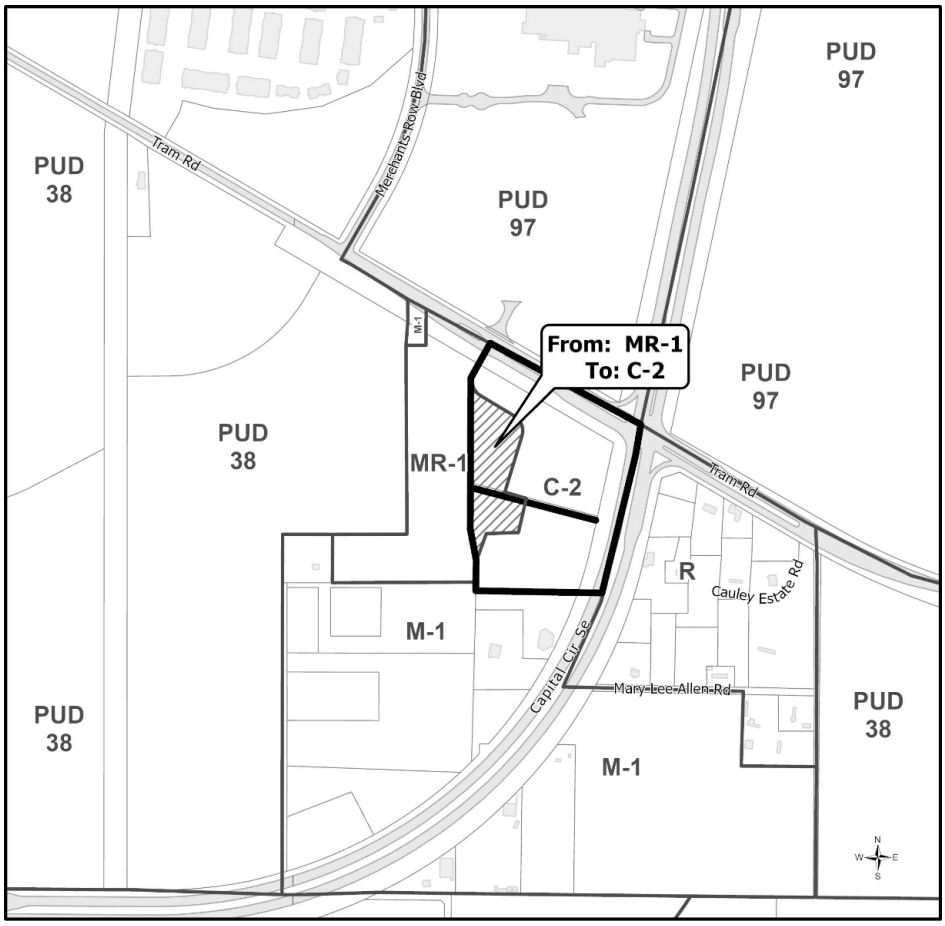
   On February 12, 2026, a boundary settlement was approved by Leon County Development Support and Environmental Management (DESM) for the subject location, with the intent of making the C-2 zoned parcels uniform in shape and size. This boundary settlement resulted in portions of these two parcels being split-zoned with MR-1 and C-2, which this ordinance would remedy. The removal of split zoning on these parcels will encourage efficient infill development in a manner that is consistent with this growing area.

4. ***Land Use Compatibility.*** *Will the proposal result in any incompatible land uses, considering the type and location of uses involved?*

   No. There is a mix of existing uses surrounding the subject property that are compatible near the proposed rezoning (see Figure #1 below). The subject property is currently undeveloped but could support mixed use commercial opportunities. To the west of the subject property is Medium Density Residential (MR-1) zoning, which is compatible with C-2 zoning in conjunction with LDC standards for buffering and screening. To its north and west are areas designated as PUDs, including the Capital City Office Center and the Southwood PUD. To the south are larger vacant light-industrially zoned parcels, including a religious facility

fronting CCSE. Commercial development at this intersection would be beneficial to residents and those who work nearby, and would not create any inconsistencies with surrounding properties.

*Figure #1: Proposed zoning change with surrounding zoning districts*




5. ***School Considerations.*** *Is there capacity in area schools? What effects on enrollment could the proposed rezoning have on area schools?*

A School Impact Analysis (SIA) form was submitted to Leon County Schools and was approved at the February 24, 2026, School Board meeting. Leon County Schools determined that sufficient school capacity is available to accommodate development that occurs under the proposed rezoning. Final determination of school impacts will be made at the site plan or subdivision review level. The school impact analysis form can be viewed in Attachment #4.

6. ***Other Matters****. Are there any other matters which the Commission may deem relevant and appropriate?*

No.

*Public Notification & Response*:

The public hearing has been noticed and advertised in accordance with the provisions of the Code of Laws of Leon County, Florida (Attachment #5). The Planning Department mailed 36 notices to property owners within 1,000 feet of the subject property. To date, the Planning Department has received no letters or phone calls in regard to the rezoning.

*Legal Considerations for Quasi-Judicial Proceedings*

***This hearing is a quasi-judicial proceeding***; therefore, members of the Board shall not initiate or knowingly engage in ex parte communications regarding this item. Ex parte communications are verbal or written communications made to a member of the Board on a matter to come before the Board by, or on behalf of, a party outside of a Commission meeting, and without notice to the other parties. All ex parte communications received by a Commissioner should be forwarded to the County Attorney's Office for inclusion in the agenda materials. If a communication is not included in the agenda materials or occurs after agenda materials are distributed to the Board, the Commissioner must disclose the details of the communication at the Commission meeting before the Board takes action on the matter.

Quasi-judicial hearings require due process (notice and an opportunity to be heard and cross-examine), must comport with the essential requirements of the law (consideration of the correct criteria), and require that the decision of the Board be supported by competent, substantial evidence placed on the record before the Board. "Competent substantial evidence" is that which is "sufficiently relevant and material that a reasonable mind would accept it as adequate to support the conclusion reached." *De Groot v. Sheffield*, 95 So. 2d 912, 916 (Fla. 1957). Evidence relied upon must be fact-based, real, material, pertinent and relevant. If the Board denies this rezoning request, such recommendation must include a determination on the record that maintaining the existing conditions furthers a legitimate public purpose.

**Options:**

1. Conduct the first and only public hearing and adopt the proposed Ordinance, thereby amending the Official Zoning Map to change the zoning classification from the Medium Density Residential (MR-1) zoning district to the General Commercial (C-2) zoning district, based on the findings of fact and conclusions of law of the Planning Commission, this report, and any evidence submitted at the hearing hereon.
2. Conduct the first and only public hearing and do not adopt the proposed Ordinance, thereby not amending the Official Zoning Map to change the zoning classification from the Medium Density Residential (MR-1) zoning district to the General Commercial (C-2) zoning district, based on the findings of fact and conclusions of law of the Board of County Commissioners and any evidence submitted at the hearing hereon.
3. Board direction.

**Recommendation:**

Option #1

Attachments:

1. Ordinance/Location map
2. Sub-Urban Mixed-Use Commercial Future Land Use Comprehensive Plan Policy
3. Zoning Districts – Land Development Code
4. School Impact Analysis Form
5. Notice of Public Hearing

**LEON COUNTY ORDINANCE NO. 26-_____**

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE MEDIUM DENSITY RESIDENTIAL (MR-1) ZONING DISTRICT TO THE GENERAL COMMERCIAL (C-2) ZONING DISTRICT FOR 2.74 ACRES LOCATED APPROXIMATLY 640 FEET SW OF THE INTERSECTION OF TRAM ROAD AND CAPITAL CIRCLE SE IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

## RECITALS

WHEREAS, the Board of County Commissioners desires to amend an existing ordinance to provide for a change in zone classification; and

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

**SECTION 1. Amendment to Ordinance.**

The Official Zoning Map as adopted in Leon County Ordinance No. 92-11 is hereby amended as it pertains to the following described real property:

LRZ260023: From Medium Density Residential (MR-1) to General Commercial (C-2)

**(See Exhibit A)**

**SECTION 2. Conflicts.**

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2050 Comprehensive Plan as amended, which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.

**SECTION 3. Severability.**

If any word, phrase, clause, section, or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then such portion shall be deemed a separate and independent provision while all remaining provisions and portions of this Ordinance shall remain in full force and effect.

**SECTION 4. Applicability.**

This ordinance shall apply countywide in the incorporated and unincorporated areas of Leon County.

**SECTION 5. Effective Date.**

This Ordinance shall take effect upon its filing with the Florida Department of State.

DULY PASSED AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this _____ day of _____, 2026.

LEON COUNTY, FLORIDA

By:_____
Christian Caban, Chairman
Board of County Commissioners

Date:_____

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

By:_____

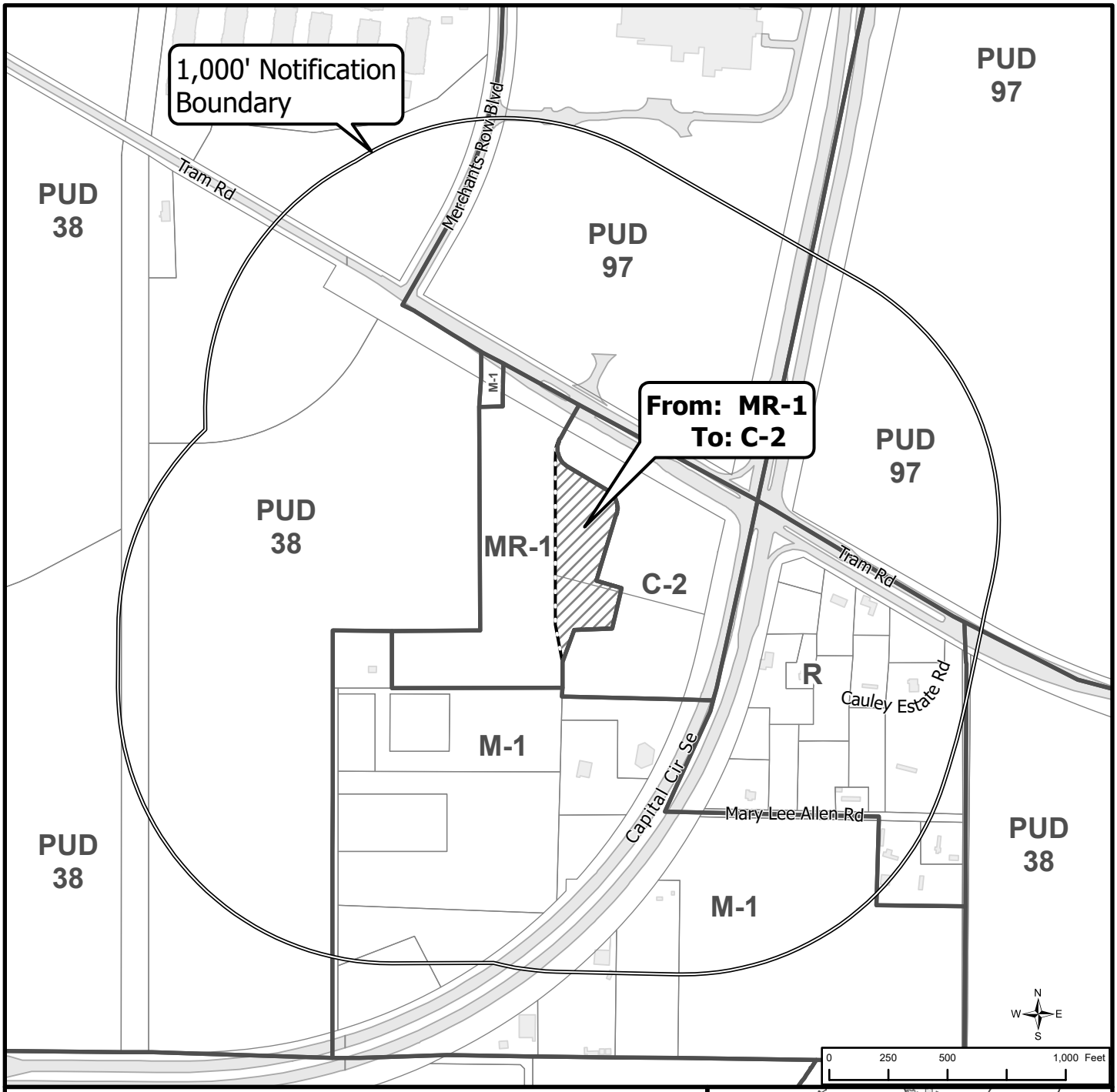
ATTEST:
Gwen Knight, Clerk of the Court &
Comptroller, Leon County, Florida

By:_____

# Capital Circle SE & Tram Road Rezoning

PLANNING DEPARTMENT a division of PLACE

**LRZ #260023**

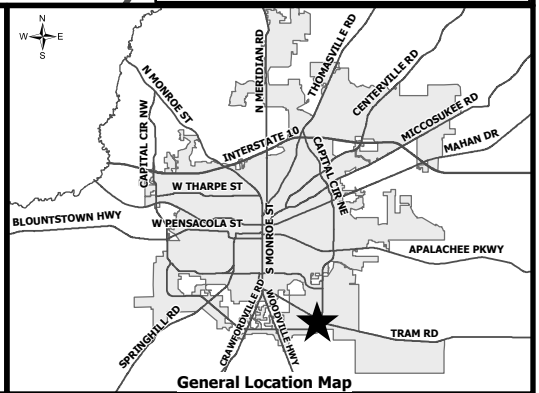



**Current Parcel IDs:** 31-21-20-601-0000
31-21-20-607-0000

**Size:** +/- 2.74 acres

**Current Zoning:** MR-1 (Medium Density Residential District)

**Proposed Zoning:** C-2 (General Commercial District)




General Location Map

REZONING TRACT

COMMENCE at the Southeast corner of Section 21, Township 1 South, Range 1 East, Leon County, Florida thence run West 2310.00 feet, thence run North 00 degrees 30 minutes 39 seconds West 562.71 feet, thence run South 89 degrees 41 minutes 30 seconds West 314.37 feet, thence run North 01 degrees 00 minutes 21 seconds East 308.58 feet, thence run North 89 degrees 09 minutes 46 seconds West 1163.59 feet, thence run North 01 degrees 00 minutes 01 seconds East 427.23 feet to a concrete monument (marked #1254), run North 00 degrees 58 minutes 46 seconds East 33.19 feet to an iron rod and cap (marked #4016), thence run North 00 degrees 05 minutes 35 seconds West 92.58 feet to a point marking the POINT OF BEGINNING.

From said POINT OF BEGINNING , run North 10 degrees 00 minutes 55 seconds West 141.44 feet to a point, thence run North 00 degrees 01 minutes 24 seconds East 596.44 feet to a point, thence run North 14 degrees 40 minutes 08 seconds East 79.72 feet to a point, thence run Southeasterly along a curve with a radius of 75.00 feet for an arc distance of 117.16 feet, chord being South 14 degrees 32 minutes 05 seconds East a distance of 105.60 feet to a point, thence run South 59 degrees 17 minutes 06 seconds East 169.90 feet to a point, thence run Southeasterly along a curve with a radius of 75.00 feet for an arc distance of 99.69 feet, chord being South 21 degrees 12 minutes 17 seconds East a distance of 92.51 feet to a point, thence run South 16 degrees 52 minutes 31 seconds West 253.09 feet to a point, thence run South 73 degrees 53 minutes 49 seconds East 96.78 feet to a point, thence run South 12 degrees 57 minutes 20 seconds West 150.94 feet to a point, thence run South 87 degrees 44 minutes 00 seconds West 139.24 feet to a point, thence run South 19 degrees 56 minutes 10 seconds West 123.52 feet to a point, marking the POINT OF BEGINNING containing 2.72 acres, more or less.

**Policy 2.8.10 – Sub-Urban Mixed-Use Commercial Future Land Use Category (City of Tallahassee/Leon County):**

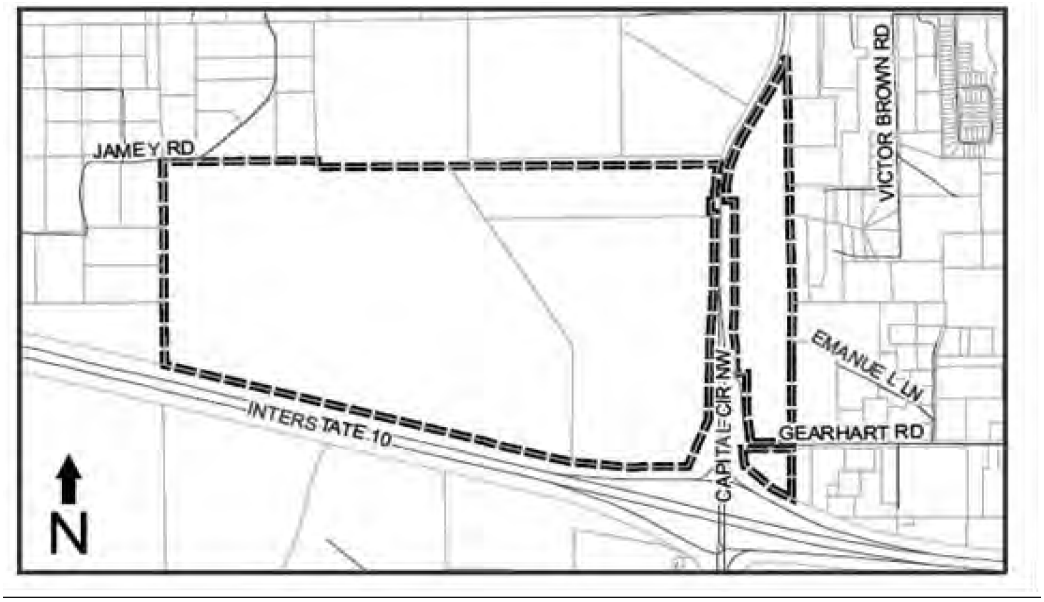
The intent of the Sub-Urban Mixed Use Commercial Land Use Category is to establish activity centers and mixed-use nodes that provide community wide or regional commercial activities and housing. This land use category promotes the efficiency of the transportation system through consolidation of trips and discouragement of the unabated sprawl of commercial activities. An integrated pedestrian and bicycle access system shall be provided to afford safe and accessible foot and bike travel between the land uses. The district is intended to facilitate efficient traffic flow by allowing only land uses developed with comprehensively planned access, egresses, and internal circulation systems through the land development review and approval process.

Residential land uses at a maximum density of up to 45 dwelling units per acre shall be allowed in the Sub-Urban Mixed Commercial Land Use Category. Recreational opportunities, cultural activities, commercial goods and services should be located nearby to complement residential uses. Mass transit stops should be located at large commercial centers with appropriate connections established between commercial and residential areas to reduce the automobile dependency of residents and employers. For infill development and redevelopment projects, a variety of residential types, employment, office, and commercial uses should be incorporated.

Non-residential uses including office, recreation, light infrastructure, community services, and educational facilities shall be allowed up to 25,000 square feet per acre except for in the scenarios outlined in the special conditions below.

The following special conditions shall apply in the Sub-Urban Mixed Use Commercial Land Use Category:

1. Except within mixed-use centers, larger-scale commercial development shall be buffered from residential neighborhoods.
2. If development within the Sub-Urban Mixed Use Commercial Land Use Category only contains residential land uses, at least 5% of the gross site must be used for passive or active open space such as pocket parks, green space, or trails. The required 5% of the site shall be contiguous.
3. Non-residential development that is a part of a mixed-use development that includes medical centers may have an intensity of up to 80,000 square feet per acre, and up to 176,000 square feet per acre if it includes a hospital.
4. Park Place is a designated Regional Activity Center subject to the increased Development of Regional Impact guidelines and standards consistent with Rule 28-24.014(10)(a), Florida Administrative Code.




Park Place meets the parameters for a Regional Activity Center as defined in Rule 28-24.014(10)(c)2, Florida Administrative Code, and is depicted on the map above. Multi-use land uses for a Regional Activity Center can be accommodated by the currently designated Planned Development future land use category and development shall occur consistent with the guiding land use policies within the local comprehensive plan and the land development code.

# Section 10-6.641. MR-1 Medium Density Residential District.

| 1. District Intent | PERMITTED USES | |
|---|---|---|
| | 2. Principal Uses | 3. Accessory Uses |
| The MR-1 district is intended to be located are in areas designated Bradfordville Mixed Use, Urban Residential-2 or Suburban on the Future Land Use Map of the Comprehensive Plan, in close proximity to more intensive non-residential uses, including commercial and office uses; and to residentially compatible public facilities such as schools, parks, and transit facilities. The MR-1 district is intended to achieve densities consistent with urban development, use of public transit, and efficient use of public infrastructure. Off-street parking facilities in the MR-1 district shall be located and designed to promote convenient access to pedestrian and mass transit facilities. The MR-1 district shall provide for a wide range of residential housing types. The maximum gross density allowed for new residential development in the MR-1 district is 16 dwelling units per acre, while the minimum gross density allowed is 8 dwelling units per acre, unless constraints of concurrency or preservation and/or conservation features preclude the attainment of the minimum densities. Certain community and recreational facilities related to residential uses and day care centers are also permitted. | (1) Community facilities related to residential uses, including religious facilities, police/fire stations, and elementary, middle, and high schools. Libraries or vocational schools are prohibited. Other community facilities may be allowed in accordance with Section 10-6.806 of these regulations.<br>(2) Day care centers.<br>(3) Golf courses.<br>(4) Multiple-family dwellings.<br>(5) Nursing homes and other residential care facilities.<br>(6) Passive and active recreational facilities.<br>(7) Single-family attached dwellings.<br>(8) Single-family detached dwellings.<br>(9) Two-family dwellings.<br>(10) Zero-lot line single-family detached dwellings. | (1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the County Administrator or designee.<br>(2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee. |

**DEVELOPMENT STANDARDS**

| | 4. Minimum Lot or Site Size | | | 5. Minimum Building Setbacks | | | | 6. Maximum Building Restrictions | |
|---|---|---|---|---|---|---|---|---|---|
| **Use Category** | **a. Lot or Site Area** | **b. Lot Width** | **c. Lot Depth** | **a. Front** | **b. Side-Interior Lot** | **c. Side-Corner Lot** | **d. Rear** | **a. Building Size (excluding gross building floor area used for parking)** | **b. Building Height (excluding stories used for parking)** |
| Single-Family Detached Dwellings | 5,000 square feet | 50 feet | 100 feet | 15 feet | 7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet | 15 feet | 25 feet | not applicable | 3 stories |
| Zero-Lot Line Single-Family Detached Dwellings | 3,750 square feet | 30 feet interior lot: 40 feet corner lot | 100 feet | 20 feet | 0 feet one side; 5 feet other side | 15 feet | 25 feet | not applicable | 3 stories |
| Two-Family Dwellings | 7,000 square feet | 70 feet | 100 feet | 15 feet | Same as single-family dwellings above | 15 feet | 25 feet | not applicable | 3 stories |
| Single-Family Attached Dwellings | 1,000 square feet minimum; average of 2,000 square feet | 16 feet | none | 20 feet | none | 15 feet | 25 feet | maximum length: 8 units | 3 stories |
| Multiple-Family Dwellings | 10,000 square feet | 80 feet | 100 feet | 15 feet | 15 feet on each side | 15 feet | 25 feet | not applicable | 3 stories |
| Any Permitted Principal Non-Residential Use | 12,000 square feet | 80 feet | 100 feet | 15 feet | 15 feet on each side | 15 feet | 25 feet | 20,000 square feet of gross building floor area per acre | 3 stories |

**GENERAL NOTES:**

**1. If central sanitary sewer is not available, residential development is limited to a minimum of 0.50 acre lots and non-residential development is limited to a maximum of 2,500 square feet of building area. Community service facilities are limited to a maximum of 5,000 square feet of building area or a 500 gallon septic tank. Also, refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.**
**2. Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.**
**3. Refer to the Concurrency Management Ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parks, etc.).**

Section 10-6.647. C-2 General Commercial district.

| | PERMITTED USES | | |
|---|---|---|---|
| **1. District Intent** | **2. Principal Uses** | | **3. Accessory Uses** |
| The C-2 district is intended to be located in areas designated Bradfordville Mixed Use, Suburban or Woodville Rural Community on the Future Land Use Map of the Comprehensive Plan shall apply to areas with direct access to major collector or arterial roadways located within convenient traveling distance to several neighborhoods, wherein small groups of retail commercial, professional, office, community and recreational facilities and other convenience commercial activities are permitted in order to provide goods and services that people frequently use in close proximity to their homes. The C-2 district is not intended to accommodate large scale commercial or service activities or other types of more intensive commercial activity. The maximum gross density allowed for new residential development in the C-2 district is 16 dwelling units per acre, with a minimum gross density of 8 dwelling units per acre, unless constraints of concurrency or preservation and/or conservation features preclude the attainment of the minimum density. The residential uses are required to be located on the second floor or above a building containing commercial or office uses on the first floor. Mixed use projects in the C-2 district are encouraged, but are not required. In order to maintain compact and non-linear characteristics, C-2 districts shall not be located closer than ¼ mile to other C-2 or C-1 districts or to parcels of land containing commercial developments including more than 20,000 gross square feet of floor area and shall not exceed 30 acres in size. | (1) Antique shops.<br>(2) Automotive service and repair, including car wash.<br>(3) Bait and tackle shops.<br>(4) Banks and other financial institutions.<br>(5) Camera and photographic stores.<br>(6) Cocktail lounges and bars.<br>(7) Community facilities related to the permitted principal uses, including libraries, religious facilities, police/fire stations, and high schools. Elementary schools are prohibited. Other community facilities may be allowed in accordance with Section 10-6.806 of these regulations.<br>(8) Day care centers.<br>(9) Gift, novelty, and souvenir shops.<br>(10) Indoor amusements (bowling, billiards, skating, etc.).<br>(11) Indoor theaters (including amphitheaters).<br>(12) Laundromats, laundry and dry cleaning pick-up stations.<br>(13) Mailing services.<br>(14) Medical and dental offices, services, laboratories, and clinics.<br>(15) Motor vehicle fuel sales.<br>(16) Non-medical offices and services, including business and government offices and services.<br>(17) Non-store retailers.<br>(18) Passive and active recreational facilities.<br>(19) Personal services (barber shops, fitness clubs etc.).<br>(20) Photocopying and duplicating services.<br>(21) Rental and sales of dvds, video tapes and games.<br>(22) Rental of tools, small equipment, or party supplies.<br>(23) Repair services, non-automotive. | (24) Residential (any type), provided that it is located on the second floor or above a building containing commercial or office uses on the first floor.<br>(25) Restaurants, with or without drive-in facilities.<br>(26) Retail bakeries.<br>(27) Retail computer, video, record, and other electronics.<br>(28) Retail department, apparel, and accessory stores.<br>(29) Retail drug store.<br>(30) Retail florist.<br>(31) Retail food and grocery.<br>(32) Retail furniture, home appliances, accessories.<br>(33) Retail home/garden supply, hardware and nurseries.<br>(34) Retail jewelry store.<br>(35) Retail needlework shops and instruction.<br>(36) Retail newsstand, books, greeting cards.<br>(37) Retail office supplies.<br>(38) Retail optical and medical supplies.<br>(39) Retail package liquors.<br>(40) Retail pet stores.<br>(41) Retail picture framing.<br>(42) Retail sporting goods, toys.<br>(43) Retail trophy store.<br>(44) Shoes, luggage, and leather goods.<br>(45) Social, fraternal and recreational clubs and lodges, including assembly halls.<br>(46) Studios for photography, music, art, dance, and voice.<br>(47) Tailoring.<br>(48) Veterinary services, including veterinary hospitals.<br>(49) Other uses, which in the opinion of the County Administrator or designee, are of a similar and compatible nature to those uses described in this district. | (1) A use or structure on the same lot with, and of a nature customarily incidental and subordinate to, the principal use or structure and which comprises no more than 33 percent of the floor area or cubic volume of the principal use or structure, as determined by the County Administrator or designee.<br>(2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee. |
| **FOR DEVELOPMENT STANDARDS REFER TO PAGE 2 OF 2** | | | |

| DEVELOPMENT STANDARDS | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | **4. Minimum Lot or Site Size** | | | **5. Minimum Building Setbacks** | | | | **6. Maximum Building Restrictions** | |
| **Use Category** | **a. Lot or Site Area** | **b. Lot Width** | **c. Lot Depth** | **a. Front** | **b. Side-Interior Lot** | **c. Side-Corner Lot** | **d. Rear** | **a. Building Size (excluding gross building floor area used for parking)** | **b. Building Height (excluding stories used for parking)** |
| Any Permitted Principal Use | none | none | none | 25 feet | 15 feet on each side | 25 feet | 10 feet | Except for properties within the Woodville Rural Community, 12,500 square feet of non-residential gross building floor area per acre and commercial and/or office uses not to exceed 200,000 square feet of gross building floor area for each district containing 20 acres or less. 12,500 square feet of non-residential gross building floor area per acre and commercial and/or office uses not to exceed a maximum of 250,000 square feet of non-residential gross building area per district for districts containing more than 20 acres to 30 acres. Individual buildings may not exceed 50,000 gross square feet.<br>Within the Woodville Rural Community, 12,500 square feet of non-residential gross building area per acre and commercial uses not to exceed 50,000 square feet of gross building floor area per parcel. | 3 stories |
| **7. Street Vehicular Access Restrictions:** Properties in the C-2 zoning district shall be located on a major collector or arterial street, but may have additional vehicular access to any type of street. However, in order to protect residential areas and neighborhoods from non-residential traffic, vehicular access to a local street is prohibited if one of the following zoning districts is located on the other side of the local street: RA, R-1, R-2, R-3, R-4, R-5, MH, , and RP. | | | | | | | | | |

**GENERAL NOTES:**

**1. If central sanitary sewer is not available, residential development is limited to a minimum of 0.50 acre lots and inside the Urban Services Area non-residential development is limited to a maximum of 2,500 square feet of building area. Inside the Urban Services Area, community service facilities are limited to a maximum of 5,000 square feet of building area or a 500-gallon septic tank. Also, refer to Sanitary Sewer Policy 2.1.12 of the Comprehensive Plan for additional requirements.**

**2. Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.**

**3. Refer to the Concurrency Management Ordinance for information pertaining to the availability of capacity for certain public facilities (roads, parks, etc.).**

# SCHOOL IMPACT ANALYSIS FORM

| | |
|---|---|
| **Agent Name: Holtzman Vogel**<br><br>**Applicant Name**: Mossy Head, LLC<br><br>Address: 215 S MONROE ST, SUITE 500<br>TALLAHASSEE FL, 32301 | **Date**: 02-03-26<br><br>**Telephone: 850-556-8882**<br>**Fax:**<br>**Email:** |

① **Location of the proposed Comprehensive Plan Amendment or Rezoning:**

*Tax ID #*: 31-21-20-601-0000, 31-21-20-607-0000 & 31-21-20-611-0000 (2.74 ac)
*Property address*: The property is located at the intersection of CCSE and Tram Road
*Related Application(s)*:

② **Type of requested change (check one):**

☐ Comprehensive plan land use amendment that permits residential development.
☒ Rezoning that permits residential development.
☐ Nonresidential land use amendment adjacent to existing residential development.
☐ Nonresidential rezoning adjacent to existing residential development. *

③ **Proposed change in Future Land Use or Zoning classification:**

☐ *Comprehensive plan land use* From: _____ To: _____

☒ *Zoning* From MR-1 To: C 2

***Planning Department staff use only*:**

④ **Maximum potential number of dwelling units permitted by the request:**

*Number of dwelling units:* *16 du per acre x 1.30 acres = 21 units*
*Type(s) of dwelling units:* *multi-family residential, and any type of residential provided it is on the 2nd floor of a structure containing non-residential development on the first floor*

***Leon County Schools staff use only*:**

⑤ **School concurrency service areas (attendance zones) in which property is located.**

| | Oak Ridge | Fairview | Rickards |
|---|---|---|---|
| | ***Elementary:*** | ***Middle:*** | ***High:*** |
| Present capacity | 265 | 482 | 376 |
| Post Development capacity | 262 | 481 | 375 |

Is additional coordination with Leon County Schools necessary? ____ Yes __X__ No

**NOTE: Approved by the Leon County School Board at the Board Meeting conducted on February 24, 2026.**

This form is required by §8.3 of the Public School Concurrency and Facility Planning Interlocal Agreement as adopted on September 1, 2006 by the City of Tallahassee, Leon County, and Leon County School Board. Pursuant to §6.4 of the Agreement, the City or County will transmit the School Impact Analysis Form to a designated employee of the School Board for review at the same time the application is submitted to all departments for review.

TLCPD Tallahassee-Leon County Planning Department

Proof of Publication

Prepared by Erin Hill

LEON COUNTY

STATE OF FLORIDA

COUNTY OF LEON

Before the undersigned authority personally appeared Erin Hill, who on oath says that she is the Public Information Specialist of Leon County, Florida; that the attached copy of advertisement, being a legal notice in the matter of PCAd030326, was published on the publicly accessible website, LeonCountyFL.gov/PublicNotices, of Leon County, Florida on February 10, 2026.

Affiant further says that the website complies with all legal requirements for publication in chapter 50, Florida Statutes.

Signature: _____
Title: Public Information Specialist
Date: February 13, 2026

Sworn to and subscribed before me this 13 day of February, 2026, by Erin Hill, who is personally known to me, Caren Sloniker.

Signed:

CAREN SLONIKER
Notary Public - State of Florida
Commission # HH 403350
My Comm. Expires May 25, 2027
Bonded through National Notary Assn.

Caren Sloniker

Caren Sloniker, notary public

# NOTICE OF PUBLIC HEARINGS

The proposed ordinance listed below will be considered at the following public meetings:

1. Tallahassee-Leon County Planning Commission Meeting on March 3, 2026, at 6:00 PM, 2nd Floor Conference Room, 435 North Macomb Street

2. City Commission Meeting on April 15, 2026, at 6:00 PM, City Commission Chambers, 2nd Floor, City Hall, 300 South Adams Street

**3667 & 3713 MAHAN DRIVE**
**ORDINANCE NO. 26-Z-06**

AN ORDINANCE OF THE CITY OF TALLAHASSEE, FLORIDA DESIGNATING LAND AS MEDIUM DENSITY RESIDENTIAL (MR-1) ON THE OFFICIAL ZONING MAP FROM SINGLE FAMILY DETACHED, ATTACHED AND TWO-FAMILY RESIDENTIAL (R-3) ON 2.8 ACRES LOCATED AT 3667 AND 3713 MAHAN DRIVE; PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Notice is hereby given that Leon County will consider at the public hearing set forth below the enactment of the proposed ordinance as follows:

1. Tallahassee-Leon County Planning Commission Meeting on March 3, 2026, at 6:00 PM, 2nd Floor Conference Room, 435 N. Macomb Street

**LEON COUNTY ORDINANCE**
**NO. 26-_____**

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE MEDIUM DENSITY RESIDENTIAL (MR-1) ZONING DISTRICT TO THE GENERAL COMMERCIAL (C-2) ZONING DISTRICT FOR APPROXIMATELY 2.74 ACRES LOCATED 640 FEET SW OF THE INTERSECTION OF TRAM ROAD AND CAPITAL CIRCLE SE IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

There will be two options for sharing public comments at the Planning Commission public hearing.

1. In-person at the meetings; or
2. Written via online submission at

beth.perrine@talgov.com. Public comments can be submitted online until 9 p.m. on Monday, March 2. Comments submitted after this time (up to the time of the public hearing) will be accepted and included in the official record of the meeting.

The Planning Commission will review these applications at the public hearing listed above. Persons with standing may file a petition for quasi-judicial proceedings within 15 days (or 30 days for a decision on a Type C application) from the date the decisions were rendered (City); or within fifteen (15) calendar days of the date of publication of notice of the Planning Commission Public Hearing on the application in the Tallahassee Democrat (County); in accordance with the Bylaws of the Planning Commission and the City of Tallahassee and Leon County Land Development Codes. Copies of the Bylaws and or further information are available from the Planning Department at the Planning Department, 435 North Macomb Street, Tallahassee, FL, (850) 891-6400.

## LOCAL PLANNING AGENCY BRIEFING

**March 3, 2026, at 6:00 PM**

The Local Planning Agency (LPA) may receive a briefing from staff regarding the Comprehensive Plan Amendments and/or approval of meeting minutes, as appropriate.

**NOTICE:** You are hereby notified in accordance with Chapter 286.0105, Florida Statutes, should you decide to appeal any decision made by the Commissions or take exception to any findings of fact with respect to any matter considered at the hearings referenced to above, you may need to ensure that verbatim record of the proceedings is made. Such a record shall include the testimony and evidence upon which the appeal is based. Planning Commission will review these applications at the public hearing listed above. Persons with standing may file a petition for quasi-judicial proceedings within 15 days from the date the decisions are rendered in accordance with the Bylaws of the Planning Commission and the City of Tallahassee Land Development Code.

Copies of the Bylaws and or further information are available from the Planning Department located at 435 North Macomb Street, Tallahassee, FL, (850) 891-6400.

PC030326